MANNINGTREE TOWN COUNCIL

APPROVED

Minutes of the Annual Town Council Meeting held in the Community Room on Thursday 17th May, 2018 at 7.30 p.m.

Present: Cllr. R. Stocks, Cllr. L. Lay-Flurrie, Cllr. S. Richardson, Cllr. H. Jones, Cllr. M. Taylor, Cllr. J. Charlesworth

In attendance: Ms R. Jones and apprentice (Harwich and Manningtree Standard)
Mrs. L. Djuve-Wood (Clerk)

1/18 Election of the Mayor (Chairman of the Council)
Cllr. Stocks was nominated as Mayor of Manningtree Town Council. With no other councillor nominated, it was **RESOLVED** that Cllr. Stocks be elected Mayor of the Council.

2/18 To receive the Mayor's Declaration of Acceptance of Office
Cllr. Stocks signed the Declaration of Acceptance of Office.

3/18 Election of Deputy Mayor (Vice Chairman of the Council)
Cllr. Taylor was nominated as Deputy Mayor of Manningtree Town Council. With no other councillor nominated, it was **RESOLVED** that Cllr. Taylor be elected Deputy Mayor of the Council.

4/18 Apologies for Absence
Apologies were received from Cllr. M. McClarnon.

5/18 Minutes of the previous meeting
RESOLVED that the minutes of the meeting held on 18th April 2018, having been circulated previously, be approved as a correct record and signed by the Chair. The Chair also initialed the proposed changes to the minutes of the meeting held on 15th March 2018.

6/18 Declarations of interest
There were no declarations of interest.

7/18 Public Participation Session
There were no members of the public present.

8/18 Reports from the District and County Councils
District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

9/18 Progress Report from the Clerk

69/17 c) To consider purchasing a Speed Indicator Device for the town The clerk was asked to add the High Street to the THLP application currently being prepared for Brook Street. **Action: Clerk**

155/17 To consider taking part in The Great British Spring Clean 2nd – 4th March 2018 following a request from a member of the public A second clean up of the town is to take place in the autumn with an exact date to be decided at the September meeting.

RESOLVED that the following items be discharged:
122/17 To consider replacing two rotting benches
140/17 a) To discuss issues with HGV's driving up South Street and consider proposals of restricted parking along certain stretches of the road (merged with 168/17 e)

10/18 Report from the Planning Committee
A separate planning meeting was held prior to the full council meeting. Separate minutes have been issued for this meeting,

11/18 Reports from Representatives on other committees

Cllr. Richardson had attended a meeting of the Family Fun at the Furze committee. The format of the event will be the same as last year. This year's event will also have a car boot sale.

12/18 Constitution

RESOLVED that the following officers be appointed:

a) Representative to Essex Association of Local Councils – all councillors to act as representatives.
b) Two representatives to Tendring Association of Local Councils - Cllr. Charlesworth and Cllr. Stocks
c) Two representatives to the Cemetery Committee - Cllr. Stocks and Cllr. Jones
d) Representative to the Chamber of Commerce – Cllr. Lay-Flurrie
e) Representative to the Tendring Older People's Forum – Cllr. Taylor
f) Representative to the Frankenberg Partnership – Cllr. Lay-Flurrie
g) Representative to the Family Fun at the Furze Committee – Cllr. Richardson
h) Two Representatives to the Stour and Orwell Estuaries Management Committee – Cllr. McClarnon and Cllr. Lay-Flurrie
i) Representative to the Essex and South Suffolk Community Rail Partnership – Cllr. McClarnon
j) Representative to the Parish Passenger Transport Group – Cllr. Charlesworth
k) Tourism representative – Cllr. Taylor
l) Tree Warden – Cllr. Stocks
m) Emergency Plan representatives – Cllr. Stocks and Cllr. Taylor
n) Harwich International Local Authority Liaison committee representative – Cllr. Lay-Flurrie
o) Planning Committee - It was decided that all councillors should remain on the Planning Committee with the committee having devolved powers of decision-making
p) Personnel Committee – Cllr. Stocks, Cllr. Richardson, Cllr. Taylor, Cllr. Lay-Flurrie with Cllr. Charlesworth as a reserve member
q) Finance Committee - It was decided that all councillors should remain on the Finance Committee

