



**Minutes of the full Parish Council Meeting  
held on the 11<sup>th</sup> August 2025 at 7.30pm at Mistley Village Hall**

**Councillors Present:**

Councillor J Chaplin (Vice Chairman)  
Councillor S Coiley  
Councillor P Cunningham  
Councillor C Halliday  
Councillor I Killion  
Councillor I Leveridge  
Councillor P Nutter (Chairman)  
Councillor J Walker

**In Attendance:**

Mrs S Clements – Clerk

- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received from Councillor Kent with no reason stated. Some Councillors raised concerns about Councillor Kent not attending meetings and her persistent absence and the legal position where if a Councillor fails to attend throughout six consecutive then they cease automatically to be a Member of the Council under Local Government Act (LGA) 1972, s 85(1) and (2) and LGA 1972, s 85(1). The Clerk was asked to check this position further regarding the legality. An apology for absence was received also from District Councillor Barrett who is on annual leave
- Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations).

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillors Halliday, and Walker.	Pecuniary Interest – Allotment tenant.	Minute Number 7 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 16 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 16 - Parish Council Assets.
Councillors Chaplin, Coiley and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 7 e) Councillors Reports.

- Public Voice** – No Members of the Public were present.
- District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
- Minutes of the Parish Council Meeting held on the 30<sup>th</sup> June 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Walker). (Copy in Minute Book and on website).
- Update/Matters Arising from Previous Minutes held on the 30<sup>th</sup> June 2025** – There were no matters to note.
- Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**  
a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) –

1 Signed – Chairman.....Date.....



- River Reach - Councillors were disappointed to note that the grounds maintenance contractor had not as requested cleared a plot prior to a new tenancy being taken on for RR0024. It was agreed following the vote, to waive the allotment rent next year as a goodwill gesture for this tenant. (Proposed by Councillor Coiley and seconded by Councillor Leveridge),
- River Reach - Community Fruit and Veg. Box – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge) it was agreed that the tenants at River Reach could put a small cardboard box for fruit and veg. outside the gate of the allotment on the development, in order that residents growing produce, (which is over and above what they need), can fill the box for other residents to help themselves to free of charge. It was felt this would not only help people but also reduce waste of unwanted food. The box will be taken in at night, if food is left at the end of the day.
- Brunswick – The complaints received from the residents of Brunswick Gardens via the Harwich Road Management Committee were considered regarding some overgrown greenery next to the allotment fencing. The Council agreed that the hedging needs to grow along the fence and that if and when required the Clerk will arrange for the Warden to cut back and clear any weeds etc. when he has time.
- b) Bus Working Group – There were no updates.
- c) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council noted that Great Oaktree Land Services will need to hire a suitable cherry picker for tree work which is not in a dangerous condition at Furze Hill. The offer of some free of charge saplings in November 2025 from The Woodland Trust was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).
- d) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley). The Council noted that Kids Club has secured a grant towards a new kitchen and that the solar panels project is proceeding well. Kids Club and the Committee were thanked for their work.
- e) Road Safety Group (Councillors Chaplin and Walker) – Councillor Walker reported on a meeting that he attended with Essex Police where concerns were raised about speeding in Manningtree and Mistley and that Police operations will be conducted in the area. Parking issues were noted near to the Fish and Chip Shop.
- f) Other Meetings/Site Meetings – Councillor Cunningham reported that he had attended the HM Lord Lieutenant presentation of the King's Award to PACE at the Tendring Show on 12<sup>th</sup> July 2025 on behalf of the Parish Council. He also reported that following attendance at a meeting it was noted that Tendring is an area which has the most issues with dogs being out of control. Councillor Nutter reported on a meeting with Mistley Bowls Club. He also advised that he and Councillor Chaplin have been invited to the Bowls Club for tea this week and that Councillor Nutter has also been invited to the Cricket Club this week.

## 8. **Financial Matters** – (The Council reclaims VAT).

- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £7056.18 plus VAT (£210.66). (Proposed by Councillor Halliday and seconded by Councillor Killion). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – June and July 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Walker).
- c) Quarter 1 Report – The Council received and noted this report.
- d) Councillors Internal Checks – Annual Internal Control Statement and Report 2024/2025 – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), it was agreed that Councillor Halliday (who is not a bank signatory) will carry out the checks and submit the report to the next Meeting. Councillor Halliday will liaise with the Clerk.
- e) Mistley Village Hall Management Committee – Solar Grant Application – The Council received and considered the application for £6,000. Following the vote, (proposed by Councillor Leveridge and seconded by Councillor Halliday), it was agreed to offer a grant of £6,000 from the reserves account.
- f) Parish Council Car Park - The quotations for line marking and hatching were received and considered.



D Line Markings quoted £875 plus VAT and Highline Road-marking Ltd quoted £900 (no VAT). Toppesfield were chased but failed to provide a quotation. Following the vote, the Council agreed to instruct D Line Markings to proceed with the work. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

- g) Basics, Essex - Pre-Hospital Critical Care Charity – The Council considered the request for a grant of between £250-£500. It was noted that £1,250 remains in the Section 137 grant budget for other applications up to the 31<sup>st</sup> March 2026. It was also noted that £250 was granted in October 2023. Following the vote, (proposed by Councillor Killion and seconded by Councillor Walker), it was agreed to offer £300.

