



## 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 20<sup>th</sup> November 2025 at 7:30 p.m.**

**Present:** Cllr. R Stocks (Chair)  
Cllr. L Dunnett  
Cllr. F Gee  
Cllr P Simmonds  
Cllr T Barrett

### **11.25.404 – OPENING INCLUDING STATEMENT**

#### **11.25.405 - 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 Lay-Flurrie, Cllr Taylor & Cllr Keep
- b) Council to consent to accept apologies received - **aif**

**Members of the Public - None**

#### **11.25.406 – 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

#### **11.25.407 – MINUTES OF PREVIOUS MEETINGS**

- a) To consider and approve the minutes of the previous Town Council meeting held on 16<sup>th</sup> October 2025. **PS proposed, FG 2<sup>nd</sup>, aif – Cllr Dunnett abstained, minutes signed by the Mayor.**

#### **11.25.408 - 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.

#### **11.25.409 - REPORTS FROM COUNCILLORS**

- a) Street Keepers – Cllr Dunnett advised that the street keepers are very busy and advised that 2 new members have joined.
- b) Business – Cllr Stocks advised that Christmas plans are going ahead and the tree is going to be put up.
- c) TDALC – The next meeting is the 10/12/2025.
- d) Beach – Nothing to note.
- e) Planning – This will be discussed later in the meeting.
- f) Reports from other committees and representatives – Cllr Gee has requested that the toilet survey is completed. The Clerk will do this on behalf of the Council.

#### **11.25.410 – 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

#### **11.25.411 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting – Noted**

#### **11.25.412 - CLERK'S REPORT (Paper 1) - ACTIONS**

- a) To review actions from the previous meeting –
  - Item 10.25.390 was discussed at length and it was decided that this is more of a wish than a necessity. The area is fortunate that there are already EV Chargers in the area, and that this is something that the Council could look at again in the future.
  - Item 10.25.394 (a) This was discussed, and it was agreed that this is something the Council would purchase. The Clerk will purchase this before Spring.
  - Item 10.25.394 (a) The sign at the bottom of Colchester Road has now been put back up again. The Mayor extended her thanks to The Skinners Public House for arranging this.
  - Item 10.25.394 (b) The Clerk explained that as of 05/11/2025 MTC energy supplier is now SSE.
  - Item 10.25.394 © The Clerk advised that the lights are now back on at the Methodist Church.
  - Item 10.25.394 © The Clerk provided the Cllrs with the response from Ch.Insp Austin about patrols in Manningtree.
  - Item 10.25.395 The Clerk advised that the payment to Mistley and Manningtree Welcome Home Memorial Trust has been paid.
  - 10.25.397 The Clerk has advised that she has completed the planning application on behalf of the Manifest Theatre.
- b) To receive the reports of items actioned under delegated powers –

The Clerk advised that Stour Engineering are going to provide a quote for a new plaque.

The Clerk advised that she had made an enquiry with Energy Saving Trust about EV chargers, who are going to provide some further information.

The Clerk advised that she spoke with TDC planning, and there may be a requirement to submit a pre-application as the area is within a conservation area.

The Clerk has made enquiries with SSE and it would appear the figure suggested for Electricity should cover the cost for the next financial year.

The Clerk advised that the final bill from NPOWER will be around £400.

The Clerk has made enquiries with Cllr GUGLIELMI about the Manningtree sign. Cllr GUGLIELMI has advised that there might be some funding (£500) that he could get to assist with the cost. Cllr GUGLIELMI also suggested that maybe having a sponsor might be a way to get a contribution towards the sign. Cllr Dunnett is going to do some work in relation to the cost of signs.
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps – Noted

#### **11.25.413 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)**

- a) To review any applications received.– None received.
- b) To consider/approve any proposal next.

#### **11.25.414 - STATUTORY INFORMATION**

- a) To receive nominations for the vacant posts of Councillor – (0) - None
- b) To consider/approve next steps as appropriate -

#### **11.25.415 REVIEW OF DRAFT BUDGET FOR 2025/2026– (PAPER 3)**

- a) To review Budget for 2025/2026 – This was discussed at length and it was decided that this would be put on December's agenda for further discussion.
- b) To consider/approve any proposals or next steps as appropriate – Clerk to put on December's agenda.

