



MANNINGTREE TOWN COUNCIL

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Minutes of the Full Town Council Meeting held at the Masonic Hall in South Street, Manningtree, on Thursday 17th September 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Lay-Flurrie

Cllr. E Dunnett

Cllr. M Taylor

Cllr. F Gee

Cllr. T Barrett

Cllr. C. Guglielmi

Clerk. Fiona Coley

09.26.152 – OPENING INCLUDING STATEMENT

09.26.153 - 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 – Cllr Simmonds
- b) Council to consent to accept apologies received - **aif**

Members of the Public - 17

09.26.154 – 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 – None
- 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

09.26.155 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 16th July 2026.
Proposed by Cllr Dunnett, Cllr Lay-Flurrie 2nd, aif.

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

- a) County Councillor Pat Murray – No report received
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett (August & September) –
Noted and Cllr Barrett advised that Honeycroft are receiving new services to help them stay independent. Cllr Barrett also advised to note the update in relation to Essex County Council Climate Action Plan. Cllr Guglielmi, advised that following the pause of LGR there will be an election next May 2027.

09.26.157 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett advised that Sharon is still liaising with the library about the location and planting of the MTC supplied tubs. Cllr Dunnett provided an update in relation to the new bench that was placed at the Wildlife Garden and advised that in its current position the wildlife garden was getting damaged. The street keepers have decided to remove the bench and the Clerk is making enquiries with the Sailing Club to see if the bench could be re-located onto the Beach and seek permission from the Environment Agency. Cllr Dunnett reported further fly tipping and a car was seen to dump some rubbish which has been reported to TDC and Cllr Bensilum is leading on this with TDC. Cllr Dunnett advised that the Wildlife Garden would require a layer of mulch this Autumn. Before next Summer, options would be looked at to install a hard boarder, to define the lower section of the Wildlife Garden.
- b) Business Chamber – Cllr Stocks advised that the Business Chamber got two more members. Cllr Stocks also advised that the arranging of the Christmas lights is ongoing and that the Business Chamber AGM is next month. Cllr Lay-Flurrie asked if this meeting was open to anyone but was advised that this is a member only meeting.
- c) TDALC – Cllr Dunnett advised that the next TDALC meeting is next Wednesday and advised that she could not attend, but Cllr Simmonds will be attending.
- d) Beach – Cllr Gee advised that the new sign has been put up advising members of the public to put the toys back. Cllr Gee stated that Trudi is doing a great job sweeping the Beach and that members of the public are also helping to put the toys back into the toy library.
- e) Planning – Items on the agenda for planning will be discussed later.
- f) Reports from other committees and representatives – Cllr Stocks advised that she attended the re-opening of Foundry Court and the improvements are great. Cllr Stocks asked if we could advertise the venue on our Social Media platform and the Clerk advised that she is waiting for what information Foundry Court would like in the post. Cllr Lay-Flurrie advised that she had to send her apologies to Harwich Port Local Authority Liaison Committee Meeting, but will be attending the next one.

09.26.158– PUBLIC FORUM

- a) To receive any questions or comments from members of the public related to Manningtree in general – Several members of the public attended the meeting to discuss the planning application for Little Bear Bar (26/01299/FUL). The applicant provided details to the Councillors about the planning application and questions took place between the applicant and Councillors. The applicant provided reasons why the application should be approved. Several members of the public attended and appointed a spokesperson who spoke on behalf of the group. The spokesperson requested that Manningtree Town

Council stand by their objections to the planning application. The spokesperson and another member of the group provided some reasons why they felt the planning application should not be approved. It was

explained to both parties that the decision of the planning application would be the decision of Tendring District Council.

- b) To receive any questions or comments from members of the public about items on the agenda – As above (26/01299/FUL).

09.26.159 – LITTLE BEAR BAR – 26/01299/FUL

- a) To discuss the complaint made by the Applicant of Little Bear Bar, about Town Council's objection to planning application. – This was discussed at length in the public session.
- b) To consider/approve next steps as appropriate - None

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

09.26.161 - CLERK'S REPORT (PAPER 1)

- a) To review actions from the previous meeting – Completed
- 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 – The Clerk is going to send an invite to Lawford, Mistley, Bradfield, Brantham and Ardleigh Parish Councils to invite them to the screening of National Emergency Briefing at the Venture Centre. The Clerk is also going to liaise with Lawford to ask if they could provide the refreshments.

