



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. J. Spear

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Minutes of the Annual Full Town Council Meeting held in the Manningtree Methodist Church Hall on Thursday 24th June, 2021 at 7.30 p.m.

Present: Cllr. M. Taylor (Chair) Cllr. R. Stocks (Deputy Chair)
Cllr. Sharon Barker Cllr. B. Brown
Cllr. L. Dunnett Cllr. L. Lay-Flurrie
Cllr. S. Tattam

In attendance: District Cllr. A. Coley 4 members of the Public
Mrs L. Djuve-Wood (Clerk)

1/21 Election of Mayor to the Council

RESOLVED that Cllr. M. Taylor be elected Mayor to the Council.

2/21 To receive the Mayor's Declaration of Acceptance of Office

Cllr. Taylor signed the Declaration of Acceptance of Office followed by the Clerk.

3/21 Election of Deputy Mayor to the Council

RESOLVED that Cllr. Stocks be elected Deputy Mayor to the Council.

4/21 To receive and approve Apologies for Absence

There were no Apologies for Absence. It was noted that Cllr. Tattam would be late to the meeting.

5/21 Declarations of interest

There were none. It was noted that Cllr. Tattam had given formal notice of his resignation from the post of town councillor with effect from the end of this meeting.

6/21 Minutes of the Town Council meeting held on the 22nd April 2021 to be approved and signed

RESOLVED that the minutes of the Town Council meeting held on the 22nd April 2021 be approved as a correct record and signed by the Chair.

7/21 Public participation session with respect to items on the agenda and matters of mutual interest

There were four members of the public in attendance. No issues or concerns were raised.

8/21 Reports from the District and County Councils

The Council had received the monthly district and county reports which had been circulated to all councillors in advance of the meeting.

Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

9/21 Report from Essex Police

The monthly police report for Manningtree, Mistley, Lawford, Little Bentley and Tendring had not been received in time for the meeting.

10/21 Progress Report from the Clerk

The clerk had circulated the Progress Report to all Councillors ahead of the meeting.

She noted the following updates:

- **79/19 e) Replacement Wildlife Sign at Riverside:** TDC had notified the Clerk that Planning Permission for the new Coastal Interpretation Board would not be needed as the project falls under Permitted Development Rights. Permission to install on TDC land will need to be sought from TDC's Assets Team via assets@tendringdc.gov.uk
- **87/20 b) Bench Replacement Manningtree Beach:** All plaques had been authorised and the order is with Glasdon for completion and delivery to Environmental Design.
- **129/20 d) Annual Tree Survey:** J. Fryer had completed the tree surgery of the two trees at South Street Green and Quay Street Green.
- **175/20 a) Sand at Manningtree Beach:** Rose Builders had confirmed the sand would be delivered and raked by the end of the month.

11/21 Report from other committees and representatives

a) To note decision made under delegated authority during May and June 2021

A list noting the following decisions made under delegated authority had been circulated in advance of the meeting:

- The replanting of the flower tubs;
- Joint Environmental Working Party campaign to encourage and help people to create and protect habitats for stag beetles, including the use of the Council's Facebook page and website to provide relevant information, possibly a few posters to be printed if needed and being able to arrange an event or two as time goes on and covid restrictions allow;
- Authorisation of the final proof of the Coastal Interpretation Board;
- Renewal of the Council's insurance cover from 1st June 2021;
- A £50 S137 donation to Greater Anglian Railways scheme for Manningtree Station planting and improvements;
- A £100 S137 donation to Stour Sailing Club for fireworks display at Manningtree Town Regatta event.

b) Joint Environmental Group:

Cllr. Barker noted that the Joint Environmental Group had met twice over Zoom. The Stag Beetle Habitat Facebook post had reached over 7,000 people. Currently the group is exploring new ideas although it is proving difficult to get them off the ground quickly as approval is required from all three parishes beforehand. They are looking to contact relevant local groups and individuals for input and support.

