



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 Thursday 18th September 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

09.25.361 – OPENING INCLUDING STATEMENT

09.25.362 - 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 – N/A

Members of the Public - One

09.25.363 – 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

09.25.364 – MINUTES OF PREVIOUS MEETINGS

- a) To consider and approve the minutes of the previous Town Council meeting held on 17th of July 2025.
Approved proposed RS, MS 2nd aif and signed by Mayor.

09.25.365 - 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

09.25.366 - 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 explained that the proposal for LGR will be sent to the government on the 26th September 2025 and if agreed this would mean that Tendring, would be grouped with Colchester and Braintree.
- c) To review and agree representatives for TDALC, Beach & Planning – Each area was discussed, and it was agreed that the following Councillors will represent the following areas:
 - TDALC – Cllr Simmonds
 - Beach – Cllr Keep
 - Planning – Cllr Taylor

09.25.367 – REPORTS FROM COUNCILLORS

- a) Street Keepers – Cllr Dunnett provided a comprehensive update in relation to what the Street Keepers have been doing over the summer break. Cllr Dunnett has explained the watering of the tubs has been challenging due to the hot summer we have experienced. Cllr Dunnett has asked if there could be consideration given to providing a Watering Cart for the Street Keepers to water the plants. The Clerk will explore the cost and approach the Fire Station to inquire if this could be stored there and whether or not they would be happy to provide the water. Cllr Dunnett asked if some money could be given to the Street Keepers to replenish the Wildlife Garden. A discussion took place, and it was agreed to give the Street Keepers £100. **FG propose, LF 2nd, aif.**
- b) Business Chamber – Cllr Stocks explained that there has been a lack of support, and is concerned whether or not the Business Chamber can survive.
- c) Reports from other committees and representatives – Cllr Dunnett explained that she had attended a Zoom extraordinary meeting about LGR and provided a comprehensive update on LGR.

09.25.368 – PUBLIC FORUM

- a) To receive any questions or comments from members of the public related to Manningtree in general – A member of the public explained that on two occasions her property has been hit by a vehicle, and this has caused substantial damage to her property. The member of public requested whether or not it is possible to extend the yellow lines on South Street into Regent Street. Cllr Barrett has provided the member of the public with Cllr Guglielmi's details and advised that she makes contact. The Clerk has agreed that she would contact Cllr Guglielmi as well.
- b) To receive any questions or comments from members of the public about items on the agenda - None

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

09.25.370 - 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 – Noted.

09.25.371 – STAFF PAY INCREASE

- a) To note the Local Government Services, Pay Agreement 2025, and the increase of 3.20 per cent to the pay spine - Noted
- b) To note the instruction to adjust the Clerk's pay spine in line with the new pay agreement - No questions

09.25.372 – REQUESTS FOR DONATIONS/GRANTS (Paper 2)

- a) To review the application from Tendring District History Recorders for a donation.
- b) To consider/approve any proposals or next steps as appropriate – The Clerk will arrange payment of £20 to Tendring District History Recorders. **aif**

09.25.373 – TRAINING COURSE FOR CLERK

- a) To consider the Clerk attending the EALC training Course on 15th October 2025 for Budget & Precept - £84.00
- b) To consider/approve next steps as appropriate – **LD propose, RS 2nd, aif**

09.25.374 – CONSIDERATION FOR RAPID EV CHARGERS (PAPER 3)

- a) To consider the need for Rapid EV chargers - Noted
- b) To consider/approve next steps as appropriate – The Clerk and Cllr Barrett are going to research if there is any money available for EV chargers.

09.25.375 – NOTIFICATION OF BRANTHAM APPLICATION FOR A NEIGHBOURHOOD PLAN (PAPER 4)

- a) To review the application for a Neighbourhood Plan for Brantham.
- b) To note the information within the NP. Noted

09.25.376 – 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 18th September 2025. (Paper 6) – Noted and approved.

09.25.377 – OVERNIGHT PARKING AT QUAY STREET – (PAPER 7)

- a) To note the email from a member of the public who is concerned about someone living in a van in Quay Street.
- b) To approve/consider next steps as appropriate – Cllr Barrett is going to report this to the enforcement team.

09.25.378 - PREMISES VARIATION APPLICATION - THE SKINNERS 25/00473/PREMVA – (PAPER 8)

- a) To note the application from The Skinners to extend opening times - Noted
- b) To approve/consider next steps as appropriate – The application was discussed at length, and it was decided the Town Council would object to the application for extended opening times.

09.25.379 - PLAQUE MARKET PLACE– GET QUOTE

- a) To consider quote for refurbishing or replacing Plaque at Market Place – Noted.
- b) To approve/consider next steps – This was discussed and agreed that the replacement of the plaque should be considered. Cllr Dunnett explained that the Womens Guild would potentially make a donation towards the plaque. The Clerk has been given a £100 budget. **Propose Ms, RS 2nd aif**

09.25.380 - DATE FOR PLANNING FOR REMEMBRANCE SUNDAY SERVICE

- a) To consider dates for planning meeting for Remembrance Sunday - Noted
- b) To approve/consider next steps – This was discussed and it was felt that a meeting was not necessary. The Clerk will send out the order of service to all attendees.

09.25.381- FORECASTING FOR PRECEPT BUDGET

- a) To consider items that need to be considered in Precept forecasting - Noted
- b) To approve/consider next steps – This item was discussed and there is a need to purchase a Water Cart to maintain the plants in and around the Town. The Town sign also is in need of replacing in due course.

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

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

25/01253/FULHH

PROPOSAL: Householder Planning Application - Alterations to boundary walls and installation of vehicular access gates to create off-road parking within internal courtyard, including new paving and EV charging point.

LOCATION: Regent House Regent Street Manningtree Essex – NO COMMENT

25/01254/LBC

Application for Listed Building Consent - Alterations and repair to boundary walls and installation of vehicular access gates to create off-road parking within internal courtyard, including new paving and EV charging point.

LOCATION: Regent House Regent Street Manningtree Essex

25/01310/TCA

Trees in a Conservation Area Notification - 1 No. (T1) Tree of heaven - Reduce crown by 1-1.5 metres and prune sides to balance. 1 No. (T2) Silver Birch - Reduce back to previous points. 1 No. (T3) Bay - Trim back to previous points.

LOCATION: 3 English Terrace Wherry Corner High Street
Manningtree Essex – NO COMMENT

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

25/01108/FULHH

*Householder Planning Application - Single storey rear extension.
13 Railway Street, Manningtree, Essex, CO11 1DS*

09.25.383 - 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.

09.25.384 - 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.

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

- a) Town Council Meeting – Thursday 16th October 2025

- b) Finance Meeting – Thursday 6th November 2025

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

MEETING CLOSED – 20.55

ACTIONS

ITEM	ACTION	WHO
09.25.367 (a)	Make enquiries on cost for a Watering Cart. Also contact the Fire Service and see if they would be willing to assist with storage and providing the water.	Clerk
09.25.367 (a)	Contact Street Keepers and arrange £100 payment towards replenishing the Wildlife Garden.	Clerk
09.25.368	Make contact with Cllr Guglielmi and advise of the member of the public's request.	Clerk
09.25.372	Arrange a £20 donation to Tendring District History Recorders.	Clerk
09.25.373	Arrange EALC Budget and Precept course of the Clerk.	Clerk
09.25.374	Make enquiries about the cost of EV chargers and establish if there is any funding available.	Clerk
09.25.378	Send objections to Licensing department following the application from the Skinners.	Clerk
09.25.379	Explore the cost of replacing the Plaque at the Market Square	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

