



Parish Council Meeting of Mistley Parish Council to be held on Monday 28th April 2025 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 28th April 2025 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
22nd April 2025

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. **Co-option of Parish Councillors** – To receive and consider any application/s. To note that there are now two seats as Paul Read who joined the Council on the 10th March 2025, subsequently resigned from the Council on the 12th March 2025.
4. **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.*
5. **District and County Councillors Reports** – To note written reports and to clarify any points from the said Reports. (Already received).
6. **Minutes of the Parish Council Meeting held on the 10th March 2025** – To receive, consider and approve. (Minutes link to website).
7. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 10th March 2025** – To receive and note any updates.
8. **Councillors Emails** – To confirm that all Councillor have these set up.
9. **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, Kent, and Leveridge).
 - **Plot RRA10 River Reach - Polytunnel Request** – To consider. (Details already received).
 - **Plot RRA22 – River Reach – Plants Request** – To consider. (Details already received).
 - b) **Bus Working Group** – (Councillors Besant-Gull and Chaplin) – To receive an update and consider further.
 - c) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers).
 - d) **Mistley Village Hall Management Committee** – (Parish Councillor Reps - Chaplin and Coiley).
 - e) **Other Meetings/Site Meetings** – To receive a brief written/email update and consider any matters.
10. **Financial Matters**
 - a) **Schedule of Accounts for Payment** – To receive, consider and agree payments since the last Meeting. (To follow).
 - b) **Bank Reconciliations** – March 2025 – To receive and agree. (At meeting).
 - c) **Parish Information Board** – Edme site – To receive an update and consider further.
 - d) **Car Park** – Furze Hill, Shrubland Road – To consider further.
 - e) **Financial Regulations** – To agree to adopt. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force in March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11. (Attached).
 - f) **R Barrell** – To note receipt of £1,800 on the 22nd April 2025. (Bob's Logs re Furze Hill).
 - g) **Precept** – 2025/2026 – To note receipt of the first instalment of £53,113 on the 8th April 2025.

- h) Metro Bank – To agree a transfer of £8,000 from Barclays Bank. (FSCS – Financial Services Compensation Scheme up to £85,000).
 - i) Section 137 Grant Application – Community Bus Group - To consider. (Details already received).
 - j) Information Board – Edme site – To receive an update regarding planning consent and to consider any matters further.
11. **Correspondence** – To note/consider and agree the following:
- a) Manningtree Rotary Club - Mistley Walls Shelter – To consider the signage request. (Attached).
 - b) Mysteries of Mistley 2025 – Edme – To consider the request. (Details already received).
 - c) North Essex Veteran's Support Group – VE Day 80th Anniversary & Other Events – To consider the requests. (Details already received).
 - d) Furze Hill Field Use - Charity Event - 24 May 2025 – Daytime – To consider the request. (Details already received).
 - e) 1st Birthday Event – Mistley Village Hall - 23rd August 2025 11am - 6pm - Field Use Request - Bouncy Castle – To consider. (Details already received).
 - f) Other Correspondence – To consider and agree any urgent details received after the agenda.
12. **Stourview Primary School** – To receive/consider any updates.
13. **Standing Orders** – To agree and adopt. NALC (National Association of Local Councils) to better reflect the Code of Conduct requirements (Attached).
14. **Dates of Next Meetings** –
- Planning Committee Meeting – 19th May 2025 at 7pm – Mistley Village Hall.
 - Parish Council Meeting (Annual) – 19th May 2025 at 7.30pm – Mistley Village Hall.
15. **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.
16. **Confidential Minutes of the Parish Council Meeting held on the 10th March 2025** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
17. **Update/Matters Arising from Confidential Minutes held on the 10th March 2025** – To receive and note any updates.
18. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.