



# MANNINGTREE TOWN COUNCIL

*Clerk to the Council: Mrs. J. Spear*

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## **Minutes of the Full Town Council Meeting held in the Manningtree Methodist Church Hall on Thursday 16<sup>th</sup> September at 7:30pm**

**Present:**

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

**In attendance:** Mrs J Spear (Clerk)

### **46/21 To Receive and approve Apologies for Absence**

Apologies received from Cllr. A Coley and accepted by the council, for this meeting and all subsequent meetings. Cllr. A Coley reiterated that his support is available at all times.

### **47/21 Declarations of interest**

There were none.

### **48/21 Minutes of the Town Council meeting held on the 15<sup>th</sup> July 2021 to be approved and signed**

**Resolved** that the minutes of the Town Council meeting held on the 15<sup>th</sup> July 2021 be approved as a correct record and signed by the Chair.

### **49/21 Public participation session with respect to items on the agenda and matters of mutual interest**

No members of the public were present, so no issues were raised.

### **50/21 Reports from the District and County Councils**

The Council had received the monthly district and county Council reports from August and September which had been circulated to all councillors in advance of the meeting. From the district report it was noted that there are going to be two online sessions for the community to have their say and help guide future development on Monday 20<sup>th</sup> September – these dates, times and links have been published on the Manningtree Town Council Facebook meetings.

Full District and County reports are accessible to the public on the town council's website [www.manningtreetowncouncil.org.uk](http://www.manningtreetowncouncil.org.uk).

### **33/21 Report from Essex Police**

The Council had received the monthly police report for Manningtree, Mistley, Lawford, Little Bentley and Tendring. which had been circulated to all councillors in advance of the meeting. One main incident which discussed.

### **52/21 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:** All relevant approvals have been received from Tendring District Council and also the Environment agency. Just waiting for the date of installation.
- **28/19 b) Frankenberg Civic Reception:** They are still having a dinner but it is not an official celebration of the anniversary – as this has been postponed to next year.
- **27/20 f) Glyphosate free Manningtree:** Environmental Design raised some concerns about the longevity of not using glyphosate and continuing with the hand weeding. Cllr Barker and Cllr. Brown have raised a few questions of environmental design and their plan for maintaining the street. Invited Jon from Environmental Design (ED) to the next monthly meeting.
- **87/20 Bench Replacement Manningtree Beach:** Clerk has been advised of a delay in the benches being delivered by at least 4 weeks. Met with ED and advised on the required placement of the benches and bin once they are delivered.
- **29/20) Replacement of the Noticeboard on the High Street** – Clerk has received the result back of the pre-planning application, confirming that the council has to apply for full planning permission. Clerk will action this.
- **116/20 b) Dying Tree on Quay Street** – The street weeders have taken it down and added small logs to the stump for insects
- **158/20 c) – Idling Car Signs** – Cllr Taylor, Cllr Stocks advised lots of signs have been put up along South Street by the local businesses and residents so the council don't need to get involved in this.
- **15/21 b) – To consider adopting street light on Wherry Street** – Clerk is now in receipt of how many lights Eon provide electric for. They do not have a detailed list. The clerk needs to cross reference this with what we have on file.
- **16/21 - War memorial Inscription** – Clerk met with Wood For Stone, and advised on the exact placing of the new name. Discussed the current condition of the war memorial and that Andrew will provide a quote that will include cleaning (included in the original quote) plus re-painting the names on the memorial that are flaking off. Also checking with Cllr. Lay-Flurrie, if she could confirm what she would like the correct wording of her family's relative that is on there – she will discuss with the family and advise the clerk.
- **37/21 a) – Pedestrian Crossing outside boots** – The lines have all been repainted.

#### **51/21 Reports from other committees and representatives**

- **Joint Climate Emergency Working Party** - Cllr Barker is having trouble trying to arrange a meeting to get together with the other councils to put a plan into place – clerk will contact the other local councils to advise we can't move it forward until we have cooperation from the other councils.
- **Plastic free Manningtree** – 77% on our way to achieving the status of Plastic free Manningtree. Which consists of council motions passed, 2 businesses need to be on board but we have 7 with more in the pipeline. Community allies has been a bit more difficult to recruit but currently have 3 out of the required 5 needed. Two events need to take place, one of which has taken place which was the Big Litter Pick. A second one is in the pipeline of running a children's event, consisting of activities that are fun and don't include plastic.

#### **52/21 To consider the following planning applications**

	side of tree by up to 2 metres and remove dead wood.	Manningtree CO11 1EJ
<a href="#">21/01501/TCA</a>	1 No. Ash (T1) - Fell to ground level because the tree is dead.	34 Colchester Road Manningtree CO11 1EJ
<a href="#">21/01438/TCA</a>	1 No. Blackthorn - crown reduction, 1 No. Yew - crown reduction and 1 No. Magnolia Grandiflora - crown reduction, 1 No. Quince - crown reduction, 1 No. Apple - crown reduction, 1 No. Cypress - crown reduction, 2 No. Juniper - remove.	12 Oxford Road Manningtree
<a href="#">21/01429/TCA</a>	1 No. Silver Birch - Reduce crown by 1.5-2 metres.	25 Mill Lane Manningtree CO11 1DQ
<a href="#">21/01454/LBC</a>	Decorate exterior front elevation of property, installation of new hand painted signage to reflect new business owner.	30 High Street Manningtree CO11 1AJ

The Council has no comment on any of the above planning applications.

