



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 21st May 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Lay-Flurrie

Cllr. F Gee

Cllr. P Simmonds

Cllr. S Halstead

Cllr. T Barrett

Clerk. Fiona Coley

05.26.81 – OPENING INCLUDING STATEMENT

05.26.82 - ELECTION OF MAYOR INC. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION – Cllr Taylor, proposed that Cllr Stocks take up the role as Mayor again, 2nd by Cllr Gee, aif

05.26.83 - ELECTION OF DEPUTY MAYOR INC. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION – Cllr Stocks, proposed that Cllr Dunnett take up the role as Deputy Mayor again, 2nd by Cllr Lay-Flurrie, aif

05.26.84 - 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. L Dunnett

b) Council to consent to accept apologies received - aif

Members of the Public - None

05.26.85 – 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

05.26.86 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 16th April 2026.
Proposed by Cllr Halstead, Cllr Simmonds 2nd, aif, Cllr Taylor abstained.

05.26.87 - STATUTORY INFORMATION

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

05.26.88 - RESULT FROM COUNTY COUNCILLOR ELECTIONS

- a) To note and welcome Cllr Pat Murray who was elected as County Councillor for Tendring Rural West, in the elections on 7th May 2026
- b) To extend our thanks to Cllr Carlo Guglielmi, for all of the work he has carried out whilst being our County Councillor. – It was decided as a thank you to Cllr Guglielmi to purchase £50 of Garden Centre Vouchers. **aif**

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

- a) County Councillor Pat Murray – Noted
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – Noted and Cllr Barrett advised that the waste contract is now underway. He stated that as long as the correct waste is put out for collection then the waste would be collected. Cllr Barrett is hopeful that with the new GPS then hopefully there should be no missed bins. Cllr Barrett also provided an update on the meeting with Police and advised that unfortunately with the E-Bikes Police cannot follow due to the risk. Cllr Barrett urged everyone to contact Cllr Murray with any concerns.

05.26.90 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett was on annual leave but the main issue was the watering of the tubs which is being addressed by the Clerk, in the long term. In the short term several of the Councillors have compiled a rota to water the tubs.
- b) Business – Cllr Stocks advised that the Business Chamber was business as usual, but there are already discussions about the Christmas lights.
- c) TDALC – Cllr Simmonds advised that the next meeting is on Wednesday and he will report back to everyone.
- d) Beach – Cllr Gee advised that she is carrying out regular checks of the Beach and has confirmed that there were toys left on the Beach. Cllr Gee also advised that there was a lot of rubbish that was left.
- e) Planning – It has been reported that it appears that there is some enforcement going to be carried out for The Yard.
- f) Reports from other committees and representatives – None.

05.26.91– 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

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

05.26.93 - 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

05.26.94 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

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

05.26.95 - INSURANCE QUOTE – (PAPER 3) £785.01

- a) To review insurance documents received from Ansvar – The document was reviewed and Clerk advised that the premium had gone up to £837.12 due to an increase in our precept.
- b) To consider/approve any proposals or next steps as appropriate – It was agreed to accept the insurance premium and Clerk will inform the insurance company.
- c) To approve the payment of insurance premiums for 26/27 - Approved

05.26.96 – COMPLETION OF INTERNAL AUDIT 25/26 – (PAPER 4)

- a) To receive the internal audit for the year ending 31st March 2026 as carried out by Jan E Stobart - Noted
- b) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31st March 2026 as per the Annual Governance and Accountability Return (AGAR)
- c) To note no recommendations from the auditor.
- d) To note the auditor agrees our reserves are in a healthier position and now meet the Practitioner Guide requirement.

05.26.97 – MANNINGTREE WAR MEMORIAL (PAPER 5)

- a) To note that Historic England have received an application to add the War Memorial to the list of building of special architectural or historic interest – Noted
- b) To consider/approve next steps as appropriate – It was agreed that Cllr Gee would liaise with Philip Cunningham to see if there is any information that he can provide to Historic England.

05.26.98 – TO DISCUSS CUTTING DOWN OF THE ELM TREE ON SOUTH STREET (PAPER 6)

- a) To note the recommendations from Great Oaktree Land Services, from the recent annual survey - Noted
- b) To note the application made to planning at TDC to obtain permission to have the tree fell to the ground - Noted
- c) To consider the purchase of a replacement tree if the application is granted – **Cllr Stocks proposed, Cllr Halstead 2nd, aif**
- d) To consider/approve next steps as appropriate

05.26.99 – THE BEACH & TOY LIBRARY (PAPER 7)

- a) To note the complaints received from members of the public about the Toy Library and the Beach - Noted
- b) To consider/approve next steps as appropriate – New Beach sign will be purchased as per item 05.26.90 (d)

05.26.100 – SUBMISSION OF PLANNING APPLICATION FROM SAINSBURY'S (PAPER 8)

- a) To note the contents of the paper - Noted
- b) To consider/approve next steps as appropriate.

