



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 15th January 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Dunnett

Cllr. L Lay-Flurrie

Cllr. P Simmonds

Cllr. F Gee

Clerk. Fiona Coley

01.26.01 – OPENING INCLUDING STATEMENT

01.26.02 - 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 Keep, Cllr Taylor & Cllr Barrett sent their apologies.
- b) Council to consent to accept apologies received - **aif**

Members of the Public - None

01.26.03 – 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 – Cllr Stocks had nothing to report for the Business Chamber.
- c) Cllr Dunnett – Street Keepers is business as usual.
- d) To receive notification of gifts of hospitality exceeding £50 - None
- e) To receive requests for dispensations - None

01.26.04 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 11th December 2025. **Proposed Cllr Lay-Flurrie, 2nd Cllr Dunnett and aif.**

01.26.05 - 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 – Noted and no issues.

01.26.06 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett explained that there appears to be a problem with food being thrown out of a flat on the Market Square. This has been reported to Cllr Bensilum, who has made a report to TDC.
- b) Business – Nothing to note.
- c) TDALC – Cllr Dunnett & Simmonds reported that there is a Zoom meeting that they will both attend.
- d) Beach – The Clerk advised that the sun cream dispenser has been removed, the wooden holder has rotted and will need replacing in the Spring.
- e) Planning – This will be discussed later in the meeting.
- f) Reports from other committees and representatives – Cllr Stocks reported that there is a PACE meeting on Tuesday. Cllr Stocks has also asked that a litter pick could be arranged before the Earth Festival, and this was agreed.

01.26.07 – 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

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

01.26.09 - 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 – None

01.26.10 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

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

01.26.11 - STATUTORY INFORMATION

- a) To receive nominations for the vacant posts of Councillor – (0) - None
- b) To consider/approve next steps as appropriate –
- c) To note that the public consultation closed on the 11th January 2026 for proposals for Local Government Reorganisation and Devolution. A link was put on the Website and Facebook.

01.26.12 - TENDER FOR GROUNDS MAINTENANCE (PAPER 3)

- a) To review email from Cottage Landscapes Ltd to do grounds maintenance for MTC - Noted
- b) To review the services offered and the prices for work – The price list was not provided.
- c) To consider/approve any proposals or next steps as appropriate – Review the price list and services when they are received.

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

- a) To review budget for 2026/2027 and note the final figures – Noted
- b) To note the details on the Ready Reckoner.
- c) To note the tax base figures for Manningtree

- d) To confirm sight of these documents prior to being submitted to Tendring District Council.
- e) To consider/approve any proposals or next steps as appropriate – Noted.

01.26.14 – 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 15th January 2026. (Paper 6) – Noted
- d) To note that the quarterly review of the Finances has been carried out by Cllr Dunnett, for October, November, and December 2025. – Cllr Dunnett confirmed that all paperwork was in order.
- e) To arrange the internal Audit with Jan Stobart.

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

- a) To consider and approve response to the following planning matters relating to Manningtree – None
- b) To note the following planning decisions relating to Manningtree –

25/01717/LBC – The Old Bank, Brook St, Manningtree, CO11 1DJ – No Comment
Application for Listed Building Consent - Proposed replacement of the ATM, alterations to the wall aperture and formation of an internal pit.

25/01771/TCA – 25 Mill Lane, Manningtree, CO11 1DQ – No Comment

Trees in a Conservation Area Notification - T1 Silver Birch - Reduce crown by 1.5 - 2 metres and prune sides to balance.

01.26.16 - CONFIRM DATE FOR LITTER PICK

- a) The date suggested is Sunday 22nd March 2026 at 10.00 meeting at the beach – Date agreed.
- b) To consider/approve any proposals or next steps as appropriate – Clerk to advertise on Facebook and Website.

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

Attended the exhibition for the new Sainsburys at Manningtree Park.

Cllr Simmonds is carrying out some research with regards to the watering of the plants.

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

Arranging a Litter Pick

Supporting the Earth Festival

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

- a) Town Council Meeting – Thursday 19th February 2026

MEETING CLOSED – 20.08

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

ACTIONS

ITEM	ACTION	WHO
01.26.14 (e)	Arrange the internal audit with Jan Stobart.	Clerk
01.26.16 (b)	Advertise the Litter Pick for Sunday 22 nd March 2026 at 10am on the Beach.	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
PACE	DONATION TO THE EARTH FESTIVAL	BACS	100.00		100.00
Essex & Herts Air Ambulance	DONATION	BACS	100.00		100.00
Manningtree & Mistley Bowls club	DONATION	BACS	100.00		100.00
Bentley Admin	Payroll	BACS	75.00	15.00	90.00
VCS Websites Ltd	Website	BACS	149.00		149.00
NALC	Cllr Dunnett Course	BACS	45.00		45.00
Fiona Coley	Clerk's Salary	BACS	927.38		927.38
HMRC	PAYE/NIC	BACS	341.74		341.74

Accounts Paid since 11th December 2025

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18
Ruth Stocks	Mayor's Allowance	BACS	104.20		104.20
SSE ENERGY SUPPLY	Street Lighting	BACS	237.78		237.78

Items paid following authorisation at meeting of 11th December 2025

Payee	Detail	Method	NETT	VAT	TOTAL
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18

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Receipts allocated since 11th December 2025

Who	Detail	Method	Amount
Barclays Community Account			
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