



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 20th March 2025 at 7:30 p.m.

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

03.20.253 – OPENING INCLUDING STATEMENT

03.20.254 - APOLOGIES FOR ABSENCE - PLEASE NOTE ANY APOLOGIES NEED TO BE SENT TO THE MAYOR IN THE FIRST INSTANCE

- a) Council to receive apologies for absence – None
- b) Council to consent to accept apologies received

Members of the Public – 4

03.20.255 – DECLARATIONS OF INTERESTS

- a) To receive declarations of disclosable pecuniary interests, other registerable interests, and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct –
- b) Cllr Stocks & Cllr Taylor – Business Chamber
- c) Cllr Dunnett – Street Keepers
- d) To receive notification of gifts of hospitality exceeding £50 - None
- e) To receive requests for dispensations - None

03.20.256 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 20th of February 2025. Cllr Dunnett pointed out some typo errors which have been amended. **Approved and signed by Mayor.**

03.20.257 - REPORTS FOR INFORMATION - to receive written reports for information only

- a) County Councillor Carlo Guglielmi – No issues raised.
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – Cllr Barrett did not add anything more than what was on his report. Cllr Barrett explained that he left anything LGAR off as Cllr Guglielmi had covered this in his report.

03.20.258 - COUNCILLOR REPORTS

a) Street Keepers – Cllr Dunnett explained that there was not much from the Street Keepers however, that she had a meeting with Naturavolt in relation to the electrocution of weeds, which is a lot more environmentally friendly. Cllr Dunnett explained that she felt that this was more aimed at urban areas, rather than somewhere like Manningtree. Cllr Dunnett confirmed the cost of the equipment is £52,000 and advised that she will contact John Hall from Pace as this might be of interest to them. Cllr Dunnett suggested if we did have another earth festival, it might be good to get them along. It was agreed that this is not something that Manningtree Town Council could invest in.

b) Business Chamber – Cllr Stocks provided an update on behalf of the Business Chamber – Neither Cllrs attended the most recent meeting and have not seen any minutes from the recent meeting either, so unfortunately could not provide an update. The mayor explained that they had hoped to provide an update on the Christmas lights but that will have to wait until the next meeting. Cllr Taylor advised that the meetings for the Business Chamber had now moved to the 2nd Wednesday of the month.

c) Reports from other committees and representatives – Cllr Lay-Flurry explained that she should have attended the Hutchinsons Port meeting, but unfortunately could not attend. Cllr Dunnett advised that she and the mayor had attended the High Sheriff and the Pride of Tendring awards, which were both very good evenings.

Cllr Barrett updated in relation to the planning meeting that took place on Zoom. Cllr Barrett stated that in short, the plan now is to build 1000 houses instead of the 550 which was originally planned. Cllr Barrett did explain that it is believed that Mistley, Lawford and Manningtree should receive a light touch due to the number of houses that have been built in recent years. There may be an exception to Horsley Cross which might be a garden city. Cllr Barrett also advised that the election of the mayor is lightly to be in 2026 and the new Councillors who are elected there will be a shadow cabinet for the District meaning a cross over for about a year. Cllr Taylor explained that there may be the opportunity for Town Councils to take on some assets from the District (ie toilets), but the mayor explained that this was not compulsory. There will be a meeting about Local Plan at the Venture Centre on the 24th March 2025.

03.20.259 – PUBLIC FORUM

a) To receive any questions or comments from members of the public related to Manningtree in general -

- Members of the public reported that someone had discarded her food waste into their plant pot. They have managed to capture this on their CCTV and were advised that they should report this to TDC, as it is fly-tipping and this could be enforced. They also reported that they are having trouble with vehicles hitting their property, and again have caught this on their CCTV and have been in contact with Tesco, as their vehicles have been responsible on occasions. The member of the public was again advised that this was a criminal offence if the vehicles are driving off and they should report this to the Police. The members of the public stated that it was a waste of time contacting the Police, as they do not do anything. The member of the public stated that if the highway was narrowed, then it would stop people parking and hopefully assist with this problem. The member of the public stated that he had previously suggested this as an idea, and he would even do the drawings. Cllr Barrett advised that if the member of the public gives the drawings to Cllr Guglielmi, he would be able to advise if this would be possible, and advised that this matter would fall under Highways.