05.26.101 – FIRST BUS CORRESPONDENCE (PAPER 9)

- a) To note the contents of the paper. - Noted
- b) To consider/approve next steps as appropriate.

05.26.102– FINANCE REPORT –

- a) To receive a report from the Finance Committee including any decisions made – Noted.
- e) 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 10) - Approved aif**
- f) To note and approve the balance of accounts and Bank Reconciliation as of 18th May 2026. **(Paper 11)**
Noted

05.26.103 - PLANNING MATTERS - View Planning Applications and Comment

- a) To consider and approve response to the following planning matters relating to Manningtree –
26/00542/FULHH – Installation of a dropped kerb
Trinity House, 47 High Street, Manningtree, CO11 1AH – No Comment
26/00621/TCA - Trees to be removed, Euonymus Japonicus Tree to be removed. 1 Oak tree to be trimmed.
Trinity House, 47 High Street, Manningtree, CO11 1AH – No Comment
26/00642/TCA – Reduce and Prune Tree
2 Hilton Close, Manningtree, CO11 1DE
- 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. – **Approved**
26/00495/TCA – 18 College Court, Manningtree, CO11 1UG
Trees in a Conservation Area Notifications - 1no. Acer – Fell - **Approved**

05.26.104 - TO DISCUSS THIS MONTHS “WHAT HAS YOUR COUNCIL BEING DOING THIS MONTH” – Re-elected the Mayor and Deputy Mayor

05.26.105 - TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY – Agreed that a new tree would be planted in South Street & a new sign for the Beach

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

- a) Town Council Meeting – Thursday 18th June 2026

MEETING CLOSED TO THE PUBLIC AT 19.30

05.27.107 – IN CAMERA ITEM

- a) To resolve under the Public Bodies (admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – This item was discussed
- b) To discuss proposals for changing the grounds maintenance contractor – It was decided to put an advert out to receive quotes for a new contractor for grounds maintenance – **Proposed Cllr Stocks, 2nd Cllr Lay-Flurrie, aif**
- c) To consider/approve next steps as appropriate – Clerk will arrange the advert

MEETING CLOSED AT 20.45

..... Signed 21st May 2026

Clerk to Manningtree Town Council

ACTIONS

ITEM	ACTION	WHO
05.26.88 (b)	Purchase £50.00 of Garden Vouchers for Cllr Guglielmi as a thank you from the Town Council. Completed	Clerk
05.26.90 (a)	Several of the Councillors have compiled a rota to water the plants, whilst we wait for a permanent contractor. Ongoing	ALL
05.26.90 (d)	Order a larger permanent sign to instruct members of the public to put the toys away and keep the Beach tidy. – Ongoing	Clerk
05.26.97 (b)	To liaise with Phillip Cunningham about what information he can provide about the War Memorial. Completed	Cllr Gee
05.26.98 ©	It was agreed to purchase a new tree when the old tree on South Street has been removed. - Ongoing	Clerk
05.26.107 (b)	To advertise for quotes for a new contractor for grounds maintenance. - Completed	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
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

Accounts Paid since 16th April 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary – MTH 1 26/27	BACS	941.03		941.03
HMRC	PAYE/NIC – MTH 1 26/27	BACS	349.91		349.91
Fiona Coley	Mileage	BACS			19.80
Bentley Admin	Payroll	BACS	75.00	15.00	90.00
Manningtree Town Council	Tea/Biscuits for Town Assembly	CARD	16.50	3.30	19.80

The Engraving People	Engraving of Sheild	CARD	7.50	1.50	9.00
North Essex & Suffolk Veterans	Donation	BACS	50.00		50.00
SSE ENERGY	Street Lighting	BACS	246.63		246.63 – INV TO FOLLOW
Manningtree Town Council	Transfer of funds to Premium Account	BACS	4176.81		4176.81
PACE	Donation	BACS	100.00		100.00
Pension	PN11	BACS	23.11		23.11

Items paid following authorisation at meeting of 16th April 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary – MTH 1 26/27	BACS	941.03		941.03
HMRC	PAYE/NIC – MTH 1 26/27	BACS	349.91		349.91
Fiona Coley	Mileage	BACS			19.80
Bentley Admin	Payroll	BACS	75.00	15.00	90.00

Receipts allocated since 16th April 2026

Who	Detail	Method	Amount
Barclays Community Account	Refund from Crown Estate	BACS	94.09
Barclays Community Account	Mistley Parish Council – Donation for Sand	BACS	400.00
Barclays Saving Account	From Current Account	BACS	4176.81
Barclays Saving Account	Lawford Parish Council – Donation for Sand	BACS	400.00

Presented by Fiona Coley Responsible Finance Officer

Countersigned by Mayor of the Town Council

