



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 25th June 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Lay-Flurrie

Cllr. F Gee

Cllr. P Simmonds

Cllr. E Dunnett

Cllr. M Taylor

Cllr. T Barrett

Clerk. Fiona Coley

06.26.108 – OPENING INCLUDING STATEMENT

06.26.109 - 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 - 8

06.26.110 – 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 Dunnett has requested that she is excused from commenting on item 06.26.121 - Agreed

06.26.111 – 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 Stocks, Cllr Lay-Flurrie 2nd, aif, Cllr Dunnett abstained.

06.26.112 - STATUTORY INFORMATION

- a) To note the resignation of Cllr Stuart Halstead – Cllr Stocks, expressed her thanks to Cllr Halstead for his work whilst being a Councillor.
- b) To note the advert for the vacancy has been placed in the notice boards and on the website – The Clerk explained that applications can be considered after the 8th July 2026.
- c) To receive/approve nominations for the vacant posts of Councillor – (0)
- d) To consider/approve any proposals or next steps as appropriate

06.26.113 - 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 he is liaising with TDC in relation to emptying the bins on the Beach more often. Cllr Barrett also advised that he had met with the Police and explained that E-Scooters are still a problem. The issue of E-Scooters is now at the national level. Police have explained if they are still unable to follow due to the risk. However, if the Police are able to identify the location of where the E-Scooters are living then they could proactively deal with this issue. Cllr Barrett also provided an update in relation to Little Bear Bar and advised that he and Cllr Guglielmi are liaising with licensing and enforcement in relation to the licensing issue.

06.26.114 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett advised that the Street Keepers had been out weeding again on Monday. Cllr Dunnett advised that Sharon has purchased some more plants for the pots, Sharon has been advised to pass the receipt onto the Clerk who will arrange payment. Cllr Dunnett advised that there is a property on South Street where the property has got lots of overgrown and this is now on the public highway. The Clerk is going to send a polite letter to request that it is cleared. The Clerk has previously spoken to the Post Office and advised that spraying is not allowed in Manningtree. Cllr Dunnett advised that the Street Keepers are considering purchasing a bench for the Wildlife Garden and were seeking permission from the Town Council. The Councillors were aif, of the bench. Cllr Dunnett advised that Anglia Bulbs are going to donate bulbs to the Town Council, who were very grateful.
- b) Business – Cllr Stocks advised that the Business Chamber were still discussing the Christmas lights. The Business Chamber are also looking into renting small trees for the shops and if it works then consider buying some trees.
- c) TDALC – Cllr Simmonds advised that he attending the Zoom meeting on the 27th May 26 and it was the AGM meeting. Cllr Simmonds also advised that Jane Marshall informed everyone that it looks like the Pylons have got the green light to go ahead. The Pylons are still being contested. Cllr Simmonds advised that there was a litter pick on the A120.
- d) Beach – Cllr Gee advised that the toy library had been cleared out and some damaged toys have been disposed of. Cllr Gee advised that the Beach is being well used. The Clerk advised that the new sign for the toy library has arrived and she will arrange to have this put up. Cllr Gee also advised that there had been an accident report made at the Sailing Club involving a child. The Clerk is going to email the schools to see if they could do an update before the end of term about being safe in the water.

e) Planning – None

f) Reports from other committees and representatives – Cllr Stocks advised that there is going to be a large St.Helena Hospice who will have a café on site, due to open in December 2026. Cllr Dunnett advised that she had attended the meeting with Chief Inspector Austin, and that Chief Inspector Austin provided an update of crime for the area. Cllr Stocks also advised that she attended the 180 birthday of Manningtree Train Station.

05.26.115– PUBLIC FORUM

- a) To receive any questions or comments from members of the public related to Manningtree in general – Several members of public spoke about the issues they are having with Little Bear Bar. There were complaints about the bar serving alcohol without the appropriate licence. There was also concern about the amount of noise and it being really unpleasant for the residents who live nearby. One resident advised that she could not even have her 5-year-old granddaughter due to her feeling that she cannot allow her to play in the courtyard, as it does not feel safe. Cllr Barrett again explained that he and Cllr Guglielmi are working behind the scenes to address this issue.
- b) To receive any questions or comments from members of the public about items on the agenda – Members of the public again voiced their concerns about Little Bear Bar that was on the agenda.

