



Minutes of the full Parish Council Meeting
held on the 21st September 2026 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor N Bell
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor M Dymond
Councillor C Halliday
Councillor I Killion
Councillor P Nutter (Chairman)
Councillor J Walker

In Attendance:

Mrs M Snell – Locum Clerk
Thirteen Members of the Public

1. Welcome and Apologies for Absence

The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received and noted from Councillors D Bell and Leveridge. Also, District Councillors Barrett and Guglielmi (meeting clashes). (The Clerk is on annual leave).

2. 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 7 a) Councillors Reports.
Councillor Dymond	Personal Interests – Members of the Rugby Club.	Minute Number 15 – Parish Council & Village Assets.
Councillors Coiley, Cunningham and Nutter	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 15 - Parish Council & Village Assets.
Councillors Chaplin, Coiley, and Cunningham	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 7 e) Councillors Reports.

3. Public Voice – A resident reminded the Council about Shrubland Road. (This is an agenda item – See Minute Number 8 h). The same resident asked the Council for an update regarding the land at Mistley Quay and lastly requested action regarding Mistley Hill - particularly the fencing and engagement with the Open Spaces Society. Councillor Nutter reassured that all work is being proactively explored as far as practicable. A resident spoke at length about the issues with black dust at local properties, which after being investigated, continues to be an ongoing issue. The black dust is apparently coming from the quay with the movement of building materials by freight shipping. The resident is in touch with the District Council about permits for this work. Concerns were raised regarding health risks, as this is a silicone-based material. The resident has complained to the company and to the District Council's Environmental Health department and asked the Parish Council, (though not within its remit) to be aware that this is affecting the residents and asked for the Parish Council's support. The resident passed around a sample collected of the dust. (Councillor Bell declared a personal interest regarding this matter as a resident within this area but advised that a similar, previous matter was investigated by the local Member of Parliament). Councillor Nutter asked the resident to email the Clerk and to copy the Parish Council into any future correspondence. Another resident advised that they are exploring submitting nuisance complaints in addition to this matter.

1 Signed – Chairman.....Date.....



Another resident spoke about difficulties within a local road, and asked for the Parish Council to bring this to Essex County Council Highways for action. Councillors Nutter and Walker will visit the site in question. The resident also raised concerns regarding the Local Plan and the impacts regarding the proposed builds. Councillor Chaplain advised that she has attended the road in question and viewed some sites for future community speed-watch. The resident will liaise with Council Members.

Two members of the public left at this point at 7.54pm.

4. **District and County Councillors Reports**

The District Councillors written report was received and noted. There was no written report from the County Councillor.

5. **Minutes of the Parish Council Meeting held on the 10th August 2026**

These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Walker). (Copy in Minute Book and on website).

6. **Update/Matters Arising from Previous Minutes held on the 10th August 2026** - None

7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**

a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) –

- **Plot RR001 – Shed Request** – The Council noted that there were no inspections this month. The shed request is slightly larger than those normally allowed within the allotment rules and regulations. It was noted that the tenant needs to be able to store his mobility scooter whilst on site. Following the vote, it was agreed that the tenant could proceed. (Proposed by Councillor Chaplain and seconded by Councillor Coiley). (Councillor Halliday abstained given his pecuniary interest. See Minute Number 2).

b) **Grounds & Tree Maintenance Working Group** – (Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – *The Council discussed the current visual impact of Knobbly. The Local Planning Authority's Tree and Landscape Officer has made recommendations regarding the mulch around the base works which could be made thicker, that the haloing work needs repeating and the fence that was erected keeps being knocked down and a better solution is needed. The type of fencing recommended was a stronger fence to be placed further away from the tree, and if it is outside of the halo effect it can then prevent people from walking around the tree as much. Councillors received and discussed the quotations for works, to include tree canopy pruning, removal of waste, footpath movement and fence work. It was agreed that Councillors would like more information about the proposed type of wood for the fencing before proceeding further.

Councillor Nutter explained that grounds maintenance in the cemetery and closed churchyards should be of a high specification and quality, given these highly sensitive areas and in accordance with the grounds maintenance contract. (See Minute Number 8 c and d below). Going out to tender for just these areas was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Walker).

The Council noted that the disabled access at the River Reach allotments car park has been installed next to the gate following some public concern. Councillor Coiley asked if there is a padlock for the gate yet as this would need to be shared with allotment tenants. Councillors discussed at length the mechanisms in which this practicality could be achieved. It was agreed following the vote to proceed with the purchase of a padlock. (Proposed by Councillor Coiley and seconded by Councillor Walker).

c) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley). Councillor Cunningham voiced the notion of the hall's security and felt this would be a worthy concept. It was noted that the plaques have been moved and cleaned.

d) **Road Safety Working Group** – Councillors Chaplin and Walker reported there is a new school sign up at Harwich Road warning road users about safety.

- **CSW (Community Speed Watch)** – The Council noted that Mistley (including Horsley Cross) are on the waiting list. It was agreed following the vote, that Councillor Walker will be the on-site Co-Ordinator (with the Clerk as main Co-Ordinator).



The 3 sites (with a possibility to be added to) will be Horsley Cross, Harwich Road, and The Walls, and that the speed watch equipment can be purchased for £2,000.

