



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 19th February 2026 at 7:30 p.m.

Present: Cllr. R Stocks (Chair)

Cllr. L Dunnett

Cllr. L Lay-Flurrie

Cllr. P Simmonds

Cllr. F Gee

Cllr. M Taylor

Cllr. T Barrett

Clerk. Absent

02.26.20 – OPENING INCLUDING STATEMENT

02.26.21 - 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 – Clerk sends her apologies.
- b) Council to consent to accept apologies received - **aif**

Members of the Public - one

02.26.22 – 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

02.26.23 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 15th January 2026.
Agreed, aif.

02.26.24 - 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 advised that

everyone comments on the Local Plan, and particularly Trinity Road site.

02.26.25 - REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett provided the cost for the booklet for the street keepers. The booklet is going to be produced by J.Ward and for 200 copies it previously cost £190.00, it has been agreed in principle to cover this cost again.
- b) Business – Nothing to note.
- c) TDALC – Cllr Simmonds reported that at the latest TDALC meeting the two focus areas were the Local Plan and Community Speed Watch.
- d) Beach – There has been reports of lots of glass on the Beach. The clerk will action the following:
 - Clerk to contact Dave and get him to check the Beach monthly.
 - The litter pick that is planned for the 22nd March 26, do a sweep of the Beach.
 - Cllr Taylor is going to contact the local pubs and wine bars and make them aware.
 - Clerk to contact Rose to obtain a price for the sand and arrange the top of the sand for May 26.
 - Clerk to contact local Parish Council and ask for a contribution towards the cost of the sand.
 - Clerk to order a new bin for the Beach.
- e) Planning – Nothing to report.
- f) Reports from other committees and representatives – Cllr Dunnett attended Beyond the Precept training and has advised that this was more aimed at larger Parish Councils who have much larger budgets and assets than Manningtree.

02.26.26 – PUBLIC FORUM

a) To receive any questions or comments from members of the public related to Manningtree in general – A member of the public spoke about the Local plan. It was highlighted that this will put additional burden on services. Potential for developers to evade provision for infrastructure and not take a holistic perspective.

Future building would have an impact on Schools, GP services. Also create more issues with Manningtree Railway station, especially at peak times. Also concerns about the proposed site at Riverside East, being on a flood plain.

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

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

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

- a) To review actions from the previous meeting – Completed
 - **01.26.14 (e)** Arrange the internal audit with Jan Stobart – **Audit arranged for 29/04/26 costing £275.00**
 - **01.26.16 (b)** Advertise the Litter Pick for Sunday 22nd March 2026 at 10am on the Beach. **Posters put on noticeboards, website and social media.**
- 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

02.26.29 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)

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

02.26.30 - STATUTORY INFORMATION

- a) To note the resignation of Cllr Keep with immediate effect. - Noted
- b) To receive nominations for the vacant posts of Councillor (1 received) – (Email sent to Councillors) - There has been interest from one person, who was asked to attend the meeting but did not turn up. Cllr Gee stated that she might know of someone who would be interested and will ask them to contact the Mayor.
- c) To consider/approve any proposals or next steps as appropriate - None
- d) To note that the public consultation for the preferred options draft Local Plan opens from Monday 9th February 2026 to 23rd March 2026. **(PAPER 3)** - Noted

02.26.31 - CLERK'S STAFF APPRAISAL

- a) To note the Clerks staff appraisal carried out by Cllr Stocks & Cllr Dunnett. - Noted
- b) To note the increase to the next spinal point, for the Clerk's salary. - Noted
- c) To review the summary produced by Cllr Dunnett. **(PAPER 4)** - Noted
- d) To consider/approve any proposals or next steps as appropriate. - None

02.26.32 – 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 11th February 2026. **(Paper 6)** – To note the change in date from 15th January 2026 to the 11th February 2026.
- d) To note the internal Audit with Jan Stobart on the 29th April 2026. – Noted

02.26.33 - MEMORIAL BENCH REQUEST – **(PAPER 7)**

- a) To note the request from a member of the public for a memorial bench in honour of her late mother – This was discussed and there are no objections from Manningtree Town Council.
- b) To consider/approve any proposals or next steps as appropriate - Clerk to advise that permission will need to be obtained from the Environment Agency. Advise that the Bench would need to be made from recycled material.

02.26.34 -PRICES FOR SERVICES OFFERED BY COTTAGE LANDSCAPES LTD – **(PAPER 8)**

- a) To review the price list and services offered – This was discussed and it was felt by all Councillors that the services are too expensive and to continue with current contractor.
- b) To consider/approve any proposals or next steps as appropriate – **Clerk to advise contractor.**

02.26.35 - LAMP LIGHT OF PEACE 11TH NOVEMBER 2026 **(PAPER 9)**

- a) To review the details of the Lamp of Peace and consideration to be given to taking part. – This was discussed and agreed that MTC would take part.
- b) To consider/approve any proposals or next steps as appropriate – **Clerk to incorporate this service into the Remembrance Sunday service.**

02.26.36 - PLANNING MATTERS - View Planning Applications and Comment

- a) To consider and approve response to the following planning matters relating to Manningtree – Noted
25/01847/LBDISC – 18 HIGH STREET, MANNINGTREE, CO11 1AD
- b) To note the following planning decisions relating to Manningtree – Noted
25/01599/FUL – MANIFEST THEATRE GROUP - APPROVED
Planning Application - Remove existing storage shed and erection of a new building ancillary to the use of the theatre.

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

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

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

a) Town Council Meeting – Thursday 19th March 2026

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

ACTIONS

ITEM	ACTION	WHO
02.26.24 (b)	Comment on the Local Plan and in particular Trinity Road site.	All
02.26.25 (d)	Clerk to contact Dave and get him to check the Beach monthly.	Clerk
02.26.25 (d)	The litter pick that is planned for the 22 nd March 26, do a sweep of the Beach.	All
02.26.25 (d)	Cllr Taylor is going to contact the local pubs and wine bars and make them aware.	Cllr Taylor
02.26.25 (d)	Clerk to contact Rose to obtain a price for the sand and arrange the top of the sand for May 26.	Clerk
02.26.25 (d)	Clerk to contact local Parish Council and ask for a contribution towards the cost of the sand.	Clerk
02.26.25 (d)	Clerk to order a new bin for the Beach.	Clerk
02.26.33 (b)	Inform MOP that MTC have no objections but permission will need to be obtained from the Environment Agency. Advise that the Bench would need to be made from recycled material.	Clerk
02.26.34 (b)	Advise Cottage Landscape that we will not be requiring their services due to cost.	Clerk
02.26.35 (b)	To include the Lamp of Peace in the Remembrance Sunday service.	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
NALC	Cllr Dunnett Course	BACS	45.00		45.00
Fiona Coley	Clerk’s Salary	BACS	940.83		940.83
HMRC	PAYE/NIC	BACS	350.11		350.11

Accounts Paid since 15TH January 2026

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
Fiona Coley	Clerk’s Salary	BACS	927.38		927.38
HMRC	PAYE/NIC	BACS	341.74		341.74
Sharon Barker	Wildlife Garden	BACS	104.74		104.74
SSE Energy	Street Lighting	Direct Debit	308.12		308.12

Items paid following authorisation at meeting of 15th January 2026

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
Fiona Coley	Clerk’s Salary	BACS	927.38		927.38
HMRC	PAYE/NIC	BACS	341.74		341.74

Receipts allocated since 11th December 2025

Who	Detail	Method	Amount
Barclays Community Account	EALC Bursary Refund	BACS	409.50
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

