



MANNINGTREE TOWN COUNCIL

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Minutes of the Full Town Council Meeting held at the Masonic Lodge in South Street, Manningtree, on Thursday 16th January 2025 at 7:30 p.m.

Present: Cllr. R Stocks (Chair) Cllr. F. Gee
 Cllr. L Lay-Flurrie Cllr. J Lewis
 Cllr E. Dunnett Cllr. J Charlesworth
 Cllr M Taylor

01.25.208 - To receive and approve any Apologies for Absence

Apologies were received from Cllrs Barrett & Cllr Guglielmi and accepted by the Council.

Members of the Public - 1

01.25.209 - To receive any Declarations of Interest – None

Cllr Stocks: Business Chamber
Cllr Dunnett: Street Keepers

01.25.210 - Minutes of the 12th of December 2024 to be approved and signed -

Cllr Gee proposed and Cllr Charlesworth 2nd that the minutes be approved as a correct record and signed by the Chair – **aif**.

01.25.211 - To note the resignation of Cllr Lewis and notice of a Casual Vacancy -

The Mayor has accepted the resignation of Cllr Lewis. Electoral Services at TDC have been informed of the vacancy. This will be advertised for 28 days and then at this point, the Town Council could look to Co-opt another Councillor. The Mayor is going to retrieve all of the identification badge and paperwork from Cllr Lewis.

01.25.212 - To retrospectively complete a Register of Member's Interest and Note of Disclosable Pecuniary Interests in respect of Cllr Gee -

Cllr Gee has completed her Pecuniary interests form and this has been handed to the Clerk. The Clerk will contact Jen Spear the previous Clerk for details of the lanyard supplier and order a badge for Cllr Gee.

01.25.213 - Public Announcements -

Cllr Taylor advised that the Town Council have acquired a new website and that all Cllrs and staff would have new email addresses.

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

Member of the public enquired if there is any update about Operation Qasar. The Mayor explained that Cllr Barrett had suggested that it could be about £5000 that was needed. The Mayor explained that the Town Council do not have that sort of money. The member of the public who is the Chair of Manningtree Business Chamber explained that this might be something that they could help fund. This is an item that will be put on the agenda for a meeting in the future.

01.25.215 - Reports from the District and County Councils -

In advance of the meeting the County Council report had been circulated.

The Mayor read the report from Cllr Barrett – there were no questions.

Cllr Taylor read the report from Cllr Guglielmi which provided an update on Devolution. Cllr Dunnett advised that there is a meeting on the 15th of February 2025 in relation to Devolution. There were no questions about Cllr Guglielmi's report.

01.25.216 - Report from Essex Police – circulated prior to the meeting

The report was circulated to Councillors and there was nothing to note within.

01.25.217 - Report from Street Keepers -

Cllr Dunnett reported that the pots that had been damaged have now been repaired and appear to have recovered. Cllr Dunnett advised that the plants will need watering especially in the summer months. A brief discussion took place in relation to how best deal with this and there were several suggestions made. The Clerk is going to make enquiries with Dave Childs to see if this is something that he could adopt.

01.25.218 - Report from Business Chamber -

The meeting got cancelled due to sickness, therefore, no report.

01.25.219 - Report from other committees and representatives -

There was no report, however Cllr Dunnett reported that there is a zoom TDALC meeting next week and she will provide a report about that.

01.25.220 - Progress report from the Clerk -

- **Provision of a new website and email addresses** – Cllr Taylor provided a comprehensive update on the new website and explained that it had gone live yesterday. Cllr Taylor advised that everyone would be receiving new email addresses.

Cllr Taylor also advised that the new website needs a high-resolution logo and that a quote for this work has been obtained from a local designer. The cost would be around £135 (9hrs work), and this would be to recreate the logo which would be like what we currently have. Once the logo is complete Cllr Taylor will send this to the website designer. **Cllr Dunnett proposed, Cllr Gee 2nd – aif.** Cllr Taylor advised that everyone would be receiving new email addresses. Cllr Taylor explained that whilst the new website was being set up it was noted by the provider that some minutes from another Council had been posted onto the old website. The Clerk is going to investigate this further and establish if any breaches have been occurred.

- **Asset Register:** Cllr Dunnett and the Clerk to go through the asset register.
- **Provision of slabs at the entrance to the riverside path:** The Clerk is to establish what needs doing with the slabs. Speak with Dave Childs and see if this is something with which he can assist.
- **Bathing Signage for the Beach:** Cllr Dunnett advised that this has been ordered.
- **Participation in Quasar Local Policing:** The Mayor advised that we need to speak to Cllr Barrett in relation to the total cost and then establish what the Business Chamber could fund. The Mayor suggested that this be put on the agenda.
- **Purchase of a replacement seat for the Riverside path:** Cllr Lay-Flurrie explained that Rose Builders have agreed to store the new bench and replace it when it arrives. The Clerk is going to liaise with Dave Childs in relation to finding out if he can remove the old one. The Clerk will then order the new bench from Gladstones.
- **Purchase of replacement Community Achievement Award Shield:** This has been completed, and the Shield has been passed to The Mayor. Once it has been engraved this will be passed to the Rotary Club.

