



# MANNINGTREE TOWN COUNCIL

*Clerk to the Council: Mrs. Jennifer Spear*

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## **Minutes of the Full Town Council Meeting held in the Function Room at the Mistley Masonic Hall on South Steet CO11 1BG on Thursday 19<sup>th</sup> May 2022 at 7:30 p.m.**

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

**In attendance:** Mrs J Spear (Clerk), District Cllr Alan Coley and 6 members of the public

### **05.22.26 Election of Mayor to the Council**

**Resolved** that Cllr M. Taylor be elected Mayor to the Council.

### **05.22.27 To receive the Mayor's Declaration of Acceptance of Office**

**Resolved** Cllr Taylor signed the Declaration of Acceptance of Office followed by the clerk

### **05.22.28 Election of Deputy Mayor to the Council**

**Resolved** that Cllr. R. Stocks be elected as Deputy Mayor of the Council.

### **05.22.29 To receive and approve any Apologies for Absence**

Cllr Barker and Cllr Marsh sent their apologies which were noted and accepted by the Council.

### **05.22.30 To receive any Declarations of Interest**

Cllr Dunnet declared an interest with item 05.22.47.d

### **05.22.31 Minutes of the 21<sup>st</sup> April 2022 meeting to be approved and signed.**

**Resolved** that the minutes of the Town Council Meeting held on the 21<sup>st</sup> April 2022 are to be approved as a correct record and signed by the chair.

### **05.22.32 Public Announcements**

Platinum Jubilee Beach Party is taking place on 2<sup>nd</sup> June - beginning from 7pm in the evening, a full timetable is available on our website.

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

Soroya Porter speaking on behalf of the residents of Brook Street, agenda item number 05.22.44.e. requesting that the signage be looked at as the residents feel the 30mph limit (which is often exceeded) is too high. Due to the slope and bend of the road it is not suitable for a VAS sign as advised by the police. The concern is with the new 400 plus houses being built at the top of the road this problem is only going to get worse. Cllr Stocks advised that she has already had a meeting with Cllr Guglielmi and the other local highways planning officers about the whole road and a review of the signage is currently being undertaken.

#### **05.22.34 Paul Philips District Youth and Community Commissioner**

Paul Philips introduced himself as a new Youth Worker for the area and discussed the projects they have been running in Manningtree. They are looking for areas where they may set up new youth clubs – Cllr Lay-Flurrie advised there used to be that ran out of the hub and she is going to pass on Paul Philips info to them.

#### **05.22.35 Reports from the District and County Councils – circulated prior to the meeting.**

Available on the Manningtree Town Council website.

There is currently a consultation going on of Tendring's open spaces – so Cllr Coley has asked if we have any ideas to be passed on this would be a good idea to support.

#### **05.22.36 Report from Essex Police**

Circulated prior to the meeting - nothing on the report to note

#### **05.22.37 Progress report from the Clerk**

The clerk has undertaken 5 hours of overtime in April.

The council have received an invoice from the previous clerk to account for the backdated pay rise from last year.

The clerk has completed a risk assessment course (course outcome to be advised as soon as it is received).

In light of the lack of availability of finding a first aider for the Platinum Jubilee Celebration, the clerk has found a first aid course taking place on 20th May and agrees it is a good use of the training budget to attend.

The internal audit is being completed at the moment and is due to be collected on 24<sup>th</sup> May and presented to Council in June.

Craft Nurseries have advised that the main cost of replanting the flower tubs is them being collected and repotted back at the nursery and then re-delivered, they are happy for the council to pick plants and repot them independently. However, the council have agreed that there is not enough time for them to get together to replant them before the end of the month. So have agreed that craft nurseries should go ahead and re-plant them.

The Frankenberg delegation are arriving on 16<sup>th</sup> June and are having an anniversary dinner on the 17<sup>th</sup> June, Cllr Taylor is attending.

#### **05.22.38 Reports from other committees and representatives**

- Cllr Stocks and Taylor attended the Atlantic Nomad reception which was well attended.
- Cllr Stocks, Dunnet and Taylor attended a meeting with Gigacler – details are on the website.

#### **05.22.39 Constitution:**

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

###### **i) Finance Committee**

**Resolved** that all councillors remain 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 – to be reviewed at the next meeting**

##### **c) To consider appointing the following committee representatives:**

###### **i) Representative(s) to the Essex Association of Local Councils**

**Resolved** that the Council will not have a representative as Mike Talbot gives a thorough run down at the TDALC meetings.

###### **ii) Representative(s) to the Tendring Association of Local Councils**

**Resolved** that Cllr Dunnet will remain the councils Tendring Association of Local Councils

representative.