09.26.162 - STAFF PAY INCREASE

- a) To note the Local Government Services, Pay Agreement 2026, and the increase of 3.30 per cent to the pay spine – Noted
- b) To note the instruction to Bentley Admin to adjust the Clerk's pay spine in line with the new pay agreement - Noted

09.26.163 – COSTINGS FOR REPLACING THE TREE ON SOUTH STREET

- a) To note the cost to replace the tree on South Street with a Cherry tree would cost £170 plus VAT for the purchase and installation of the tree.
- b) To note that it has been recommended by the Tree Surgeon not to plant until September.
- c) To consider/approve any proposals or next steps as appropriate – Clerk will establish the date for planting.

09.26.164 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

- a) To review any applications received – Three received
- b) To consider/approve any proposal next – The application that was received from East of England Ambulance Service was discussed and it was agreed to donate £100, **aif**. The application for donation for Little Pumpkins nursery was discussed and refused based on the fact this falls outside our policy, **aif**. The application for donation to Rotary Club was discussed and it was agreed to donate £100, **aif**.

09.26.165 – NEW WASTE AND RECYCLING COLLECTIONS FOR TENDRING FROM OCTOBER 2026 – (PAPER 3)

- a) To note the new recycling collections as of the 5th October 2026 – Noted
- b) To consider/approve any proposals or next steps as appropriate - None

09.26.166 – STATUTORY INFORMATION – (PAPER 4)

- a) To receive nominations for the vacant posts of Councillor (1 received) – (Email sent to Councillors) - Noted
- b) To note the applicant is not available for September's meeting but will attend the October meeting – Noted
- c) To consider/approve any proposals or next steps as appropriate – Clerk to arrange paperwork for Co-Option for October meeting.
- d) To note that under Section 65 of the English Devolution and Community Empowerment Act 2026 and Section 32A of the Localism Act 2011, Councillors will no longer be legally required to display their usual residential address on the publicly accessible Register of Interests - Noted
- e) To consider/approve any proposals or next steps as appropriate – Clerk to ensure no Councillors addresses are on the website.
- f) To note the following matters relating to the Proper Practices Annual Governance Statement for the year ending 31st March 2026, following the completion of the External Audit – (PAPER 5)
- g) To consider/approve next steps as appropriate – Clerk to ensure all paperwork is placed on the website and the Notice of Conclusion is placed in the noticeboards.

09.26.167 – REMEMBRANCE SUNDAY

- a) To note the application for the road closure for Remembrance Sunday has been applied for - Noted.
- b) To note the invites for Remembrance Sunday have been sent out – Noted
- c) To discuss the Order of Service – This was discussed with Claire Watts who attended to provide some advice and was agreed to use the Order of Service that Claire previously provided, **aif**
- d) To consider/approve any proposals or next steps as appropriate – The Clerk has been instructed to put Remembrance Sunday on next's month agenda so that the final details can be discussed.

09.26.168 – SCREENING OF PEOPLE'S EMERGENCY BRIEFING (PAPER 6)

- a) To note that the Screening of People's Emergency Briefing has been booked for Friday 27th November 2026, at 18.45 in the Jubilee room at the Venture Centre – Noted.
- b) Discuss attendees and sending of the invites – Clerk has been advised who needs to be invited.
- c) To consider/approve any proposals or next steps as appropriate – Clerk to arrange sending out invites.

09.26.169 – REQUEST TO MOVE BIN IN SOUTH STREET (PAPER 7)

- a) To note the email from a member of public to move the location of the bin in South Street – Noted
- b) To consider/approve any proposals or next steps as appropriate – This was discussed and it was agreed by Councillors that the Clerk would work with the MOP and try and find a suitable location for the bin, **aif**.

09.26.170 – LETTER FROM WOMBLE BOND DICKINSON (PAPER 8)

- a) To note the removal of the green area on the map, which was an error that was made in 1988 when the lease was granted to the Town Council. The green area on the map belongs to Stour Sailing Club – Noted.
- b) To agree that Manningtree Council provide permission to Womble Bond Dickinson to correct this error – This was agreed and accepted that this was never our area, **aif**
- c) To consider/approve any proposals or next steps as appropriate – Clerk to advise Womble Bond Dickinson that we are happy for the removal.

