



Minutes of the full Parish Council Meeting on 18th May 2026 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor J Chaplin (Vice Chairman from Minute Number 2)
 Councillor S Coiley
 Councillor P Cunningham
 Councillor C Halliday
 Councillor I Killion
 Councillor I Leveridge
 Councillor P Nutter (Chairman from Minute Number 1)
 Councillor J Walker

In Attendance:

Mrs S Clements – Clerk
 Nine Members of the Public

- Nomination of Chairman and Declaration of Acceptance of Office'** – Councillor Nutter chaired this item, pending the nomination. It was proposed and agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor Killion), that Councillor Nutter will serve as Chairman for the ensuing Council year. Councillor Nutter continued to chair the Meeting.
- Nomination of Vice Chairman and Declaration of Acceptance of Office'** – It was proposed and agreed following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), that Councillor Chaplin will serve as Vice Chairman for the ensuing Council year.
- Declarations of Acceptance of Office** – The Chairman and Vice Chairman jointly signed their respective Declaration of Acceptance of Office forms at this point with the Clerk.
- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received District Councillor Barrett. (Meeting clash).
- Code of Conduct** – The Council agreed to continue to adopt this. [MEMBERS-CODE-OF-CONDUCT.pdf \(mistleyparishcouncil.co.uk\)](#) This adoption was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion).
- Register of Members Interests** – All Councillors were asked to review their respective Register of Members Interests. The Council noted that Councillor Merritt is no longer eligible to be a Councillor as he has not completed and submitted his Register of Members Interests forms.
- 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 Interests – Allotment tenants.	Minute Number 18 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 26 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 26 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 18 c) Councillors Reports.



8. **Public Voice** – One Member of the Public spoke about the wooden boundaries around the Brunswick allotments. (The Council advised that this work is in hand). The Member of the Public also advised that outside the barrier gates of the Council's car park, there is an issue near to a manhole cover which has sunk. This will be reported to the Secret Bunker Management Company by the Clerk once a photograph and idea of the location have been emailed. Another Member of the Public spoke about Minute Number 20 c) Street Lighting at The Green. A Member of the Public raised her concerns about two vans parking along Harwich Road and other parking issues in this area. These issues will be raised by Councillor Walker at the next appropriate community policing meeting. The Member of the Public raised her concerns about the pot hole at New Road (already reported to Essex County Council Highways) and also a pot hole at Mistley Heath. Councillors Chaplin and Nutter will check the second pot hole and get this reported. A Member of the Public thanked the Parish Council representatives for attending the recent Horsley Cross Meeting. A Member of the Public asked about the Quay at Mistley. The Clerk will ask Tendring District Council and Essex County Council for an update.
9. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
10. **Minutes of the Parish Council Meeting held on the 20th April 2026** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website). [Council Minutes | Mistley Parish Council](#)
11. **Update/Matters Arising from Previous Minutes held on the 20th April 2026** – There were no matters to note.
12. **General Power of Competence (GPC)** - Under the Localism Act 2011 ss 1 to 8 – The Council agreed and confirmed its GPC following the vote. (Proposed by Councillor Walker and seconded by Councillor Coiley).
13. **Appointment and Composition of Parish Council Committees & Working Groups** – (The nomination of Chair and Vice Chair of these Committees and Working Party Groups will be the first items of business at the first relevant new Committee Meetings). <https://www.mistleyparishcouncil.gov.uk/councillors>
 - a) Finance Committee – Councillors Chaplin, Coiley, Killion, and Nutter.
 - b) HR Committee – Councillors Chaplin and Nutter.
 - c) Planning Committee – All Councillors.
 - d) Allotment Working Group – Councillors Chaplin, Coiley, and Leveridge.
 - e) Grounds Maintenance & Tree Working Group – Councillors Leveridge and Nutter.
 - f) Road Safety Working Group – Councillors Chaplin, Halliday, and Walker.
 - g) New Working Group/s – None.

Following the vote, (proposed by Councillor Coiley and seconded by Councillor Walker) all of the above was agreed for the ensuing Council year.

