



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. Jennifer Spear

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Minutes of the Full Town Council Meeting held at the Manningtree Methodist Church in South Street CO11 1BG on Thursday 29th September 2022 at 7:30 p.m.

Present: Cllr. M. Taylor (Mayor) Cllr. R Stocks (Deputy Mayor) Cllr. B. Brown
Cllr. L. Dunnet Cllr. L. Lay-Flurrie Cllr. A. Marsh

In attendance: Mrs J Spear (Clerk), and 8 members of the public

09.22.105 To receive and approve any Apologies for Absence

Apologies were received and accepted from Cllr A Coley

09.22.106 To Discuss the Co – option of a New Cllr

Resolved - Cllr Stocks proposed and Cllr Lay-Flurrie seconded all in favour to co-opt the new Councillor Jason Charlesworth

09.22.107 To receive any Declarations of Interest

Cllr Brown declared an interest in item 09.22.124.e

09.22.108 Minutes of the 21st July 2022 meeting to be approved and signed.

Resolved that the minutes of the Town Council Meeting held on the 16th July 2022 are to be approved as a correct record and signed by Cllr R Stocks.

09.22.109 Public Announcements

- The next Police community Street Meet will take place at Manningtree Library on Wed 21st September between 10:30 and 11:30
- Love your Library Day Saturday 8th October with an Environment Theme

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

Four members of the public are here to discuss item 09.22.124e, Cllr Taylor proposed to move this item up the agenda to be discussed now.

Resolved - All in favour of moving this item up for discussion now.

Resolved - A site visit has been arranged for Thursday 6th November with the business owners to look and see what can be changed about the positioning of the boards.

Three members of the public are here to discuss item 09.22.125.e, Cllr Taylor proposed to move this item up the agenda to be discussed now.

Resolved - All in favour of moving this item up for discussion now.

Resolved - All in favour of supporting the Manningtree Mermaids in their proposal for Manningtree to receive designated bathing status. The mermaids will send over to us the info needed for the Council to show their support.

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

The council had no comment on the District reports received, however it was noted that a report from the Essex County Cllr has not been received since May, it was requested that we ask why the reports have stopped.

Action - Clerk

09.22.112 Report from Essex Police

It was noted that there had been one evening where 3 catalytic converters were stolen, there has been one break in aswell in a neighbouring parish.

09.22.113 Progress report from the Clerk

- Change of Priorities on Brook street has subsequently been confirmed that the original request for this came from Manningtree Town Council a few years ago. It is now working well, the disabled bay that was added has now been removed and the motorcycle one put back in.
- Start of the CiLca training has begun, this will be at a cost of £400 for the EALC support training and £600 for the CiLca with SLCC. There will be 30 assignments to complete and the official start will be December.
- External audit certificate and report received. They advised that section 2 box 4 of the previous year column incorrectly includes items that are not staff costs, this is the split between expenses and salary that were included in the same box in the previous year (2020/21) this year for 2021/22 that is correct.
- There has been a report of Glysohate spraying in Manningtree, clerk has contacted Cllr Gugleilmi already who has raised an enquiry before the meeting to find out what is going on.

09.22.114 Reports from other committees and representatives

a) The “20 is plenty” working party

A banner has been made to promote the working party and an email address set up for contact. It was noted by the council that Cllr Brown needed to be reminded about the Social Media Policy and that he cannot post on his personal page and say he is posting on behalf of Manningtree Town Council.

Cllr Dunnet advised that a working party cannot make any decisions or receive any donations, all items have to come back to the council for a discussion to be had and a decision made.

Cllr Brown asked if the Manningtree Town Council website can be updated with the 20 is policy.

Action Clerk with the Council to agree wording

There has been a leaflet produced with the 20 is plenty policy on it - this will be sent over to the council for it to approved.

b) Street Keepers

Very hot summer and long days for the street keepers, lots of praise from members of the public when they are out at work.

There is a plan to take part in the national tree dressing day which takes place at the beginning of December down at the wildlife garden, will the council agree in principle to support this.

Also, a possibility to ring fence money for the street keepers' costs going forward into next year.