#### **11.25.416 – DEBRIEF FOR REMEMBRANCE SUNDAY (PAPER 4)**

- a) To review positive and negatives from Service - Noted
- b) To consider ways to improve for next years' Service - Noted
- c) To note email from member of the public - Noted
- d) To consider/approve any proposals or next steps as appropriate – The Clerk will contact the member of the public who is willing to assist with next years' service.

#### **11.25.417 – CONSIDER NOMINATIONS FOR COMMUNITY AWARD**

- a) To receive nominations from Councillors for the Community Award – Cllr Stocks suggested that the First Responders are given the award. Cllr Stocks also suggested that an individual award be given to Ann Tankard.
- b) To consider nominations and approve any proposals or next steps as appropriate- First responders to receive the award **Proposed RS, 2<sup>nd</sup> PS, aif.** Ann Tankard to receive an individual award **aif.**

#### **11.25.418 – 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 19<sup>th</sup> November 2025. (Paper 6) – There was an issue with a payment on Scribe and the Clerk is working with the Scribe team to get this resolved. Paper 6 will be signed when issue is resolved.

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

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

**25/01402/FUL** - 18 - 20 High Street Manningtree Essex CO11 1AD – No Comment

- Proposal: Planning Application - (Retrospective) Reconfiguration of existing garage/studios internal arrangement to create three self-contained studio units. Proposed addition of new fenestration following removal of garage doors. Proposed replacement of existing courtyard buildings with new craft/ art studio.

**25/01403/LBC** - 18 - 20 High Street Manningtree Essex CO11 1AD – No Comment

- Proposal: Listed Building Consent - (Retrospective) Reconfiguration of existing garage/studios internal arrangement to create three self-contained studio units, proposed addition of new fenestration following removal of garage doors. Proposed replacement of existing courtyard buildings with new craft/ art studio.

**25/01253/FULHH** – Regent House, Regent St, Manningtree, CO11 1BJ – No Comment

- Proposal: Householder Planning Application - Alterations to boundary walls and installation of vehicular access gates to create off-road parking within internal courtyard, including new paving and EV charging point.

**25/01254/LBC** - Regent House, Regent St, Manningtree, CO11 1BJ – No Comment

Proposal: Application for Listed Building Consent - Alterations and repair to boundary walls and installation of vehicular access gates to create offroad parking within internal courtyard, including new paving and EV charging point.

**25/01522/TCA** - Kiwiville 18 Railway Street Manningtree Essex – No Comment

Proposal: Trees in a Conservation Area Notification - Hawthorn Tree - To prune back to first growth shots and maintain.

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

**25/00983/FUL**- 32 - 34 High Street, Manningtree, Essex, CO11 1AJ – Noted

Planning Application - Installation of an external staircase. - **Application Withdrawn**

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

Held a Remembrance Sunday Service.

Decided to purchase the watering cart.

Supported an application for the Manifest Theatre to improve their changing area.

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

a) Town Council Meeting – Thursday 11<sup>th</sup> December 2025

b) Town Council Meeting – Thursday 15<sup>th</sup> January 2026

**MEETING CLOSED – 20.45**

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

## ACTIONS

ITEM	ACTION	WHO
<b>11.25.409 (f)</b>	Complete the Toilet Survey.-	Clerk
<b>11.25.412 (b)</b>	Carry out some research into town signs.	LD
<b>11.25.412 (b)</b>	Establish if there is a way of having a new Manningtree sign and a sign placed at the bottom of Colchester Road.	TB
<b>11.25.415</b>	Put the draft budget for 2025/2026 on December's agenda.	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
Dependable Dave	Grounds Maintenance	BACS	195.00		195.00
HMRC	PAYE/NIC	BACS	341.74		341.74
Fiona Coley	Clerk's Salary	BACS	927.38		927.38
EALC	Membership Fee	BACS	67.20	16.80	84.00
Tea & Coffee	Fiona Coley	BACS	11.88		11.88
Crown Estate	Beach	BACS	126.39		126.39

#### **Accounts Paid since 16<sup>th</sup> October 2025**

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

Manningtree & Mistley Welcome Home	Donation	BACS	£150.00		£150.00
NPOWER	Engery Bill	BACS	£746.14	37.31	£783.45

**Items paid following authorisation at meeting of 16<sup>th</sup> October 2025**

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

**Receipts allocated since 16<sup>th</sup> October 2025**

Who	Detail	Method	Amount
Barclays Community Account	Refund from SLCC	BACS	£24.00
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