



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs Fiona Coley
18 Birch Drive, Brantham, CO11 1TF Tel:07597379602
email: clerk@manningtreetowncouncil.gov.uk
Website: www.manningtreetowncouncil.gov.uk

Minutes of the Full Town Council Meeting held at the Masonic Lodge in South Street, Manningtree, on Thursday 17th July 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

Cllr L Dunnett

07.25.340 – OPENING INCLUDING STATEMENT

07.25.341 - 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 – None
- b) Council to consent to accept apologies received -

Members of the Public - None

07.25.342 – 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

07.25.343 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 16th of June 2025.
Approved aif and signed by Mayor.

07.25.344 - 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

07.25.345 - 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 and there were no issues raised.

07.25.346 – REPORTS FROM COUNCILLORS

a) Street Keepers – Cllr Dunnett enquired if, we could establish the days that Dave will be watering the plants. This would then allow a separate rota to be made for the days that Dave is not watering. The Clerk will contact Dave and find out what days he is doing. The Clerk is also going to do a calendar and send this to Councillors to complete. Contact Royal Mail sorting office and advise that spraying is not allowed in Manningtree, under any circumstances. Cllr Dunnett explained that there is a lot of weeding to do and the Clerk has made suggested that, like we do for Litter Picks, we set a date after the Summer term and advertise for volunteers to help with weeding.

b) Business Chamber

The Mayor provided an update about the Christmas lights and explained that payment for last year's lights is still being pursued. The Mayor explained that Tom West is going to be looking at the Tree arrangements for this year and will feed back any details of this at our next meeting.

c) Reports from other committees and representatives – None

07.25.347 – 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

07.25.348 – REPORT FROM ESSEX POLICE – Weekly updates email circulated to Councillors before the meeting – Noted and no issues.

07.25.349 - 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 – The purchase of the bin for Mill Lane was agreed and Clerk will order the bin and instruct Dave to install it. The Clerk is going to instruct Great Oaktree Land Services, to carry out the work that was suggested in the latest report.

c) To receive items of correspondence for noting only or for consideration/agreement of next steps – It was agreed to see what the outcome would be of the meeting with the Sailing club on the 1st August 25 and then decide what the next steps should be.

07.25.350 – FLY TIPPING – FT727393181

a) To discuss the fly-tipping from Bendall's Court onto the Market Square – Cllr Dunnett explained that the Street Keepers had made us aware of the issue, and have seen several items of food on a couple of separate occasions.

b) To consider/approve next steps as appropriate – As there have been no other recent reports, it was agreed to see if this happens again. The Clerk will then inform, Cllr Barrett who will contact the enforcement team and get them involved.

07.25.351 – REQUESTS FOR DONATIONS/GRANTS (Paper 2)

a) To review application from Stour Sailing Club for a donation towards the running costs of the Regatta. – This was discussed and agreed that £100 donation would be made to Stour Sailing Club. **LD proposed, LF 2nd, aif**

b) To review the application from Rotary Club for a donation towards the Christmas Market on 6th December 2025. This was discussed and agreed that £100 would be donated towards the Christmas Market. **LF proposed, MT 2nd, aif**

c) To consider/approve any proposals or next steps as appropriate – The Clerk will arrange payment of £100 to both Stour Sailing Club and the Rotary Club.

07.25.352 – MOVING OF BIN ON QUAY STREET (PAPER 3)

- a) To note the email received from Stuart Service about the movement of the bin in Quay Street – This was discussed and it was felt that the bin outside the Beach is still being used as both the Clerk and Mayor have noted over the past few days it has been relatively full. The Clerk suggested the bins are emptied more often until the end of August.
- b) To consider/approve any proposals or next steps as appropriate – Clerk to arrange bins to be emptied more frequently by TDC.

07.25.353 – CONSIDERATION FOR A LARGER BIN SOUTH STREET

- a) To consider a larger bin on the green at South Street. This was discussed and it was agreed that having a larger bin would be a good idea. – **RS proposed, LD 2nd, aif**
- b) To consider/approve next steps as appropriate – Clerk to arrange for a new bin and inform TDC

07.25.354 – ANNUAL TREE INSPECTION (PAPER 4)

- a) To review the report of the annual tree inspection that was carried out on the 10th July 2025. To complete the works suggested would be £200 + VAT – **MT proposed, FG 2nd, aif**
- b) To consider/approve carrying out the suggested work - Agreed
- c) To consider/approve next steps as appropriate – Clerk to arrange the work to be carried out on the Trees.

07.25.355 – 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 10th July 2025. (Paper 6) – Noted and approved. **(Please note that the date on the agenda of 30th June was incorrect and Bank Reconciliation was up to 10th July 2025)**
- d) To note that the quarterly review of the Finances has been carried out by Cllr Dunnett on 03/07/2025 and there were no issues. - Noted
- e) To note the monthly payment of £6.03 to be made to the Essex Pension fund for the next 3 years. This will keep the scheme open if the current Clerk decides to join or any new Clerk wishes to join. - Noted
- f) To note the Summary and Receipts from 01/04/25-30/06/25 (PAPER 7) – Noted

07.25.356 – DATES FOR MEETINGS 2026 – (PAPER 8)

- a) To note the dates for Town Council meetings in 2026 – Dates were noted for 2026 and the only addition is the November Finance date – 5th November 2026
- b) To approve/consider next steps as appropriate – Approved and to be sent to the Masonic Hall.