Cllr Charlesworth stated that maybe a small island would be enough to stop people from parking and would elevate the problem slightly. There was also a complaint about Dog fouling and the Clerk explained that there is a Dog Control and Dog Fouling Public Spaces Protection Order 2024, which is valid for 3 years. Clerk advised that she will be putting up signs over the next couple of days and that another notice will be put on social media. The Clerk started that she would also contact parking services in relation to the illegal parking.

b) To receive any questions or comments from members of the public about items on the agenda –

- Member of the public then voiced an opinion on planning application 25/00214/LBC and stated that they will be objecting. The member of the public then pointed out that some of the information within the report was confusing, and it was not very clear what the applicant was applying for. The member of the public is concerned about access and the disruption that could be caused to other residents living in the area. The members of the public are concerned that the access could be dangerous. They are also concerned about the application for a disabled lift how this would look on the building, due to the historic nature of the building. There was concern that access may have to be through one of the shops, which was not felt that this is appropriate especially in view of the fact some of the art work in the shop is expensive. The member of the public reports that currently it is bad enough getting out of their property due to problems with vehicles. The member of the public pointed out that there is a report with over 28 documents, 25 errors, inaccuracies and omissions and it is very confusing about what exists and what is being proposed. The member of the public drew the Cllr's attention to a document from the Historic Environment Team, from Place Services who have made some relevant points. The mayor explained that this item is on the agenda and will be discussed later in the meeting.

03.20.260 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting – Report discussed and noted

03.20.261 - REVIEW OF POLICIES AND PROCEDURES - These documents have been reviewed and updated by Cllr Taylor and the Clerk – Cllr Dunnett requested that these be put on the April agenda for approval.

a) To consider/approve/adopt the Policies and Procedures available on the website as of the 31st March 2025. – To be approved in April.

- Annual Leave Policy, including carer's, compassionate, emergency, maternity & paternity leave policies.
- Anti Bullying Policy
- Sexual Harassment Policy
- Death of Royal Policy
- Expenses Policy
- Health & Safety Policy
- Performance Improvement Policy
- Sickness Policy
- Whistleblowing Policy
- Lone & Homeworking Policies

03.20.262 – CLERK'S REPORT (Paper 1)

a) To review actions from the previous meeting - Noted

b) To receive the reports of items actioned under delegated powers - Noted

c) To receive items of correspondence for noting only or for consideration/agreement of next steps –
Reminder of litter pick on social media.

03.20.263 - VE DAY PICNIC – (Paper 2)

- a) To receive an update on preparations for VE Day event – A lengthy discussion took place about the preparations and the status of the tasks. – The following suppliers have confirmed their attendance: Coffee van, pizza (Miss Margharrita) and the Ice Cream van
- b) To consider/agree next steps as appropriate – Cllr Taylor stated that if we cannot get any entertainment, she could provide some 40's music.

03.20.264 - REQUEST FOR FUNDING TO SUPPORT BRANTHAM SKATE PARK

- a) To review the email received from Brantham Parish Council about donating some money towards Brantham Skate Park – This was discussed and it was felt that this is something MTC would like to support.
- b) To consider/agree next steps as appropriate – Send a reply informing BPC that we would like to donate and support the Skate Park project. Inform them that a decision will be made in relation to how much and the payment will be made in the next financial year. This needs to go on the May agenda for final decision.

03.20.265 - COMPLAINT FROM MEMBER OF THE PUBLIC – (Paper 4)

- a) To review the email received from a member of the public about a fall in Manningtree.
- b) To consider/agree next steps as appropriate – Chase Highways about what is happening in relation to this matter.

03.20.266 - REVIEW ASSET REGISTER

- a) To note the date of inspection of MTC assets which the Clerk and Cllr Dunnettt will carry out on 27TH March 25 - Noted
- b) To report back to full Council in April in relation to any issues identified - Agreed

03.20.267 - TOY STORE ON THE BEACH

- a) Consider asking Dave Childs to refurbish the toy storage unit – Agreed.
- b) Consider purchasing some more buckets and spades – Can we ask the public for donations of buckets and spades.
- c) To consider/approve next steps as appropriate – Put advert on Facebook for donations of buckets and spades.