09.26.171 – CONSIDERATION FOR OUTDOOR ASH TRAYS (PAPER 9)

- a) To note the suggestion by Cllr Simmonds for outdoor Ash Trays - Noted
- b) The cost ranges from £11.00 to £100 plus – This was discussed and it was felt by Councillors that this would cause a lot of hassle and rely on someone to empty the ash trays which would come at a cost. It was decided that this would not be something that the Council would do, **aif**
- c) To consider/approve any proposals or next steps as appropriate - None

09.26.172 – LOCAL GOVERNMENT REORGANISATION – (PAPER 10)

- d) To note the announcement by Government to pause of the Local Government Reorganisation - Noted
- e) To consider/approve any proposals or next steps as appropriate – None

09.26.173 – MODEL CONTRACT OF EMPLOYMENT FOR LOCAL COUNCILS (PAPER 11)

- a) To note the changes to the Model Contract of Employment by NALC - Noted
- b) To agree that the Clerk works with a member of the Personnel Committee to make the necessary amendments to fall in line with the updated version – **agreed and aif**
- c) To consider/approve any proposals or next steps as appropriate – The Clerk is going to arrange a date with Cllr Dunnett to look at the changes.

09.26.174 – TENDRING DISTRICT LOCAL PLAN FINAL CONSULTATION NOTICE PERIOD

- a) To note final consultation period for the Local Plan which runs from Monday 7th September 2026 to Monday 19th October 2026 at 5pm - Noted
- b) To consider/approve any proposals or next steps as appropriate - None

09.26.175– FINANCE REPORT

- a) To receive a report from the Finance Committee 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 12) to follow – **approved, aif**
- c) To note and approve the balance of accounts and Bank Reconciliation as at the 8th July 2026. (Paper 13) to follow – **Noted and approved, aif**

09.26.176 - PLANNING MATTERS - View Planning Applications and Comment

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

26/01299/FUL – 7 High Street, Manningtree, CO11 1AG

Planning Application - Change of Use from Class E - Bakery to Sui Generis - Drinking Establishment, with no external alterations.

The above application was discussed at length and it was decided that the comments made Manningtree Town Council on the 2nd September 2026 would remain.

by

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

26/00784/LBC– Land to rear of 14 to 16 South St, Manningtree, CO11 1BB

Application for Listed Building Consent - Construction of single storey office with pitched roof to front and flat roof to rear. Existing separate office to become part of proposal. – REFUSED

26/00785/FUL– Land to rear of 14 to 18 South St, Manningtree, CO11 1BB

Planning Application - Construction of single storey office with pitched roof to front and flat roof to rear. Existing separate office to become part of proposal. - REFUSED

09.26.177 – TO DISCUSS THIS MONTH’S “WHAT HAS YOUR COUNCIL BEING DOING THIS MONTH”

Made arrangements for the screening of the Emergency Briefing.

09.26.178 – TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY – Arranging Emergency Briefing.

09.26.179 – DATES OF FORTHCOMING MEETINGS – all taking place at Masonic Hall at 19.30

a) Town Council Meeting – Thursday 15th October 2026

b) Finance Meeting – Thursday 5th November 2026

Signed:

17th September 2026



Clerk to Manningtree Town Council

Meeting Closed at 21.26

ACTIONS

ITEM	ACTION	WHO
09.26.161 ©	Liaise with the Mistley and Lawford Clerks in relation to the Water Works site to see if it is worth speaking to Historic England. Email has been sent to the Clerks.	Clerk
09.26.161 ©	Make another report to Essex Highways in relation to the resident who is using an EV charger from their property onto the street. Reported to Essex Highways and the reference number is 6008295.	Clerk

