



# MANNINGTREE TOWN COUNCIL

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**Minutes of the Full Town Council Meeting held at the Masonic Lodge in South Street, Manningtree, on Thursday 15<sup>th</sup> May 2025 at 7:30 p.m.**

**Present:** Cllr. R Stocks (Chair)

Cllr L Lay-Flurrie

Cllr M Taylor

Cllr F Gee

Cllr N Keep

Cllr P Simmonds (Joined after minute number 05.25.298)

District Cllr T Barrett

## **05.25.292 – OPENING INCLUDING STATEMENT**

**05.25.293 – ELECTION OF MAYOR INC. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION – Cllr Flurrie proposed, Cllr Stocks was elected as Chair, aif**

**05.25.294 – ELECTION OF DEPUTY MAYOR INC. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE FOR THE POSITION – Cllr Stocks proposed, Cllr Dunnett was elected as Deputy Chair, aif**

**05.25.295 - 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 Dunnett

b) Council to consent to accept apologies received - **aif**

**Members of the Public – 1**

## **05.25.296 – 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 –

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

#### **05.25.297 – MINUTES OF PREVIOUS MEETINGS**

- a) To consider and approve the minutes of the previous Town Council meeting held on 17<sup>th</sup> of April 2025. **Approved aif and signed by Mayor.**
- b) To consider and approve the minutes of the previous Annual Town Assembly meeting held on 17<sup>th</sup> of April 2025. **Approved aif and signed by Mayor.**

#### **05.25.298 - STATUTORY INFORMATION**

- a) To receive nominations for the vacant posts of Councillor – (1) Paul Simmonds - **Approved**
- b) To note signing of the Declaration of Acceptance of Office forms – Noted and form was signed
- 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 - **aif**

#### **05.25.299- REPORTS FOR INFORMATION - to receive written reports for information only**

- a) County Councillor Carlo Guglielmi – No questions or issues raised.
- b) District Councillor – Carlo Guglielmi, Matthew Bensilum & Terence Barrett – No questions or issues raised.

#### **05.25.300 – REPORTS FROM COUNCILLORS**

- a) Street Keepers – Cllr Dunnett is on holiday, so no report provided.
- b) Business Chamber – Cllr Taylor provided an update on behalf of the Business Chamber and explained that the situation with the lights is still ongoing, however there has been some progress. Cllr Taylor confirmed that they have someone who might be taking the Secretary job and she will advise on this again next month. Cllr Taylor also confirmed that there is about 30 members of the Business Chamber, but usually only about 10-15 turn up to the meetings.
- c) Reports from other committees and representatives – Cllr Stocks advised that she had attended the Beach and saw some children from Brooklands School.

#### **05.25.301 – PUBLIC FORUM**

- a) To receive any questions or comments from members of the public related to Manningtree in general – Member of the public enquired as to when Manningtree Pride was taken place. It was confirmed to be 7<sup>th</sup> June 2025.
- b) To receive any questions or comments from members of the public about items on the agenda - None

**05.25.302 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting** – Cllr Taylor advised that there have been some problems with youths travelling on the train from Harwich and not paying for a ticket. Clerk will advise BTP.

#### **05.25.303 - CLERK'S REPORT (Paper 1)**

- a) To review actions from the previous meeting - Noted
- 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 -

#### **05.25.304 - INSURANCE QUOTE – (Paper 2) PAPERS TO FOLLOW– Last year's quote was £654.72**

- a) To review insurance documents received from Ansvar
- b) To consider/approve any proposals or next steps as appropriate – The quote was discussed and it was agreed to go ahead and use Ansvar for this year's insurance.
- c) To approve the payment of Insurance premiums for 25/26 – Clerk to contact Ansvar and make payment – **RS proposed, MT 2<sup>nd</sup>, aif**

#### **05.25.305 - 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 next steps as appropriate – **RS proposed, MT 2<sup>nd</sup>, aif**

#### **05.25.306 – INTERNAL AUDIT**

- a) To note that the Internal Audit has started for 24/25 – Noted.
- b) To receive an update on progress to date and agree any actions necessary – Update received
- c) To note that the end-of-year Finance figures will be provided once the Audit has concluded and will be presented at June's meeting – Noted

#### **05.25.307 - BEACH QUOTE FOR REPLENISHING SAND (PAPER 3)**

- a) To review the quote received from Rose Builders to replenish the sand – The quote of £2,200 plus VAT was discussed at length and Cllr Barrett advised that he believed that Lawford and Mistley Parish Council contribute to the cost of the sand and that this was an agreement made some time ago, Cllr Barrett is going to make some enquiries about the amounts. Cllr Flurrie expressed her concern about the amount of sand being put on the beach and whether the amount was necessary.
- b) To consider/approve next steps as appropriate – The Clerk and Cllr Keep are going to liaise with the Sailing Club and ascertain whether the amount of sand that is being proposed is necessary. **RS proposed, FG 2<sup>nd</sup>, aif**

#### **05.25.308 – REQUEST FOR FUNDING TO SUPPORT BRANTHAM SKATE PARK**

- a) To decide on a donation to support the Skate Park – A discussion took place with regards to the amount of donation to give to the Skate Park. It was decided that at this time MTC could afford £100 – **FG proposed, PS 2<sup>nd</sup>, aif**
- b) To consider/approve next steps as appropriate – The Clerk to contact BPC and arrange to make the donation.

