



Minutes of the full Parish Council Meeting
held on the 10th August 2026 at 7.30pm at Mistley Village Hall

Councillors Present:

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

In Attendance:

Mrs S Clements – Clerk
District Councillor C Guglielmi
District Councillor T Barrett
County Councillor P Murray
Nine Members of the Public

- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting.
- 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.
Councillors Dymond and Leveridge.	Personal Interests – Members of the Rugby Club.	Minute Number 20 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter. Councillors D and N Bell.	Personal Interests – Trustees of The Welcome Home Trust. Personal Interests – Village assets – Members of Free The Quay.	Minute Numbers 20 - Parish Council/Village Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 c) Councillors Reports.

- Public Voice** – A Member of the Public from Horsley Cross, Mistley spoke about recent road traffic accidents and advised that no response has been received from Essex County Council Highways. An update was requested regarding the speed working group. A Member of the Public asked about the Swan Fountain and the algae and weeds. He noted that the Fountain pump is working again as an electrician has recently fixed this. With regard to the bollards near to Edme, it was noted that Essex County Council Highways has no intention at the current time to remove these due to road safety issues.
- Parish Councillor Vacancies** – The Council noted that there are currently two seats on the Council. Applications were received from Nancy Bell and Derek Bell.

1 Signed – Chairman.....Date.....



Following the vote, it was agreed that both Nancy Bell and Derek Bell should be co-opted to the Council. They both signed their individual declaration of acceptance of office with the Clerk and joined the meeting as new co-opted Parish Councillors.

5. **District and County Councillors Reports** – The District Councillors written report was received and noted. District Councillor Guglielmi provided a brief verbal update regarding the proposed Sainsburys Store and the planning application objections made by the Parish Council.
6. **Minutes of the Parish Council Meeting held on the 29th June 2026** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion). (Copy in Minute Book and on website). [Council Minutes | Mistley Parish Council](#)
7. **Update/Matters Arising from Previous Minutes held on the 29th June 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 RR040 – Shed Request** – The Council received, considered, and agreed to this request following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Coiley).
 - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) –
 - **Knobbley** – The Council expressed its thanks to Mistley Rugby Club for spreading bark/mulch in this area.
 - **Trinity Road Cemetery Boundary Wall to Trinity Place** – The Council noted that discussions with the Church are currently ongoing.
 - c) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley) – The Council noted that there is a new Chairman of the Committee and that the Hall hope to have fibre to the premise laid by Openreach this month.
 - d) **Road Safety Working Group** – Councillors Chaplin and Walker – The Council noted enquiries have already been made about proposed signage and costings. Essex County Council Highways and the Horsley Cross group will be involved in further discussions.
 - a) **Sports and Community Infrastructure Group** – Councillors Coiley, Killion, Nutter and Walker.
 - **Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council - 26/00819/FUL - Mistley Maltings School Lane – 49 Dwellings** – The Council noted that this Group has not met as yet.
 - e) **Other Meetings/Site Meetings** – None.
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 schedule was received, considered, and agreed following the vote, for payments from 1st-31st July 2026 in the sum of £11,594.14 plus VAT (£1,018.13). (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website within Minutes).
 - b) **Bank Reconciliations** – July 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
 - c) **Quarter 1 Finance Report** – The Council agreed this report following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Walker).
 - d) **Councillors Internal Financial Checks** – The Council received and agreed the document following the vote. It was signed by Councillor Halliday, the Chairman and the Clerk. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book).
 - e) **Manningtree and Mistley Welcome Home and Memorial Fund** – Following the vote, the Council agreed to agree to pay for the annual maintenance costs for this financial year including insurance, grounds maintenance and play area inspections – around £2275.00. (Proposed by Councillor Killion and seconded by Councillor Walker).
 - f) **Knobbley** – The Council received and considered the advice received from the Local Planning Authority's Tree and Landscape Officer.

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It was agreed following the vote, that the Clerk should obtain quotations from suitably experienced contractors and report back to the next meeting. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

- g) Notice of Conclusion of Audit – Year ended 31st March 2026. (External Auditor) – The Council noted satisfactory completion. (Details on website and notice board).
- h) Christmas Lights – The Council received and considered the Manningtree Business Chamber donation request. It was noted that £400 has been requested from Lawford Parish Council and £200 from Manningtree Town Council. It was agreed to offer £400 following the vote. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
- i) North Essex and Suffolk Veterans Support Group – Mistley War Memorial – The Council received and considered the donation request for a power bank. It was agreed to offer £400 following the vote. (Proposed by Councillor Killion and seconded by Councillor Walker).

10. Correspondence –

- a) Mistley Rugby Club – Pitch Mowers – The Council received and considered the risk assessment. Following the vote, the pitch mowers trial was agreed. (Proposed by Councillor Cunningham and seconded by Councillor Killion).
- b) Mistley Pram Race – Sunday 30th August 2026 – 2pm – The Council noted this community event. [Mistley Pram Race - 2026.pdf](#) It was also noted that the Fenn Wright advertising boards (previously agreed) locations will be three along The Walls, the grass verge of Harwich Road/Brunswick House corner (opposite the junction with Shrubland Road) and the grass verge at Trinity Road junction with New Road/Long Road.
- c) The Walls – Overnight Parking – The Council received an update from the District Council. Following the vote, it was agreed to continue to monitor the situation. (Proposed by Councillor Coiley and seconded by Councillor Walker).
- d) Armed Forces Day – 26th June 2027 – It was noted that there are no clashes with the Football and Rugby Clubs for this event to take place at Furze Hill. The Council agreed to the event following the vote, subject to suitable public liability insurance being in place, a robust risk assessment being carried out, any rubbish being removed from the site after the event, and the ground being reinstated as necessary should this be damaged. (Proposed by Councillor Killion and seconded by Councillor Walker).

