



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. Ruth Frost

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Minutes of the Full Town Council Meeting held at the Masonic Lodge in South Street, Manningtree, CO11 1BG on Thursday 20th April 2023 at 7:30 p.m

Present: Cllr. M. Taylor (Mayor) Cllr. R Stocks (Deputy Mayor) Cllr. L Lay-Flurrie
Cllr. L. Dunnett Cllr. J. Charlesworth
Cllr. A. Marsh Cllr. A. Helm-Baxter

In attendance: Mrs. R Frost (Clerk)

05.23.21 To receive and sign declarations of interest for all councillors
All declarations signed by all council members

05.23.22 Election of Mayor to the Council
Cllr M Taylor was proposed L Lay-Flurrie. Seconded J. Charlesworth - Full council agreed

05.23.23 To receive the Mayor's Declaration of Acceptance of Office
Cllr M. Taylor signed the Declaration of acceptance of office.

05.23.24 Election of Deputy Mayor to the Council
Cllr R. Stocks was proposed M. Taylor. Seconded L Lay-flurried - Full council agreed

05.23.25 To receive and approve any Apologies for Absence
None Received

05.23.26 To receive any Declarations of Interest
None Received

05.23.27 Minutes of the 20th April 2023 meeting to be approved and signed
Resolved that the minutes of the Town Council Meeting held on the 20th April 2023 were approved as a correct record and signed by Cllr. M. Taylor

05.23.28 Public Announcements
The Street Party was a huge Success

05.23.29 Public participation session with respect to items on the agenda and matters of mutual interest
None.

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

05.23.31 Report from Essex Police - Weekly updates circulated prior to the meeting.

05.23.32 Progress report from the Clerk

CLERKS REPORT MAY 2023		
	End of Year	All accounts have been rectified and VAT sent
	Coronation Street Party	What a huge success
	New Tree	Details have been given to Environment Design
	Water Dispenser	Awaiting further details. Environment Agency and Stour Sailing Club
	Beach Sand	Awaiting price and dates £1740 + vat
	Coast & Heath	Grant Application sent
	Barclays Bank	Now have access

- 05.23.33** To discuss adding to the Website Ride Responsibly and Share the Road: Tips for Drivers, Cyclists, and Pedestrians
The Full council decided that this was not necessary
- 05.23.34** To discuss trimming foliage at the Manningtree sign along the walls
Cllr J Charlesworth will trim foliage
- 05.23.35** To discuss thank you gifts from Street party
Needed for No 42a High Street, Steve Tatum, Rotary Club, Tom & Corrine West, Sailing Club, Fire Brigade, Adam Malone, David Downes
- 05.23.36** To discuss paying bands from Street party
It was discussed by full council that payments will be made.
- 05.23.37** To discuss extraordinary award for Steve Sadler
This will be discussed in January when our annual awards take place.
- 05.23.38** To discuss donation to Rotary Club for Christmas Market 2023
The Council would like to know more information but a donation was agreed in principle.
- 05.23.39** To discuss donation for Singing for Pleasure
The council decided a donation of £100 would be made.
- 05.23.40** To discuss donation to Frankenberg partnership Association
The Council decided a donation of £100 would be made.
- 05.23.41** To discuss entering Star council awards 2023 (28/7/23 nominations - 29/11/23 award ceremony)
The Council decided that this would be worth looking in and Cllr Marsh would draft an entry.
- 05.23.42** To discuss newly elected members onto the district Council and to say Many thanks to Cllr A Coley for all his hard work and help towards Manningtree Town Council
The Council has welcomed our newest member Anna Helm-Baxter. And would also like to note and thank Cllr A Coley for his hard work and dedication.
- 05.23.43** To discuss extraordinary award for Café Rio
This will be discussed in January when our annual awards take place.

