



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 11th December 2025 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Dunnett

Cllr. L Lay-Flurrie

Cllr. M Taylor

Cllr. P Simmonds

Cllr. N Keep

Cllr. T Barrett

Cllr. M Bensilum

Clerk. Fiona Coley

12.25.421 – OPENING INCLUDING STATEMENT

12.25.422 - 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 sent her apologies retrospectively.
- b) Council to consent to accept apologies received - aif

Members of the Public - None

12.25.423 – 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

12.25.424 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 20th November 2025. **Propose LD, PS 2nd aif. Cllr Lay-Flurrie, Taylor and Keep abstained.**

12.25.425 - 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 explained that Trinity Field will still be protected under the new Local Plan.

- The Water Works at Mill Hill, might receive a light touch in new plans.
- Clerk to contact Helena Reed to arrange a meeting about Local Plan. **Action**
- Cllr Bensilum discussed potential opportunities for the Town Council because of LGR. One being acquiring the toilets, and car parks for a peppercorn rent. This was discussed it was felt that the Town Council would not have the funds to be able to maintain the toilets or a car park. It has been decided that if this scenario should arise the Clerk would contact the neighbouring Parish Councils and discuss this further at this point.
- Work is continuing behind the scenes for LGR and a decision has not been made yet about how many unitary authorities there will be.

12.25.426 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett explained that it is business as usual. Cllr Dunnett also advised that she had passed the details of the 2 new members onto the Clerk. Cllr Dunnett stated that the street keepers would be meeting for a Christmas drink in The Crown. The mayor was going to join them and as a thank you for all the Street Keepers do for the Town buy them some coffee.
- b) Business – Cllr Stocks advised that the Christmas tree is up, however there appears to be a problem with the lights. The Christmas Market was a great success and lots of people supported the event.
- c) TDALC – Cllr Dunnett & Simmonds reported that the meeting on the 10/12/25 was constructive, and lots got discussed.

Cllr Dunnett advised that Gary Giber will be attending the next meeting.

Cllr Dunnett advised that Essex County Council elections may take place next year.

It was felt that there is some concern that the draft local plan is going to go ahead but without delivering on promises, like schools, doctors, and infrastructure. This issue is being raised by James Cartlidge & Bernard Jenkins.

Cllr Dunnett reported that Pearl Wilcox and Ann Wood, formerly from EALC, are setting up their own business providing training to Councils.

- d) Beach – Cllr Stocks stated that the toy library may need cleaning out and the wildlife garden might need some attention in the Spring.

- e) Planning – This will be discussed later in the meeting.

- f) Reports from other committees and representatives – Councillors reported that at the webinar on the 5th December 2025, LGR was discussed and it was explained that more would be made with having 3 unitary authorities.

There is another webinar on the 17th December 2025 to discuss the 5 unitary authorities.

Then another webinar on the 16th December 2025 and the 8th January 2026 with Kevin Bentley to discuss it again.

Then on the 11th January 2026 another webinar.

It was explained that there is going to be Neighbourhood Committees, however, it is not very clear how these would work.

The Clerk is going to liaise with the other local Clerks in relation to the Local Plan.

12.25.427 – 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

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

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

a) To review actions from the previous meeting –

- Clerk to complete toilet survey - Completed
- Carry out some research into town signs - Completed
- Clerk to explore having a new sign at the bottom of Colchester Road - Completed
- Put the draft budget for 2025/2026 on December's agenda - Completed

b) To receive the reports of items actioned under delegated powers – Clerk to arrange Cllr Taylor doing a Carol service at Mistley Church - Completed

c) To receive items of correspondence for noting only or for consideration/agreement of next steps – Noted

12.25.430 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

a) To review any applications received –

- Item One: Request for donation from Essex & Herts Air Ambulance – It was agreed that a donation of £100 would be given. **Proposed LD, 2nd MT, aif**
- Item Two: Request for donation from PACE – It was agreed that a donation of £100 would be given. **Proposed RS, 2nd PS, aif**
- Item Three: Request for donation from Mistley and Manningtree Bowls Club – It was agreed that a donation of £100 would be given. **Proposed LF, 2nd NK, aif**

b) To consider/approve any proposal next – Clerk to arrange donations to each applicant.

12.25.431 - STATUTORY INFORMATION

a) To receive nominations for the vacant posts of Councillor – (0) - None

b) To consider/approve next steps as appropriate -

12.25.432 PROPOSAL FOR SAINBURY'S AT MANNINGTREE PARK (PAPER 3)

- a) To review the information received from Sainsbury's about the proposed new store at Manningtree Park - Noted
- b) To consider the suggestion of a meeting with the Town Council - Agreed
- c) To consider/approve any proposals or next steps as appropriate – Clerk to arrange a meeting with Cllr Stock's, Taylor & Lay-Flurrie

12.25.433 – FINAL REVIEW OF DRAFT BUDGET FOR 2026/2027 (PAPER 4)

a) To review budget for 2026/2027 – Noted

b) To receive a recommendation and confirm the principle for setting the precept for the year 2026/2027 – Noted

c) To consider/approve any proposals or next steps as appropriate – To be ratified in January 2026 when the Final Tax Base figures are received – **Proposed LD, PS 2nd aif**

12.25.434 – 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 5) - Approved
- c) To note and approve the balance of accounts and Bank Reconciliation as at 10th December 2025. (Paper 6) – Noted

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

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

25/01559/FUL – 2 Oxford Road, Manningtree, CO11 1BP – NO COMMENT

- Proposal: Application – Remove existing storage shed and erection of a new building ancillary to the use of the theatre.

25/01687/LBC – 14 to 16 South Street, Manningtree – NO COMMENT

- Proposal: Application for Listed Building Consent – Construction of single storey extension to accommodate office use

b) To note the following planning decisions relating to Manningtree - NONE

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

Nothing to note.

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

The Council are discussing purchasing a water cart.

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

- a) Town Council Meeting – Thursday 15th January 2026

MEETING CLOSED – 20.45

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

ACTIONS

ITEM	ACTION	WHO
12.25.425 b	Arrange a meeting with Helena Reed about Local Plan	Clerk
12.25.432	Arrange a meeting with Sainsburys about proposed application and Cllr Stocks, Taylor & Lay-Flurrie will attend.	Clerk
12.25.437	Inform PACE that the water fountain is not something that MTC could commit to right now.	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
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18

Accounts Paid since 20th November 2025

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	Standing Order	126.39		126.39
ICO	Membership	Direct Debit	47.00		47.00
NPOWER	Energy Bill	Direct Debit	427.91		427.91
Crown Estate	Beach	Standing Order	94.09		94.09

Items paid following authorisation at meeting of 20th November 2025

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

Receipts allocated since 20th November 2025

Who	Detail	Method	Amount
Barclays Community Account			

Barclays Saving Account	Bank Interest	BACS	45.92
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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