#### **05.25.309 – DISCUSS MAKING A DONATION TO THE STOUR BLUE WATER PASS TRUST**

- a) To consider a donation amount.
- b) To consider/approve next steps as appropriate – This was discussed and it was felt that an official application needs to be made. FG is going to send details to the Clerk of a contact from the Stour Blue Water Pass Trust.

#### **05.25.310 – REQUEST FOR DONATION FROM MANNINGTREE & DISTRICT COMMUNITY BUS (Paper 4)**

- a) To review the email received from Manningtree & District Community Bus for a donation towards the running costs of the bus – This was discussed and everyone was happy to support and it was agreed that MTC could afford a £100 donation. **MT proposed, LF 2<sup>nd</sup>, aif**
- b) To consider/approve next steps as appropriate – The Clerk to make contact and arrange payment

#### **05.25.311 – TRAINING COURSE FOR COUNCILLORS**

- a) To note the applications by Cllr Gee & Cllr Keep to attend CT1 12.7.25 and CT2 19.7.25, training courses. The cost for each Councillor is £250 + VAT – This was agreed, **RS proposed, NK 2<sup>nd</sup>, aif**
- b) To consider/approve next steps as appropriate – Clerk to make arrangements with EALC and book the Councillors on the course.

#### **05.25.312 – FINANCE REPORT**

- a) To receive a Finance report including any decisions made.
- 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) – PAPERS TO FOLLOW** - Noted
- c) To note and approve the balance of accounts and Bank Reconciliation as at the 30<sup>th</sup> April 2025. **(Paper 6) – PAPERS TO FOLLOW** – Noted

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

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

**25/00628/LBC**

Application for Listed Building Consent - replacement of the ATM, alterations to the wall aperture and formation of an internal pit.

The Old Bank, Brook Street, Manningtree, CO11 1DJ – No Comment

**25/00637/ADV**

Application for Advertisement Consent - Proposed tablet sign located above the ATM

The Old Bank, Brook Street, Manningtree, CO11 1DJ – No Comment

b) To note the following planning decisions relating to Manningtree –

**25/00556/TCA –**

*Trees in a Conservation Area Notification –*

*T1 - Pine - Remove.*

*T2 - Silver birch - reduce by up to 1m.*

*42B High Street, Manningtree, Essex, CO11 1AJ -*

*Approval – Full – No Comment*

**05.25.315 – DEBRIEF OF VE DAY PICNIC – 10/05/2025**

It was felt that the day went well and that most of the members of public appeared to be pleased and happy. For any future events careful planning would need to take place if a Road Closure is needed.

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

Councillors have been planning taken part VE Day celebrations.

The Mayor and Cllr Taylor attended the wreath laying for VE day.

The Council have made some donations.

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

Discussions are being had about the sand for the Beach and how much this needed to protect the landscape.

Sun cream has been placed on the Beach for the public to use.

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

a) Town Council Meeting – Thursday 19<sup>th</sup> June 2025

**MEETING CLOSED – 20.35**

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

## ACTIONS

ITEM	ACTION	WHO
<b>05.25.302</b>	Contact BTP and advise that youths are coming from Harwich to Manningtree and not paying for the train.	Clerk
<b>05.25.304</b>	Contact Ansvar and pay the insurance premium.	Clerk
<b>05.25.307</b>	Cllr Barrett to establish what Lawford and Mistley will donate to the sand.	TB
<b>05.25.307</b>	Cllr Keep and the Clerk to liaise with Sailing club about amount of sand needed.	Clerk & NK
<b>05.25.308</b>	To make contact with BPC and make payment of £100 towards the Skate Park.	Clerk
<b>05.25.309</b>	Cllr Gee is going to provide the Clerk with contact details for Rachel Hurst.	Clerk
<b>05.25.310</b>	Contact Manningtree & District Community bus and make a donation of £100	Clerk
<b>05.25.311</b>	Book Cllr Gee & Keep on CT1 and CT2 course	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)**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
HMRC	PAYE/NIC	BACS	326.95		326.95
Fiona Coley	Clerk's Salary	BACS	902.18		902.18

### **Accounts Paid since 15<sup>th</sup> May 2025**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Dependable Dave	Grounds Maintenance	BACS	170.00		170.00
J E Stobart	Internal Audit	BACS	260.00		260.00
Amazon	ID Badge for Cllr Simmonds	Card	4.96	0.99	5.95
Brantham Parish Council	Donation for Brantham Skate Park	BACS	100.00		100.00
MT Community Bus	Donation for the Community Bus	BACS	100.00		100.00
Community Action Suffolk	Annual Insurance	BACS	678.39	81.41	759.80
Royal British Legion	2 X Wreaths	Card	42.29	8.46	50.75

### **Items paid following authorisation at meeting of 15<sup>th</sup> May 2025**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Dependable Dave	Grounds Maintenance	BACS	30.00		30.00
Ruth Stocks	Purchase of 2 cards & cash for VE day	BACS	17.00		17.00
HMRC	PAYE/NIC	BACS	326.95		326.95
Fiona Coley	Clerk's Salary	BACS	902.18		902.18

### **Receipts allocated since 15<sup>th</sup> May 2025**

<b>Who</b>	<b>Detail</b>	<b>Method</b>	<b>Amount</b>
<b>Barclays Community Account</b>	<b>HMRC</b>	<b>BACS</b>	<b>£1793.94</b>
<b>Barclays Saving Account</b>	<b>Interest</b>	<b>BACS</b>	<b>£51.93</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