### **53/21 Highways/Environment**

#### **a) To consider locations and budget for a possible VAS Sign**

**Resolved** Clerk advised that the cost of VAS signs run into the thousands, and also where would it be put? Cllr Dunnet advised that a company called Westcote provided one at her last parish (Brantham) due to 2 very severe accidents, and the cost started at £5000. Discussed that they do have a very good response to calming down traffic. Clerk is going to get a full quote for an install – technically Manningtree would require 2 of these signs. Possibly a discussion to find out if we can request a speed check in the area.

#### **b) To consider a time change for the remembrance parade**

**Resolved** that the Council is happy to change the start time to 3:30 as requested, so the buses do not have to be re-routed. Sunset is at 16:12 so the time is ok to be changed. Clerk will action. Also discussed if we should add a get together after the Remembrance Service – the council have been offered the use of the masonic lodge for free afterward, clerk will book. Discussed making sure the Cllrs make sure they are all wearing their lanyards (new Cllrs don't all have them) – clerk will source.

**c) Update on plans to extend the wildlife Garden**

**Resolved** – The wildlife garden is growing really well and the plants are becoming established. Lots of positive comments from members of the public. The only discussion is about what to do with all the greenery when they have it after weeding the streets. They were approached by some Community ambassadors from Tendring Council – Cllr Barker asked them for a brown wheelie bin that could be stored around the back of the market when not in use, (this has previously been refused) – they advised they would add this to their report. The turf has been removed off the extension to the garden and the soil improver has been ordered. Clerk is going to request a brown bin from the council – storage of the bin has been agreed by Toni who runs the market.

**d) To Consider and discuss a Beach Toy Library -**

**Resolved** – Agreed that Manningtree would like one, a local company has offered to make one from recycled pallets at cost price. Agreed that even though the summer is coming to an end the beach is still used through the autumn and into the winter so we should still go ahead with it.

**e) To discuss complaints made by a local resident about motorists driving the wrong way up North and South Street**

The complaint was also about the takeaway window being opened onto the pavement, which means that people in the queue are blocking the pavement which means that people are then having to walk into the road around them. Cllr Guiglielmi advised that a few years ago there was a complex signage review in Manningtree that led to the signage being streamlined.

**Resolved** – There are already signs on both sides of each of the roads stating that the roads are one way which are already very visual, adding more signs may add to the confusion. Cllr Coley and Cllr Guglielmi are looking into if the café can continue to serve take away customers from that window now that the covid restrictions have been lifted and this is not a necessity for their business to continue to be open.

**f) Update from TDC about taking over more areas for weeding** – Cllr Coley advised that he was waiting for a specific list of areas that the Street Keepers would like to take over.

**Resolved** – Cllr Barker is going to list them and let the clerk know who will then send over to Cllr Coley.

**54/21 To discuss a joint venture with Lawford and Mistley for the Queens Platinum Jubilee (03/06/21) -**

**Resolved** – Council would like to know what Lawford and Mistley are planning and then we can help – clerk will let both councils know we are willing to help, if they can advise what the plans are going to be.

**55/21 To finalise the details for the community engagement award, (03/10/21)**

**Resolved** – The Red lion has been booked for 1:00pm – 15:00pm – for a 1:30 start, agreed £45 room hire cost, £30 for teas and coffees. Clerk will also contact De'aths Bakery to order some cakes for the ceremony, and send out the invitations, including street keepers.

**56/21 – To Discuss Manningtree Earth Festival, (05/06/2022) –**

The plan is to close South Street, Pace are going to be involved, but we aren't sure what date the Manningtree Earth Festival is going to be – as there are going to be street

parties that day as it is National Street party day, tied into the Queens Platinum Jubilee.  
**Resolved** – In that we need to confirm the exact date/time before we put a firm plan in place.

**57/21 – Update on Plastic free Manningtree** – discussed above in section 51/21.

**58/21 – To discuss the next steps for the dementia friendly council plan** – Due to Covid this was put on hold. Cllr Lay-Flurrie mentioned that there is a dementia group that meets in Foundry court, but this is for the council making sure that we are a dementia friendly council and a dementia friendly town.

**Resolved** – Cllr Taylor will contact the team who set up the training and see what the next steps are as a council we need to take.

**59/21 – To discuss plans for a ‘getting to know your council’** – Remembrance with the service afterwards as discussed will help make the councillors more viable. Maybe a council surgery at the library once a month has been recommended. Cllr Dunnet suggested maybe having a stall every month at the market as it would be very visible to local people. Cllr Brown suggested a walking surgery possibly too. **Resolved** – Contact Toni at the Market to see the cost of this to move it forward.

