



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. Jennifer Spear

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Minutes of the Full Town Council Meeting taking place at the Function Room at the Mistley Masonic Hall on South Steet CO11 1BG on Thursday 20th January, 2022 at 7:30 p.m.

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

In attendance: Mrs J Spear (Clerk) and 1 member of the public.

01.22.264 To receive and approve any Apologies for Absence

None Received

01.22.265 To receive any Declarations of Interest

None Declared

01.22.266 Minutes of the 18th November 2021 meeting to be approved and signed.

Resolved that the minutes of the Town Council Meeting held on the 18th November 2021 to be approved as a correct record and signed by the chair.

01.22.267 Minutes of the 9th December 2021 meeting to be approved and signed

Resolved that the minutes of the Town Council Meeting held on the 09th December 2021 to be approved as a correct record and signed by the chair.

01.22.268 Public Announcements

The new Beach Toy Library is now open and ready for use in the beach area.

01.22.269 Public participation session with respect to items on the agenda and matters of mutual interest

None

01.22.270 Reports from the District and County Councils – circulated prior to the meeting.

District report received from Cllr Alan Coley, in summary the report reminded everyone to get their Covid Booster jabs if they haven't already. Tending is to commemorate the Holocaust victims in a service on 27th January 2022. There are new Tetra Pack recycling points in Bradfield and at the Co-op in Manningtree. Also there has been a survey launched, www.smartsurvey.co.uk/s/EMRP3H/ for everyone to help TDC set

their priorities for the coming year. The deadline to complete was 19th January 2022 – the clerk had already sent the link to this survey to the Manningtree Town Cllrs before this meeting.

01.22.271 Report from Essex Police

Circulated prior to the meeting.

01.22.272 Progress report from the Clerk

29/20 New Noticeboard - Listed building and planning permission has now been granted (19th January 2022) – the clerk can now order the new noticeboard.

87/20a Quay Street Parking Deterrent – The posts have been received by the contractor and the clerk is meeting with them tomorrow (21st January 2022) to confirm their final positions.

87/20b New Benches on Manningtree Beach – payments from the four donors have all been received.

175/20d Installation of VAS Signs – the locations have been agreed and photos taken of the potential positioning. These have been sent to TDC (Highways) for the next steps to be taken.

87/21/78c New Bench outside boots – the bench has been ordered; we are awaiting its delivery.

01.22.273 Update on the Platinum Jubilee Planning

Resolved To be discussed under section 01.22.285C

01.22.274 Reports from other committees and representatives

TDALC meeting has not been held yet this month.

Street keepers were given permission from Tendring District Council to begin to work on the areas around Bendalls Court, and were back to work on Monday 17th January.

Covering York Street and the start of Stour Street.

01.22.275 To consider the following planning applications:

[21/01974/TCA](#)

Florence Lewis

33 South Street, Manningtree, CO11 1BG

1 no Sycamore - Re-pollard back to previous points - overgrown and touching wires overhead, 6

no Lime - Re-pollard back to previous points overgrown and touching wires overhead, 1 no

Apple - Formative prune / light reduction up to 1 m - overgrown and loosing shape, 1 no Holly -

Formative prune / light reduction up to 2 m - very over grown and lost bush shape.

[21/02166/TCA](#)

Mr N Scott

Cumberland House, 50 South Street, Manningtree

4 Conifers Fell

[21/02167/TCA](#)

Mr Keith Brown

39 South Street Manningtree

1 No. French Tamarisk - Maintain the canopy at its current dimensions. 1 No. Western Red

Cedar Dwarf variety - Maintain the canopy at its current dimensions. Group Mixed species - Maintain the canopy at its current dimensions. 1 No. Persian Silk Tree - Maintain the canopy at its current dimensions. 1 No. Italian Cypress - Maintain the canopy at its current dimensions. 1 No. Cappadocian Maple - Remove the dead limb and any other deadwood. Maintain the canopy at its current dimensions. 1 No. Pear - Maintain the canopy at its current dimensions, 1 No. Mixed species - Fell Pyracantha only to ground level and treat the stump to prevent regrowth. Maintain the rest of the canopies at their current dimensions.

[RC/PS](#)

Vintage Market

South Street from the junction of Quay st and north st & from the junction of the high street to the junction of stour street

Road closure on Sat 2nd April / Sat 7th May/ Sat 2nd July / Sat 4th June / Sat 6th August / Sat 3rd Sept between 0700 - 1700 hrs

[RC/PS](#)

Wynyl

South Street from the junction of Quay st and north st & from the junction of the high street to the junction of stour street

Road Closure on Sat 23rd April - World Record Day

Resolved – The council have no comment on the above applications.

01.22.276 Planning Decisions

[21/01974/TCA](#)

Florence Lewis

33 South Street, Manningtree, CO11 1BG

1 no Sycamore - Re-pollard back to previous points - overgrown and touching wires overhead, 6 no Lime - Re-pollard back to previous points overgrown and touching wires overhead, 1 no Apple - Formative prune / light reduction up to 1 m - overgrown and loosing shape, 1 no Holly - Formative prune / light reduction up to 2 m - very over grown and lost bush shape.

Full Approval

[21/02035/TCA](#)

32 Brook Street, Manningtree, Essex CO11 1DR

1 No. Willow - Fell due to becoming too big for the garden

Full Approval

01.22.277 To Discuss renewing the SLCC subscription

Resolved – The council will not be renewing this membership this year, at the moment the clerk advised that when looking for guidance she goes first to the EALC and then to NALC rather than the SLCC.

