



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 Monday 16th October 2025 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)
Cllr L Lay-Flurrie
Cllr M Taylor
Cllr F Gee
Cllr P Simmonds
Cllr T Barrett

10.25.386 – OPENING INCLUDING STATEMENT

10.25.387 - 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 Dunnett & Cllr Keep
- b) Council to consent to accept apologies received - **aif**

Members of the Public - None

10.25.388 – 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 – Nothing to note
- c) Cllr Dunnett – Street Keepers – Nothing to note
- d) To receive notification of gifts of hospitality exceeding £50 - None
- e) To receive requests for dispensations - None

10.25.389 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 18th of September 2025. **Approved aif and signed by Mayor.**

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

- a) County Councillor Carlo Guglielmi – (Attached) – Noted and no issues.
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – Cllr Barrett's report was noted and no issues. Cllr Barrett is going to see if he still has the information in relation to the company

who were doing some offers on EV chargers some years back. He will forward this information to the Clerk. The Clerk will carry out some more research into the possibility of having an EV charger.

10.25.391 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Nothing to note.
 - b) Business - To note that the annual membership has been paid.
 - c) TDALC – Nothing to note.
 - d) Beach – Nothing to note.
 - e) Planning – This will be discussed later in the meeting.
- Reports from other committees and representatives – Nothing to note.

10.25.392 – 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

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

10.25.394 - CLERK'S REPORT (Paper 1) - ACTIONS

- a) To review actions from the previous meeting –
 - Item 09.25.367 was discussed and the Clerk advised that she had liaised with the Fire Station who are happy to look at the potential of storing the Water cart. Cllr Simmonds is going to do some more research into the Water cart and see what is available and report back at the next Town Council meeting. It was agreed a budget of £750 for the Water cart. Cllr Lay-Flurrie requested a sticker is put on the Water cart if the Town Council purchase one as the last one went missing.
 - Item 09.25.378 was discussed and Cllr Stocks provided everyone with an update on the Licensing meeting about The Skinners Public House and the refusal to accept the extended licensing hours. Cllr Stocks advised that the Landlord is keen to help the Community. Cllr Stocks advised that the Landlord has offered to have the sign that has fallen over at the bottom of Colchester Road, fixed. Cllr Stocks will liaise with the Landlord and take him up on this very kind offer.
- b) To receive the reports of items actioned under delegated powers – The Clerk advised that she had obtained some other quotes for electricity. The Clerk reports that by moving to SSE the Town Council could save about £202.34. It was agreed to move to SSE for electricity. **MT proposed, LF 2nd, aif**
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps – Clerk to contact Methodist Church to see if they can turn their lights on. The Clerk to contact the Police to see if there is any local patrols in Manningtree.

10.25.395 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

- a) To review the application from Mistley Parish Council for a donation towards Mistley Welcome Home Memorial Trust. – Noted.
- b) To consider/approve any proposals or next steps as appropriate – It was agreed to donate £150 to Manningtree and Mistley Welcome Home Memorial Trust. **LF proposed, PS 2nd, aif**

10.25.396 - STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor – (0) - None
- b) To note signing of the Declaration of Acceptance of Office forms
- c) To consider the following matters relating to the Proper Practices Annual Governance Statement for the year ending 31st March 2025 – **(PAPER 3)** - Noted
- d) To consider/approve next steps as appropriate -

10.25.397 REQUEST FROM MANNINGTREE MANIFEST THEATRE – (PAPER 4) (To Follow)

- a) To consider a request from Manningtree Manifest Theatre for permission to use Manningtree Town Council to apply for planning permission for new changing rooms. - Noted
- b) To consider/approve next steps as appropriate - It was agreed that the Town Council would make the application on behalf of the Manifest Theatre for new changing rooms. Unfortunately, due to a tight budget for this year cannot fund the application. **RS proposed, FG 2nd, aif**

10.25.398 – FINANCE REPORT

- a) To receive a Finance report including any decisions made.
- 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 13th October 2025. (Paper 6) – To note the date is incorrect and should read 13th October 2025 and not 30th June 2025 - Noted and approved.
- d) To note the 2nd instalment of the Town Precept – (PAPER 7) - Noted
- e) To note that the quarterly review of the Finances has been carried out by Cllr Dunnett on/10/2025, and there were no issues.