Also the Manningtree Christmas fair is going to be held on 27<sup>th</sup> November, they have asked if the mayor would maybe do a speech welcoming everybody to the fair and possibly Cllrs helping to tidy up afterwards. **Resolved** – Mayor happy to make a speech, need to finalise with Steve what help is needed but he council is happy to support, clerk will advise Steve.

**60/21 – To Discuss quotes for Quay Street parking deterrent project –**

**AQL Carpentry – £7926.25**

**SG Woodburners & Building - £4380**

**Johnston Building £4680**

Looking at the quotes and the prices, it has been suggested to change from posts every metre to every 1.5metre to save money that way. **Resolved** – Council agreed on SG WoodBurners quote and clerk will contact the cheapest quote to ask for a re-quote with less posts.

**61/21 Finance**

**a) To approve the monthly finance report and approve monthly bank reconciliation figures**

The clerk noted that as at the 27<sup>th</sup> August 2021 there was £5608.19 in the current account and £15348.72 in the savings account. Due to their being a credit card refund of £55.98 the payments will not reconcile as the credit on the card has meant that payments that have been made using the card did not need to be paid due to the credit, therefore there is an extra £55.98 on top.

**b) Two old reconciliations to be signed and agreed – April/May**

**Resolved** – signed and agreed

**c) To approve new payments in accordance with the 2021/22 budget and note payments approved under delegated authority in August 2021.**

**Resolved** that the following payments be approved:

<u>Date</u>	<u>Payment</u>	<u>Payee</u>	<u>Net £</u>	<u>VAT£</u>	<u>Gross £</u>	<u>Description</u>
	<b>No.</b>					
August	CC	Barclaycard	£62.56	£0.00	£62.56	DBS Check/ Pre-planning app/Office 365

August	OP	Age Concern	£50.00	£0.00	£50.00	Age concern Donation
August	OP	J Spear	£850.44	£0.00	£850.44	Clerk Salary & Expenses
August	SO	Webfactory	£14.99	£3.00	£17.99	Website Hosting
August	OP	CVST Membership	£25	£0.00	£25	CVST Membership
August	OP	Environmental Design	£96.00	£19.20	£115.20	Grass Cuttings
August	OP	Craft Nurseries - obo sharon	£50.94	£0.00	£50.94	Plants for the memorial garden
August	OP	Flowers By Toni	£25.00	£0.00	£25.00	Wreath for VE Day

<u>Date</u>	<u>Payment</u>	<u>Payee</u>	<u>Net £</u>	<u>VAT£</u>	<u>Gross £</u>	<u>Description</u>
	<b>No.</b>					
September	CC	Barclaycard	£50.08	£9.85	£59.93	NALC ticket - biodiversity/ Custom Stamps Online/ office 365
September	OP	J Spear	£852.44	£0.00	£852.44	Clerk Salary & Expenses
September	SO	Webfactory	£14.99	£3.00	£17.99	Website Hosting
September	OP	Environmental Design	£96.00	£19.20	£115.20	Grass Cuttings

Late addition payment of £131.16 total for Line Djuve-Wood of her final payment of training for the new clerk and visiting the records office. – **resolved and payment agreed.**

**d) To approve amendments from the payments in July**

**Resolved** – signed and agreed

**e) To discuss any amendments needed for the special expenses**

**Resolved** – Clerk is going to attend the online meeting to find out exactly what this is for and let the council know.

**f) To discuss the electricity price increase for streetlights –**

**Resolved** – Clerk will continue to source quotes for electric to try and get it cheaper.

**62/21 – Change of venue for meetings to the Masonic Lodge** – The cost of the lodge is £20 per meeting which is an increase from £10 per meeting paid at the Methodist church. The council advised that previously £20 per meeting has been paid. There is not an issue about the lodge having an alcohol licence, checked with NALC who confirmed that as long as alcohol is not for sale during a meeting (the shutters will be down) then this is not an issue. The disability access is a problem as at the moment there is not disabled access at this time, the work is scheduled for November. The question was raised of the public's opinion of the council, if the meetings were to be held regularly in the Masonic lodge due to not so favourable views of the masons from a historical point of view. However, it was also pointed out that currently the meetings are held in a Methodist church of which some people may also question due to the religious connotations that holds.

A vote was held however, there was a question over the way the votes count due to an even split.

**Resolved** – This is going to be on the agenda for the next meeting (October) once the clerk has received a schedule of work from the Masonic lodge and the voting issue has been resolved with confirmation from EALC.

**63/21 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change**

- Putting a beach toy bin on the beach to help reduce plastic waste.
- Looking into green energy suppliers for the electric supply for the street lights.
- Helping to support the Manningtree Earth Day festival next year.
- Continuing with the Street Keepers project and the weeding with no chemicals.

**64/21 Items from councillors to be added to the next agenda**

To address the problem of cigarette butts littering the town centre.

**65/21 To note date and time of the next meeting**

The next meeting is scheduled for Thursday 21<sup>st</sup> 2021 at 7:30, at the Methodist Church.

There being no further business the Mayor closed the meeting at 21:26pm  
p.m.

Signed.....

Dated.....