**iii) Representative(s) to the Manningtree District Business Chamber**

**Resolved** that Cllr. Stocks will remain the councils representative to the Manningtree District Business Chamber.

**iv) Representative(s) to the Tendring Older People's Forum**

**Resolved** that Cllr Lay-Flurrie and Cllr Brown will be the council's representative to the Tendring Older peoples forum – it was raised that Cllr Lay-Flurrie hasn't heard from them in a while so the clerk will check this.

**v) Representative(s) to the Frankenberg Partnership Association**

**Resolved** – that Cllr Stocks and Lay-Flurrie will remain the council's representative to the Frankenberg partnership Association.

**vi) Representative(s) to the Stour and Orwell Estuaries Management Committee**

**Resolved** – that Cllrs. Lay-Flurrie and Brown will be the council's representatives to the Stour and Orwell Management Committee.

**vii) Representative(s) to the Essex and South Suffolk Community Rail Partnership**

**Resolved** – that the council will not have a representative at this time.

**viii) Representative(s) to the Parish Passenger Transport Group**

**Resolved** – that the council will not have a representative at this time.

**ix) Tourism Representative**

**Resolved** – that the council will not have a representative at this time, and will remove the post.

**x) Tree Warden**

**Resolved** – that Cllr Taylor will remain the tree warden

**xi) Emergency Plan Representative**

**Resolved** – that the Clerk and Cllrs Taylor will be the emergency plan representative.

**xii) Representative to review council accounts on a quarterly basis**

**Resolved** – that's Cllr Dunnet will continue to review the accounts on a quarterly basis.

**xiii) Administrators for the council's Facebook page**

**Resolved** – that Cllrs Barker and Taylor will remain as the administrators for the Councils facebook page.

**Hutchinson Port** – that Cllr Lay-Flurrie will be the councils representative for Hutchinson Port.

**05.22.40 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 – but there is one item to be checked now we have left the EU about the residential status of potential new Cllrs, clerk will find out.

**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 review the Co-option Policy**

**Resolved** – that the Co-option Policy be approved.

**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.

**p) To review the New Memorial Bench Policy**

**Resolved** – that the New Memorial Bench Policy be approved.

**q) To review the Grant awarding policy**

**Resolved** – that the Grant awarding policy be approved.

**r) To consider adopting a protocol for the death of a member of the Royal Family**

**Resolved** – with a few amendments the Protocol for the death of a member of the Royal Family be approved.

**05.22.41 To consider the following planning applications:**

*(please visit TDC's website to look at planning applications to be considered, and if necessary and possible, visit the site before the meeting)*

APPLICATION NO: [22/00764/TCA](#)

PROPOSAL: 1 No. Elder - deadwood clean, 1 No. Walnut - lightly reduce to even up crown, 1 No. Birch crown lift by up to 2m, 1 No. Lawsons Cypress - remove, 2 No. Irish Yews - lightly shape, 1 No. English Yew by wall - trim into ball shape, 1 No. Yew - reduce and shape into ball, 1 No. Holly - top and start shaping into a ball.

LOCATION: Hill House 54 South Street Manningtree Essex

**Resolved** – The council have no comment on this application.

APPLICATION NO: [22/00765/TPO](#)

PROPOSAL: 2 No. Large Sycamores - reduce un even side to balance up, crown lift one nearest house one furthest away from house reduce one side.

LOCATION: Hill House 54 South Street Manningtree Essex

**Resolved** – The council have no comment on this application.

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION NO: [22/00633/FUL](#)

PROPOSAL: Retrospective application for the installation of a new CO2 gas cooler, acoustic panels, hit and miss fence and access gate.

LOCATION: 32 - 34 High Street Manningtree Essex CO11 1AJ

**Resolved** – This is being looked at by Essex County Council planning as advised by Cllr Alan Coley, if this will still stand with the addition of the changes to the original planning application. The council have no further comment from their original objection.

## 05.22.42 Planning Decisions

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<a href="#">22/00506/TPO</a> <i>Approval - Full</i> 21.04.2022	Miss S Wright	1 No. Sycamore - reduce to natural target points.	25 Malthouse Road Manningtree Essex CO11 1BY
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*Delegated  
Decision*

**05.22.43** To discuss any items for the overview and scrutiny committee

**Resolved** – To ask what is going to be done to improve the road structure in Manningtree with the addition of 480 houses in Lawford, which will need to come straight through Manningtree to access the station and amenities – clerk will action.

## 05.22.44 Platinum Jubilee

**Resolved** – The clerk and Cllr Dunnet will meet on Quay Street at 5:30pm to unload the car with drinks and meet the Hog Roast Company. Other Cllrs to arrive at by 6:30pm. 300 drink are to be bought to go with the food. Clerk will action.

## 05.22.45 Highways/Environment

**a) To discuss the lack of bins that separate out recycled items, eg plastic / metal / paper**

**Resolved** – not to order any new bins, because after discussion the council have been advised that even if there are separate sections in the bins, TDC simply collect and put them all in one bin and they don't get recycled as there is no budget for it.

