



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 16th April 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)
Cllr. L Dunnett
Cllr. L Lay-Flurrie
Cllr. F Gee
Cllr. P Simmonds
Cllr. T Barrett
Clerk. Fiona Coley

04.26.58 – OPENING INCLUDING STATEMENT

04.26.59 - 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 Taylor.
- b) Council to consent to accept apologies received - aif

Members of the Public - Two

04.26.60 – 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

04.26.61 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 19th March 2026.
Cllr Lay-Flurrie proposed, Cllr Simmonds 2nd, aif.

04.26.62 STATUTORY INFORMATION

- a) To receive/approve nominations for the vacant posts of Councillor (1) – Stuart Halstead - Cllr Halstead was welcomed onto Manningtree Town Council.
- b) To note signing of the Declaration of Acceptance of Office – Noted.
- c) Council to note that, in accordance with s151 of the 1972 Act, the Town Clerk is appointed as the Council's Responsible Finance Officer as part of her contract of employment. – Noted.
- d) To note that the Clerk, as RFO, has, on behalf of the Town council, set the dates for the period of the exercise of public rights for the year ending 31 March 2026 as Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026). – Noted.

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

- a) County Councillor Carlo Guglielmi – (Attached) – Noted
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – Noted and Cllr Barrett advised that it has been a quiet month due to the elections. Cllr Barrett informed everyone that Clacton will be getting 3 new Parish Councils in the new structure for LGR. Cllr Barrett is going to invite Cllr Guglielmi to the next meeting so MTC can pass on their thanks for what he has done whilst being County Councillor.

04.26.64 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett provided an update that was received from Dominic and Lucy in relation to the watering of the tubs. This has been passed onto the Clerk who in turn will advise the maintenance man of what is to be done in relation to the tubs for now.
- b) Business – Cllr Stocks advised that the Business Chamber was business as usual.
- c) TDALC – Cllr Simmonds attended the most recent meeting and advised that Town Councils are again looking at the 20mph speed limit for areas like the High Street, but Councillors advised that this was explored previously and never got off the ground. Cllr Simmonds also reported that there had been some concern that Police were taking 2 hours to respond to 999 calls, which is something that the Chief Constable disagreed with.
- d) Beach – Cllr Gee has been appointed as the representative for the Beach.
- e) Planning – Nothing to report.
- f) Reports from other committees and representatives – Cllr Lay-Flurrie advised that she had attended the Harwich Port meeting and that this was very interesting meetings. Cllr Lay-Flurrie provided the minutes of the last meeting to the Clerk.

04.26.65 – PUBLIC FORUM

- a) To receive any questions or comments from members of the public related to Manningtree in general - One of the members of public talked about the plants and provided comprehensive information in relation to what he felt would be best in the future for watering the plants. The member of the public has liaised with the Street Keepers and Cllr Dunnett has passed on this information to the clerk who will feed this back to the Dave.

The member of the public also expressed how pleasing it was to hear the birds on the High Street, which is as a result of the road being temporarily closed. He asked if the option of making the High Street only for pedestrians could be explored. A discussion took place in relation to this and Councillors advised that this has been looked at many times before however because of the buses this is not a viable option.

- b) To receive any questions or comments from members of the public about items on the agenda - None

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

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

- 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

04.26.68 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

- a) To review any applications received – It was agreed when the donation was made to PACE to donate a further £100 if at the end of the financial year if the funds were available to do so.
- b) To consider/approve any proposal next – **It was agreed to donate a further £100 to PACE, proposed by Cllr Stocks, 2nd Cllr Dunnett, aif.**

04.26.69 - INSURANCE QUOTE – (Paper 3) – (To follow)

- a) To review insurance documents received from Ansvar – This item will need to be moved to next months meeting as the quotes have not been received in time for the meeting.
- b) To consider/approve any proposals or next steps as appropriate
- c) To approve the payment of insurance premiums for 26/27

04.26.70 – REVIEW OF POLICIES AND PROCEDURES

- a) To approve/adopt the updated Policies and Procedures, which are now available on the *website* -
- b) To consider/approve any proposals or next steps as appropriate. – This was discussed and the Clerk explained that there have been no changes to the Policies that are currently on the website. The Clerk advised that there had been some new Policies and provided some detail in relation to the new changes. Councillors agreed that they had noted the new policies and were happy to adopt them. **Cllr Dunnett proposed, Cllr Gee 2nd, aif.** The Clerk will arrange to update the old policies as being reviewed and adopt the new policies. New policies to be adopted:
 - General Privacy Policy
 - Data Protection Road Map
 - Data protection Audit 2026
 - ICT Policy
 - Website Content Policy

04.26.72 - NOMINATE A NEW MEMBER FOR THE TRI-COUNCIL MEETINGS

- a) To discuss a representative for Manningtree Town Council for the Tri-Council. – Cllr Barrett addressed the issue of there not being a Manningtree Council in the Tri Council meetings.
- b) To consider/approve next steps as appropriate – It was agreed that Cllr Halstead would represent Manningtree Town Council in the Tri-Council.
- c)

