



MANNINGTREE TOWN COUNCIL

APPROVED

**Minutes of the Town Council Meeting
held in St. John's Ambulance Headquarters on
Thursday 19th September, 2019 at 7.30 p.m.**

Present: Cllr. R. Stocks (Chair) Cllr. M. Taylor
Cllr K. Blacker Cllr. L. Lay-Flurrie
Cllr. M. McClarnon Cllr. S. Tattam

In attendance: District Cllr. A. Coley District Cllr. V. Guglielmi
1 Member of the Public Mrs. L. Djuve-Wood (Clerk)

55/19 To receive and approve Apologies for Absence

Apologies were received from Cllr. S. Richardson.

56/19 Declarations of interest

There were none.

57/19 Minutes of the Town Council meeting held on 18th July to be approved and signed

RESOLVED that the minutes of the Town Council meeting held on 18th July be approved as a correct record and signed by the Chair.

58/19 Public participation session with respect to items on the agenda and matters of mutual interest

There was a representative from the Save Manningtree Library campaign present who expressed great concerns about ECC Highways roadworks on South Street which had been scheduled to take place at the same time as the Save Manningtree Library street party, despite the campaign having had their road closure application approved by TDC. It was agreed that Cllr. Blacker would supply the clerk with the relevant contact details at ECC to allow the council to send a supporting e-mail for the Save Manningtree Library group asking if the roadworks could be stopped for the day and the site made safe to allow the street party to go ahead.

Action: Cllr. Blacker / Clerk

59/19 Reports from the District and County Councils

A monthly update was provided by District Cllr. A. Coley. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

60/19 Progress Report from the Clerk

84/18 To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford. It was agreed that this item would go back on the October agenda for further discussion.

Action: Clerk

179/18 To discuss request from member of the public to start producing Easy Read documents for people with disabilities. The clerk advised that she had received information on software that could be used to aid the council in producing such documents. It was agreed that the clerk and Cllr. Taylor would look into this in conjunction with ensuring the council is compliant with the new Website Accessibility regulations.

Action: Clerk/Cllr. Taylor

22/19 Swift Awareness Project. Cllr. McClarnon is to arrange a working group to take the project forward.

Action: Cllr. McClarnon

28/19 a) To consider a request from Lawford Parish Council to take part in a joint event between the three parishes of Lawford, Mistley and Manningtree to celebrate and commemorate the 75th anniversary of VE day over the weekend of 8th May, 2020. The first meeting of the committee has been postponed until the Lawford parish clerk returns.

RESOLVED that the following items be discharged:

141/17 To discuss the new Data Protection Regulation Legislation requirements

101/18 Monthly Facebook updates from Cllr. Taylor

154/18 b) To discuss location, plaque and planting of the tree sapling donated by HM the Queen from her estate

14/19 d) To consider painting / repairing the wildlife sign by the Coop / Riverside steps

61/19 To discuss County Cllr. Barker's potential visit to the October Full Town Council meeting
RESOLVED that the clerk is to e-mail County Cllr. Barker inviting her to the October meeting as it was felt that the future of Manningtree Library remains unclear despite the recent change in the library strategy. The clerk was also asked to emphasise that any expression of interest submitted to run Manningtree Library as a Community Library does not have the support of Manningtree Town Council.
Action: Clerk

62/19 To consider nominations for the 2019/20 Community Engagement Award
RESOLVED that the council would like to award the Community Engagement Award to both a group and an individual this year with both the Save Manningtree Library group and Lynne Robinson receiving the award for 2019/20. Both have made a significant contribution to the local community over the last year; the Save Manningtree Library group through their on-going fight to try and save the local library from closure or being taken over by volunteers and Lynne Robinson through arranging the Fun at Manningtree Beach sessions during the summer months and the Halloween writing competition and story-telling session for local youngsters. A date and time for the Award Ceremony is to be agreed at a later stage.
Action: Clerk

63/19 To consider suitable dates for an MHFA Health and Well-Being ECC funded community course
RESOLVED that the course is to be held on Thursday, 17th October 2019 from 9:00 a.m. to 1:15 p.m. The clerk is to book a venue and liaise with the course provider.
Action: Clerk

64/19 To consider supporting Lawford Parish Council in enabling the Frankenberg Partnership to be upgraded to a 'Twin'
RESOLVED that the council supports the enabling of the Frankenberg Partnership to be upgraded to 'Twin'. The clerk is to liaise with Lawford Parish Council.
Action: Clerk

65/19 Constitution

- a) **At the request of Mistley Parish Council, to consider nominating representatives for the Mistley and Manningtree Welcome Home Memorial Fund**
RESOLVED that Cllr. Lee Lay-Flurrie be appointed as representative to the Mistley and Manningtree Welcome Home Memorial Fund.
- b) **To review and consider adopting the new NALC Model Financial Regulations 2019 for England**
RESOLVED that the new NALC Model Financial Regulations 2019 for England be adopted by the council.