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

06.26.117 - 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 – Noted

06.26.118 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

- a) To review any applications received - Two
- b) To consider/approve any proposal next – The first application that was received from the Sailing Club and it was agreed that we would donate £100 to the Sailing Club. **Proposed, Cllr Dunnett, 2nd by Cllr Stocks, aif.** The second application was from the Community Bus and it was decided that we would donate £200 to the Community Bus. **Proposed, Cllr Dunnett, 2nd by Cllr Gee, aif**

06.26.119 - INSURANCE QUOTE – (PAPER 3) £704.15

- a) To note new insurance quote for 26/27 - Noted
- b) To consider/approve any proposals or next steps as appropriate – None

06.26.120 – TO NOTE THE SUBMISSION OF THE INTERNAL AUDIT 25/26 TO PKF LITTLEJOHN – (PAPER 4)

- a) To note the submission of the internal audit to PKF Littlejohn - Noted
- b) To consider/approve next steps as appropriate – None

06.26.121 – PROPOSAL FROM TRUDI NEEDHAM TO WATER PLANTS (PAPER 5)

- a) To consider the proposal from Trudi Needham to water the plants – This was discussed by Councillors and agreed that it would be a good idea to separate the watering of the tubs and the Beach from the grass cutting contract. **Cllr Stocks proposed, Cllr Taylor 2nd, aif, Cllr Dunnett abstained**

- b) To consider/approve next steps as appropriate – It was agreed to accept the offer of services from Trudi Needham. The Clerk will inform Trudi and arrange the appropriate equipment for Trudi and complete the necessary paperwork

06.26.122 – TO DISCUSS THE CONTRACTORS FOR GRASS CUTTING FOR SOUTH AND QUAY STREET (PAPER 6)

- a) To consider the proposals from contractors to carry out the grass cutting for South and Quay Street. – This was discussed and the Clerk explained that there were a couple of enquiries however one of the applicants was not interested. The Clerk explained that she had met with Cottage Landscapes and the service they are proposing seems really good. It was agreed to offer the grass cutting services to Cottage Landscapes Ltd. **Cllr Dunnett proposed, Cllr Lay-Flurrie 2nd, aif**
- b) To consider/approve next steps as appropriate – It was agreed to accept the offer of services from Cottage Landscapes Ltd. The Clerk will inform them and complete the necessary paperwork.

06.26.123 – PROPOSAL FOR MEMORIAL BENCH ON THE WALLS (PAPER 7)

- a) To note the request for a memorial bench at the Walls – This was discussed and it was agreed that this would be a good idea. It was confirmed that the bench would be in keeping with others we have purchased recently. **Cllr Simmonds proposed, Cllr Gee 2nd, aif**
- b) To consider/approve next steps as appropriate – The Clerk will make contact and make the necessary arrangements to purchase the bench and have it installed.

06.26.124 – OFFER TO SUPPLY A GUIDE FOR THE TOWN BY FALCON PUBLICATIONS (PAPER 8)

- a) To note the offer to provide a free guide for Manningtree Town Council – This was discussed and it was felt like it would be a good idea to have a guide. **Cllr Stocks proposed, Cllr Taylor 2nd, aif**
- b) To consider/approve next steps as appropriate – The Clerk is to inform Falcon Publications and pass on our thanks.

06.26.125– 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 09) - Approved aif**
- b) To note and approve the balance of accounts and Bank Reconciliation as of 18th May 2026. **(Paper 10) - Approved aif**

06.26.125 – VEXATIOUS POLICY – (PAPER 11)

- a) To note the suggestion of a Vexatious/Complaints Policy – This was discussed and it was agreed to adopt the policy. Please note that on the agenda the Finance report and Vexatious Policy are number 06.26.125, this is human error. **Cllr Stocks proposed, Cllr Lay-Flurrie 2nd, aif**
- b) To consider/approve next steps as appropriate – Clerk to upload the Policy to the website

06.26.126 – LITTLE BEAR BAR –

- a) To discuss the number of Temporary Event Notices that are allowed – This was discussed at length and Cllr Guglielmi and Cllr Barrett are liaising with, residents, Licensing and Planning. Cllr Barrett is also meeting with the licensing. This is being closely monitored by Councillors who are working behind the scenes to come to a resolution.
- b) To consider/approve next steps as appropriate – Cllr Guglielmi and Cllr Barrett are liaising with all parties.

06.26.127 - PLANNING MATTERS - View Planning Applications and Comment

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

26/00845/TCA

Trees in a Conservation Area Notification- Removal of Plum Tree	Trinity House 47 High Street Manningtree, CO11 1AH
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26/00542/FULHH

Householder Planning Application - Installation of dropped kerb	Trinity House 47 High Street Manningtree Essex CO11 1AH
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26/00621/TCA

Trees in a Conservation Area Notification - 9 Lilac Trees to be removed. 2 Holy Trees to be removed. 1 Euonymus Japonicus Tree to be removed. 1 Oak tree to be trimmed.	Trinity House 47 High Street Manningtree Essex CO11 1AH
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26/00642/TCA

Trees in a Conservation Area Notification - 1 no. Silver Birch - To reduce by 30%. 1 no. Silver Birch - To reduce overhang and prune. 1 no. Sycamore - Remove overhanging boundary branches.	2 Hilton Close Manningtree Essex CO11 1DE
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b) To note the following planning decisions relating to Manningtree –

26/00304/LBC – 24 Maltings Wharf, Manningtree, Essex, CO11 1XF

Listed Building Application - Removal of internal wall between kitchen and living room. – **Noted**

26/00495/TCA – 18 College Court, Manningtree, CO11 1UG

Trees in a Conservation Area Notifications - 1no. Acer – Fell – **Noted**

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

Cllr Taylor has asked that an item is put on the agenda for next month's meeting, about the Emergency Briefing

06.26.129 – TO DISCUSS THIS MONTH'S "WHAT HAS YOUR COUNCIL BEING DOING THIS MONTH"

More sand was ordered and laid for the Beach and some more sun cream was ordered. Cllr's also meet with Ch.Insp Austin.

