



Parish Council Meeting of Mistley Parish Council to be held on Monday 3rd November 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 3rd November 2025 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
27th October 2025

A G E N D A

1. **Welcome and Apologies for Absence** – To receive and agree/note.
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.*
 - **MITHRAS (Mistley Thorn Residents Association)** – *To allow one representative to speak for up to 3 minutes regarding a request to the Council.*
4. **District and County Councillors Reports** – To note written reports and to clarify any points from the said Reports. (Already received).
5. **Stourview Primary School** – To welcome Jayne Crowley - Head of School at Stourview Primary Academy and receive any updates.
6. **Minutes of the Parish Council Meeting held on the 22nd September 2025**– To receive, consider and approve. (Minutes link to website).
7. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 22nd September 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).
 - **Brunswick Allotments** - side of the Brunswick Gardens approach road – To consider further complaints from residents of Brunswick Gardens.
 - 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 Working Group** – Councillors Chaplin and Walker.
 - f) **Other Meetings/Site Meetings** – To receive a brief written/email update and consider any matters.
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** – September and October 2025 – To receive and agree. (At meeting).
 - c) **External Audit** – To note the External Auditor Certificate 2024/25 and the satisfactory completion for the year ended 31st March 2025. (Details on website).
 - d) **Mistley Cricket Club** – To receive and consider the grant request. (Attached).
 - e) **Metro Bank** – To note that Suffolk Building Society cannot open accounts for Parish/Town Councils currently. (Metro Bank with effect from the 1st December 2025 will charge £3 monthly fee). To consider an alternative option with Unity Trust Bank – Instant Access Account 2.12% gross. [Instant Access Business Savings Account | Ethical Savings](#) [Unity Trust Bank: Backing parish and town councils that make a difference](#)
 - f) **Metro Bank** – Welcome Home Trust – To note that Lloyds Bank has declined the application. To consider an alternative option with Barclays Bank.
 - g) **Green Lane Dog Bin** – Replacement – following damage beyond repair of previous bin - To consider. [Metal Fido 50™ Dog Waste Bin with Express Delivery - Glasdon UK](#) £268.09 plus VAT.

- h) Poppy Appeal Request via North Essex Veteran's Group – Wreaths x 5 Purchase - £100 – To consider the request. (Details already received).
 - i) Precept – 2nd instalment – To note receipt of £53,113 on the 9th October 2025.
 - j) Beech Tree, Churchyard, Trinity Road – To consider the request for tree work. (Details attached).
 - k) Barclays Bank – To agree transfer of £15,900 to Metro Bank or new Unity Trust Bank re: FSCS (Financial Services Compensation Scheme).
 - l) Shrubland Road – To consider the issues raised by local residents along this private, unadopted road. (Details attached).
10. **Correspondence** – To note/consider and agree the following:
- a) Seating request - The Green – To consider the request from MITHRAS. (Details already received).
 - b) Mistley Rugby Club – Community Fun Day - Sunday 24th May 2026 - 2pm till 11pm (with live music).
 - c) Natural Water Course - California Road – To consider the issues raised by some residents via District Councillor T Barrett.
11. **Grounds Maintenance Contract** – To receive an update regarding overgrown boundaries at the churchyard.
12. **Dates of Next Meetings** –
- Finance (Budget) Committee Meeting – Monday 24th November 2025 – at 6.30pm at Mistley Village Hall.
 - Planning Committee Meeting – Monday 15th December 2025 at 7pm – Mistley Village Hall.
 - Parish Council Meeting (Annual) – Monday 15th December 2025 at 7.30pm – Mistley Village Hall.
13. **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.
14. **Confidential Minutes of the Parish Council Meeting held on the 22nd September 2025** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
15. **Update/Matters Arising from Confidential Minutes held on the 22nd September 2025** – To receive and note any updates.
16. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.