10.25.399 REMEMBRANCE SUNDAY – (PAPER 8) (To Follow)

- a) To note the authorisation for the Road Closure on Remembrance Sunday – The Clerk explained that the road closure has now gone to the legal team for confirmation.
 - b) To note the Order of Service for Remembrance Sunday - Noted
- To consider/approve next steps as appropriate.

10.25.400 - PLANNING MATTERS - [View Planning Applications and Comment](#)

- a) To consider and approve response to the following planning matters relating to Manningtree –
25/01402/FUL - NO COMMENT

Proposal: Planning Application - Alterations and extensions to create craft/arts studio.
Location: 18 High Street Manningtree Essex CO11 1AD

25/01418/TCA - NO COMMENT

Proposal: Trees in a Conservation Area Notification - T1 - Pine - Fell due to tree size of tree within the small courtyard garden.
Location: 7 Brook Street Manningtree Essex CO11 1DJ

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

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

Arranging Remembrance Sunday Service.
Supporting the Manifest Theatre with their planning application.
Clerk training.
Reducing cost of Electricity.

10.25.402 - TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY –

Looking into the potential of purchasing a Water Cart.
Providing the Street Keepers with a donation for the wild life garden.
Looking at the potential of having an EV charger for Manningtree.

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

- a) Finance Meeting – Thursday 6th November 2025
- b) Town Council Meeting – Thursday 20th November 2025

MEETING CLOSED – 20.32

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

ACTIONS

ITEM	ACTION	WHO
10.25.390	Cllr Barrett is going to see if he has the information in relation to the EV chargers. He will forward this onto the Clerk who will do some more research in EV chargers.	TB
10.25.394 (a)	Carry out some research into Water carts, allowing for a budget of £750.	PS
10.25.394 (a)	Contact the Landlord of The Skinners Public House and accept offer to put the sign back up at the bottom of Colchester Road.	RS
10.25.394 (b)	Agreement to move electricity from NPOWER to SSE.	Clerk
10.25.394 (c)	Contact Methodist Church about potentially turning their lights on.	Clerk
10.25.394 (c)	Contact the Police to see if there are going to be any patrols in Manningtree.	Clerk
10.25.395	Arrange £150 donation to Manningtree & Mistley Welcome Home Memorial Trust	Clerk
10.25.397	It was agreed that the Town Council would make the application on behalf of the Manifest Theatre for new changing rooms.	Clerk

Paper 5 – 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
A&J Lighting	Maintenance	BACS	244.00	48.80	292.80
TDLHR	Donation	BACS	20.00		20.00
PKF	External Audit	BACS	210.00	42.00	252.00
Dependable Dave	Grounds Maintenance	BACS	75.00		75.00
Bentley Admin	Payroll	BACS	75.00	15.00	90.00
A&J Lighting	Maintenance	BACS	244.00	48.80	292.80
HMRC	PAYE/NIC	BACS	341.74		341.74
Fiona Coley	Clerk's Salary	BACS	927.38		927.38
TDALC	Membership Fee	BACS	20.00		20.00
Business Chamber	Membership Fee	BACS	40.00		40.00

Accounts Paid since 18th September 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dependable Dave	Grounds Maintenance	BACS	120.00		120.00
Ruth Stocks	VJ Service	BACS	16.60		16.60
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18
Amazon	Stationary	Debit Card	18.06	3.61	21.67

Items paid following authorisation at meeting of 18th September 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Dependable Dave	Grounds Maintenance	BACS	120.00		120.00
Ruth Stocks	VJ Service	BACS	16.60		16.60
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18

Receipts allocated since 18th September 2025

Who	Detail	Method	Amount
Barclays Community Account	Parish Precept	BACS	18,261.00
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