03.20.268- PURCHASE OF NEW PRINTER

- a) To consider the purchase of a new printer for the Clerk – **Proposed Cllr Lay-Flurrie, Cllr Charlesworth 2nd aif**
- b) To consider/approve next steps as appropriate – Clerk to order the printer

03.20.269-STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor – None received. 2 previous applicants have been invited to attend tonight's meeting and one of the applicants has attended.
- b) To approve Councillor co-option as appropriate and note signing of the Declaration of Acceptance of Office forms – N/A

03.20.270 - FINANCE REPORT

- a) To receive a Finance report including any decisions made – Received.
- b) To approve the payments awaiting payment and including those coming forth, the accounts paid since last meeting and the receipts allocated since the last meeting (Paper 5) – Check with A&J lighting whether the post needed to be concreted.

- c) To note and approve the balance of accounts and Bank Reconciliation as at the 31st March 2025. (Paper 6) – Approved Petty Cash 0.00, Barclays Current Account £3,393.50, Barclays Savings Account £15,578.23

03.20.271– PLANNING MATTERS – [View Planning Applications and Comment](#)

- a) To consider and approve response to the following planning matters relating to Manningtree –

b) **[25/00315/LBDISC](#) – Awaiting Decision**

R C GWINNELL & SONS

Discharge of conditions application for 24/01197/LBC - Condition 3 (Agreement of Materials Colour Finish).

24 High Street, Manningtree, CO11 1AD – No Comment

25/00249/TCA – Awaiting Decision

Mr A Deane

Trees in a Conservation Area Notification - Remove the remaining 3 trunks of one sycamore. Clarisa Mill Lane Manningtree Essex CO11 1DQ – No comment

25/00214/LBC – Awaiting Decision

Application for Listed Building Consent - Internal alterations, modification of fenestration and construction of extensions/reconfiguration to form business units. Addition of a lift to facilitate disabled access.

18-20 High Street Manningtree Essex CO11 1AD – NO COMMENT

25/00213/FUL – Awaiting Decision

Planning Application - Modification of fenestration and extension to dwelling to provide physiotherapy facilities and installation of hoist to facilitate disabled access. Construction of extension, and conversion of existing garage to form 5no. studio/business units.

18-20 High Street Manningtree Essex CO11 1AD – This application was discussed at length and a decision was made to raise some serious concerns about the application. The Clerk will inform TDC and Cllr Barrett is going to call the application in.

- c) To note the following planning decisions relating to Manningtree –

25/00062/COUNOT

Prior Approval Application under Part 3, Class MA of the Town, and Country Planning (General Permitted Development) (England) Order 2015 (as amended) to return the usage of No 18 South Street to residential from commercial. 18 South Street Manningtree Essex CO11 1BB

The proposal is for the change of use of the ground floor and basement premises of 18 South Street from business use to a residential use in the form of a new flat. The existing building is classed as a Grade II Listed Building and therefore fails part d (ii) Part 3, Class MA of the Town, and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The proposal is not consistent with the order and will therefore require planning permission.

Prior aprv req - deemed appl refused – NO COMMENT

AOB

The Clerk confirmed that she will be ordering the sun cream

Cllr Lea-Flurrie expressed concern about a broken drain pipe which belongs to Mr Ballentyne – The Clerk is going to contact Mr Ballentyne.

Check the date that our insurance is due for renewal.

The mayor would like My Blue Pass Charity put on the May agenda to discuss a donation.

03.20.270 DATES FOR FORTHCOMING MEETINGS – all taking place at Masonic Hall

a) Town Council Meeting – Thursday 17th April 2025

MEETING CLOSED – 21.05

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

ACTIONS

ITEM	ACTION	WHO
03.20.259 (a)	Contact Parking services about parking in South Street.	Clerk
03.20.259 (a)	Put a post on social media about dog fouling & put signs up	Clerk
03.20.262	Advertise the upcoming litter pick.	Clerk
03.20.263	Complete VE day poster with final details. Speak with shops and encourage the decoration of shops	Cllr Taylor
03.20.264	Contact BPC and update them with the decision made to put this on our May agenda.	Clerk
03.20.265	Contact Essex Highways for an update.	Clerk
03.20.267	Put a FB post to ask public for donations of buckets & spades	Clerk
03.20.267	Put a FB post on about dog fouling.	Clerk
03.20.268	Order new printer	Clerk
03.20.270 (b)	Check with A&J lighting if they concreted the post.	Clerk
03.20.271	Contact TDC and call in this application 25/00213/FUL	Cllr Barrett