66/19 Highways/Environment

- a) **To consider quotes for the purchase of a replacement litter bin outside the Royal Mail delivery office**
RESOLVED that this item be deferred to the October meeting as the clerk is yet to hear back from TDC regarding type and cost of bin they may be able to supply.
Action: Clerk
- b) **To discuss autumn litter picking session**
RESOLVED that the autumn litter picking session is to be held on Saturday 2nd November 2019 at 10 a.m. The clerk is to arrange to borrow litter picks and hoops from TDC.
Action: Clerk
- c) **To consider review of maintenance contract**
RESOLVED that the clerk write to four contractors requesting a quotation for the on-going grounds maintenance of Manningtree, including fortnightly litter picking and weeding, year-round watering of flower tubs and fortnightly grass cutting of the Green on South Street and Quay Street during the months of March to November (weather dependent).
Action: Clerk
- d) **To consider asking contractor to water the flower tubs regularly throughout the year**
RESOLVED that the council would like the flower tubs to be watered weekly during the months of May to September and fortnightly during the months of October to April.
- e) **To consider TDC temporary road closure request(s)**
RESOLVED that the council has no objections to the proposed road closure.
- f) **To consider setting up a joint working group between Manningtree, Mistley and Lawford Town/Parish Councils for the wildflower verges project and to write a joint letter to TDC re funding**

RESOLVED that the clerk will contact Lawford Parish Council and Mistley Parish Council to request information on appointed representatives. Cllr. McClarnon will continue to take the lead on the project on behalf of Manningtree Town Council. **Action: Clerk / Cllr. McClarnon**

- g) **To consider supporting Cemetery Committee’s proposed project to reinstate Mistley Church pathway**

RESOLVED that whereas the council in principal supports the project more information is needed before committing.

67/19 Finance

- a) **To approve monthly bank reconciliation figures**

RESOLVED that the monthly bank reconciliations for July and August be approved.

- b) **To consider subscribing to ‘Safecouncil’, a health and safety resource and advice service for local councils**

RESOLVED that the council will not subscribe to ‘Safecouncil’ at this point in time.

- c) **To review TDC’s special expense form for 2020/21**

RESOLVED that there are no changes to the council’s current special expenses.

- d) **To consider an S137 grant request from Essex & Herts Air Ambulance**

RESOLVED that an S137 grant of £100.00 be given to the Essex & Herts Air Ambulance payable at this meeting. **Action: Clerk**

- e) **To consider an S137 grant request from the Autumn Days Club**

RESOLVED that an S137 grant of £50.00 be given to the Autumn Days Club payable at this meeting. **Action: Clerk**

- f) **To approve payments/cheques for signature in accordance with the 2019/20 budget:**

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood	£707.81
CPRE Annual Membership	£36.00
Environmental Design Maintenance August	£62.40
Environmental Design Wildlife Sign Repair	£110.40
EALC (Local Councils Explained Book)	£53.47
Webfactory monthly fee (By Standing Order)	£17.99
Additional Payments processed in August 2019:	
Monthly salary Mrs L Djuve-Wood	£757.08
Environmental Design Grass Cutting	£48.00
Environmental Design Maintenance July	£62.40
A&J Lighting Solutions Annual Inspection & Repairs	£803.64
TDC Sand Supply	£690.30
Mrs W. Saint-James Clerk’s Holiday Cover	£331.75
Webfactory monthly fee (By Standing Order)	£17.99
Other Additional Payments:	
Essex & Herts Air Ambulance S137 Donation	£100.00
Autumn Days Club S137 Donation	£50.00

68/19 To consider any planning applications received

There were no planning applications to be considered.

69/19 Consultations:

- a) **To consider responding to the North Essex Local Plan Technical Consultation**

RESOLVED that the council has no comments on this consultation.

70/19 Items from councillors to be added to the next agenda

- a) To consider replacing the wildlife sign by the Coop / Riverside steps
 b) To consider installing CCTV cameras in Manningtree town centre
 c) To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford
 d) To consider quotes for the purchase of a replacement litter bin outside the Royal Mail delivery office

There being no further business the Mayor closed the meeting at 9:30 p.m.

Signed.....

Dated.....