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

It has been decided on two new contractors to carry out the grass cutting and watering of the plants.

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

a) Town Council Meeting – Thursday 18th September 2026

Signed:

19th June 2026

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Clerk to Manningtree Town Council

ACTIONS

ITEM	ACTION	WHO
06.26.114 (a)	Send a polite letter to the occupants on South Street, to ask if they can clear their overgrown garden and the Highway. A letter has been sent to the occupants to request the removal of the weeds and brambles.	Clerk
06.26.114 (a)	Speak with the Post Office who appear to be spraying again and advise that the area that they are spraying the Street Keepers are happy to weed. An email has been sent to the Post Office and I await their response. CAS-4798842-Q3M3D8.	Clerk
06.26.114 (d)	Email of the schools to request that they advise students about the safety around water and being safe. All local Primary and High Schools in the area have been emailed to request they provide some education in relation to Beach Safety. I have also emailed the Sailing Club in order to establish if there is anything else that could be offered to the schools and await the response.	Clerk
06.26.118 (b)	Arrange a donation to the Sailing Club of £100 towards the Regatta. The payment of £100 has been made to the Sailing Club.	Clerk
06.26.118 (b)	Arrange a donation to the Community Bus of £200 towards the running costs. The payment of £200 has been made to Manningtree District Community Bus.	Clerk
06.26.121 (b)	Inform Trudi Needham that we would like to take her up on her offer of services to water the tubs and do a sweep of the Beach. I have spoken to Trudi and explained exactly what is needed. She is due to start on the 6th July 2026.	Clerk
06.26.122 (b)	Inform Cottage Landscape that a decision has been made to use his services for cutting the grass on South and Quay Street. I have informed Cottage Landscape that we would like to use their services. Just to note the cost has risen from £38.00 to £40.00 due to fuel costs.	Clerk
06.26.123 (b)	Inform member of the public that it has been agreed to allow them to purchase a new bench on The Walls, Clerk to make the necessary arrangements for the purchase and installation. The member of the public has been informed that the Bench has been agreed and passed on his thanks.	Clerk
06.26.124 (b)	Inform Falcon Publications that we would like to take them up on the offer of a new free guide for the Town. Falcon Publications have been informed that we are more than happy for the new free guide.	Clerk
06.26.125 (b)	Upload the new Vexatious Policy to the website. The Vexatious Policy is now available on the website.	Clerk
06.26.128	Put an item on the agenda for an Emergency Briefing. – Item has been added to the agenda.	Clerk

Paper 9 – 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 21st May 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary	BACS	941.03		941.03
HMRC	PAYE/NIC	BACS	349.91		349.91
Dependable Dave	Grounds Maintenance	BACS	60.00		60.00
Mistley Masonic Hall	Hire Of Hall	BACS	350.00		350.00
Great Oaktree Land Services Ltd	Tree Survey	BACS	180.00		180.00
SSE Energy	Street Lighting	BACS	198.49	9.92	208.41
Brendan Etheridge	Grounds Maintenance	BACS	205.00		205.00
Essex Pension Fund	Pension	BACS	23.11		23.11
Community Action Suffolk	Annual Insurance	BACS	704.15		704.15
Fiona Coley	Clerk's Salary	BACS	940.83		940.83
HMRC	PAYE/NIC	BACS	350.11		350.11
Cllr Guglielmi	Gift Voucher	Card	53.50		53.50
The Sign Shed	Sign for Beach	Card	21.71	4.96	26.05
Brendan Etheridge	Grounds Maintenance	BACS	130.00		130.00
Monkey Office Supplies	Cream for the Beach	Card	79.24	15.85	95.09
Amazon	Ink for Printer	Card	12.48	2.50	14.98
Amazon	Paper for Printer	Card	13.74	2.75	16.49
Rose Builders	Sand for the Beach	BACS	2056.06	411.21	2467.27

Items paid following authorisation at meeting of 21st May 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary	BACS	941.03		941.03
HMRC	PAYE/NIC	BACS	349.91		349.91
Dependable Dave	Grounds Maintenance	BACS	60.00		60.00
Mistley Masonic Hall	Hire Of Hall	BACS	350.00		350.00
Great Oaktree Land Services Ltd	Tree Survey	BACS	180.00		180.00

Receipts allocated since 21st May 2026

Who	Detail	Method	Amount
Barclays Community Account			
Barclays Saving Account	Bank Interest	BACS	50.42

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