01.25.221 – To consider using Bentley Admin for the Council's payroll - Cllr Dunnett explained that she had made an enquiry about Bentley taking over the Councils payroll. Cllr Dunnett provided the cost to the committee. **Cllr Dunnett proposed, Cllr Lay-Flurrie 2nd aif.**

01.25.222 – To consider quotations from, A& J Lighting, for the repair of the lamp on the footpath at the junction with Railway Street – A lengthy discussion took place about the repair and the design of the replacement. Everyone agreed to have a reconditioned lamp, and the design was decided by everyone. It was felt that it was not necessary to look at the footings at this time. **The Mayor proposed, Cllr Charlesworth 2nd aif**

01.25.223 - To note dates for 2025 meetings of the Full Council and Finance Committee -

All dates were noted and Cllr Dunnett noticed that one of the dates was wrong and she is going to contact the Masonic Hall to see if the hall is free for the correct date.

01.25.224 – To agree a date for a Spring litter pick in Manningtree -

Saturday 22nd March 2025 – 10.00 on the Beach for the litter pick. Cllr Taylor is going to provide a poster on Canva with the details and provide a copy for Cllr Gee who will put this in the Highfields Primary school Newsletter. Cllr Dunnett is going to inform the Street Keepers and The Mayor is going to inform the Rotary Club. The Clerk is going to approach Café Rio to see if they would provide complimentary teas and coffees.

01.25.225 - To consider any Planning Applications received -

Discharge of conditions Regent House – Waiting a decision

Tree Construction – Open Space of Riverside Avenue

Annex conversion High Street – Approved

01.25.226 - To note any Planning Decisions received -

None

01.25.227– FINANCE -

a) To review the monthly financial Bank Reconciliation - as of 7 January 2025:

Community Account: £11,763.70 Business Account: £15,578.23 (Total £27,341.93)

Reference document circulated: Reconciliation December 2024 - Agreed & The Mayor signed the documents.

b) To approve new payments for January 2025, in accordance with the 2024/25 budget – Agreed & The Mayor signed the documents.

01.25.228 – To consider where the resolutions from the current meeting have an impact on biodiversity -

Litter pick has arranged for March.

MEETING CLOSED TO THE PUBLIC – 21.10

01.25.229 - To pass a RESOLUTION to exclude the press and public for the Council to receive an update from the Personnel Committee IN CAMERA -

Cllr Dunnett explained the in-camera item. The Clerk left the room at 21.20.

The Clerk was brought back into the room by Cllr Taylor and the Mayor explained that the item had been discussed and the payment terms requested by the Clerk had been agreed and it was confirmed that the Clerk would join Manningtree Town Council as of the 1st of February 2025. **Cllr Charlesworth proposed, 2nd by Cllr Dunnett aif.**

01.25.330 Items from Councilors to be added to the next agenda -

Review of Policies

Sign at Riverside Avenue East

Discuss review of regular payments and in particular the PO Box

01.25.231 - Chair to close the meeting – 21.42

To note date and time of the next meeting.

Full Council Meeting 20th February 2025 7.30pm at Masonic Lodge

..... signed..... Date

ACTIONS

ITEM	ACTION	WHO
01.25.211	Retrieve ID badge and any relevant paperwork equipment from Cllr Lewis	Mayor
01.25.212	Order ID badge and land yard for Cllr Gee	LD
01.25.217	Speak with Dave Childs about watering the plants.	Clerk
01.25.220	To establish if there have been any breaches in relation to the minutes from another council on the old website.	Clerk
01.25.220	To arrange a new logo for website	MT
01.25.220	Looking at the Asset Register	Clerk & LD
01.25.220	Participation in Quasar Local Policing on the agenda and establish from Cllr Barrett the total cost.	Clerk
01.25.220	Purchase of a replacement bench for the Riverside path. Also, the removal of the old bench.	Clerk
01.25.220	To establish what needs doing to the path at Riverside –	Clerk
01.25.220	Put the Quasar Policing project on the agenda for the next TC meeting	Clerk
01.25.221	Arrange a meeting for Cllr Dunnett and the Clerk to meet Bentley admin	LD
01.25.222	Arrange with A&J Lighting for the replacement lamp	Clerk
01.25.223	Check with Masonic Hall if the date is free for the meeting.	LD
01.25.224	To approach Café Rio about providing complimentary teas and coffees	Clerk
01.25.330	Add Policies, Riverside Avenue East sign & Regular Payments	Clerk