## 9. Correspondence –

- a) Furze Hill Filming Request for Student Project – The Council received and considered the request. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the request was agreed subject to the group staying outside of Old Knobbly and the fencing, that suitable public liability insurance cover and a robust risk assessment are in place, that rubbish is cleared from the site after the filming and that any damage to the ground and area is reinstated.
- b) Mistley Pram Race – The Council noted Mistley Rugby Club's fund-raising event. <https://www.mistleyparishcouncil.gov.uk/notice/mistley-pram-race-saturday-24th-august-2025>  
The Council agreed at the last Meeting on the 30<sup>th</sup> June 2025 for Fenn Wright advertising boards for the Pram Race to be temporarily placed along The Walls. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge), it was agreed that a sign can be placed on the grass on the Green at Mistley Heath provided this does not obstruct the views of traffic etc. but that for the grass verge at the top of Trinity Road, and the grass verge opposite the entrance to Shrubland Road – that these areas are not Parish Council land.
- c) Community Resilience Meeting – 17<sup>th</sup> September 2025 – 5.45pm – 7.45pm – Town Hall, Clacton – Emergency Planning Reps – Councillors Leveridge and Walker – The Council noted this meeting. Councillors Leveridge and Walker agreed to attend and report back to the next Meeting.
- d) Mistley Rugby Club Signage Request – The Council considered the request for permission to put a sign on the end of the Village Hall to show where car parking is for Rugby users (and other users). The Council agreed that the signage should say "Overflow Car Park please drive slowly" with an appropriate damages disclaimer and an arrow pointing behind the Village Hall and with the Club logo. The Club have been advised by the Clerk of the size that the signage should be which would fall within the permitted legal size to comply with planning and the Local Planning Authority. The Clerk also suggested that the Rugby Club makes contact with the Local Planning Authority. Mistley Village Hall Management Committee has raised no objections. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge), the signage request was agreed, subject to the foregoing.
- e) Great Coastal Birdwatch 2025 – The Council agreed to the request by the Lead Coastal Ranger to set up along The Walls on Sunday 2<sup>nd</sup> November between 10am – 2pm on the grassy area. The Council noted that the relevant public liability insurance cover and risk assessments are in place. This worked well last year. The request was agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Coiley).

10. Stourview Primary School – The Council noted that there is a new Headteacher who will be in post just for the School and not shared with other Schools. It was agreed that Councillor Walker will be the Council's School Representative. (Proposed by Councillor Coiley and seconded by Councillor Chaplin).

11. Bespoke Training – Councillors noted the reminder for Monday 18<sup>th</sup> August 2025 7pm – 9.15pm at Mistley Village Hall.

12. Risk Assessments – All Areas – The Council received and considered the written risk assessments. No matters were raised.

## 13. Next Meetings –

- Planning Committee Meeting – Monday 22<sup>nd</sup> September 2025 at 7pm at Mistley Village Hall.



# Mistley Parish Council



- Parish Council Meeting – Monday 22<sup>nd</sup> September 2025 at 7.30pm at Mistley Village Hall.
- 14. Resolution to Exclude the Public and the Press** – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council agreed following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (No Public were present, but in the event that anyone arrives late to the meeting after this point).
  - 15. Confidential Minutes of the Parish Council Meeting held on the 30<sup>th</sup> June 2025** – The Council is asked to receive, consider and approve the Confidential Minutes.
  - 16. Update/Matters Arising from Confidential Minutes held on the 30<sup>th</sup> June 2025**– The Council is asked to receive and note any updates.
  - 17. Parish Council Assets – (Leases/Licences) & Village Assets (Cemetery)**– The Council is asked to receive legal updates and to consider and agree the next legal stages with the Council's Solicitor and to consider a matter relating to the Cemetery.

*There being no further business, this part of the public Meeting closed to facilitate the closed part of the Meeting.*

## Payments 1<sup>st</sup> – 31<sup>st</sup> July 2025

Date	Payee Name	£ Total Amount	£ VAT	
07/07/2025	HMRC	1797.92	1797.92	Q1 Tax & NI
08/07/2025	Institute of Cemetery & Crem	110	110	Membership ICCM
17/07/2025	Castle Water Limited	31.38	31.38	Swan Fountain
22/07/2025	Jewson	17.32	2.89	14.43
	Rotary Club of			Furze Hill
24/07/2025	Manningtree	350	350	S137 Grant
	Gt Oaktree Land Services			
24/07/2025	Ltd	286.8	47.8	105
				Allots & Orchards
				50
				Allots & Orchards
				84
				Allots & Orchards
				Risk A/Ments
24/07/2025	Gt Oaktree Land Services Ltd	360	60	60
				Allots
				& Play
				Risk A/Ments
				60
				Allots
				& Play
				Risk A/Ments
				60
				Allots
				& Play
				Risk A/Ments
				60
				Allots
				& Play
24/07/2025	Gt Oaktree Land Services Ltd	180	30	150
				Tree Cem area
24/07/2025	Mr P Nutter Exp	39.99	39.99	Swan Fountain
24/07/2025	Collier & Catchpole	161.26	26.88	134.38
				Furze Hill
24/07/2025	Mr J M Cambridge	270	120	150
				Car Park & N/Board
				Car Park & N/Board

4 Signed – Chairman.....Date.....



# Mistley Parish Council



24/07/2025	Essex Pension Scheme	499.52	499.52	Jul 25	
24/07/2025	Brian Forrester	789.04	789.04	Jul 25 & 6 hrs	
24/07/2025	Mrs S Clements	81.88	81.88	Jul 25	
24/07/2025	Mrs S Clements	1376.72	1376.72	Jul 25	
24/07/2025	Mrs S Clements	10	10	EE office phone Jul	
30/07/2025	SSE Energy Solutions	905.01	43.09	861.92	St Lights Elec
Total Payments:		7266.84	210.66	7056.18	