



# 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 16<sup>th</sup> June 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

## **06.25.319 – OPENING INCLUDING STATEMENT**

### **06.25.320 - 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 Barrett
- b) Council to consent to accept apologies received - **aif**

**Members of the Public - None**

### **06.25.321 – 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

### **06.25.322 – MINUTES OF PREVIOUS MEETINGS**

- a) To consider and approve the minutes of the previous Town Council meeting held on 15<sup>th</sup> of May 2025.  
**Approved aif and signed by Mayor.**

### **06.25.323 - STATUTORY INFORMATION**

- a) To receive nominations for the vacant posts of Councillor – (0) - None
- b) To note signing of the Declaration of Acceptance of Office forms

### **06.25.324- 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 – Cllr Barrett sent his report before the meeting. Due to the meeting being moved at the request of the Clerk, Cllr Barrett could not attend as he already had another Parish meeting. The Mayor read out some key points from Cllr Barretts report and there were no issues raised.

#### **06.25.325 – REPORTS FROM COUNCILLORS**

- a) Street Keepers – Cllr Dunnett explained that there has been a problem with a resident in York Street who is spraying. It has been suggested that some notes are put through the doors of the residents to inform them that this is not allowed. Cllr Dunnett and the Clerk will liaise with Sharon Barker and a post will be put on the website and Face book to inform residents that this is not allowed.
- b) Business Chamber – The Mayor informed everyone that a meeting did not take place due to the lack of participants.
- c) Reports from other committees and representatives – None

#### **06.25.326 – 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

**06.25.327 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting** – Noted and the Clerk will inform Nikki Heath that Cllr Stocks & Cllr Simmonds will be attending the meeting on 22<sup>nd</sup> July 2025 at the Fire Station.

#### **06.25.328 - CLERK'S REPORT (Paper 1) - ACTIONS**

- a) To review actions from the previous meeting - Noted
- b) To receive the reports of items actioned under delegated powers – A discussion took place in relation to the application from Blue Pass for a donation. This was discussed, and it was agreed that the Town Council would like to support this organisation and will donate £120.
- c) To receive items of correspondence for noting only or for consideration/agreement of next steps – Clerk to arrange payment to Blue Pass of £120.

#### **06.25.329 – AUDIT UPDATE – REPORT TO FOLLOW**

- a) To receive the internal audit for the year ending 31<sup>st</sup> March 2025 as carried out by Jan E Stobart - Noted
- b) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31<sup>st</sup> March 2025 as per the Annual Governance and Accountability Return (AGAR) – Noted and signed by the Mayor and the Clerk/RFO.
- c) To consider/approve on recommendation by the Auditor to amend FR2.6 of the Financial Regulations about the signing of the Bank Reconciliation and bank statements to say “a Councillor” rather than someone who is not the Chair - This was discussed and it was decided that this would be amended. It was also discussed that Cllr Dunnett would be in charge of doing the 3 monthly checks for Finance. **Cllr Taylor proposed, Cllr Stocks 2<sup>nd</sup>, aif.**
- d) To consider putting any cash handling processes on the event risk assessments - Noted
- e) To note the concern about depleted reserves and consider an increase in precept for 2026/27 - Noted
- f) To consider that overtime completed by the Clerk is approved by Full Council - Noted
- g) To note that the Clerk is doing a timesheet, detailing hours completed - Noted
- h) To consider/approve the date for the publication of Public Rights – Proposed date is between 23<sup>rd</sup> June 2025 & 1<sup>st</sup> August 2025 – **Approved aif**
- i) To note the reports provided to the Auditor with regards to Finance (Reports sent via email) – Cllr Dunnett reported an issue with £699.64 establish what this is for.

#### **06.25.330 – BEACH UPDATE (PAPER 2) –**

- a) To note the update in replenishing the sand - Noted
- b) To consider/approve any proposals or next steps as appropriate – It was agreed that the sand would not be replenished this year. In relation to the steps Cllr Keep is going to have a look at them and provide an update at the next meeting.

#### **06.25.331 – ROAD CLOSURE FOR REMEMBRANCE SUNDAY (PAPER 3)**

- a) To discuss the details of the Road Closure for Remembrance Sunday- This was discussed at length.
- b) To confirm grass cutting schedule for grass cutting in Quay Street/North Street – This is on a when needed basis.
- c) To consider/approve next steps as appropriate – Clerk to contact Dave and ask if he would be willing to weed Quay Street and North Street – **LD proposed, FG 2<sup>nd</sup>, aif**
- b) To consider/approve next steps as appropriate – The details of the closure were agreed, the Clerk will make the application. The Clerk will also send out invites to the usual attendees.

#### **06.25.332 – NOTE EMAIL FROM STREET KEEPERS (PAPER 4)**

- a) Consideration to be given for Dave Childs to carry out some further gardening work – Noted

#### **06.25.333 – TRAINING COURSE – COMMUNITY CLIMATE ACTION WORKSHOP**

- a) To note the request from Cllr Taylor to attend the Community Climate Action Workshop. The cost of the workshop is £45 - Noted
- b) To consider/approve next steps as appropriate – **The course was agreed, proposed LD, 2<sup>nd</sup> NK, aif**

#### **06.25.334 – 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) - Approved
- c) To note and approve the balance of accounts and Bank Reconciliation as at the 31<sup>st</sup> May 2025. (Paper 6) – Noted and approved.