01.22.278 To Discuss the tree planting scheme for the Queens Platinum Jubilee
The clerk has received an email from a member of the public who has some oak

saplings in her garden and would like to donate them.

Resolved – The council will not take part in the tree planting scheme (we do not have any areas of suitable open space in which to plant) but will help facilitate the donation of the saplings to Lawford/Mistley Parish Council.

01.22.279 To Discuss becoming a dementia friendly Council

Resolved - The council are still waiting on some next step information to continue on with this. In the mean time the clerk will contact the John and Joy Barker (Dementia Friends Café) to discuss council options.

01.22.280 Love your library Day 19th Feb 2022 – Discuss having a table at the event.

Resolved – Cllr Barker will man a table and will be supported by Cllr Brown.

01.22.281 Highways/Environment

Nothing to report at this meeting

01.22.282 Social Media Healthcheck

The review went well, Manningtree Town Council's Facebook page has a large reach considering the size of the Town. The engagement on the page is also very good and it is a useful tool for the council to keep the community apprised of council projects and initiatives. However, there is are no contact details on the page, we need to add more videos to keep up the views and be careful with some of the types of posts, (pictures of texts should be avoided where possible to aid with accessibility).

Our website check has shown up some accessibility issues.

Resolved The clerk will be contacting the website provider to get the accessibility issues resolved. Cllr Taylor will be adding a pinned post to the Facebook page to link to the MTC website for any contact needed.

b) Social Media Policy Review

Resolved – To adopt the new policy in replacement of the old, clerk will action.

01.22.283 To Discuss becoming a stakeholder for the Earth Day Festival

Resolved – To put on next months agenda as the plans have no been firmly agreed yet and there is a planning meeting booked for Monday 31st January 2022 that a few Cllrs are attending.

01.22.284 To discuss the council becoming members of the Manningtree & District Frankenberg Association

Resolved – All in favour of becoming members, clerk will action this and arrange the membership payment of £5.

01.22.285 Finance

- a) To receive the monthly finance report and approve monthly bank reconciliation figures from December.

As at the 11th January 2022 there is £15,349.58 in the Barclays Savings Account and

£5199.67 in the Barclays Current Account.

b) To approve new payments in accordance with the 2021/22 budget

Dedham Vale AONB & Stour Valley Project	£50.00	£0.00	£50.00	S137 Donation
SLCC	£144.00	£0.00	£144.00	Annual Membership
Manningtree Meth Church	£20.00	£0.00	£20.00	Room Hire
East Anglia Childrens Hospital	£100.00	£0.00	£100.00	S137 Donation
J Spear	£880.92	£0.00	£880.92	Clerk Salary & Expenses
Webfactory	£14.99	£3.00	£17.99	Website Hosting
Office365 - December payment (alread paid)	£3.80	£0.76	£4.56	Office365 System
Office365 -Jan	£3.80	£0.76	£4.56	Office365 System
Npower	£244.24	£12.21	£256.45	Street Lights
Salvage Stitch Restore	£75.00	£0.00	£75.00	Beach Toy Library
	£1,536.75	£16.73	£1,553.48	

Resolved – All payments except for the SLCC membership cost were agreed. Clerk will arrange and make the payments.

c) S137 Donation Request towards the Mistley and Manningtree Welcome Home Field Trust.

Resolved – A donation of £300 was agreed by the council, the clerk will arrange.

d) To discuss a donation towards the Queens Platinum Jubilee Celebration being held by Mistley and Lawford.

Resolved – A donation of £50 was agreed by the council, the clerk will arrange.

Also discussing progress with MTC plans for the jubilee, Cllr Dunnet is going to speak to a contact about the types of lanterns used for Chinese New Year. Clerk will be contacting the Rotary and Sailing Club about their plans, The business Chamber are planning the Earth Day which is taking place on the Sunday after the bacon lighting on the Thursday which is when the Council are planning their event.

e) To discuss sharing the PO Box with Frating Parish Council (as the current clerk has undertaken the clerk position with them also). They are happy to pay half the cost of its use.

Resolved – All in favour, clerk will arrange and will make sure the bill is split when it is due to be pad.

f) To discuss and sign the new rental agreement for holding the Town Council Meetings in the Function Room at the Masonic Hall

Resolved – The agreement was circulated prior to the meeting, all in favour. The chairman signed and the clerk will post.

- g) Extra payment made to Crown Estate in error of £94.09 – the previous clerk had set up a standing order, and I made a bank transfer too – the payment has been claimed back from the Crown Estate.

Resolved – The £94.09 has been paid back into the bank account.

This section of the meeting is closed to the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (1))

- h) To discuss a pay rise for the clerk on completion of probationary period.

Resolved – The clerk has been awarded a salary increase in line with the NALC guidelines, in the LC1 pay range to £12.73 per hour.

The council discussed that in April due to the precept rise there will be another increase to be discussed. Also to bear in mind that the pay scales used are now out of date as there has been no agreement to the new pay scales that were supposed to take effect from 2021-22.

01.22.286 To discuss this months – “What Has your council been doing this month?”

Resolved – The piece about the Wildlife Garden and accompanying pictures for this month, plus the community engagement award ceremony. For next months feature we will concentrate on the new Beach Toy Library.

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

- Beach Toy Library
- Plants in Wildlife Garden and tubs

01.22.288 Items from councillors to be added to the next agenda

- Spring Litter Pick
- Dog Waste Bin
- Dementia Friendly Council
- Earth Day Stakeholders
- Queens Platinum Jubilee

01.22.289 To note date and time of the next meeting

Thursday 17th February at 7:30pm and the function room in the Masonic Hall

Signed.....Date.....