



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 Hall in South Street, Manningtree, on Monday 16th July 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Lay-Flurrie

Cllr. P Simmonds

Cllr. E Dunnett

Cllr. M Taylor

Cllr. T Barrett

Cllr. C. Guglielmi

Clerk. Fiona Coley

07.26.132 – OPENING INCLUDING STATEMENT

07.26.133 - 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 Gee
- b) Council to consent to accept apologies received - **aif**

Members of the Public - 1

07.26.134 – 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 – Cllr Stocks & Cllr Taylor have requested that they are excused from commenting on item 07.26.142 - Agreed

07.26.135 – MINUTES OF PREVIOUS MEETINGS

a) To consider and approve the minutes of the previous Town Council meeting held on 21st May 2026.

Proposed by Cllr Taylor, Cllr Lay-Flurrie 2nd, aif.

07.26.136 - STATUTORY INFORMATION

a) To note the advert for the vacancy has been placed in the notice boards and on the website - Noted

b) To receive/approve nominations for the vacant posts of Councillor – (0)

c) To consider/approve any proposals or next steps as appropriate

07.26.137 - 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 – Noted and Cllr Barrett advised that there were no further updates from him other than what was in his report. Cllr Guglielmi & Cllr Barrett provided a comprehensive update on the current stage of Little Bear Bar and advised that all parties at Tendring District Council are now working together. Cllr Guglielmi also provided an update on the pot holes and advised that if any reports are made that the reference number needs to be emailed to Cllr Murray.

07.26.138 - REPORTS FROM COUNCILLORS

a) Street Keepers – Cllr Dunnett advised that the library had approached them about getting some pots for outside the library. It has been decided that the library can be gifted two of the spare pots that are currently being stored in Cllr Gee's garage. The street keepers will liaise with Cllr Gee about getting these to the library. Cllr Dunnett also advised that Trudi is going to do a design for the new bench for the wildlife garden. Cllr Dunnett advised that there has been some fly tipping at The Market Square and Cllr Stocks advised that this is being dealt with by the enforcement team at TDC. The Clerk will report this to TDC and also write a letter to every shop to advise against this.

b) Business Chamber – Cllr Stocks and Cllr Taylor reported that plans are well under way in sorting out the Christmas Tree and lights.

c) TDALC – Cllr Dunnett advised that the next TDALC meeting is next Wednesday and advised that she could not attend. Cllr Simmonds will be attending.

d) Beach – Cllr Gee was not present and there is no update from her. The Clerk did advise that the toy library sign had now been put up.

e) Planning – Nothing to note.

f) Reports from other committees and representatives – Nothing to report.

07.26.139– PUBLIC FORUM

a) To receive any questions or comments from members of the public related to Manningtree in general – One member of the public attended the meeting and advised that the matters he wished to discuss had already been covered by Cllr Guglielmi and Cllr Barrett. The member of the public then left.

b) To receive any questions or comments from members of the public about items on the agenda – No

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

07.26.141 - 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 check if she sent the Beach safety information to Mistley Norman School.

07.26.142 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

- a) To review any applications received – One received
b) To consider/approve any proposal next – The application that was received from the Business Chamber was discussed and it was agreed to donate £200. **Proposed, Cllr Dunnett, Cllr Lay-Flurrie, 2nd, aif. Cllr Stocks and Cllr Taylor abstained.**

07.26.143 – ANNUAL LIGHTING MAINTENANCE VISIT – (PAPER 3)

- a) To note the annual lighting maintenance visit for 2026 – Noted
b) The cost of the annual lighting maintenance visit was £614.70.
c) To consider/approve any proposals or next steps as appropriate – None

07.26.144 – WEBSITE INFORMATION AND INCREASE IN COST – (PAPER 4)

- a) To note the increase in the website cost which has gone from £149.00 to £160.00 for a 6-month period.
b) To consider/approve next steps as appropriate – Councillors have requested that the website host advises how they can get access to emails from their phones. Clerk will arrange this with the provider.