04.26.73 – TO DISCUSS IDEAS FOR PATHWAY AT THE WILDLIFE GARDEN

- a) To discuss options for a pathway at the WILDLIFE GARDEN – The wildlife garden was discussed and Cllr Dunnett and Cllr Stocks have had conversations with the Street Keepers who have advised that there is some activity with Bees in the area of the Wildlife Garden. It was felt that this would not be a good idea to disturb the Bees in order to build a path.
- b) To consider/approve next steps as appropriate – It was decided to abandoned the idea of laying a new pathway and not interfere with nature. **aif**

04.26.74 - ASSET REGISTER HAS BEEN UPDATED (Paper 4)

- a) To note the updated version following the inspection of the assets carried out by the Clerk - Noted
- b) To consider/approve this new updated version – The new updated version has been accepted. **aif**

04.26.75 - LOCAL GOVERNMENT REORGANISATION – CONFIGURATION DECISION (Paper 5)

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

04.26.76 - SOCIAL MEDIA GUIDANCE FOR COUNCILLORS AND PRE-ELECTION GUIDANCE (Paper 6)

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

04.26.77– FINANCE REPORT

- a) To receive a report from the Finance Committee including any decisions made – Noted.
- b) To note the completion of a Financial quarterly check, completed by Cllr Dunnett. – Noted and there were not issues with report.
- c) To receive and consider the budget versus actual for the year ending 31st March 2026 - (PAPER 7) – (To Follow – Cllr Dunnett explained that she had prepared the budget for the previous year and explained the it was always going to be a difficult year. Councillors were pleased that we managed to stay in the Black.
- d) To consider and approve the allocation of £4,176.81 from Barclays Community Account to Barclays Business Premium account. This would bring our reserves to £20,000. – This was discussed among Councillors and it was felt that it would be sensible to increase our reserves and Clerk will arrange for this money to be moved from the Community Account to the Premium Account. **Cllr Stocks proposed, Cllr Lay-Flurrie 2nd, aif**
- e) To note that a VAT claim has been made for £1,362.96 and received. – Noted
- f) To note receipt of the 1st instalment of the precept of £21,000 received on the 09/04/2026. - Noted
- g) 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 8) - **Approved aif**
- h) To note and approve the balance of accounts and Bank Reconciliation as at 16th March 2026. (Paper 9) Noted

04.26.78 - PLANNING MATTERS - View Planning Applications and Comment

- a) To consider and approve response to the following planning matters relating to Manningtree – 26/00495/TCA – Trees in a Conservation Area Notifications – 1no. Acer – Fell 18 College Court, Manningtree, CO11 1UG – No Comment
- b) To note the following planning decisions relating to Manningtree – None

04.26.79 - TO DISCUSS THIS MONTHS “WHAT HAS YOUR COUNCIL BEING DOING THIS MONTH” – Carried out a Litter Pick, Donation to North Essex Veterans Support Group.

04.26.80 - TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY – Decided not to go ahead with the path at the Wildlife Garden in order to protect the Bees.

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

- a) Finance Meeting – Thursday 7th May 2026
- b) Town Council Meeting – Thursday 21st May 2026

MEETING CLOSED AT 20.35

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

ACTIONS

ITEM	ACTION	WHO
04.26.63 (b)	Cllr Barrett is going to invite Cllr Guglielmi to the next MTC meeting to pass on our thanks for what Cllr Guglielmi has done since working as a County Councillor.	TB
04.26.65 (a)	Following discussion about the watering of the tubs it was decided to take the expert advice from Dominic and Lucy and the Clerk will pass this information onto Dave. The Clerk has informed Dave of what he needs to do.	Clerk
04.26.68 (b)	Arrange making a further £100 donation to PACE. The Clerk has arranged the donation to PACE of the further £100.	Clerk
04.26.69 (a)	Move to next month's agenda when insurance quotes have been received.	Clerk
04.26.77 (d)	Transfer £4,176.81 from Barclays Community Account to Barclays Business Premium account. The Clerk has moved the £4,176.81 to the Business Premium Account.	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 – 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

Accounts Paid since 16th March 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary -MTH 12 25/26	BACS	941.03		941.03
HMRC	PAYE/NIC – MTH 12 25/26	BACS	349.91		349.91
A&J Lighting	Street Lighting	BACS	211.25	42.25	253.50
SSE Energy Supply	Street Lighting	BACS	237.00	11.85	248.85
Amazon	Water Bag for Tubs	CARD	7.29	1.46	8.75

Items paid following authorisation at meeting of 16th March 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Fiona Coley	Clerk's Salary -MTH 12 25/26	BACS	941.03		941.03
HMRC	PAYE/NIC – MTH 12 25/26	BACS	349.91		349.91
A&J Lighting	Street Lighting	BACS	211.25	42.25	253.50

Receipts allocated since 16th March 2026

Who	Detail	Method	Amount
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Barclays Community Account	Donation from Brantham PC	BACS	145.00
Barclays Community Account	Kingfisher Direct refund	BACS	24.91
Barclays Community Account	1 ST Instalment of Precept from TDC	BACS	21,260.00
Barclays Community Account	HMRC VAT refund 26/27	BACS	1,362.96
Barclays Community Account	Donation from Bradfield PC	BACS	100.00
Barclays Community Account	NALC refund for duplicate payment	BACS	42.00
Barclays Saving Account	N/A		

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