12/21 Constitution

a) To review Committee Structures and to appoint members to serve on the under mentioned Committees:

i. Finance Committee

RESOLVED that all councillors be members of the Finance Committee.

ii. Personnel Committee

RESOLVED that Cllrs. Taylor, Stocks and Lay-Flurrie be members of the Personnel Committee.

b) To review Committees' Terms of Reference

RESOLVED that the Finance Committee and Personnel Committee Terms of References be approved.

c) To consider appointing the following committee representatives:

- i. Representative(s) to the Essex Association of Local Councils**
RESOLVED that all Councillors be representatives to the Essex Association of Local Councils.
- ii. Representative(s) to the Tendring Association of Local Councils**
RESOLVED that Cllr. Dunnett be representative to the Tendring Association of Local Councils.
- iii. Representative(s) to the Manningtree District Business Chamber**
RESOLVED that Cllr. Stocks and Lay-Flurrie be representatives to the Manningtree District Business Chamber.
- iv. Representative(s) to the Tendring Older People's Forum**
RESOLVED that Cllr. Lay-Flurrie be representative to the Tendring Older People's Forum.
- v. Representative(s) to the Frankenberg Partnership Association**
RESOLVED that Cllrs. Stocks and Lay-Flurrie be representatives to the Frankenberg Partnership Association.
- vi. Representative(s) to the Stour and Orwell Estuaries Management Committee**
RESOLVED that Cllr. Lay-Flurrie be representative to the Stour and Orwell Estuaries Management Committee.
- vii. Representative(s) to the Essex and South Suffolk Community Rail Partnership**
RESOLVED that there be no representative to the Essex and South Suffolk Community Rail Partnership.
- viii. Representative(s) to the Parish Passenger Transport Group**
RESOLVED that there be no representative to the Parish Passenger Transport Group.
- ix. Tourism Representative**
RESOLVED that this item be deferred.
- x. Tree Warden**
RESOLVED that Cllr. Taylor be Tree Warden.
- xi. Emergency Plan Representative**
RESOLVED that Cllrs. Taylor and Stocks be Emergency Plan representatives.
- xii. Representative to review council accounts on a quarterly basis**
RESOLVED that Cllr. Dunnett review council accounts on a quarterly basis.
- xiii. Administrators for the Council's Facebook page**
RESOLVED that Cllrs. Taylor and Barker be Facebook administrators.

13/21 Parish Council Policies and Procedures

a) To review Standing Orders

RESOLVED that the Standing Orders be approved.

b) To review Financial Regulations

RESOLVED that the Financial Regulations be approved.

c) To review the Code of Conduct

RESOLVED that the Code of Conduct be approved.

d) To review General Data Protection Regulations

RESOLVED that the General Data Protection Regulations be approved.

e) To review the Freedom of Information Publication Scheme

RESOLVED that the Freedom of Information Publication Scheme be approved.

f) To review the Document Retention Policy

RESOLVED that the Document Retention Policy be approved.

g) To review the Website Accessibility Policy

RESOLVED that the Website Accessibility Policy be approved.

h) To adopt updated Co-option Policy

RESOLVED that the updated Co-Option Policy be approved and adopted.

i) To review the Complaints Procedure

RESOLVED that the Complaints Procedure be approved.

j) To review the Disciplinary Procedure

RESOLVED that the Disciplinary Procedure be approved.

k) To review the Staff Grievance Procedure

RESOLVED that the Staff Grievance Procedure be approved.

l) To review the Social Media Policy

RESOLVED that the Social Media Policy be approved.

m) To review the ID Policy

RESOLVED that the ID Policy be approved.

n) To review the Equality and Diversity Policy

RESOLVED that the Equality and Diversity Policy be approved.

o) To review the Dignity at Work Policy

RESOLVED that the Dignity at Work Policy be approved.

14/21 To consider the following planning applications

a) 21/00991/FUL, Proposed extension to and conversion of garage into habitable space, West View 37 South Street, Manningtree

RESOLVED that the Council has no comment on this planning application.

b) 21/00954/FUL, Erection of single storey rear extension, 18 Brook Street, Manningtree

RESOLVED that the Council has no comment on this planning application.

c) 21/00979/TCA, 1 No. Sycamore - remove 25% of canopy (one of 4 trunks) thanks to excessive shading and low amenity value, Clarisa, Mill Lane, Manningtree

RESOLVED that the Council has no comment on this planning application.

- d) **21/00453/FUL, Proposed development of land to provide Retirement Living accommodation comprising 42 apartments and 11 bungalows with associated amenity and landscaping, landscaping improvements to Mistley Place Park, new access to New Road, and associated works. Land at Mistley Place Park, New Road, Mistley**

RESOLVED that the Council has no comment on this planning application.