**b) To discuss the Glyphosate Spraying in Manningtree**

**Resolved** – Cllr Coley advised that no TDC member of staff have completed the spraying, investigations are ongoing and they will advise us as soon as they hear something.

**c) To discuss the proposed change of the lamppost on Wherry Corner**

**Resolved** – That the quote for the whole lamppost replacement is very expensive so the clerk has been asked to provide another quote.

**d) To discuss the pavements and verges on Colchester Road**

**Resolved** – That the verges need to be reported to Highways, clerk will action.

**e) To discuss the traffic and verges on Brook Street**

**Resolved** – that we need to await the results from the local Highways planners.

**f) To discuss revisiting the information in chalk on pavements about the flowering plants.**

**Resolved** – the council voted against this idea.

**g) To discuss the suncream initiative**

**Resolved** – The council will run a survey to see if this idea would be supported by the public. Cllr Taylor will find out if there is a sun cream that would be safe for Marine life.

## 05.22.46 The Beach

**a) Sand Delivery update**

The sand is being delivered on 23<sup>rd</sup> May 2022.

## 05.22.47 Finance

**a) To review and receive year end finance reports.** As at 31<sup>st</sup> March 2022 there was a total of £15,520.73 in the bank accounts – the end of year accounts have been submitted to the auditor so will be presented to full council in June's Meeting.

**Resolved** – The Council has seen this reconciliation and this has been confirmed and signed by the chair.

**b)** To review the monthly financial Bank Reconciliation – as at the 11<sup>th</sup> May 2022 there was a total of £25,604.54 – the reconciliation shows a deficit of £0.03p – this is due to the underpayment of an item on the credit card by £0.03p this payment has been made but it does not yet show as the credit card bill has not been received.

**Resolved** – The Council has seen this reconciliation and this has been confirmed and signed by the chair.

**c)** To review the council's asset register

**Resolved** – The council have checked the amendments and are all in favour the Asset Register is correct.

**d)** To Discuss a donation to the Earth Festival

**Resolved** – The Council have agreed to donate £100 to the Earth Festival, clerk will action.

**e)** To approve new payments in accordance with the 2022/23 budget

<u>Payee</u>	<u>Net £</u>	<u>VAT£</u>	<u>Gross £</u>	<u>Description</u>
Environmental Design	£96.00	£19.20	£115.20	Maintenance/Watering
Barclaycard - Refresh Cartridges	£31.97	£6.54	£36.92	Printer paper
Barclaycard- Amazon	£39.90	£0.00	£39.90	Hi-Vis Vests
Barclaycard - Amazon	£0.99	£0.00	£0.99	Folder Dividers
Barclaycard - RBL	£57.75		£57.75	Poppy Wreaths
Barclaycard - Amazon	£8.99	£0.00	£8.99	Magnets for new Noticeboard
Barclaycard - Amazon	£4.07	£0.82	£4.89	LR44 Batteries for the pinsentry machine
Barclaycard - Amazon	£2.49	£0.50	£3.99	Post it notes
Hope for tomorrow	£100.00	£0.00	£100.00	Donation
The Spitting Pig	£1,045.50	£0.00	£1,046.50	Hog Roast for thr Jubilee
J Spear	£878.86	£0.00	£878.86	Clerk Salary
J Spear	£35.22	£0.00	£35.22	Clerk Expenses
HMRC	£4.56	£0.00	£4.56	Clerk Salary
A&J Lighting Solutions	£113.50	£22.70	£136.20	Replacment bulb
Webfactory	£14.99	£3.00	£17.99	Website Hosting
Webfactory	£14.99	£3.00	£17.99	Website Hosting
Barclaycard - Microsoft	£3.80	£0.76	£4.56	Email/admin system
Mayoral Allowance	£7.50	£0.00	£7.50	New Deli Café
	<b>£2,461.08</b>	<b>£56.52</b>	<b>£2,518.01</b>	

**Resolved** – Payments agreed – proposed by Cllr Stocks and seconded by Cllr Dunnet.

#### **Payments Received:**

**a)** Precept Payment Received: £13003.50

**b)** LCTS Grant Payment Received: £206.50

**05.22.48 To discuss this month** – “What Has your council been doing this month?”

**Resolved** – That we want to advised InTouch about the charities and donations that we have made in the last year.

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

**Resolved** – To support the Earth Festival.

**05.22.50** Items from councillors to be added to the next agenda

**Resolved** – No Items to be added.

**05.22.51** To note date and time of the next meeting

**Resolved** – Thursday 16<sup>th</sup> June 2022 – time to be advised as it may be at 7:00pm due to the finance meeting at the beginning needed,