MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L. Djuve-Wood
Po Box 12651, Manningtree, Essex, CO11 9AR. Tel. 07419 730258
email: clerk@manningtreetowncouncil.org.uk;
Website: www.manningtreetowncouncil.org.uk

Minutes of the Full Town Council Meeting held virtually via Zoom on Thursday 18th March, 2021 at 7.30 p.m.

Present:	Cllr. R. Stocks (Chair)	Cllr. M. Taylor (Deputy Chair)
	Cllr. S. Tattam	Cllr. Sharon Barker
	Cllr. B. Brown	Cllr. L. Dunnett
In attendance:	1 Member of the Public	L. Djuve-Wood (Clerk)

149/20 To receive and approve Apologies for Absence
Apologies were received from Cllr. L. Lay-Flurrie and accepted by the Council.

150/20 Declarations of interest
There were none.

151/20 Minutes of the Town Council meeting held on the 18th February 2021 to be approved and signed
RESOLVED that the minutes of the Town Council meeting held on the 18th February 2021 be approved as a correct record and signed by the Chair.

152/20 Public participation session with respect to items on the agenda and matters of mutual interest
There was one member of the public in attendance from the Manningtree Museum and History Group who provided the Council with advice on the content of the Council's new coastal interpretation signboard (agenda item 10 a), minute ref: 158 a)).

153/20 Reports from the District and County Councils
The Council had received the monthly district and county reports which had been circulated to all councillors.

Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

154/20 Report from Essex Police
The monthly police report for Manningtree, Mistley, Lawford, Little Bentley and Tendring had been circulated to all councillors. There were reports of motor vehicle thefts and some criminal damage.

155/20 Progress Report from the Clerk
The clerk noted the following updates since circulation of the Clerk's Report:

- **27/20 f), 3-month glyphosate free trial:** ECC had confirmed that the Council can continue with its glyphosate free plan. The Council had also been asked to join ECC's devolution scheme.
- **31/20, Extraordinary Community Engagement Award:** The shield had been engraved and was ready for collection.

- **129/20 e) Spring litter pick:** The clerk advised that litter picks could be collected from her home should any of the councillors wish to go litter picking in the absence of the Council currently being able to arrange a litter picking event.

156/20 Report from other committees and representatives
Cllr. Barker noted that together with a representative from PACE she had attended a meeting with an ECC representative to discuss why there aren't more communities interested in becoming carbon neutral.

157/20 To consider the following planning applications

a) 21/00260/TCA, 1 No. Cherry – Crown reduction up to 1.5m, Red House, 74 South Street, Manningtree, CO11 1DT

RESOLVED that the Council has no comment to make on this planning application.

b) 21/00291/NMA, Non-material amendment to planning permission ref: 18/00717/FUL (Construction of one dwelling with associated hardstanding) dated 26/06/2018. Amendments to single storey rear element and side fenestration, Stable Mews, Stour Street, Manningtree, CO11 1DH

RESOLVED that the Council has no comment to make on this planning application.

158/20 Highways/Environment

a) To discuss design and content of ECC Coastal Interpretation Signboard
Cllrs. Barker and Tattam along with the Clerk had met to produce content for the signboard, a draft of which had been presented to councillors ahead of the meeting. It was **RESOLVED** that the content be approved but with three information categories on the left-hand side rather than four, leaving out the flora category.

b) To discuss Quay Street buoy project
Cllr. Stocks proposed the use of wooden posts identical to those on South Street green rather than buoys as parking deterrents around Quay Street green. **RESOLVED** that the council use wooden posts and that the clerk prepare a new planning application on that basis. The clerk and Cllr. Stocks decided to meet to measure and agree number of posts required and distance between them.

c) To discuss active measures to reduce idling cars in town
Cllr. Tattam proposed that the council invest in no idling signs to be placed in areas where idling is a particular problem such as South Street. The clerk was asked to query permissions required from ECC Highways for such signs to be installed. It was **RESOLVED** that temporary A4 laminated signs be produced in the meantime and given to relevant shop owners for display in their shop windows.

d) To consider quote from tree surgeon to trim two trees
It was **RESOLVED** to accept the quote from J F Tree Specialist Ltd of £450 plus VAT to trim two trees. Planning applications will need to be submitted for both trees.

e) To discuss replacement of dead tree on Quay Street
It was **RESOLVED** that the council would like to remove the dead tree on Quay Street green and that any form of replacement tree or shrub would be decided upon at a later stage. Cllr. Stocks suggested that the Manningtree & District / Frankenberg Partnership Association 50th anniversary flowerbed be planted on that part of the green instead.

159/20 Constitution

a) To consider and approve Action Plan for 2021/22

RESOLVED that the Action Plan for 2021/22 be approved subject to adding the budget amount for the annual sand purchase.

b) To consider and approve Risk Management Scheme

RESOLVED that the Risk Management Scheme be approved.

c) To consider and approve Training Policy for staff and councillors

RESOLVED that the Training Policy be approved.

d) To consider and approve Community Engagement Policy

RESOLVED that the Community Engagement Policy be approved.

e) To consider and approve Grant Policy

RESOLVED that the Grant Policy be approved.

160/20 To consider redesigning the Council's logo

RESOLVED that the Council would like to create an environmental version of their current logo which should be coloured green. The clerk noted that she is not in possession of the original artwork and that she would contact the previous clerk to ask if she knows who created the original logo.

161/20 Finance

a) To receive the monthly finance report and approve monthly bank reconciliation figures

The clerk noted that as at the 26th February 2021 the current account held £259.80 and the savings account £19,347.59. The bank reconciliation was approved.

b) To set a date for the next Finance Committee meeting

RESOLVED that the next Finance Committee meeting be scheduled for Thursday 6th May at 7:30 p.m.

c) To approve new payments in accordance with the 2020/21 budget

RESOLVED that the following payments be approved:

Payee	**Net £**	**VAT£**	**Gross £**
Environmental Design (monthly maintenance)	£52.00	£10.40	£62.40
J F Tree Specialists (tree survey)	£150.00	£30.00	£180.00
Scribe (accounts software annual fee)	£129.00	£25.80	£154.80
L Djuve-Wood (postage/stamps)	£10.17	£0.00	£10.17
L Djuve-Wood (monthly salary and expenses)	£803.76	£0.00	£803.76
HMRC (employee NI contribution)	£8.64	£0.00	£8.64
Webfactory (monthly web hosting fee)	£14.99	£3.00	£17.99
Total:	**£1,168.56**	**£69.20**	**£1,237.76**

162/20 Consultations

a) To consider commenting on the Government's Protect Duty Consultation, Making the public safer at publicly accessible locations

RESOLVED that the Council has no comment on this consultation.

b) To consider commenting on the Government's National Planning Policy Framework and National Model Design Code Consultation

RESOLVED that the Council has no comment on this consultation.

163/20 To consider whether resolutions from the current meeting have an impact on carbon footprint and climate change

It was noted that the Council's 'No Idling' signs would have a positive impact on the environment.

164/20 Items from councillors to be added to the next agenda

a) To consider purchasing sand for Manningtree Beach
b) To consider taking part in ECC's devolution scheme
c) To consider installation of VAS sign
d) To consider taking part in the National Trust's No Mow May challenge

165/20 To note date and time of the next meeting

The next meeting is scheduled for Thursday 15th April 2021 at 7:30 p.m. The Council's Annual Town Assembly is scheduled to take place at 7 p.m. on the same day.

There being no further business the Mayor closed the meeting at 8.52 p.m.

Signed..... Dated.....