



Parish Council Meeting of Mistley Parish Council to be held on Monday 22nd September 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 22nd September 2025 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
15th September 2025

A G E N D A

1. **Welcome and Apologies for Absence** – To receive and approve.
 - Persistent Absence – Local Government Act (LGA) 1972, s 85(1) and (2) and LGA 1972, s 85(1) – Reminder to Councillors of the relevant legislation.
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. **Playzone Project/Sports and Activity** – *To receive a presentation from Charlie Colwell, Community Sport & Activity Manager from Tendring District Council. (15 minutes presentation, followed by 5 minutes questions and answers).*
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 11th August 2025** – To receive, consider and approve. (Minutes link to website). [Council Minutes | Mistley Parish Council](#)
7. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 11th August 2025** – To receive and note any updates.
8. **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).
 - b) Bus Working Group – (Councillors 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 – Councillors Chaplin and Coiley).
 - e) Road Safety Working Group – Councillors Chaplin and Walker.
 - Essex County Council Transport Team - A Better Connected Essex - Public consultation on Essex transport strategy – Deadline date 24th September 2025 – To consider.
 - f) Other Meetings/Site Meetings – To receive a brief written/email update and consider any matters –
 - Community Resilience Meeting – 17th September 2025 – Town Hall, Clacton – Emergency Planning Reps – Councillors Leveridge and Walker – To receive an update.
9. **Financial Matters** – (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. (To follow).
 - b) Bank Reconciliations – August 2025 – To receive and agree. (At meeting).
 - c) Councillors Internal Checks – Annual Internal Control Statement and Report 2024/2025 – To receive and agree the Report.
 - d) Insurance – Formal, annual review. To note the Long-Term Undertaking via Clear Councils until the 30th September 2026.

- e) Commercial On-Site Reinstated Cost Assessment – Mistley Village Hall – To consider the quotation for an on-site assessment - £490 plus VAT following the Internal Audit Report 2025. (Desktop evaluation - £145 plus VAT). (Attached).
- f) Mistley Rugby Club – To consider the trees request.
- g) New Litter Bin – Pound Corner, Shrubland Road – To consider the purchase, installation and servicing of a new bin. (Cost of servicing litter bins is currently £113.46 per annum, where the bins are emptied twice weekly). [Community™ Litter Bin - Large Capacity, Easy to Operate - Glasdon UK](#)
- h) Old Knobbly Fencing – To consider further.
- i) Manningtree District & Frankenberg Twinning – To consider the donation membership request. (Details attached).
- j) Manningtree High Street Christmas Lights Donation – To consider the request. (Details awaited).
- k) Tendring District History Recorders Donation – To consider the request. (Details already received).
- l) Metro Bank (Council and Manningtree and Mistley Welcome Home Memorial Trust Fund) – To note that with effect from the 1st December 2025, there will be a £3 monthly fee. To consider alternative options.
- 10. **Correspondence** – To note/consider and agree the following:
 - The Walls – Erosion – To receive an update and consider further.
- 11. **Stourview Primary School** – To receive/consider any updates.
- 12. **Grounds Maintenance Contract** – Formal, annual review.
- 13. **Dates of Next Meetings** –
 - Planning Committee Meeting – Monday 3rd November 2025 at 7pm – Mistley Village Hall.
 - Parish Council Meeting (Annual) – Monday 3rd November 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 11th August 2025** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
- 16. **Update/Matters Arising from Confidential Minutes held on the 11th August 2025** – To receive and note any updates.
- 17. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.