15/21 Highways/Environment

- a) **To consider offer from TDC of new blue bin for the beach area**

RESOLVED that the Council would like to accept District Cllr. Coley's offer of requesting a new larger blue bin for Quay Street / Manningtree Beach area from TDC as long as the bin can be screened off.

- b) **To consider adopting street light on Wherry Corner**

RESOLVED that the Council initially try and determine who owns the damaged street light at Wherry Corner.

- c) **To consider request for notice at the Manningtree end of The Walls asking drivers to slow down due to the presence of swans and ducks**

RESOLVED that the Council approach County Cllr. Guglielmi and ECC Highways regarding installing a ducks warning triangle style sign on The Walls Manningtree / Mistley border.

- d) **To consider any updates received from TDC regarding the Town Council undertaking weeding of TDC owned areas in Manningtree**

The clerk noted that District Cllr. Coley had received a response from Mr Ian Taylor, Head of Public Realm, stating that he had not as of yet been able to fully determine the extent of the work they undertake on behalf of the TDC Housing service under the HRA, or what the implications would be of passing this work over to another body. He had also stated that there are other factors to consider such as the pond clearance in the car park which is undertaken by TDC open space officers when in Manningtree and that there would in all likelihood be a cost for drawing up an SLA and a wait for TDC's legal service to have the capacity to consider this. Mr Taylor will contact Cllr. Coley with more detailed answers at a later stage.

- e) **To consider request from weeding group regarding insurance cover for volunteers weeding both Manningtree and Mistley sides of Oxford Road and TDC areas**

Community Action Suffolk had noted that volunteers are covered under the Council's insurance as long as the Council has carried out a risk assessment, any relevant training and personal safety equipment is supplied, all volunteers are capable both mentally and physically for the task and any under 16's are supervised. It was **RESOLVED** that the Council does not support weeding volunteers undertaking weeding tasks outside of the Manningtree border and that if they decide to do so it is at their own risk.

- f) **To consider taking part in ECC's Salt Bag Partnership Scheme for 2021/22**

RESOLVED that the Council wish to take part in ECC's Salt Bag Partnership Scheme for 2021/22. A new storage location will need to be identified and it was agreed that the Clerk will contact Rose Builders to query if they would be willing and able to store the salt on the Council's behalf.

g) To consider road TDC closure notice for Manningtree Regatta
RESOLVED that the Council has no objection to this road closure.

16/21 To consider adding merchant sailor's name to Manningtree War Memorial
Cllr. Taylor had received a request to add the name of a local merchant sailor who lost his life when on a sailing barge that went down just off the coast of Clacton 80 years ago on the 9th July 1941. Cllr. Lay-Flurrie noted that a name had been added to the War Memorial in the past. It was **RESOLVED** that the Clerk contact Wood for Stone to query about the cost of adding a new name and that the Council arrange a memorial service at the War Memorial for the merchant sailor's family on the 80th anniversary of his death. Cllr. Taylor is to source a wreath and contact the family, members of the Merchant Navy Association, representatives from the New Blue Mermaid Sailing Barge as well as the local press.

17/21 To consider change of venue for council meetings
RESOLVED that Cllr. Stocks query availability and cost of hiring the soon to be renovated Manningtree Masonic Hall on South Street.

18/21 To consider request from ECC regarding their Snapping the Stiletto: Campaigning for Equality, Manningtree Witch Walk project
RESOLVED that the Council offer its support for ECC's Snapping the Stiletto Campaign. Cllr. Stocks is to respond on the Council's behalf.

19/21 To consider postponing application for the Local Council Awards Scheme, Foundation Level
RESOLVED that the Council postpone the application for the Local Council Awards Scheme, Foundation Level until June 2022.

20/21 To consider offer of assistance with future Remembrance and Commemoration Services from the North Essex Veterans Support Group
RESOLVED that the Council approaches the area office of the Royal British Legion in the first instance for assistance with future Remembrance and Commemoration Services.

21/21 To consider taking part in Her Majesty's Platinum Jubilee Beacons on 02/06/2022
Due to the negative environmental impact from the lighting of beacons it was **RESOLVED** that the Council will not take part in her Majesty's Platinum Jubilee Beacons on the 2nd June 2022.

