



Parish Council Meeting of Mistley Parish Council to be held on Monday 11th August 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 11th August 2025 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
4th August 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. **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).
5. **Minutes of the Parish Council Meeting held on the 30th June 2025**– To receive, consider and approve.
<https://www.mistleyparishcouncil.gov.uk/council/mistley/documents/2025-06-30%20MPC%20%20Minutes.pdf?pvd=1751367570>
6. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 30th June 2025** – 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, Kent, and Leveridge).
 - b) Bus Working Group – (Councillors Besant-Gull, Chaplin, Halliday, and Walker).
 - 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) Road Safety Group – (Councillors Chaplin and Walker).
 - f) Other Meetings/Site Meetings – To receive a brief written/email update and consider any matters.
8. **Financial Matters**
 - a) Schedule of Accounts for Payment – To receive, consider and agree payments since the last Meeting. (To follow).
 - b) Bank Reconciliations – June and July 2025 – To receive and agree. (At meeting).
 - c) Quarter 1 Report – To receive and note. (Attached).
 - d) Councillors Internal Checks – Annual Internal Control Statement and Report 2024/2025 – To agree a Councillor (non-bank signatory).
 - e) Mistley Village Hall Management Committee Grant Application - Solar Project – To consider the request. (Attached).
 - f) Parish Council Car Park – To receive an update and consider further. (Attached).
 - g) Basics, Essex - Pre-Hospital Critical Care Charity– To consider the request for a grant. (Details already received).
9. **Correspondence** – To note/consider and agree the following:
 - a) Furze Hill Filming Request for Student Project – To consider the request. (Already received).
 - b) Mistley Pram Race – To note Mistley Rugby Club's fund-raising event.
<https://www.mistleyparishcouncil.gov.uk/notice/mistley-pram-race-saturday-24th-august-2025>

- c) Community Resilience Meeting – 17th September 2025 – 5.45pm – 7.45pm – Town Hall, Clacton – Emergency Planning Reps – Councillors Leveridge and Walker.
- d) Mistley Rugby Club Signage Request – To consider. (Details already received).
- e) Great Coastal Birdwatch 2025 – To consider the request to set up along The Walls on Sunday 2nd November between 10am – 2pm on the grassy area. (Details already received).
- 10. **Stourview Primary School** – To receive/consider any updates.
- 11. **Bespoke Councillor Training** – Reminder – Monday 18th August 2025 7pm – 9.15pm – Mistley Village Hall.
- 12. **Risk Assessments** – All Areas – To receive and consider. (Already received).
- 13. **Dates of Next Meetings** –
 - Planning Committee Meeting – 22nd September 2025 at 7pm – Mistley Village Hall.
 - Parish Council Meeting (Annual) – 22nd September 2025 at 7.30pm – Mistley Village Hall.
- 14. **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.
- 15. **Confidential Minutes of the Parish Council Meeting held on the 30th June 2025** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
- 16. **Update/Matters Arising from Confidential Minutes held on the 30th June 2025** – To receive and note any updates.
- 17. **Parish Council/Village Assets including Cemetery** – The Council is asked to receive updates and consider any matters further.