13/18 Town Council Policies

a) **To review and agree the Town Council Standing Orders**
The councillors reviewed the new standing orders issued by NALC for 2018. **RESOLVED** that the Standing Orders be approved with the following amendments:
i. Item 9 (b) to be changed from 7 to 4 clear days
ii. Item 9 (d) to be changed from 7 to 4 clear days
iii. Item 15 (bii) to be changed from 7 to 4 days

b) **To discuss the new Data Protection Regulation Legislation requirements effective 25th May 2018, to sign forms and agree next steps**
The clerk explained that no forms can be signed until the Council has a new Data Protection policy and Notice in place. **RESOLVED** that the clerk create a Data Protection Policy to be reviewed and agreed at the June meeting. She is also to create a list of any other requirements needed to be compliant including an audit of all the council's documents and archive. The clerk is to check what may be required for the council's web page. **Action: Clerk**

14/18 Highways/Environment

a) **To discuss the annual planting of the flower tubs**
Cllr. Lay-Flurrie had been in contact with Craft Nurseries who will pick up all the tubs, renew the compost, add new plants and return all tubs for a cost of £800 plus VAT. **RESOLVED** that the council request they plant all purple flowers and approve the cost of £800 plus VAT. The clerk is to ask Environmental Design to water the tubs twice a week during the summer months.
Action: Cllr. Lay-Flurrie, Clerk

b) **To discuss condition of the tree on South Street and whether a Planning Application should be submitted for its removal and replanting**
RESOLVED that the clerk is to prepare a planning application for the tree to be removed and replanted. She is to request a meeting with Mr Clive Dawson for advice on type of tree to replant.
Action: Clerk

c) **To consider 1 x road closure application**
RESOLVED that the council has no objection to the road closure application.

15/18 Finance

a) **To consider signing the Annual Governance and Accountability Return 2017/18 Part 2 Certificate of Exemption**

RESOLVED that the council sign the Certificate of Exemption.

b) **To approve section one, Annual Governance Statement, of the Annual Return 2017/18**
Having carried out a review of the effectiveness of the council's system of internal control and considered their findings, it was **RESOLVED** that the Annual Governance Statement be approved.

c) **To approve section two, Accounting Statements, of the Annual Return 2017/18**
Following the Responsible Financial Officer's presentation of the Accounting Statements to the Council, and having considered the Accounting Statements as a whole, it was **RESOLVED** that the Accounting Statements be approved.

d) **To approve the Year End bank reconciliation figures**
RESOLVED that the Year End bank reconciliation figures be approved.

e) **To approve monthly bank reconciliation figures**
RESOLVED that the monthly bank reconciliation figures be approved.

f) **To consider quotes and agree on council insurance provider for 2018/19**
RESOLVED that the council accept Came and Co's Inspire 3 Year Long Term Agreement quote. The clerk is to request that cover is to be added for the War Memorial. The cheque for the annual premium is to be signed and posted prior to the next meeting as soon as the additional cover for the War Memorial has been added to the policy. **Action: Clerk**

g) **To consider an S137 payment towards the proposed Memorial for Accused Witches**
RESOLVED that the item be deferred until further details of cost has been received.

h) **To consider an S137 payment to The Firefighters Charity**
RESOLVED that the council will not give an S137 donation to the Firefighters Charity.

i) **To consider an S137 payment to Manningtree Community First Responders**
RESOLVED that an S137 payment of £50 be made to the Manningtree Community First Responders payable at this meeting. **Action: Clerk**

j) **To consider an S137 payment to East Anglia's Children's Hospices**
RESOLVED that an S137 payment of £50 be made to EACH payable at this meeting. **Action: Clerk**

k) **To consider purchasing the Royal Wedding Commemorative Medal for Schools and Councils**
RESOLVED that the council will not purchase the Royal Wedding Commemorative Medal.

l) **To approve payments/cheques for signature in accordance with the 2018/19 budget:**
RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood	£558.42
CVST Affiliation Tendring	£25.00
Valerie Pretty – Internal Audit Fee	£50.00
Environmental Design Maintenance	£62.40
LCR NALC Subscription	£17.00
A&J Lighting	£496.80
Webfactory monthly fee	£17.99
Plus additional payments to:	
Manningtree Community First Responders	£50.00
East Anglia's Children's Hospices	£50.00

16/18 Consultations

a) **To consider responding to the Marine Conservation Advice March 2018 update**
RESOLVED that the clerk is to request a copy of the draft Conservation Advice package for the Stour and Orwell Estuaries SPA (UK9009121) to be sent to the council for consideration at the June meeting. **Action: Clerk**

17/18 Items from councillors to be added to the next agenda

a) To consider replacing the slats on three of the benches by the beach with thicker wood.

There being no further business the Mayor closed the meeting at 9.30 p.m.

Signed..... Dated.....21.6.18