



Parish Council Meeting of Mistley Parish Council to be held on Monday 21st September 2026 commencing at 7.30pm at Mistley Village Hall

Dear Councillors

Notice of Meeting/Summons – You are summoned to the Parish Council Meeting of Mistley Parish Council which will take place on Monday 21st September 2026 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
7th September 2026

A G E N D A

1. **Welcome and Apologies for Absence** – To receive and agree.
2. **Declarations of Interests & Dispensations** – To receive any declarations of interest and at any point during the Meeting. To receive any dispensations (received in advance of the Meeting).
3. **Public Voice** – *To facilitate members of the public / press to address the Council to a maximum of 3 minutes per person and no more than 15 minutes for the session.*
4. **District and County Councillors Reports** – To note written reports and to clarify any points from the said Reports. (Already received from District Councillors only).
5. **Minutes of the Parish Council Meeting held on the 10th August 2026** – To receive, consider and approve. [Council Minutes | Mistley Parish Council](#)
6. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 10th August 2026** – To receive and note any updates.
7. **Councillors Written/Email Reports on Working Group Meetings/Other Meetings/site Meetings Attended** – To receive brief written/email updates and agree any matters.
 - a) **Allotment Working Group** - (Councillors Chaplin, Coiley, and Leveridge).
 - **Plot RR001 – Shed Request** – To consider. (Details via Allotment Working Group).
 - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers).
 - c) **Mistley Village Hall Management Committee** – (Parish Councillor Reps - Chaplin and Coiley).
 - d) **Road Safety Working Group** – Councillors Chaplin and Walker.
 - **CSW (Community Speed Watch)** - To receive an update and agree the on-site Co-Ordinator, the 3 sites and the purchase of the speed watch equipment - £2,000.
 - e) **Sports and Community Infrastructure Group** – Councillors Coiley, Killion, Nutter and Walker.
 - ***Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council** – To agree how to spend the play area amount of £4516.94 at Furze Hill and to receive an update from Trustees re; £69,121.76 at the Welcome Home play area.
 - f) **Other Meetings/Site Meetings** – To receive a brief written/email update and consider any matters.
8. **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** – To receive, consider and agree payments since the last Meeting. (Deferred to the next Meeting).
 - b) **Bank Reconciliations** – August 2026 – To receive and agree. (Already received).
 - c) **Grounds Maintenance Contractor** – Formal annual review.
 - d) **Sealed Tenders – Grounds Maintenance Contracts** – (Cemetery and Closed Churchyards) -To consider and agree the process.
 - e) **Trinity Road Cemetery Boundary Wall to Trinity Place** – To receive any updates and consider further.
 - f) **Knobbly** – To receive and consider quotations. (Already received).
 - g) ***Play Area Annual Professional Inspection Report** – Furze Hill – To receive an update from Councillor Nutter following the last meeting and in conjunction with 7 e) above.

- h) Shrubland Road/Furze Hill boundary – To consider the quotation for hedge cutting from the Council's grounds maintenance contractor. (Attached).
 - i) Large Litter Bin - The Walls – To consider a replacement from Amberol Ltd - £384 plus VAT includes fixing kit.
 - j) Insurance – To note that the Clerk has reviewed the cover. Via Clear Councils with LCAS (Local Council Award Scheme) Discount with Ecclesiastical Insurance is £2807.59 per annum. (Renewal 1st October 2026) – To agree.
9. **Correspondence** – To consider and agree the following:
- a) PACE - (Practical Actions for Climate and the Environment) - Green Creative Connections Workshop at Furze Hill - 19 October 2026 – To consider the request. (Details already received).
 - b) Bird Aware Essex Coast - Great Coastal Bird Watch Event - Gazebo - The Walls, Mistley - 17th October 2026 - fun and interactive games – To consider the request. (Details already received).
10. **Stourview Primary School** – To receive/consider any updates.
11. **Dates of Next Meetings** –
- Planning Committee Meeting – Monday 2nd November 2026 at 7pm – Mistley Village Hall.
 - Parish Council Meeting – Monday 2nd November 2026 at 7.30pm – Mistley Village Hall.
12. **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 is asked to consider and agree to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality.
13. **Confidential Minutes of the Parish Council Meeting held on the 10th August 2026** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
14. **Update/Matters Arising from Confidential Minutes held on the 10th August 2026** – To receive and note any updates.
15. **Parish Council & Village Assets** – The Council is asked to receive updates and consider any matters further.