



**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 19<sup>th</sup> March 2026 at 7:30 p.m.**

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

**03.26.40 – OPENING INCLUDING STATEMENT**

**03.26.41 - 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 Simmonds.
- b) Council to consent to accept apologies received - **aif**

**Members of the Public - Two**

**03.26.42 – DECLARATIONS OF INTERESTS**

- a) To receive declarations of disclosable pecuniary interests, other registerable interests, and nonregisterable 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

**03.26.43 – MINUTES OF PREVIOUS MEETINGS**

- a) To consider and approve the minutes of the previous Town Council meeting held on 19<sup>th</sup> February 2026.  
**Cllr Dunnett proposed, Cllr Taylor 2<sup>nd</sup>, aif.**

**03.26.44 - 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 Cllr Barrett advised everyone to comment on the Local Plan.

**03.26.45 - REPORTS FROM COUNCILLORS**

- a) Street Keepers – Cllr Dunnett stated it was business as usual and advised that she had reminded the Street Keepers of the upcoming litter pick.
- b) Business – Cllr Stocks advised that the Business Chamber had a new chair.
- c) TDALC – Cllr Dunnett reported that there is a Zoom meeting next week but that she is unable to attend. The Clerk will check that Cllr Simmonds is attending.
- d) Beach – Clerk is going to arrange for the sunscreen to be put back up on the Beach.
- e) Planning – Nothing to report.
- f) Reports from other committees and representatives –

**03.26.46 – 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

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

**03.26.48 - 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

**03.26.49 - REQUESTS FOR DONATIONS/GRANTS (PAPER 2)**

- a) To review any applications received – Application received from North Essex and Suffolk Veterans Support Group, for a donation for Armed Forces Day on the 27<sup>th</sup> June 2026.
- b) To consider/approve any proposal next – **It was agreed to donate £50 proposed by Cllr Lay-Flurrie, 2<sup>nd</sup> Cllr Dunnett, aif, and Cllr Taylor abstained.**

**03.26.50 - STATUTORY INFORMATION**

- a) To receive nominations for the vacant posts of Councillor (1 received) – Application received from Stuart Halstead. Councillors had a chat with Stuart before asking that he left the room and a discussion was held between Councillors and it was agreed to Co-opt Stuart Halstead onto Manningtree Town Council.
- b) To consider/approve any proposals or next steps as appropriate – It was agreed that Stuart would attend the next Town Council meeting and he would be officially Co-opted and he will complete all the necessary paperwork.

**03.26.51 – PREMISES GRANT APPLICATION – (PAPER 4)**

- a) To review an application received from Little Bear Bar
- b) To consider/approve any proposals or next steps as appropriate. – This was discussed and it was felt by Councillors that this was in keeping with what already exists in the Town, so no objections made.

**03.26.52 – 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 16<sup>th</sup> March 2026. (Paper 6)
- d) To note that we will receive the 1<sup>st</sup> instalment from the precept of £21,000 on the 9<sup>th</sup> April 2026 and the 2<sup>nd</sup> instalment of £21,000 on the 8<sup>th</sup> October 2026 - Noted

**03.26.53 – CONSULTATION ON LOCAL PLAN**

- a) Agree Council’s response to TDC’s consultation on Local Plan and discuss preferred options.
- b) To consider/approve any proposals or next steps as appropriate - This was discussed and comments noted by Councillors and it was agreed that the Clerk would compile a response from Manningtree Town Council.

**03.26.54 - PLANNING MATTERS - View Planning Applications and Comment**

- a) To consider and approve response to the following planning matters relating to Manningtree – 26/00304/LBC  
Listed Building Application - Removal of internal wall between kitchen and living room. 24 Maltings Wharf Manningtree Essex CO11 1XF – No Comment.
- b) To note the following planning decisions relating to Manningtree – None

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

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

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

- a) Town Council Meeting – Thursday 16<sup>th</sup> April 2026 @ 6.30pm
- b) Town Council Meeting – Thursday 16<sup>th</sup> April 2026 @ 7.30pm

**MEETING CLOSED AT 20.20**

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

### ACTIONS

ITEM	ACTION	WHO
<b>03.26.44 (b)</b>	Cllr Barrett advised that everyone comments on the Local Plan.	Clerk
<b>03.26.45 ©</b>	Check that Cllr Simmonds is attending the TDALC Zoom meeting on Wednesday.	Clerk
<b>03.26.45 (d)</b>	Instruct Dave to put the sun cream up at the Beach.	Clerk
<b>03.26.49 (a)</b>	Arrange payment of £50 to North Essex and Suffolk Veterans Support Group.	Clerk
<b>03.26.53 (b)</b>	Submit comments from Manningtree Town Council in relation to the Local Plan.	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
A&J Lighting	Street Lighting	BACS	211.25	42.25	253.50

### Accounts Paid since 19<sup>th</sup> February 2026

Payee	Detail	Method	NETT	VAT	TOTAL
NALC	Cllr Dunnett Course	BACS	7.00	35.00	42.00
Fiona Coley	Clerk's Salary	BACS	940.83		940.83
HMRC	PAYE/NIC	BACS	350.11		350.11
SSE Energy	Street Lighting	Direct Debit	285.57	14.28	299.85
Kingfisher Direct	New Bins	BACS	207.63	53.03	318.16
Scribe	Subscription	BACS	260.06		260.06
Liz Dunnett	Mileage	BACS	31.50		31.50
Amazon	Spades	BACS	13.32	2.67	15.99
Pension	PN11	BACS	3.31		3.31

### Items paid following authorisation at meeting of 19<sup>th</sup> February 2026

Payee	Detail	Method	NETT	VAT	TOTAL
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NALC	Cllr Dunnett Course	BACS	7.00	35.00	42.00
Fiona Coley	Clerk's Salary	BACS	940.83		940.83
HMRC	PAYE/NIC	BACS	350.11		350.11

**Receipts allocated since 19<sup>th</sup> February 2026**

<b>Who</b>	<b>Detail</b>	<b>Method</b>	<b>Amount</b>
<b>Barclays Community Account</b>			
<b>Barclays Saving Account</b>	<b>Bank Interest</b>	<b>BACS</b>	<b>39.95</b>

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**