07.26.145 – NATIONAL EMERGENCY BRIEFING (PAPER 5) – (To Follow)

- a) To consider the proposal from Cllr Taylor to host a National Emergency Briefing.
b) To consider a date, venue and participates to attend
c) To consider/approve next steps as appropriate – This has been agreed and Cllr Taylor is going to obtain more information and arrange, a date and venue.

07.26.146– 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 6) - Approved aif**
b) To note and approve the balance of accounts and Bank Reconciliation as of 8th July 2026. **(Paper 7) - Approved aif**

07.26.147 - PLANNING MATTERS - View Planning Applications and Comment

- a) To consider and approve response to the following planning matters relating to Manningtree – Noted
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|--------------------------------------|--------------------|
| 26/00911/LBC Application for Listed | Old Market Cottage |
| Building Consent - 1 Stour Street | 1 Stour St |
| Repair and redecoration of existing | Manningtree |
| timber sash, windows, front entrance | Essex |
| door and frames | |

26/00955/TCA

Notification of
Proposed Works to
Trees in a
Conservation Area - 1
No. Bay Tree - Reduce by 50%
and shape sides.

25 Colchester Road
Manningtree
Essex
CO11 1EJ

26/00937/NDPNOT

Application to determine if prior approval is required under Part 14 of the Town and Country Planning (General Permitted Development) (England) Order (as amended) for installation of 466 solar panels to the roof of a non-domestic building/premises

Fox & Sons Supermarket
Riverside Avenue East
Manningtree

b) To note the following planning decisions relating to Manningtree – None

07.26.148 – ITEMS FROM COUNCILLORS TO BE ADDED TO THE NEXT AGENDA

Discuss The Crown Public House Complaints

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

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

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

a) Town Council Meeting – Thursday 17th September 2026

Signed:

20th July 2026



Clerk to Manningtree Town Council

Meeting Closed at 20.43

ACTIONS

ITEM	ACTION	WHO
07.26.138 (a)	Send a polite letter to the businesses within Manningtree Town, and provide advice about the fly tipping that is happening within the Town. Letter has been sent to the Business Chamber to forward onto their members and The Clerk has posted the letter to those who are not part of the Business Chamber.	Clerk
07.26.138 (a)	Report the fly tipping at The Market Square. Fly Tipping has been reported - FT858426081	Clerk
07.26.141 (c)	Establish if email about Beach Safety was sent to Mistely Norman School. The email was sent to Mistley Norman School.	Clerk
07.26.142 (b)	Arrange a donation to the Business Chamber of £200 towards the Christmas Lights. The payment of £200 has been made to the Business Chamber.	Clerk
07.26.144 (b)	Make contact with the website provider and request that he advises Councillors how they can gain access to emails on their phones. The Clerk has emailed Hugh to establish how Councillors can gain access to emails from their phones.	Clerk
07.26.145 ©	Establish further information in relation to the National Emergency Briefing and obtain a venue and decide on participates. Cllr Taylor is liaising with the organisers and will forward the information onto the Clerk when she receives it, about venue and date.	Cllr Taylor

Paper 6 – 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
Fiona Coley	Clerks Salary	BACS	941.03		941.03
HMRC	PAYE/NIC	BACS	349.91		349.91

Accounts Paid since 17TH June 2026

Payee	Detail	Method	NETT	VAT	TOTAL
SSE ENERGY	Street Lighting	Direct Debit	180.48	9.02	189.50
Amazon	Watering Cans & Bin Bags for Contractor	Card	27.22	5.44	32.66
Amazon	Gloves & 1 st Aid Kit for Contractor	Card	18.55	3.71	22.26
Stour Sailing Club	Donation	BACS	100.00		100.00
Manningtree Comm Bus	Donation	BACS	200.00		200.00
Clr Simmonds	Purchase Of Watering Cans	BACS	13.75		13.75
VCS Websites	Website Hosting	BACS	195.00		195.00
A&J Lighting	Street Lighting Annual Inspection	BACS	512.25	102.45	614.70
Bentley Admin	Payroll	BACS	75.00	15.00	90.00
HMRC	PAYE/NIC	BACS	23.11		23.11

Who	Detail	Method	Amount
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Barclays Community Account			
Barclays Saving Account			

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