



Parish Council Meeting of Mistley Parish Council to be held on Monday 9th March 2026 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 9th March 2026 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
2nd March 2026

A G E N D A

1. **Welcome and Apologies for Absence** – To receive.
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. **Parish Councillor Application/s** – To receive and consider. (Details already received).
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 26th January 2026**– 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 26th January 2026** – 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).
 - **PACE – Brunswick Site** - To consider the request for a proposal for a Growing Your Own Food Event at the Brunswick Allotments site on 20th June 2026. (Mysteries of Mistley date). (Details already received).
 - **Health and Safety – Code of Conduct** – To consider the suggestion as received from MALGA. (Mistley Allotment and Gardners Association). (Details attached).
 - **River Reach** – To consider installing a gate.
 - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers).
 - c) **Mistley Village Hall Management Committee** – (Parish Councillor Reps - Chaplin and Coiley).
 - **Car Park** – To receive an update regarding hirers parking and discuss capacity issues.
 - **Salt Bin** – To consider the options for access and storage.
 - d) **Road Safety Working Group** – Councillors Chaplin and Walker.
 - e) **Other Meetings/Site Meetings** – To receive a brief written/email update and consider any matters.
9. **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** – To receive, consider and agree payments since the last Meeting. (To follow).
 - b) **Bank Reconciliations** – January and February 2026 – To receive and agree. (At meeting).
 - c) **Internal Audit** – To agree the services of Jan Stobart FCCA - £340. 13th April 2025 – One day.2025/26.
 - d) **Manningtree and Mistley Welcome Home Trust** – To consider the recommended financial contribution to the Council following the AGM on the 9th February 2026.
10. **Correspondence** – To note/consider and agree the following:
 - a) **B1035 / Clacton Road through Horsley Cross - VAS/SID Signs** – To consider the request. (Details already received).

- b) 2026 Earth Festival - Litter Pick - June (A Saturday to be confirmed) – To consider the request from Manningtree Town Council. (Details already received).
- c) Memorial Seat – The Green – To reconsider the most appropriate location.
11. **Stourview Primary School** – To receive/consider any updates.
12. **Dates of Next Meetings** –
- Mistley Annual Parishioners Meeting – Monday 20th April at 6.30pm at Mistley Village Hall.
 - Planning Committee Meeting – Monday 20th April 2026 at 7pm – Mistley Village Hall.
 - Parish Council Meeting – Monday 20th April 2026 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 26th January 2026** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
15. **Update/Matters Arising from Confidential Minutes held on the 26th January 2026** – To receive and note any updates.
16. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.
17. **Staffing – PDP's (Personal Development Plans 2026/2027)** – To note that these have been completed for staff.