The Council would formally like to Thank the Street Keepers for their hard work and commitment over the last year.

c)TDALC

- The highways panel are meeting and discussing the allocation of funds for schemes eg large projects getting all the funding and small ones (for signs etc) mean no budget is being left for this, a new points system is going to be put in place.
- The Highways devolution has been scrapped, leaving some parishes under funded for works they have already carried out.
- Advised that local councils (Lawford being one) buy hours of police time which gives a quick response from the police if needed.

d) PACE

- There will be an event next year for PACE, Cllr Brown will confirm the date. The next PACE meeting is to be held on Tuesday 4th October.

e) Plastic Free

- There is a new Chair of The Plastic Free Group

09.22.115 To consider the following planning applications:

APPLICATION NO: [22/01353/FUL](#)

PROPOSAL: Proposed shop extension and extension to flat above.
LOCATION: 53 Station Road Lawford Manningtree Essex

APPLICATION NO: [22/01466/LBC](#)

PROPOSAL: Proposed demolition of rear single storey flat roof and chimneystack. Partial demolition of single storey outbuilding. Reconstruction of ground floor outbuilding with room in roof extension over pitched and flat roof elements. Erection of single storey link extension, including new door openings, fenestrations changes, replacement windows and guttering and rainwater drainage. Demolition of existing garage and reconstruction of new garage closer to west boundary. Installation of photovoltaic panels to rear roof. Adjustments to ground levels on courtyard, including blockwork wall, tile coping and gate. Installation of replacement gate to end northwest range.

LOCATION: Yew Tree Cottage 20 Brook Street Manningtree Essex

[22/01465/FULHH](#)

Mr and Mrs Ridgeon

There is also this application – but it is the same as the one above in description

Resolved - The council have no comment on these applications

APPLICATION NO: [22/01314/LBC](#)

PROPOSAL: Proposed installation of a blue memorial plaque at gable end of listed building.
LOCATION: TOGS 25 High Street Manningtree Essex

Resolved - The council have advised some corrections needed for the wording on the plaque, the clerk has forwarded to the applicant but will also write on the application - the council fully support this application.

Action - Clerk

[22/01480/TCA](#)

Mr Marcel McClarnon

1 No. Coe's Drop Gauge Prunus tree overhanging the garden wall and footpath to the rear - reduce the canopy by 30% to avoid nuisance to footpath users.

7 Brook Street
Manningtree
Essex
CO11 1DJ

Resolved - The council have no comment on these applications

09.22.116 Planning Decisions

[22/00966/FULHH](#)

Approval - Full

24.08.2022

Ms Faye Barber

Rear single storey extension.

4 Lushington Road
Manningtree
Essex
CO11 1EF

Delegated
Decision

[22/01025/FULHH](#)

Approval - Full

23.08.2022

Mr Paul and Mrs
Amanda Knell

Proposed loft conversion with two rear dormers.

1 Alston Villas
Stour Street
Manningtree
Essex
CO11 1BD

Delegated
Decision

[22/01264/TCA](#)

Approval - Full

31.08.2022

Delegated Decision

Mr Benjamin
Worden -
Tendring Tree
Surgery

1 No. Silver Birch -
reduce crown by 1-2m, 1
No. Smoke Bush -
reduce crown by 1m, 1
No. Silver Birch - reduce
crown by 1-2m, 1 No.
Crab Apple - fell, 1 No.
Conifer Hedge - reduce
height by 1m, 1 No.
Prunus - reduce crown
by 1-1.5m, 1 Robinia - lift
crown up to 4m.

Yew Tree Cottage
20 Brook Street
Manningtree
Essex
CO11 1DR

09.22.117 To discuss ideas to increase school engagement

Cllr Brown has had no response from Manningtree High School.

Resolved Cllr Brown will attempt again this month and report back next month.

Action Cllr Brown

09.22.118 An update on plans for Remembrance

Clerk has had the road closure, will contact rotary for assistance with the road closures. Cllr Baldwin has agreed the parade leader. Cllr Taylor has booked in with the speakers from last year. The services still need to be contacted regarding the service. Clerk has requested help with contacting the cadets etc. Invites need to be made and sent out.

Action Clerk and Cllr Taylor

09.22.119 To discuss the possibility of a Manningtree Pride

Resolved - that a standalone event may not work and it would work better as being part of another event. All agreed to support this.

Action - Cllr Taylor

09.22.120 To discuss the Community engagement award and set a date for the ceremony.

Resolved - to be held on Thursday 12th January 2023, at the masonic hall. Clerk will send out nomination forms and to be discussed at the next meeting. Clerk will book the hall and arrange food.

Action - Clerk

09.22.121 To discuss a working party being set up to support Saving the St Johns Ambulance centre – beginning with discussing it becoming a community asset.

Resolved - That the council fully support this, have filled out the form and sent to TDC. Need to wait for the outcome in November before further action can be taken.

09.22.122 To discuss supporting the Rotary club with their proposed Christmas Fair 2023

Resolved - All in favour - clerk will let the rotary know.

Action - Clerk

09.22.123 Councillors reports

a) Update on the Jewsons Wall enquiry - Cllr Brown

No update received from Jewsons, Cllr Brown will try to contact one last time.

Action - Cllr Brown

b) Update on the Environmental Shelf addition at the library – Cllr Brown

The library have agreed to host a shelf and a list of books have been agreed and purchased by the library - PACE have agreed to fund half of the cost and Cllr Brown proposed for Manningtree Town Council to pay for the other half. However, Manningtree Town Council have **resolved** that the books should be kept in the library at Manningtree rather than have them being sent all around Essex to other libraries if they are requested out. Cllr Brown will confirm if this is possible, if this is possible then Cllr Dunnet proposed that Manningtree Town Council do pay for half the books £90.06, all agreed as long as this is the case.

