MANNINGTREE TOWN COUNCIL

~~UN~~APPROVED

Minutes of the Town Council Meeting held in the Community Room on Thursday 19th July, 2018 at 7.30 p.m.

Present: Cllr. R. Stocks (Chair) Cllr. L. Lay-Flurrie
Cllr. M. McClarnon Cllr. M. Taylor
Cllr. S. Richardson Cllr. J. Charlesworth

In attendance: District Cllr. A. Coley
Specials Supported Policing Coordinator, Les Hawkins
Co-ordinator, Harwich and District Community Speed Watch Partnership, Dave Blackiston
Representatives from Race Discovery
Mrs L. Djuve-Wood (Clerk)

37/18 Apologies for Absence
Apologies were received from Cllr. H. Jones.

38/18 Minutes of the previous meeting
RESOLVED that the minutes of the meeting held on 21st June 2018, having been circulated previously, be approved as a correct record and signed by the Chair.

39/18 Declarations of interest
There were none.

40/18 Visit from Les Hawkins, Specials Supported Policing Coordinator, to discuss the potential recruitment of Special Constables for the local area
Mr Hawkins gave an introduction to the Special Constables Scheme, emphasising that a Special Constable is not the same as a PCSO. Special Constables are part time volunteer police officers who are fully warranted and have exactly the same powers as a standard police officer.

Special Constables are recruited by a parish to serve that parish in particular for a minimum of 16 hours per month albeit most choose to do more hours. As they are volunteers the parish cannot dictate their hours beyond the minimum requirement. In an emergency they can be called elsewhere but the parish would not be charged for their time on these rare occasions. They get paid a small allowance on a sliding scale as well as mileage. All Special Constables have to report to the Clacton Police hub before driving to their designated parish, this is to allow them to register their start-time and to collect their kit. They have to return to sign-out following the end of their shift. The annual cost of one Special Constable is estimated at £500 - £1,000 per annum.

Once a Special Constable has been recruited it will take up to two years before they can start in their role as they need to be trained, vetted and signed off as being as competent.

Following Mr Hawkins presentation the councillors voted as being in favour of the scheme. There is a proposal to possibly share Special Constables between Manningtree, Mistley and Lawford parishes. The council will await the decision of the other parishes and need to review the council's budget to establish how much they can afford to spend on the project.

41/18 Visit from Dave Blackiston, Co-ordinator, Harwich and District Community Speed Watch Partnership
Dave Blackiston provided the council with an introduction to the Speed Watch Partnership. They currently have 31 approved sites for speed watching with a further 11 in the pipeline, including Mistley and Manningtree. A speed watch group normally consists of 10 volunteers with 2 – 3 volunteers taking part in each speed watch monitoring event. During these monitoring events, the registration number of any cars going above the speed limit will be logged and sent to Essex Police. A warning letter is then sent to the offender. Mr Blackiston asked for Manningtree Town Council to e-mail him with any names of roads that they would like to be included in the scheme. It was proposed that the clerk e-mail him suggesting that Brook Street, High Street and possibly Trinity Road if appropriate be included. **Action: Clerk**

42/18 Visit from Race Discovery to discuss a proposal to organise a 5 & 10km endurance race in Manningtree & Mistley

Two representatives from Race Discovery attended the meeting and provided the council with information on future running races they are planning to organise in the area (including Mistley and Lawford). The council had no objections to these races taking place. Race Discovery is also contacting the neighbouring parishes asking for their views. It was proposed that they contact the Rotary Club. The clerk is to e-mail them the Rotary Club's contact details. **Action: Clerk**

43/18 Public Participation Session

There were no members of the public present.

44/18 Reports from the District and County Councils

District Cllr. A. Coley was present and provided the council with an update from TDC. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

45/18 Progress Report from the Clerk

185/17 To consider a proposal from a member of the public regarding erecting a memorial for the women persecuted as witches by Matthew Hopkins, the Witchfinder General, in the 1600s A Facebook page has been set up by the organiser.

RESOLVED that the following items be discharged:

There were none.

46/18 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.

47/18 Reports from Representatives on other committees

There were none.

48/18 Highways/Environment

a) **To consider lighting contractor's quote for replacing two bollard lights**
   Deferred to the September meeting.
b) **To discuss issues with nesting pigeons on The Ox at Market Cross**
   RESOLVED that the council will keep an eye on the nesting pigeons and contact the Rotary Club to agree a solution when the nest is gone. **Action: Cllrs. / Clerk**
c) **To discuss bench not securely bolted at Market Cross**
   RESOLVED that the bench is to be securely bolted. The clerk is to contact Environmental Design. **Action: Clerk**
d) **To consider quote from Environmental Design for thicker replacement wood on benches by the beach**
   RESOLVED that the clerk is to chase Environmental Design requesting that they replace the wood on the benches as soon as possible. **Action: Clerk**

49/18 To discuss the new Data Protection Regulation Legislation requirements effective 25th May 2018 (item 141/17)

RESOLVED that the clerk is to arrange a date for all councillors to meet at the council's office to do an audit of all the council's files. The clerk will look for templates for a retention policy. **Action: Clerk**

50/18 To discuss template for the town council's new Facebook page

Deferred to the September meeting.

51/18 To consider creating a neighbourhood plan

RESOLVED that the council will reconsider creating a neighbourhood plan once the local plan is in place. The clerk is to e-mail EALC to see if there is a template for a neighbour plan for smaller councils. **Action: Clerk**

52/18 Finance

a) **To approve monthly bank reconciliation figures for end of July**
   RESOLVED that the monthly bank reconciliations be approved.
b) **To discuss new requirements for internal audit**

RESOLVED that

- Cllr. Richardson will be removed from the Finance Committee to enable her to make quarterly checks of the accounts;
- All invoices are to be initialled by signatories;
- The Data Protection Policy is reviewed annually;
- The Freedom of Information Policy is reviewed annually;
- A sealed envelope with website and e-mail passwords are given to the Mayor and that;
- The Mayor is provided with a safe for duplicate copies of the council's key documents and deeds.

c) **To discuss recruitment of new internal auditor**
RESOLVED that the clerk will start looking for a new internal auditor following the resignation of the current internal auditor. **Action: Clerk**

d) **To agree proposal from the Personnel committee to increase the clerk's weekly hours to 13 and to increase her salary by one point on the salary scale as per her contract**
RESOLVED that the council approve of the personnel committee's proposal.

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

Item	Amount
Monthly salary Clerk (including expenses)	£560.72
Clerk's reclaim for Cross Cutter Shredder	£179.95
Clerk's reclaim for Shredder Oil and Bags	£16.84
Environmental Design Monthly Maintenance June	£62.40
EON	£334.34
Plus standing order payment to Webfactory	£17.99

53/18 Items from councillors to be added to the next agenda
There were none.

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

Signed..... Dated.....20.9.18