



**Minutes of the full Parish Council Meeting**  
**held on the 29<sup>th</sup> June 2026 at 7.30pm at Mistley Village Hall**

**Councillors Present:**

Councillor J Chaplin (Vice Chairman)  
Councillor S Coiley  
Councillor P Cunningham  
Councillor M Dymond (From Minute Number 4)  
Councillor C Halliday  
Councillor I Killion  
Councillor I Leveridge  
Councillor J Walker

**In Attendance:**

Mrs S Clements – Clerk  
District Councillor T Barrett  
Twelve Members of the Public

- Welcome and Apologies for Absence** – The Vice Chairman of the Council – Councillor Chaplin welcomed everyone to the Meeting. An apology for absence was received from Councillor Nutter (medical). This was noted by the Council.
- 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 8 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.<br>.               | Minute Numbers 16 - Parish Council Assets.                                                                  |
| Councillors Chaplin, Coiley, and Cunningham.          | Personal Interests – Trustees of Mistley Village Hall Management Committee. | Minute Number 8 c) Councillors Reports.                                                                     |
| Councillor Chaplin.                                   | Personal Interest – Family member involved with project.                    | Minute Number 8 e) Sports and Community Infrastructure Group - Section 106 Developer Financial Contribution |
| Councillors Coiley and Cunningham.                    | Personal Interest – Member of the Sailing Club                              | Minute Number 9 e) Manningtree Town Regatta                                                                 |

- Public Voice** – A Member of the Public asked about the new gate at the River Reach car park and access to the Orchard. She was asked to email or telephone the Clerk. Another Member of the Public asked about the Swan Fountain and was advised that a contractor has been instructed to investigate the cleaning and the pump and that the weeding is carried out by volunteers. A Member of the Public asked about The Quay and was advised that the site has been improved, that the safety of the footpath is in hand by Essex County Council, and that the land is currently for sale.



A Member of the Public asked about the footpath between Middlefield Road and about overgrown greenery clearance, where this will be reported to Tendring District Council. Another Member of the Public asked about the memorial bench at The Green and was advised that the Council cannot legally review this matter until 6 months after the resolution has been passed. A Member of the Public asked about traffic calming measures at Horsley Cross and Councillor Walker provided a brief update. Meetings with the County Council, Essex Police and residents are ongoing.

4. **Parish Councillor Vacancies** – The application from Mark Dymond was received and considered. Following the vote, (proposed by Councillor Walker and seconded by Councillor Coiley), it was agreed that Mark Dymond should be co-opted to the Council. He signed the declaration of acceptance of office with the Clerk and joined the meeting. The Council also noted that no request has been received for an election to fill the casual vacancy at Mistley Parish Council, following Craig Merritt stepping down and that this can now be filled by co-option.
5. **District and County Councillors Reports** – The District Councillors written report was received and noted. The County Councillor report has not been received as yet. District Councillor Barrett provided a brief, verbal update about District Council matters.
6. **Minutes of the Parish Council Meeting held on the 18<sup>th</sup> May 2026** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Coiley). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 18<sup>th</sup> May 2026** – There were no matters to note.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
  - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) –
    - **Plot RR037** – It was agreed following the vote to approve the slightly larger shed on this occasion. (Proposed by Councillor Chaplin and seconded by Councillor Coiley).
    - **Brunswick Grant Application** – Fence – The Council considered the options for fencing, where a quotation will be obtained which will be submitted with the bid by MALGA (Mistley Allotment and Gardeners Association). The Council agreed to the grant application where the preferred colour of the fence is green. (Proposed by Councillor Coiley and seconded by Councillor Killion).
    - **River Reach Allotments** – Barrier – The Council agreed following the vote, to make adaptations to remove some of the fence for pedestrian access to the orchard. (Proposed by Councillor Chaplin and seconded by Councillor Leveridge).
    - **Railway Allotments** – The Council noted that the banks need strimming. The Council's grounds maintenance contractor will be asked to carry out this work.
  - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – There were no new updates.
  - c) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley) – It was noted that the AGM (Annual General Meeting) is on the 22 July 2026. (Details on the Council's website). [Village Hall AGM | Mistley Parish Council](#)
  - d) **Road Safety Working Group** – Councillors Chaplin and Walker – A brief update was provided regarding the proposed speed working group, where volunteers are still being sourced.
  - e) **Sports and Community Infrastructure Group** – Councillors Coiley, Killion, Nutter and Walker.

*Councillor Chaplin took no part in the discussion and subsequent vote for the next item given her personal interest as detailed about in Minute Number 2.*

- **Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council - 26/00819/FUL- Mistley Maltings School Lane – 49 Dwellings** – It was agreed following the vote, that the Sports and Infrastructure Group will meet to discuss the Section 106 Developer Financial contribution for open space/play.
- **Mistley Rugby Club - Pitch Mowers** – The Council noted that the mowers operate using GPS and are programmed to cut the pitches at specific times. They also have built-in safety features, which allow them to detect any person, animal, or object in their path and stop immediately.