14. **Appointment of Councillor Representatives -**

- a) Footpath Representative – Mr K Garwood – Local Resident.
- b) Manningtree District Business Chamber – Councillor Coiley.
- c) Mistley Village Hall Management Committee Parish Councillor Representatives – Councillors Chaplin and Coiley.
- d) School Representative – Councillor Walker.
- e) Tendring District Association of Local Councils – Councillor Cunningham.
- f) Tree Warden – Councillor Nutter.
- g) Tri-Parish Emergency Planning Representatives – Councillors Leveridge and Walker.
- h) Any other Councillor Representatives – None.

Following the vote, (proposed by Councillor Coiley and seconded by Councillor Walker) all of the above was agreed for the ensuing Council year.

15. **Terms of Reference – Committees** – <https://www.mistleyparishcouncil.gov.uk/governance-documents>

2 Signed – Chairman.....Date.....



- a) HR Committee.
- b) Finance Committee.
- c) Planning Committee.

Following the vote, (proposed by Councillor Coiley and seconded by Councillor Walker) all of the above was agreed for the ensuing Council year.

16. Annual Review of Policies – <https://www.mistleyparishcouncil.gov.uk/governance-documents>
Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), these were agreed for the ensuing Council year, subject to including the IT Policy into the Risk Management Scheme and updating the Community Action Plan.

17. Standing Orders and Financial Regulations – <https://www.mistleyparishcouncil.gov.uk/governance-documents>
Following the vote, (proposed by Councillor Killion and seconded by Councillor Cunningham) these were agreed for the ensuing Council year.

18. Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–

- a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge) – The Council noted that cultivation issues letters have been sent to relevant tenants, along with annual rents.
- b) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter) – The Council noted that the fencing around Knobbly is still an issue. The mulch inside works well but an alternative is needed regarding the fencing. The Council agreed that suitable hedge/mature shrubs could be the solution. It was agreed that quotations should be sought. (Proposed by Councillor Walker and seconded by Councillor Coiley).
- c) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley) – The Council noted that the Village Hall has reached its year-end and has had a successful year. The solar panels have been beneficial. Broadband is an issue currently which needs to be investigated further.
- d) Road Safety Working Group – Councillors Chaplin and Walker – The Council noted the site visits to look at locations for potential 30 mph speed signs. The signs are around £22 each from Signs Direct. Essex County Council Highways would need to assist with any signage. The Council noted that any speed working group will need more representatives. Essex Police have advised that they will have more of a presence at Horsley Cross. The next site meeting at Horsley Cross is on the 27th June 2026 at 6.30pm to meet at the Crossing.
- e) Other Meetings/Site Meetings – There were no additional meetings to report on.

19. Financial Matters – (The Council reclaims VAT). (The Council has the General Power of Competence under the Localism Act 2011 ss 1 to 8).

- 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 £9732.15 plus VAT (£281.33) from 1st - 30th April 2026. (Proposed by Councillor Cunningham and seconded by Councillor Killion). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – April 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Coiley).
- c) Ear Marked Reserves (EMR) – 2026/2027 – A discussion ensued regarding this. The Council agreed following the vote to start a Sports and Community Infrastructure Group. Councillors Coiley, Killion, Nutter and Walker will be Members of the Group. (Proposed by Councillor Coiley and seconded by Councillor Walker).
- d) Valuation – Total Loss – Following the Internal Auditor recommendations, the Council considered this matter. The Council noted that the index-linked current sum insured for the village hall is £777,044 with the current value being £647,537. It was however, agreed following the vote, not to proceed with the valuation. (Proposed by Councillor Coiley and seconded by Councillor Walker).
- e) Furze Hill – Overflow Car Park – The Council reconsidered the matter again following new information and agreed to rescind its previous resolution. It was noted that the quotation from Gt Oaktree Land Services was just for a section, not the complete job and that it would be necessary to measure and the quotation price would need to be multiplied to make it comparable.