Action Cllr Brown

09.22.124 Highways/Environment

a) To discuss the Manningtree Signs

Clerk advised these will cost approx. £1000 to replace, need to look into what the design of the new signs will be, possibly involving local businesses, possibly schools design, local photographers maybe competition to put pictures on to involve the community.

Action - Cllr Taylor

b) To discuss the options for the replacement of the tree at the marketplace

Clerk sought advice about the kind of tree that would work and not necessarily a complete fruit tree due to the hazards caused by dropping fruit. Suggested a flowering cherry or plum at a cost of £69.99

Resolved All in favour of this proposal, Flowering Cherry tree.

Action - Clerk

c) To discuss the litter bins at the beach and litter in Manningtree, and a date for a litterpick.

It was discussed to see about the purchase of a new litterbin for the beach and to find out how we become a designated beach area to make sure we have the extra collections that other areas get as they are classed as a beach area, this will go on the agenda for next month.

Resolved Litterpick date agreed for Saturday 19th November at 10:00 at the beach.

d) To discuss a request for a motorcycle space by the memorial garden

It was proposed that instead of the odd sized area that is not a space by the wildlife garden is marked up as a motorcycle space so that motorcycles use that smaller space and don't take up a full car parking space to increase the parking by the beach.

Resolved - All in favour of adding in the motorcycle space

Action - Clerk

e) To discuss the increase of advertising boards on the crossroads

Resolved - this was discussed under the public participation session 09.22.110

f) To discuss a climate action plan

Resolved the climate action plan has not been received from TDC, this item will be placed on hold until the council receive this.

g) To discuss the 2 quotes received for Tree Surgery

Resolved It was agreed to go with the company closest to Manningtree, Bland Landscapes.

Action - Clerk

09.22.125 The Beach

a) Beach Toy Library

Resolved - to remove some of the toys for storage over the winter period.

b) Suncream Dispenser – date for over winter removal

Resolved - This can be removed this week now the weather has turned.

c) To discuss becoming a designated bathing area

Resolved - this was discussed under the public participation session 09.22.110

09.22.126 Finance

a) To review the monthly financial Bank Reconciliation

As at 29th July there was a total of £15,512.29 in both accounts.

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

As at 30th August there was a total of £16,308.07 in both accounts

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

b) To approve delegated payments made in August in accordance with the 2022/23 budget – please see attached payment list, total £3174.21

Please note a duplicate payment to HMRC has been made, clerk checked the account and the payment had not gone out (a DD had been set up) so the clerk made the payment (late submissions incur a fine of £100) once that payment had gone the second DD payment then went. Clerk is awaiting the statement from HMRC to tie up the payments – will continue to pay HMRC in the meantime, but it may mean we are in credit with them.

Resolved – Cllr Stocks proposed and Cllr Lay-Flurrie seconded the payments – all in favour. Clerk will action.

c) To approve new payments in accordance with the 2022/23 budget – please see attached payment list, total £1267.34

Resolved – Cllr Marsh proposed and Cllr Dunnet seconded the payments – all in favour. Clerk will action.

d) To discuss renewing the councils membership with the CPRE - £36

Resolved - All in Favour of renewing the membership.

Clerk - Action

e) To approve new payments for October, to be set up now with approval as the clerk is on holiday for the next meeting and a locum is covering – in accordance with the 2022/23 budget – please see

attached payment list, total £965.82

Resolved – Cllr Brown proposed and Cllr Charlesworth seconded the payments – all in favour. Clerk will action.

f) To discuss a proposal for a budget for any coronation celebrations next year.

Resolved - To have the same budget as for the Platinum Jubilee Party of £500

Payments Received:

a) £2843.60 VAT126 refund from 2021/22

Resolved - This receipt was noted by the council

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

Resolved - This will be an article on the street Keepers

Action - Clerk

09.22.128 To consider whether resolutions from the current meeting have an impact on biodiversity

- The new environmental shelf at the library
- New Tree at the market place
- Tree Dressing Ceremony
- To support Manningtree Mermaids bid to make Manningtree become a designated bathing area

09.22.129 Items from councillors to be added to the next agenda

- Glyphosate Spraying
- Road Markings
- Potential day for local clubs/societies to pitch themselves
- The purchase of an extra bin by the beach

09.22.130 To note date and time of the next meeting

Resolved – That the next meeting is to be held on Thursday 20th October 2022 at 7:30pm at the Function Room in the Masonic Lodge.

There being no further business the chair closed the meeting at 21:38 pm.

.....signedDated