2 Signed – Chairman.....Date.....



Once the mowing is complete, the units automatically return to their docking stations. The Council agreed following the vote, that it would like more information about assessing the risk in the public space when the mowing is not being supervised. This matter will be deferred this until the next meeting. (Proposed by Councillor Killion and seconded by Councillor Walker).

f) Other Meetings/Site Meetings –

- Proposed St Helena Hospice Outlet and Community Facility – Councillors Chaplin and Nutter attended this presentation on the 15<sup>th</sup> June 2026. Councillor Chaplin provided a brief verbal update.

9. 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 schedules were received, considered, and agreed following the vote, for payments since the last Meeting from 1st-31st May 2026 for £9637.74 plus VAT (£140.31) and £10,042.72 plus VAT (£212.83) from 1st-29th June 2026. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – May 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- c) Street Light – The Green – The Council noted that the Council's contractor has carried out adaptations by blacking out a proportion of the light being emitted.
- d) Knobbly – Shrubs/protection hedging – The Council received and considered the advice from suitably experienced tree contractors. Following the vote, it was agreed to ask the Local Planning Authority's Tree and Landscape Officer to meet on site to discuss possible options in further detail. (Proposed by Councillor Cunningham and seconded by Councillor Leveridge).

*Councillors Coiley and Cunningham took no part in the discussion and subsequent vote for the next item given their respective personal interests as detailed about in Minute Number 2.*

- e) Manningtree Town Regatta – The Council noted that the Club has also requested support from Manningtree Town Council and Lawford Parish Council and that Lawford Parish Council has agreed to support the Regatta with a grant of £250. The Council agreed following the vote to offer a donation of £250. (Proposed by Councillor Killion and seconded by Councillor Walker).
- f) Manningtree and District Community Bus – The Council agreed following the vote to offer a donation of £1,000. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
- g) Finance Committee – 29<sup>th</sup> June 2026 – The Council agreed the recommendations to move £5,000 to an EMR (Ear Marked Reserve) for Sports and Community projects donations/grants and £5,000 to an EMR for Administration and Legal Fees. (Proposed by Councillor Killion and seconded by Councillor Cunningham Coiley. The Council also agreed the future EMR for the Playzones project if the bid via Tendring District Council is successful. This being 25% of £350,000 - £87,500. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
- h) Councillors Internal Financial Checks – Following the vote, it was agreed that Councillor Halliday will carry out the annual checks. (Proposed by Councillor Killion and Councillor Cunningham).

10. Correspondence –

- a) Cadets – The Council considered the Cadet's request for their outdoor programme and use of the public area at Furze Hill for summer training during the Monday and Wednesday parade nights between 7pm – 9pm during the summer months. The training would consist of potted sports evenings, Navigation Training, Duke of Edinburgh award training and low level fieldcraft. The Council noted that there are no clashes with the Football and Rugby Clubs. Following the vote, the request was agreed, subject to suitable public liability insurance being in place, along with a suitable risk assessment, that any litter is cleared from the site and if the ground is damaged, that this is reinstated. (Proposed by Councillor Cunningham and seconded by Councillor Killion).
- b) Mistley Cemetery – The Council discussed the grounds maintenance issues regarding the new cemetery and ashes plot area. One of the ashes plots in question is located at the bottom of the new part of the Cemetery near to the bottom gate – about 3 metres away when turning left and near to the fence. It was noted that the Council's grounds maintenance contractor has been contacted and the Council's concerns and disappointed have been conveyed.



- c) **The Walls** – The Council considered the issues with overnight vehicle and caravan parking. It was agreed following the vote to pursue the available options to stop overnight parking, or long-term parking via Tendring District Council's Public Realm Officer. (Proposed by Councillor Walker and seconded by Councillor Coiley).
- d) **Harwich Town Council** - Manningtree to Harwich Branch line – The Council agreed following the vote, to write to Greater Anglia to support the Town Council's request and to ask if Greater Anglia will consider putting on some later trains on the Mayflower branch line. The Parish Council noted that at present, the last service leaving London Liverpool Street which connects with a service on the Mayflower Line is at 22:30 and that a later service departs at 23:30 and ties up with the 00:22 service from Colchester to Clacton but by the time this arrives at Manningtree, at 00:27, branch line services from Manningtree have stopped for the night. (Proposed by Councillor Killion and seconded by Councillor Coiley).
11. **Stourview Primary School** – Councillor Walker advised that arrangements are in hand to cut back hedging as the school signage is concealed. This issue has been reported to Essex County Council Highways.
12. **Next Meetings** –
- **Schedule of Meetings 2027** – These were agreed following the vote. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
  - **Planning Committee Meeting** – Monday 10th August 2026 at 7pm at Mistley Village Hall.
  - **Parish Council Meeting** – Monday 10th August 2026 at 7.30pm at Mistley Village Hall.
13. **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).
14. **Confidential Minutes of the Parish Council Meeting held on the 18<sup>th</sup> May 2026** – The Council is asked to receive, consider and approve the Confidential Minutes.
15. **Update/Matters Arising from Confidential Minutes held on the 18<sup>th</sup> May 2026** – The Council is asked to receive and note any updates.
16. **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.
17. **HMRC Mileage Rates** – The Council is asked to agree the approved mileage rates from tax year 2026 to 2027. (Already received).

