



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs Fiona Coley

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Minutes of the Full Town Council Meeting held at the Masonic Lodge in South Street, Manningtree, on Thursday 17th April 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 N Keep (Joined after minute number 04.25.275)

District Cllr T Barrett

04.25.271 – OPENING INCLUDING STATEMENT

04.25.272 - 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 – 2

04.25.273 – DECLARATIONS OF INTERESTS

- a) To receive declarations of disclosable pecuniary interests, other registerable interests, and nonregisterable 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

04.25.274 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 20th of March 2025.

Approved aif and signed by Mayor.

04.25.275 - STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor – (2) Natalie Keep - Approved

- b) To note signing of the Declaration of Acceptance of Office forms – Noted and form was signed.

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

- a) County Councillor Carlo Guglielmi – No questions or issues raised.
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – Cllr Barrett provided an update in relation to the Bench that has been installed in Manningtree, by the Heritage. He explained that he spoke with Cllr Gary Scott and explained that there has been some negative feedback about the bench. Cllr Barrett advised Cllr Scott that it would be helpful if anything like this is to be done in the future, that the Town Council and residents are consulted about 6 months before so they can have some input.

04.25.277 – REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett provided a very comprehensive update on the Street Keepers. She explained that she had contact from Kemal Çufoglu from Colchester City Council who was very complimentary about the Pride of Tendring award given to the Street Keepers for their work in Manningtree. Cllr Dunnett was able to provide some further information about what the Street Keepers do and how they carry out their work. Cllr Dunnett also put Kemal in touch with Sharon Barker to discuss this matter further. Cllr Dunnett also advised that there may be a need to use Dave to help water the tubs in the Summer and has been advised to let the Clerk know if this is the case.
- b) Business Chamber – Cllr Taylor provided an update on behalf of the Business Chamber and explained that currently they still do not have a Chair, Vice Chair, Secretary or Treasurer. Cllr Taylor explained that the issue of the payment of the lights is still ongoing and confirmed that Steve is still trying to sort this out. Cllr Taylor explained that the Business Chamber have sought some legal advice in relation to this matter and have been advised that the Business Chamber itself would not be liable for payment of the outstanding balance to Gala. It was confirmed that £1250 of donations was given towards the lights by the Parishes.
- c) Reports from other committees and representatives – Cllr Lay-Flurry explained that there is a meeting with regards to whether the Frankfurt association is going to continue.

04.25.278 – PUBLIC FORUM

- a) To receive any questions or comments from members of the public related to Manningtree in general - None
- b) To receive any questions or comments from members of the public about items on the agenda - None

04.25.279 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting - Noted

04.25.280 - 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 – To liaise with TDC about the cost of emptying a new bin at Riverside.

04.25.281 - VE DAY PICNIC – (Paper 2)

- a) To receive an update on arrangements for VE Day celebrations – This was discussed, and it was decided that a meeting to discuss the final details is going to be arranged.
- b) To consider/agree next steps as appropriate – Clerk to arrange a VE day planning meeting.

04.25.282 - REQUEST FOR BIN OUTSIDE SHOP ON STATION ROAD - likely cost £375 excluding VAT

- a) Consider the purchase of a new bin – This item was discussed and it was felt that this is the responsibility of the shop to provide a bin.
- b) To consider/approve next steps as appropriate – Refused.

04.25.283 – NEW BIN DOG BIN FOR MILL LANE – likely cost £115.68 excluding VAT

- a) Consider the purchase of a new bin – This was discussed and it was agreed that the dog bin would be replaced with a standard waste bin.
- b) To Consider/approve next steps as appropriate – Purchase a new bin **proposed by TL, 2nd FG, aif**

04.25.284 - DISPOSAL OF OLD CLERK’S PRINTER

- a) Consideration to selling/dispose of the printer – Discussed and agreement given to sell the printer, **propose LD, 2nd RS, aif**
- b) To consider/approve next steps as appropriate – Clerk to sell printer.

04.25.285 - ASSET REGISTER HAS BEEN UPDATED (Paper 3)

- a) To note the updated version following the inspection of the assets carried out by Cllr Dunnett and the Clerk – Noted
- b) To consider/approve this new updated version – **RS propose, LF 2nd, aif**

04.25.286 – REQUEST FROM MANIFEST THEATRE – (Paper 4)

- a) To consider the request by the Manifest Theatre to erect a new smart board at Market Cross – This was discussed and an A board was agreed.
- b) To consider/approve next steps as appropriate - **Proposed MT, FG 2nd, aif**

04.25.287 - FINANCE REPORT

- a) To receive a Finance report including any decisions made – Noted.
- 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**) – Approved.
- 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 £805.93, Barclays Savings Account £15,633.33

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

- a) To consider and approve response to the following planning matters relating to Manningtree – **25/00493/FUL**

Planning Application - Infill of an open-roofed courtyard, replacement of existing mono-pitch metal roof to store, insertion of 1no new window and renewal of sections of modern studwork walls/new internal wall linings and extension to existing mechanical and electrical services - 42 High Street Manningtree, Essex CO11 1AJ – No Comment