(Proposed by Councillor Walker and seconded by Councillor Coiley).

- e) Sports and Community Infrastructure Group – (Councillors Coiley, Killion, Nutter and Walker). Re; Playzone – bid by Tendring District Council to the Football Foundation - Councillor Nutter explained the monies allocated are subject to a bid by the District Council. Initial conversations with local sports group have begun and a local survey has been circulated by the District Council for Mistley where all are encouraged to complete the survey to support the proposed project/bid.
 - Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council –
 - Furze Hill - The Council discussed how to spend the play area amount of £4516.94 at Furze Hill. It was noted that in the last professional play safety report that moderate risks were identified for the Parallel Bars, the Pull-Up Station and the Balance Beam where the timbers have rotted and need to be replaced. It was agreed following the vote to ask the Clerk to obtain prices for repairs to the play area in accordance with the safety inspection and possibly for fencing.
 - Welcome Home - An update was provided following the meeting of the Manningtree and Mistley Welcome Home and Memorial Fund regarding the £69,121.76 for the Welcome Home play area. It was noted that the Clerk to the Charity has been asked to obtain quotations for a new bench seat swing bay (two swings) with associated, suitable safety surfacing, for a basketball hoop and base, for new bucket seat swings (two swings in the bay) and a see saw. The Trust can then establish how the funds can be best utilised to upgrade the existing play area and equipment. The quotations will be considered at the next meeting of the Trust.
- f) Other Meetings/Site Meetings – Councillor Halliday advised that he has joined the Tenants Housing Panel via Tendring District Council where the Panel meet quarterly to discuss tenants' views and experiences.

Four members of the public left at this point at 8.28pm.

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 – The schedule was deferred to the next Meeting.
- b) Bank Reconciliations – August 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Dymond).
- c) Grounds Maintenance Contractor – The Council carried out a formal annual review. Following the vote, it was agreed under Item 7b that the works would be separated with the cemetery and closed churchyards to be taken out of the current Grounds Maintenance Contract.
- d) Sealed Tenders – Grounds Maintenance Contracts – The Council considered the process for next season for contracts for the next 3 years period, with a formal annual review. It was agreed following the vote, (proposed by Councillor Cunningham and seconded by Councillor Walker), that the Clerk should start to process seeking tenders for the cemetery and closed churchyards.
- e) Trinity Road Cemetery Boundary Wall to Trinity Place – The Council noted that there are no new updates.
- f) *Knobbley – The Council received and considered the quotations and asked for these to be deferred until next the meeting. (See Minute Number 7 b above).
- g) Play Area Annual Professional Inspection Report – Furze Hill – Following on from the last meeting, Councillor Nutter requested this matter to be deferred until the next meeting.
- h) Shrubland Road/Furze Hill boundary – The Council received and considered the quotation from its grounds maintenance contractor for hedge cutting in the sum of £425 plus VAT. It was agreed following the vote to accept the quote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- i) Large Litter Bin - The Walls – The Council considered purchasing a replacement bin from Amberol Ltd at a cost of £384 plus VAT, plus the fixing kit, to replace the stolen bin. This was agreed following the vote, including delivery to Councillor Chaplin's property. (Proposed by Councillor Killion and seconded by Councillor Cunningham).

3 Signed – Chairman.....Date.....



- j) Insurance – The Council noted that the Clerk has reviewed the cover and that via Clear Councils with LCAS (Local Council Award Scheme) discount with Ecclesiastical Insurance, the annual premium is £2807.59. (Renewal 1st October 2026). (Clear Councils recommended by NALC – National Association of Local Councils) – This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

9. Correspondence –

- a) PACE - (Practical Actions for Climate and the Environment) - Green Creative Connections Workshop at Furze Hill – 19th October 2026 – A representative from PACE presented the request. It was noted that there are no clashes with the football and rugby clubs. The request was agreed by the Council following the vote, subject to suitable public liability insurance being in place, a robust risk assessment been carried out, any rubbish being removed from the site, and a request for the group to be able to reflect the woodland (Furze Hill Wood) in its reporting. (Proposed by Councillor Cunningham and seconded by Councillor Walker).
- b) Bird Aware Essex Coast - Great Coastal Bird Watch Event - Gazebo - The Walls, Mistley - 17th October 2026 – The Council agreed to this event following the vote, subject to suitable insurance/public liability cover being in place, that a risk assessment is carried out, that any rubbish is cleared, that any damaged ground is reinstated and that the event does not obstruct pedestrians. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

Two members of the public left at this point at 8.45pm.

10. Stourview Academy – The Council noted that there are no new substantial updates but that the name has been changed to Stourview Academy for future reference. Councillor Walker informed the meeting that investigations are taking place regarding the renovation works and consultations will be required prior to demolition.
11. Next Meetings –
- Planning Committee Meeting – Monday 2nd November 2026 at 7.00pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 2nd November 2026 at 7.30pm at 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 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 Walker).
13. Confidential Minutes of the Parish Council Meeting held on the 10th August 2026 – The Council is asked to receive, consider and approve the Confidential Minutes.
14. Update/Matters Arising from Confidential Minutes held on the 10th August 2026 – The Council is asked to receive and note any updates.
15. Parish Council & Village Assets – (Inc. 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 at 8.47pm.