11. Stourview Primary School – The Council noted that the new name signage is still awaited. It was also noted that the hedge has been cut back in this area.

12. Play Area Annual Professional Inspection Report – Furze Hill – The Council received and considered the report. Following the vote, it was agreed that the Council's Warden and Councillor Nutter will address some of the minor practical issues.

13. Risk Assessments – All Areas – The Council received and considered the visual and written risk assessments, where there are no issues to mitigate.

14. Social Media Guidance for Members – The Council agreed to adopt Tendring District Council's Monitoring Officer guidance following the vote. (Proposed by Councillor Killion and seconded by Councillor Walker).

15. Cemetery – Grounds Maintenance – The Council was disappointed to note the latest grounds maintenance issues at the Cemetery and noted that the formal review of the contract will be considered at the 21st September 2026 meeting.

16. Next Meetings –

- Planning Committee Meeting – Monday 21st September 2026 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 21st September 2026 at 7.30pm at Mistley Village Hall.

17. 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).



Mistley Parish Council



The Council agreed following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Killion and seconded by Councillor Cunningham).

18. **Confidential Minutes of the Parish Council Meeting held on the 29th June 2026** – The Council is asked to receive, consider and approve the Confidential Minutes.
19. **Update/Matters Arising from Confidential Minutes held on the 29th June 2026**– The Council is asked to receive and note any updates.
20. **Parish Council & Village 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.
21. **Locum Cleaner** – The Council is asked to agree the arrangements for the 10th-18th August 2026.
22. **Locum Clerk** – The Council is asked to agree the arrangements for the 21st September 2026 meetings.

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

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amount</u>	<u>£ VAT</u>	
01/07/2026	Mrs S Clements	BACS	13	13	EE Office phone
01/07/2026	Gt Oaktree Land Services Ltd	BACS	288	48	240 W Home cuts x 2
01/07/2026	Gt Oaktree Land Services Ltd	BACS	2691.98	448.66	560.83 Quarter grounds all
				560.83	Quarter grounds all
				560.83	Quarter grounds all
				560.83	Quarter grounds all
01/07/2026	Gt Oaktree Land Services Ltd	BACS	360	60	100 Risk Assessments
				100	Risk Assessments
				100	Risk Assessments
01/07/2026	The Play Inspection Co. Ltd	BACS	438	73	182.5 Annual Play inspections
				182.5	Annual Play inspections
01/07/2026	JH Fencing Services	BACS	75	75	R Reach car park repairs
07/07/2026	HMRC	BACS	1981.3		1981.3 Q1 Tax & NI Staff
15/07/2026	A&J Lighting	BACS	1047.6	174.6	873 Trinity Norman New Rds
20/07/2026	Institute of Cemetery & Crem	BACS	110		110 Institute of Cemetery & Crem
20/07/2026	Littlethorpe LT	BACS	504	84	420 External Audit
20/07/2026	Castle Water Limited	DD	29.42		29.42 Swan Fountain
21/07/2026	SSE Energy Solutions	DD	542.84	25.85	516.99 St Lights Elect
24/07/2026	Stour Sailing Club	BACS	250		250 Donation
24/07/2026	Manningtree & District Com Bus	BACS	1000		1000 Donation
24/07/2026	Jewson	BACS	5.16	0.86	4.3 Litter pick sacks
24/07/2026	Gt Oaktree Land Services Ltd	BACS	336	56	70 Orchards, allots, Remercie

4 Signed – Chairman.....Date.....



Mistley Parish Council



					50	Orchards, allots, Remercie
					70	Orchards, allots, Remercie
					50	Orchards, allots, Remercie
					40	Orchards, allots, Remercie
24/07/2026	Amazon	BACS	18.93	3.16	15.77	2027 diary
24/07/2026	Amazon	BACS	23.97	4	19.97	A4 clear plastic sleeves
24/07/2026	Amazon	BACS	11.99	2	9.99	3 x A4 files
24/07/2026	Gt Oaktree Land Services Ltd	BACS	84	14	70	Mistley Heath hedge
24/07/2026	Gt Oaktree Land Services Ltd	BACS	144	24	120	W Home field
24/07/2026	Mrs S Clements	BACS	83.45		83.45	Exp July 26
24/07/2026	Essex Pension Scheme	BACS	504.53		504.53	July 26
24/07/2026	Brian Forrester	BACS	627.41		627.41	Jul 26 & 6 hrs
24/07/2026	Mrs S Clements	BACS	1441.69		1441.69	July 26
27/07/2026	Littlethorpe LT	BACS	-504	-84	-420	Ext Audit reverse
31/07/2026	PKF Littlejohn LLP	BACS	504	84	420	Ext Audit
Total Payments:			12612.27	1018.13	11594.1	

5 Signed – Chairman.....Date.....