09.26.161 ©	Inform resident that permission has been granted to have memory plaque on their memory bench on the Beach. Clerk has informed the resident that it has been agreed to allow the plaque and is awaiting the wording.	Clerk
09.26.163 ©	Establish with Great Oaktree Landscape Services the date for planting. Enquiries were made and the tree is scheduled to be planted on the 12/10/2026.	Clerk
09.26.164 (b)	Inform East of England Ambulance Service Charity that it has been agreed by MTC that a £100 donation has been granted. The Clerk has informed East of England Ambulance Service Charity that a donation of £100 has been agreed.	Clerk
09.26.164 (b)	Inform Little Pumpkins Nursery that we cannot make a donation to their crowdfunder as this does not fall within charitable criteria. The Clerk has informed Little Pumpkins of the decision.	Clerk
09.26.164 (b)	Inform Rotary Club that it has been agreed by MTC that a £100 donation has been granted. The Clerk has informed Rotary Club that a donation of £100 has been agreed. Payment of £100 has been made to the Rotary Club.	Clerk
09.26.166 ©	Arrange paperwork for Co-Option for October meeting. The paperwork has been arranged ready for the meeting.	Clerk
09.26.166 (e)	Ensure that Councillors addresses are not available on the website. This has been checked by the Clerk and there are no addresses available.	Clerk
09.26.166 (g)	Ensure all AGAR paperwork is placed on the website and the Notice of Conclusion is placed on the noticeboards. Clerk has placed all AGAR information on the website and the Notice of Conclusion on the noticeboards.	Clerk
09.26.167 (d)	Put Remembrance Sunday on agenda for final plans to be agreed. Clerk has put this on October's agenda.	Clerk
09.26.168 ©	Send out invites to Lawford, Mistley, Bradfield, Brantham and Ardleigh Parish Councils, Adrian Smith, Tim R Clarke and MP's inviting them to the screening of National Emergency Briefing at the Venture Centre. The invites have been sent on the 21/09/2026.	Clerk
09.26.168 ©	Liaise with Lawford Parish Council and ask if they could provide the refreshments for the National Emergency Briefing, on the 27 th November 2026. A request has been sent to the Parish Clerk at Lawford.	Clerk
09.26.169 (b)	Arrange with the resident and decide a suitable location to move the bin. The Clerk has emailed the resident to arrange meeting to discuss the issue.	Clerk

09.26.170 ©	Inform Womble Bond Dickinson that Councillors agree for the area to be removed from the lease. Clerk has informed Womble Bond Dickinson that Councillors agree to the proposal.	Clerk
09.26.173 ©	Clerk and Cllr Dunnett are going to review the new Model Contract of Employment for Local Councils. Date yet to be set.	Clerk & Cllr Dunnett

Paper 12 – Payments and Receipts

The integrity of the Council's finances is to be protected by two signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (5.15) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

The authority is to be determined by; *the council for all items over £5000;* a duly delegated committee for all items over £500 * the Clerk, in conjunction with Mayor of Council for any items below £2000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Mayor.

Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account (SUBJECT TO ADDITIONS)

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts Paid since 8TH July 2026

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	PAYE/NIC	BACS	445.98		445.98
Fiona Coley	Clerks Salary	BACS	1,101.36		1,101.36
A&J Lighting	Street Lighting	BACS	204.25	40.85	245.10
EALC	Annual Subscription	BACS	338.60		338.60
Venture Centre	Hire of Jubilee Room	BACS	63.00		63.00
PKF Littlejohn	External Audit	BACS	210.00	42.00	252.00
Trudi Needham	Grounds Maintenance	BACS	180.00		180.00

Post Office	Womble Bond Dickinson	Card	3.55		3.55
Cottage Landscapes (605)	Grounds Maintenance	BACS	80.00	16.00	96.00
SSE ENERGY IVO4749215	Street Lighting	BACS	181.76		181.76
Fiona Coley	Clerks Salary	BACS	941.03		941.03
HMRC	PAYE/NIC	BACS	349.91		349.91
Essex Pension (June)	PN11	BACS	23.11		23.11
Trudi Needham	Grounds Maintenance	BACS	180.00		180.00
SLCC Enterprise Ltd	Subscription	BACS	200.00		200.00
Great Oakland	Tree Surgeon	BACS	250.00	50.00	300.00
Manningtree District (Think this is Business Chamber)	Donation	BACS	200.00		200.00
Cottage Landscapes (0578)	Grounds Maintenance	BACS	80.00	16.00	96.00
Jan Stobart	Internal Audit	BACS	275.00		275.00
SSE ENERGY	Street Lighting	BACS	169.66		169.66
Fiona Coley	Clerks Salary	BACS	941.03		941.03
HMRC	PAYE/NIC	BACS	349.91		349.91
Brendan Etheridge	Grounds Maintenance	BACS	130.00		130.00
Essex Pension (July)	PN11	BACS	23.11		23.11

Who	Detail	Method	Amount
Barclays Community Account	Barrett PJ & S	BACS	984.44
Barclays Community Account	A Bell	BACS	994.00
Barclays Saving Account	Bank Interest	BACS	53.53

Presented by Fiona Coley Responsible Finance Officer

Countersigned by Mayor of the Town Council

**All payments authorised under the Town Councils (General Power of Competence) (Prescribed Conditions)
Order 2012**