05.23.44 Constitution:

- a)** To review Committee Structures and to appoint members to serve on the under mentioned Committees:
 - i) Finance Committee - All Council will sit on this Committee
 - ii) Personnel Committee - R. Stocks (Chair) J. Charlesworth, L Lay-Flurrie, M. Taylor
- b)** To review Committees' Terms of Reference

- c) To consider appointing the following committee representatives:
- i) Representative(s) to the Essex Association of Local Councils - No representative
 - ii) Representative(s) to the Tendring Association of Local Councils - L Dunnett
 - iii) Representative(s) to the Manningtree District Business Chamber - R Stocks - A Helm-Baxter
 - iv) Representative(s) to the Tendring Older People's Forum - No representative
 - v) Representative(s) to the Frankenberg Partnership Association - L Lay-Flurrie
 - vi) Representative(s) to the Stour and Orwell Estuaries Management Committee - J Charlesworth - A Marsh
 - vii) Representative(s) to the Essex and South Suffolk Community Rail Partnership - No representative
 - viii) Representative(s) to the Parish Passenger Transport Group - No representative
 - ix) Tourism Representative - M Taylor
 - x) Tree Warden - M Taylor - L Dunnett
 - xi) Emergency Plan Representative - M Taylor
 - xii) Representative to review council accounts on a quarterly basis - L Dunnett
 - xiii) Administrators for the council's Facebook page - M Taylor - A Helm-Baxter - R Frost (Clerk)
 - xiv) Street Keepers - L Dunnett - Also discussed was the printing for the 2nd edition for the booklet, it was all agreed to go ahead at £190.00
 - xv) Hutchinson Port - L Lay-Flurrie

05.23.45 Parish Council Policies and Procedures

- a) To review Standing Orders
- b) To review Financial Regulations
- c) To adopt new Code of Conduct
- d) To review General Data Protection Regulations
- e) To review the Freedom of Information Publication Scheme
- f) To review the Document Retention Policy
- g) To review the Website Accessibility Policy
- h) To review the Co-option Policy
- i) To review the Complaints Procedure
- j) To review the Disciplinary Procedure
- k) To review the Staff Grievance Procedure
- l) To review the Social Media Policy
- m) To review the ID Policy
- n) To review the Equality and Diversity Policy
- o) To review the Dignity at Work Policy
- p) To review the New Memorial Bench Policy
- q) To review the Grant awarding policy

Resolved - All Councillor agreed the above and have adopted the new Code of Conduct

05.23.46 To consider the following planning applications:

MANNINGTREE

[23/00553/FULHH](#)

Mr J Ashe

Erection of single storey rear extension and detached outbuilding (Alteration to approval 22/01066/FULHH).

59 South Street
Manningtree
Essex
CO11 1BQ

[23/00554/LBC](#)

Proposed internal alterations, erection

59 South Street

Mr J Ashe

of single storey rear extension and detached outbuilding (alteration to approval 22/01067/LBC).

Manningtree
Essex
CO11 1BQ

APPLICATION NO: [23/00613/FULHH](#)

PROPOSAL: Proposed garage conversion.

LOCATION: Cumberland House 50 South Street Manningtree Essex

APPLICATION NO: [23/00597/FUL](#)

PROPOSAL: Installation/reinstatement of windows following removal of existing ATM and night safe.

LOCATION: Barclays Bank Plc 4 High Street Manningtree Essex

No COMMENT

5.23.47 To note Planning Decisions:

None received

05.23.48 Finance

a) To review the monthly financial Bank Reconciliation - as of 30th April 2023 there was a total of £27958.75 in both bank accounts.

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

b) To approve new payments for May, in accordance with the 2022/23 budget – please see attached payment list.

Resolved – Mayor Taylor proposed and Cllr Stocks seconded the payments – all in favour.

c) To approve Printing plan to be increased to £9.99 per month.

Resolved – all in favour.

d) To approve moving funds from Current Account into Savings Account £9217.31

Resolved – all in favour.

e) To note precept of £14,109.00 has been paid into the account

b) **Resolved** – all in favour.

05.23.49 To discuss this months “what has your council been doing this month?”

The fabulous Street Party

05.23.49 To consider where the resolutions from the current meeting have an impact on biodiversity
The publication for the 2nd edition Pavement Plants Notes Booklet has been agreed in time for the Earth Festival

05.23.50 Items from councillors to be added to the next agenda

Flowers and Tubs for high street.

To agree payment for flowers at war memorial

To review Risk management policy
To review Asset Management policy
To discuss this year's Mayoral Charity
To discuss St John Hall
To discuss Manningtree Signs
To discuss new bin

05.23.51 To note date and time of the next meeting. 15th June 2023 7.30pm

There being no further business the chair closed the meeting at 9.03pm

.....signed.....date