



Parish Council Meeting of Mistley Parish Council to be held on Monday 10th August 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 10th August 2026 at 7.30pm at Mistley Village Hall.

Yours sincerely

Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
3rd August 2026

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. **Parish Councillor Vacancies** – To consider the application/s and to receive an update regarding Councillor seats. (Details already received).
5. **District and County Councillors Reports** – To note written reports and to clarify any points from the said Reports. (District Councillors report already received).
6. **Minutes of the Parish Council Meeting held on the 29th June 2026** – To receive, consider and approve.
[Council Minutes | Mistley Parish Council](#)
7. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 29th June 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).
 - **RRO40 - Shed Request** – To consider. (Details already received).
 - 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).
 - d) **Road Safety Working Group** – Councillors Chaplin and Walker.
 - e) **Sports and Community Infrastructure Group** – Councillors Coiley, Killion, Nutter and Walker.
 - **Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council** - 26/00819/FUL- Mistley Maltings School Lane – 49 Dwellings – To receive an update.
 - f) **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. (Attached).
 - b) **Bank Reconciliations** – July 2026 – To receive and agree. (To follow).
 - c) **Quarter 1 Finance Report** – To note. (Attached).
 - d) **Councillors Internal Financial Checks** – To receive and agree via Councillor Halliday.
 - e) **Manningtree and Mistley Welcome Home and Memorial Fund** – To agree to pay for the annual maintenance costs for this financial year.
 - f) **Old Knobbly** – To consider the advice received from the Local Planning Authority's Tree and Landscape Officer. (Already received).
 - g) **Notice of Conclusion of Audit** – Year ended 31st March 2026. (External Auditor) – To note satisfactory completion.
 - h) **Christmas Lights** – Manningtree Business Chamber donation request – (Already received).

- i) North Essex and Suffolk Veterans Support Group – Mistley War Memorial – Donation request for power bank. (Already received).
10. **Correspondence** – To note/consider and agree the following:
 - a) Mistley Rugby Club – Pitch Mowers – To consider further.
 - b) Mistley Pram Race – Sunday 30th August 2026 – 2pm – To note. [Mistley Pram Race - 2026.pdf](#)
 - c) The Walls – Overnight Parking – To receive an update from Tendring District Council and consider further.
 - d) Armed Forces Day - 26 June 2027 – To agree to this event at Furze Hill.
11. **Stourview Primary School** – To receive/consider any updates.
12. **Play Area Annual Professional Inspection Report** – Furze Hill – To consider. (Already received).
13. **Risk Assessments** – All Areas – To receive and consider. (Already received. Cemetery and Closed Churchyards assessments at Meeting).
14. **Social Media Guidance for Members** – To consider adopting Tendring District Council's Monitoring Officer guidance. (Already received).
15. **Cemetery** – To note the latest grounds maintenance issues. (Formal review 21st September 2026 meeting).
16. **Dates of Next Meetings** –
 - Planning Committee Meeting – Monday 21st September 2026 at 7pm – Mistley Village Hall.
 - Parish Council Meeting – Monday 21st September 2026 at 7.30pm – Mistley Village Hall.
17. **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.
18. **Confidential Minutes of the Parish Council Meeting held on the 29th June 2026** – To receive, consider and approve the Minutes. (Minutes attached – Councillors only).
19. **Update/Matters Arising from Confidential Minutes held on the 29th June 2026** – To receive and note any updates.
20. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.
21. **Locum Cleaner** – To agree the arrangements for the 10th – 18th August 2026.
22. **Locum Clerk** – To agree the arrangements for the 21st September 2026 meetings.