The Council agreed following the vote to ask contractors to quote again for a specific area. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

20. **Correspondence –**

- a) **Edme - Mysteries of Mistley** – The Council agreed to the request for a banner at the Swan Fountain and Fenn Wright posters along The Walls (the same as last year) following the vote, provided that advice is sought by the organisers from the local planning authority about the banner in the conservation area and on a listed, heritage structure. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).
- b) **Manningtree Earth Festival** – The Council agreed to the request for signage along The Walls (the same as last year) following the vote, provided that advice is sought by the organisers from the local planning authority about the signage in the Conservation Area and the National Landscape Area (previously the Area of Outstanding Natural Beauty). (Proposed by Councillor Cunningham and seconded by Councillor Walker).
- c) **Street Lighting – The Green** – The Council noted that the Clerk has been back in touch with the Council’s street lighting contractor who has advised again that these new lanterns have the LED chips in the roof of the light fitting and are sealed units and that no shields are made for these styles of lights. If the contractor was to paint out the front glass panel, the light will only come out of the right and left sides and backwards giving no light where it is needed. The contractor has suggested trying to cut a meter or so off the column so it sits lower to see if this would help. The cost of this work would be £180. It was agreed following the vote, to ask the street lighting contractor to liaise with the technical team at Manningtree Park via Councillor Nutter as the lighting columns in this area may be suitable if they can be sourced and are compatible. (Proposed by Councillor Walker and seconded by Councillor Nutter).

21. **Stourview Primary School** – The Council noted that the highway signage for the school’ name needs to be changed.

22. **Next Meetings –**

- **Planning Committee Meeting** – Monday 29th June 2026 at 7pm at Mistley Village Hall.
- **Parish Council Meeting** – Monday 29th June 2026 at 7.30pm at Mistley Village Hall.

23. **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 Killion).

The Members of the Public left the Meeting at this point.

24. **Confidential Minutes of the Parish Council Meeting held on the 20th April 2026** – The Council is asked to receive, consider and approve the Confidential Minutes.

25. **Update/Matters Arising from Confidential Minutes held on the 20th April 2026**– The Council is asked to receive and note any updates.

26. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive legal updates and to consider and agree the next legal stages with the Council’s Solicitor.

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

Date	Payee Name	£ Total Amount	£ VAT	
01/04/2026	Society Local Council Clerks	290	290	Annual Membership
07/04/2026	HMRC	2530.89	2530.9	Q4 I Tax & NI Staff
07/04/2026	Rialtas Business Solutions Ltd	504	84 420	Finance &

4 Signed – Chairman.....Date.....



Mistley Parish Council



					Allotments Software
21/04/2026	SSE Energy Solutions	947.37	45.11	902.26	Electricity St Lights
27/04/2026	Mrs Theresa Stanworth	50		50	RR017A Allot Refund
27/04/2026	Amazon	10.89	1.82	9.07	B/Card bin bags
27/04/2026	EALC	788.83		788.83	Rugby Membership annual
27/04/2026	Gt Oaktree Land Services Ltd	420	70	350	Soil Bin Cemetery
27/04/2026	TW Logistics Ltd	25		25	Railway Allots Rent
27/04/2026	Mrs J Stobart	340		340	Int Audit 31/03/26
27/04/2026	Gt Oaktree Land Services Ltd	228	38	63.33	Allots maintenance
				63.33	Allots maintenance
				63.34	Allots maintenance
27/04/2026	Mr P Nutter Exp	46.94		46.94	Swan Fountain chemicals
27/04/2026	Mrs S Clements	81.88		81.88	Exp Apr 26
27/04/2026	Brian Forrester	836.41		836.41	Apr 26 & 6 hrs
27/04/2026	Essex Pension Scheme	504.52		504.52	Apr 26
27/04/2026	Manningtree Town Council	400		400	Cont towards sand Beach
27/04/2026	Mrs S Clements N Essex Veterans Support Group	1441.69		1441.7	Apr 26
27/04/2026	Gt Oaktree Land Services Ltd	300		300	Community event
27/04/2026	Gt Oaktree Land Services Ltd	228	38	63.33	All Allots maintain
				63.33	All Allots maintain
				63.34	All Allots maintain
28/04/2026	Mrs S Clements	12.66		12.66	EE Apr 26 Phone
28/04/2026	Jewson	26.4	4.4	22	Padlock Swan Fountain
	Total Payments:	10013.48	281.3	9732.2	

5 Signed – Chairman.....Date.....