25/00494/LBC

Application for Listed Building Consent - Infill of an open-roofed courtyard, replacement of existing mono-pitch metal roof to store, insertion of 1no new window and renewal of sections of modern studwork walls/new internal wall linings and extension to existing mechanical and electrical services - 42 High Street Manningtree, Essex CO11 1AJ – No Comment

25/00411/LBC

Application for Listed Building Consent - Swinging sign centrally above entrance door - 5 Brook Street Manningtree Essex CO11 1DJ – No Comment

25/00535/LBC

Application for Listed Building Consent - Replace existing window with doors in rear extension - 23 South Street Manningtree Essex CO11 1BG – No Comment

25/00555/FULHH

Application for Single storey ground-floor front extension with alterations to existing garage and carport to provide new internal staircase -12 Maltings Wharf Manningtree Essex CO11 1XF – No Comment

25/00556/TCA

Trees in a Conservation Area Notification - T1 - Pine – Remove T2 - Silver Birch - reduce by up to 1m - 42B High Street Manningtree Essex CO11 1AJ – No Comment

25/00344/FUL

Planning Application - Change of use of ground floor and basement from commercial to single dwelling – No Objections

25/00590/TCA

Trees in a Conservation Area Notification - Portuguese Laurel - Reduce to previous pollarding points, reduce crown, and thin. 2X Female Holly - Reduce by 1/3. Wild Cherry - Reduce to previous pruning points. Bay Tree - Reduce by 1/3. 2X male Holly - Reduce by 1/3. Wild Cherry - Reduce to previous pruning points and thin - North House The Walls Manningtree Essex- No Comment

25/00576/LBC

Application for Listed Building Consent - Change of use and alterations of ground floor from a bank (Class E) to a hot food takeaway (sui generis), installation of extraction and ventilation equipment, replacement windows, bin storage, and alterations to the rear mews building to provide parking from Stour Street - 4 High Street Manningtree Essex CO11 1AF – Objection details to be passed to TDC

25/00579/FUL

Application for Listed Building Consent - Change of use and alterations of ground floor from a bank (Class E) to a hot food takeaway (sui generis), installation of extraction and ventilation equipment, replacement windows, bin storage, and alterations to the rear mews building to provide parking from Stour Street - 4 High Street Manningtree Essex CO11 1AF - Objection details to be passed to TDC

25/00286/TCA – Added after Agenda was sent out

Trees in a Conservation Area Notification - 1 Sycamore - Re-pollard back to previous points. 6 Limes - Re-pollard back to previous points. 1 Apple - light pruning. 1 Holly - light pruning - 33 South Street Manningtree Essex CO11 1BG – No comment

b) To note the following planning decisions relating to Manningtree –

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 – Refused

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 – Refused

04.25.289 - TO DISCUSS THIS MONTHS “WHAT HAS YOUR COUNCIL BEING DOING THIS MONTH” –

Councillors have been planning VE Day celebrations. Refurbishing the Toy Library.

04.25.290 - TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY - None

04.25.291 - DATES FOR FORTHCOMING MEETINGS – all taking place at Masonic Hall

a) Finance Meeting – Thursday 1st May 2025

b) Town Council Meeting – Thursday 15th May 2025

MEETING CLOSED – 21.05

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

ACTIONS

ITEM	ACTION	WHO
04.25.280	Contact Mistley Rugby Club and advise the refusal of the erection of the banner.	Clerk
04.25.281	Arrange a VE day planning meeting.	Clerk
04.25.282	Advise the Premier that their request for a bin has been refused.	Clerk
04.25.283	Purchase a new bin for Mill Lane	Clerk
04.25.284	Sell old printer	Clerk
04.25.286	Inform the Manifest Theatre that they can erect an A board	Clerk
04.25.288	Send objections to Planning about 25/00576/LBC & <u>25/00579/FUL</u>	Clerk

**MANNINGTREE TOWN COUNCIL
PAYMENTS LIST**

SUPPLIER	DATE	BANK	DESCRIPTION	VAT TYPE	NET	VAT	TOTAL	Paid Y/N
Webfactory	25/03/2025	Current	Subscription	20%	17.21	3.44	20.65	Y
Ruth Stocks	24/03/2025	Current	Flowers		15.00		15.00	Y
VCS Website	01/04/2025	Current	Training & Website Work	None			135.00	N
Ealc	01/04/2025	Current	Nalc & Ealc Affiliation Fes				328.45	N
Bentley Admin	02/04/2025	Current	Payroll Admin Qtr to June	20%	75.00	15.00	90.00	N
Fiona Coley	09/04/2025	Current	Payment for Webfactory – Closing of Account	20%	18.21	3.64	21.85	N
Fiona Coley	09/04/2025	Current	Epson Printer	20%	216.66	43.33	259.99	N
Fiona Coley	09/04/2025	Current	ID Badges for Cllr GEE & Clerk	20%	13.16	2.64	15.80	N
Mistley Lodge	10/04/2025	Current	MTC Room Hire				100.00	N
Rose Builders	14/04/2025	Current	Installation of Bench	20%	190.17	38.03	228.20	N
The Crown Estate	16/04/2025	Current	Beach				32.30	N
Fiona Coley	17/04/2025	Current	Clerk's Salary				902.38	N
HMRC	17/04/2025	Current	PAYE/NI				326.75	N