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

| Payee Name                   | £ Total Amount | £ VAT |        |                       |
|------------------------------|----------------|-------|--------|-----------------------|
| Gt Oaktree Land Services Ltd | 228            | 38    | 63.33  | Allots all            |
|                              |                |       | 63.33  | Allots all            |
|                              |                |       | 63.34  | Allots all            |
| Jewson                       | 10.18          | 1.7   | 8.48   | Swan Basin            |
| Tendring District Council    | 236.44         |       | 236.44 | Litter bin collection |
| Mistley Village Hall         |                |       |        | 2026 room bookings    |
| M/Ment                       | 540            |       | 540    |                       |
| Amazon                       | 7.65           | 1.28  | 6.37   | A4 poly pockets       |
| Zoom Video Comms Inc         | 83.94          | 13.99 | 69.95  | Annual sub            |
| Amazon                       | 17.09          | 2.85  | 14.24  | A4 print paper        |
| Post Office Ltd              | 7.28           |       | 7.28   | Postage stamps        |

4 Signed – Chairman.....Date.....



# Mistley Parish Council



|                              |                |               |                |                                        |
|------------------------------|----------------|---------------|----------------|----------------------------------------|
| McAfee                       | 49.99          | 8.33          | 41.66          | Annual sub                             |
| Essex Pension Scheme         | 504.53         |               | 504.53         | May 26                                 |
| Mrs S Clements               | 81.88          |               | 81.88          | May 25                                 |
| Brian Forrester              | 836.41         |               | 836.41         | May 26 & 6 hrs                         |
| Mrs S Clements               | 1441.69        |               | 1441.69        | May 26                                 |
| R Gwinnell                   | 1250           |               | 1250           | Cem Manager<br>annual fee              |
| Mrs S Clements               | 11.5           |               | 11.5           | EE Phone May 26                        |
| Gt Oaktree Land Services Ltd | 228            | 38            | 63.33          | Allots & Orchards                      |
|                              |                |               | 63.33          | Allots & Orchards                      |
|                              |                |               | 63.34          | Allots & Orchards                      |
| Ashtons Legal                | 3480           |               | 3480           | Rugby Deed of<br>Easement<br>St Lights |
| SSE Energy Solutions         | 759.38         | 36.16         | 723.22         | Electricity                            |
| Castle Water Limited         | 4.09           |               | 4.09           | Railway Allots                         |
| <b>Total Payments:</b>       | <b>9778.05</b> | <b>140.31</b> | <b>9637.74</b> |                                        |

| Date                  | Payee Name                     | £ Total Amount  | £ VAT         |                                           |
|-----------------------|--------------------------------|-----------------|---------------|-------------------------------------------|
| 01/06/2026            | Assoc Tendring District Local  | 20              | 20            | TDALC aff fee                             |
| 02/06/2026            | Collier & Catchpole            | 16.46           | 2.74          | Furze Hill tree<br>Bleach - public toilet |
| 08/06/2026            | Mr P Nutter Exp                | 12.15           | 12.15         | Rotary Donation                           |
| 11/06/2026            | Welcome Home Virgin            | 500             | 500           | Gate RR allots                            |
| 12/06/2026            | JH Services                    | 1720            | 1720          | New gates RR allots                       |
| 12/06/2026            | JH Services                    | 3375            | 3375          | Shrubland, Norman, Green                  |
| 15/06/2026            | A&J Lighting                   | 765.9           | 127.65        | 638.25                                    |
| 22/06/2026            | SSE Energy Solutions           | 639.19          | 30.44         | 608.75                                    |
| 22/06/2026            | Castle Water Limited           | 16.78           |               | 16.78                                     |
| 23/06/2026            | Gt Oaktree Land Services Ltd   | 228             | 38            | 70                                        |
|                       |                                |                 |               | 70                                        |
|                       |                                |                 |               | 50                                        |
| 23/06/2026            | The National Allotment Society | 84              | 14            | 70                                        |
| 23/06/2026            | Mr P Nutter Exp                | 18.04           |               | 18.04                                     |
| 23/06/2026            | Mrs S Clements                 | 1441.49         |               | 1441.49                                   |
| 23/06/2026            | Brian Forrester                | 836.21          |               | 836.21                                    |
| 23/06/2026            | Essex Pension Scheme           | 504.53          |               | 504.53                                    |
| 23/06/2026            | Mrs S Clements                 | 70              |               | 70                                        |
| 26/06/2026            | Mr P Nutter Exp                | 7.8             |               | 7.8                                       |
|                       |                                |                 |               | Hose connect<br>Orchard Furze             |
| <b>Total Payments</b> |                                | <b>10255.55</b> | <b>212.83</b> | <b>10042.72</b>                           |

5 Signed – Chairman.....Date.....