



**Parish Council Meeting of Mistley Parish Council to be held on Monday 22<sup>nd</sup> April 2024 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 22<sup>nd</sup> April 2024 at 7.30pm at Mistley Village Hall.

Yours sincerely

**Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk**  
**15<sup>th</sup> April 2024**

## 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. Available at Meeting).
5. **Minutes of the Parish Council Meeting held on the 11<sup>th</sup> March 2024** – To receive, consider and approve. (Minutes already received and on website).
6. **Update/Matters Arising from the Parish Council Meeting Minutes held on the 11<sup>th</sup> March 2024** – 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 Burton, Chaplin, Coiley, Kent, and Leveridge).
    - **River Reach Site** – To agree re: Plot No. RR002 and the electricity storage shed.
  - b) **Grounds & Tree Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers).
    - **Tree Planting Project (via Essex County Council)** – To agree suggested sites.
    - **Orchard Projects (via Essex County Council)** – To receive an update on the signage.
  - c) **Events Working Group** – (Councillors J and R Robinson with Welcome Home Trustees).
  - d) **Mistley Village Hall Management Committee** – (Parish Councillor Reps - Chaplin and Coiley).
  - e) **Signage Working Group** - (Councillors Burton, and Chaplin).
  - 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** – March 2024 – To receive and agree. (Available at Meeting).
  - c) **Manningtree and District/Frankenberg Partnership Association** – To consider the request for suggested £100 annual donation/grant request for membership.
  - d) **Financial Services Compensation Scheme (FSCS)** – To agree transfer of £15,000 to CCLA account from Barclays Bank account following first part Precept payment of £52,340.
9. **Correspondence** – To note/consider and agree the following:
  - a) **Furze Hill - Presidents Day – Saturday 4<sup>th</sup> May** – To consider the request from Mistley Rugby Club to bring a truck onto the field to use as a stage for the band.
  - b) **Furze Hill - Community Event – Pram Race – Monday 26<sup>th</sup> August 2024** – To agree the request from Mistley Rugby Club to use Furze Hill.
  - c) **Local Resident** – Tree Conservation Area (TCA) consent – To consider the request regarding TCA consent and the cost of work to a Willow Tree. (Already received).
  - d) **Placement of Geocaches at Furze Hills** – To consider the request. (Already received).

- e) Cadet Training – Welcome Home Field – To consider the request for training Monday and Wednesday evenings 7pm – 9pm.
  - f) Mysteries of Mistley 2024 - Saturday 29th June 10am-4pm – To consider the requests from commercial organisations via Edme for the Swan Fountain – placing a temporary banner (subject to consent from the Local Planning Authority), Old Knobbly, Furze Hill – setting up a trail and Furze Hill Playing Area – Small commercial business owners setting up stalls and selling their products.
  - g) Essex Child and Family Wellbeing Service – Thursday 30<sup>th</sup> May 2024 from 9am till 12pm – Welcome Home Field request for free activities for families in the local area – Nature Walk.
  - h) Mistley Cricket Club – To receive an update regarding the work to the road at the Welcome Home.
  - i) Other Correspondence – To consider and agree any urgent details received after the agenda.
10. **Mistley Norman Primary School** – To receive/consider any updates.
  11. **Bespoke Councillor Training/Team Building Session** – Monday 29<sup>th</sup> April 2024 – 6.45pm – 9pm – Mistley Village Hall – Reminder.
  12. **Risk Assessments** – To note the visual and written assessments for both play areas and the three allotment sites. (Already received). To receive an update on the identified fair and poor ratings.
  13. **Dates of Next Meetings** –
    - Planning Committee Meeting – Monday 20<sup>th</sup> May 2024 at 7pm – Mistley Village Hall. (To agree earlier time for this and future meetings).
    - Parish Council Meeting (Annual) – Monday 20<sup>th</sup> May 2024 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 11<sup>th</sup> March 2024** – To receive, consider and approve the Minutes. (Already received. Available at Meeting).
  16. **Update/Matters Arising from Confidential Minutes held on the 11<sup>th</sup> March 2024** – To receive and note any updates.
  17. **Parish Council/Village Assets** – The Council is asked to receive updates and consider any matters further.