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

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

##### **25/00808/TCA**

Trees in a Conservation Area Notification - Prunus spinoza to be reduced to about 2m. Yew to reduce by 50% (up to 2.5m) and shaped accordingly. Magnolia to prune and reduce by up to 2m. 2 dying Italian cypress to remove - 12 Oxford Road, Manningtree, Essex, CO11 1BP – **NO COMMENT**

##### **25/00758/LBC**

Application for Listed Building Consent - Removal of partition wall to create open plan kitchen / dining area. Removal of partition wall between 2 bedrooms to form 1 main bedroom - 26 Maltings Wharf Manningtree Essex CO11 1XF- **NO COMMENT**

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

##### **25/00344/FUL – APPROVED**

*Planning Application - Change of use of ground floor and basement from commercial to single dwelling -*

18 South Street, Manningtree, Essex  
CO11 1BB

**25/00493/FUL - APPROVED**

*Planning Application - Infill of an open-roofed courtyard, replacement of existing mono-pitch metal roof to store, insertion of 1no new window and renewal of sections of modern studwork walls/new internal wall linings and extension to existing mechanical and electrical services.*

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

**25/00555/FULHH – APPROVED**

*Householder Planning Application - Single storey ground floor front extension with alterations to existing garage and carport to provide new internal staircase. Installation of solar panels to the rear elevation.*

*12 Maltings Wharf, Manningtree, Essex, CO11 1XF*

**25/00576/LBC – WITHDRAWN**

*Application for Listed Building Consent - Change of use and alterations of ground floor from a bank (Class E) to a hot food takeaway (sui generis), installation of extraction and ventilation equipment, replacement windows, bin storage, and alterations to the rear mews building to provide parking from Stour Street.*

*4 High Street, Manningtree, Essex, CO11 1AF*

**25/00579/FUL – WITHDRAWN**

*Planning Application - Change of use of ground floor from a bank (Class E) to a hot food takeaway (sui generis), installation of extraction and ventilation equipment, replacement windows, and alterations to the rear mews building to provide parking from Stour Street.*

*4 High Street, Manningtree, Essex, CO11 1AF*

**06.25.336 – TO RECEIVE A REPORT FROM THE PERSONNEL SUB-COMMITTEE**

- a) To note the Clerk's 13-week probation meeting – 16<sup>th</sup> June 2025 – Cllr Dunnnett expressed the Council's thanks to the Clerk for the work carried out so far.
- b) To note the necessary amendment to the Clerk's Contract in relation to current salary point which needs to go from point 18 – point 21, agreed prior to commencement of employment – This was discussed and it was explained that the Clerk on appointment had secured point 21, however her contract had already been drawn up and this was not amended. **Cllr Taylor will amend the contract to show the correct point of 21**

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

The Clerk's probation was confirmed.

It was decided that there would be no sand put on the Beach this year.

**06.25.338 - TO CONSIDER WHERE THE RESOLUTIONS FROM THE CURRENT MEETING HAVE AN IMPACT ON BIODIVERSITY – ACTION NOTICE ON FACEBOOK ABOUT NOT USING GLYSOPHATE**

Following the discussions from the last meeting it was decided that the sand would not be put on the Beach and this hopefully will protect the landscape of the Beach.

Dave Childs is going to water the plants on a weekly basis.

Weeding is continuing and letters are going to be sent to residents in York Street informing glysohate products not to be used.

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

a) Town Council Meeting – Thursday 17<sup>th</sup> July 2025

**MEETING CLOSED – 20.32**

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

**ACTIONS**

| <b>ITEM</b>          | <b>ACTION</b>   | <b>WHO</b>  |
|----------------------|---|-------------|
| <b>06.25.325</b>     | Contact Sharon Barker and get her to do a paragraph about spraying and then put this on the website and Face book.                  | Clerk       |
| <b>06.25.327</b>     | Inform Nikki Heath that Cllr Stocks & Cllr Simmonds will be attending the meeting on the 22 <sup>nd</sup> July 2025                 | Clerk       |
| <b>06.25.328</b>     | Arrange to make a donation to Blue Pass of £120.  | Clerk       |
| <b>06.25.329 ©</b>   | Update the Financial Regulations (2.6) following the advice of the auditor. Cllr Dunnett to carry out quarterly checks on accounts. | Clerk       |
| <b>06.25.329 (i)</b> | Establish what item 60 is in general admission amounting to £699.64   | Clerk       |
| <b>06.25.330 (b)</b> | Cllr Keep is going to have a look at the steps on the Beach and establish a plan  | Clerk       |
| <b>06.25.331 (b)</b> | Apply for the road closure for Remembrance Sunday and send out invitations to the regular attendees                                 | Clerk       |
| <b>06.25.332 ©</b>   | Enquire if Dave Childs would be willing to weed North and Quay Street -   | Clerk       |
| <b>06.25.333 (b)</b> | Book Cllr Taylor on Climate Change Course.  | Clerk       |
| <b>06.25.336 (b)</b> | Amend Clerk's contract to show Point 21 and not Point 18  | Cllr Taylor |

## **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 & | BACS          | 17.00       |            | 17.00        |

|             |                 |      |        |  |        |
|-------------|-----------------|------|--------|--|--------|
|             | cash for VE day |      |        |  |        |
| 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**