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

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

25/00875/WTPO

Works related to Tree Preservation Order (82/00001/TPO) - T1 - Sycamore - Re-reduce by up to 1.5m, growth points redone where necessary. T3 - Holly - Reduction up to 1.5m.
35 Malthouse Road Manningtree Essex CO11 1BY

25/00876/TCA

Trees in a Conservation Area Notification - T2 - Holly - Reduction up to 1.5 m.
35 Malthouse Road Manningtree, Essex CO11 1BY

25/00983/FUL

Planning Application - Installation of an external staircase.
32 - 34 High Street Manningtree Essex CO11 1AJ

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

25/00628/LBC & 25/00637/ADV -REFUSED

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

The Old Bank, Brook Street, Manningtree, Essex, CO11 1DJ

25/00808/TCA - Approval - Full

Trees in a Conservation Area Notification - Prunus Spinoza to reduce 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

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

2 Councillors attended CT1 training.

Made donations for 2 local events that are occurring.

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

The Clerk will be advising the Post Office not to be spraying out in any public place.

Fly Tipping for Bendall’s Court has been reported to TDC and this is going to be monitored.

Tree survey has been carried out and the suggested work is going to be carried out ASAP.

Clerk is going to contact TDC and request that the bins on the Beach are emptied more frequently.

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

a) Town Council Meeting – Thursday 18th September 2025

MEETING CLOSED – 20.30

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

ACTIONS

ITEM	ACTION	WHO
07.25.346 (a)	Contact Dave to establish days he is watering. Then do a separate calendar for the next few weeks.	Clerk
07.25.346 (a)	Contact Royal Mail sorting office and inform them that spraying is not permitted in Manningtree.	Clerk
07.25.346 (a)	Look at the possibility of setting a date for volunteers to assist with weeding. –	Clerk
07.25.349 (b)	It was agreed that the bin for Mill Lane should be purchased and placed next to the grit bin.	Clerk
07.25.349 (b)	Following the recent Tree survey instruct Great Oaktree Land Services to carry out the suggested work.	Clerk
07.25.351 (a)	This was discussed and agreed that £100 donation would be made to Stour Sailing Club, Clerk to arrange payment.	Clerk
07.25.351 (b)	This was discussed and agreed that £100 would be donated towards the Christmas Market, Clerk to arrange payment.	Clerk
07.25.352 (a)	Contact TDC and ask if the bins on the Beach be emptied more often until the end of August.	Clerk
07.25.353 (a)	Enquiries have been made with the Waste Team at TDC to see if changing the bin on South Street for a bigger bin would incur any extra cost.	Clerk
07.25.354 ©	Instruct Great Oaktree Land Services to carry out the suggested work picked up on the recent survey.	Clerk
07.25.356 (a)	Add the Finance date for November 2026 and send dates to Masonic Hall.	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
Dependable Dave	Grounds Maintenance	BACS	120.00		120.00
SLCC	Annual Membership	Debit Card	202.00		202.00
Ruth Stocks	VJ Service	BACS	16.60		16.60
HMRC	PAYE/NIC	BACS	341.94		341.94
Fiona Coley	Clerk's Salary	BACS	927.18		927.18
NPOWER	Street Lighting	Direct Debit	1665.53		1665.53

Accounts Paid since 17th July 2025

Payee	Detail	Method	NETT	VAT	TOTAL
Kingfisher	Waste Bins	Debit Card	412.74	82.55	495.29
HMRC	PN11	BACS	6.03		6.03
Great Oaktree Land Services Ltd	Trimming of Trees following Survey	BACS	200.00	40.00	240.00
Stour Sailing Club	Donation	BACS	100.00		100.00
Rotary Club	Donation	BACS	100.00		100.00
EALC	Training for Cllr Gee	BACS	273.00	54.60	327.60
EALC	Training for Cllr Simmonds	BACS	273.00	54.60	327.60
Paul Simmonds	Mileage	BACS	80.40		80.40
Dependable Dave	Grounds Maintenance	BACS	285.00		285.00
HMRC	PAYE/NIC	BACS	401.54		401.54
Fiona Coley	Clerk's Salary	BACS	1027.57		1027.57

Items paid following authorisation at meeting of 17th July 2025

Payee	Detail	Method	NETT	VAT	TOTAL
A & Lighting	Annual light Maintenance	BACS	570.00	114.00	684.00
VCS Websites Ltd	Website Host	BACS	185.00		185.00
Dependable Dave	Grounds Maintenance	BACS	150.00		150.00
Bentley Admin	Payroll	BACS	75.00	15.00	90.00
Great Oaktree Land Services Ltd	Annual survey of 5 Trees	BACS	150.00	30.00	180.00
HMRC	PAYE/NIC	BACS	326.95		326.95
Fiona Coley	Clerk's Salary	BACS	902.18		902.18

Receipts allocated since 17th July 2025

Who	Detail	Method	Amount
Barclays Community Account			
Barclays Saving Account	Bank Interest	BACS	£52.06

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