22/21 Finance

- a) To review and receive year end and monthly finance reports, including bank reconciliation figures**
RESOLVED that the year end and monthly finance reports and bank reconciliations be approved.
- b) To review the Council's asset register**
RESOLVED that the Council's asset register be approved.
- c) To approve and sign the Annual Governance and Accountability Return 2020/2021 Part 2 – Certificate of Exemption**
RESOLVED that the Annual Governance and Accountability Return 2020/21 Part 2 – Certificate of Exemption be approved and signed.

d) To review, approve and sign section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2020/2021

Following review and completion by the Council of the Annual Governance Statement 2020/21, it was **RESOLVED** that it be approved and signed.

e) To approve and sign section two, Accounting Statements, of the Annual Governance and Accountability Return 2020/2021

RESOLVED that the Accounting Statement 2020/21 be approved and signed.

f) To review council / staff subscriptions

RESOLVED that council/staff subscriptions be approved.

g) To consider a grant request from the North Essex Veterans Support Group

RESOLVED that the Council cannot provide the North Essex Veterans Support Group with a grant at this point in time as the organisation is not yet registered as a charity.

h) To approve new payments in accordance with the 2021/22 budget and note payments approved under delegated authority during May and June 2021

RESOLVED that the following payments be approved:

Payee:	Net £	VAT£	Gross £
Phoenix Printing (PAID) (High Vis vests)	110.00	22.00	132.00
Environmental Design (monthly maintenance)	52.00	10.40	62.40
Barclaycard (Office 365)	4.56	0.00	4.56
Craft Nurseries (flower tubs planting)	960.00	192.00	1,152.00
J Fryer (tree surgery)	450.00	90.00	540.00
Glasdon (new benches and bin for beach)	2,835.49	567.10	3,402.59
L Djuve-Wood (salary and expenses)	804.08	0.00	804.08
HMRC (Tax/NI)	9.00	0.00	9.00
Webfactory (monthly web hosting)	14.99	3.00	17.99
Total:	5,240.12	884.50	6,124.62

The Council noted the following payments made under delegated authority:

Payee	Net £	VAT£	Gross £
Environmental Design (monthly maintenance)	52.00	10.40	62.40
Community Action Suffolk (insurance)	418.23	0.00	418.23
Barclaycard (Plants Quay Street, Advert Newspaper, Plans Planning Application Quay St)	540.04	£.00	540.04
Valerie Pretty (internal audit)	50.00	0.00	50.00
Greater Anglian Railways - Manningtree Station Adoption Scheme (S137 donation)	50.00	0.00	50.00
Stour Sailing Club (S137 donation)	100.00	0.00	100.00
S Barker (plants Quay Street)	98.00	0.00	98.00
Royal Mail (PO Box annual fee)	236.25	47.25	283.50
L Djuve-Wood (Postage and stamps)	15.57	0.00	15.57
L Djuve-Wood (Salary and expenses)	683.61	0.00	683.61

Webfactory (monthly web hosting)	14.99	3.00	17.99
Total:	2,258.69	60.65	2,319.34

23/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

The decision to not take part in Her Majesty's Platinum Jubilee Beacons on the 2nd June 2021 has a positive impact on the environment.

24/21 Items from councillors to be added to the next agenda

- a) To consider purchasing a new printer
- b) To consider proposal to be sent to ECC Highways to permanently close a section of South Street to motorised vehicles.
- c) To consider requesting that ECC Highways install a zebra crossing warning sign on the corner of Station Road and Riverside Avenue East
- d) To consider wording for Frankenberg Quay Street flowerbed signage

25/21 To note date and time of the next meeting

The next meeting is scheduled for Thursday 15th July 2021 at 7:30 p.m.

26/21 Exclusion of Press and Public - To resolve that the press and public be excluded from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, S.1(2)

RESOLVED that members of the press and public be excluded from the remainder of the meeting.

27/21 To consider the Personnel Committee's recommendation for appointment of new Town Clerk

RESOLVED that Mrs Jennifer Spear be appointed as the Council's new Town Clerk and Responsible Financial Officer.

There being no further business the Mayor closed the meeting at 9:28 p.m.

Signed.....

Dated.....