

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

*Adopted 20/05/2019. Last Reviewed 19.05.24. Next Review Date May 2026.*

## **Mistley Parish Council**

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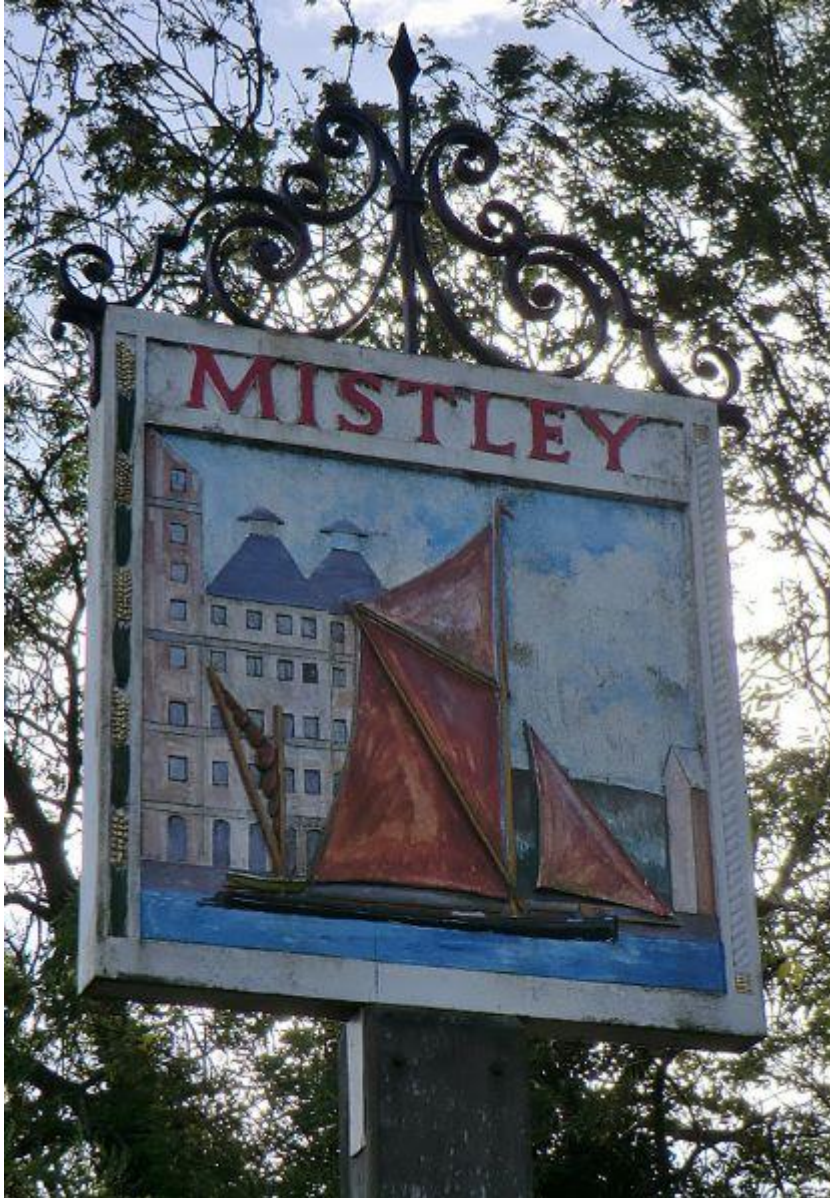
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*The Old Rigby Granary about 1905. The Skipper and his wife aboard The Reliance.*

**Mistley Parish Council Community Action**  
**Plan/Business Plan**  
**2023-2026**



Mistley – our beautiful Village along the Stour estuary.



**Mistley Parish Council Community Action  
Plan/Business Plan  
2023-2026**



The Swans along The Walls.

**Chairman's Summary**

Welcome to the Community Action/Business Plan of Mistley Parish Council. The Council has decided to adopt a more business-like approach, whilst endeavouring to engage more fully with the local community. This document provides the Council's Vision for the next three years, with a review each year. The Plan is an evolving community document.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

The Council will continue to be flexible in its approach so that it can meet the changing economic, social and cultural situation, and the needs and wishes of local residents. This Plan will be under regular review to ensure that it meets the current and future needs of Mistley.

The Community Action/Business Plan is a statement of the Council's Vision for the Village, its purpose, values, objectives and key priorities. It details what the Parish Council intends to focus on for projects which are short to medium term on behalf of our local people.

#### **Chairman and Vice Chairman of the Council**

The Chairman is nominated at the Annual Parish Council Meeting and also the Vice Chairman is nominated to serve the Council and the Parish for the ensuing Council year.

If residents, clubs and organisations would like the Chairman or Vice Chairman to attend functions, events or openings, please do let the Parish Council office know.

The Chairman and the Vice Chairman represent the Parish Council and the Village and attend local community events and form close networking partnerships with other stakeholders and Parish/Town Councils.

#### **Background/Introduction**

Mistley Parish Council is the first tier and "grass roots" level of local government and as it is more local, it is often the first point of contact for local people. The Parish Council aims to "sign-post" residents to the most appropriate level of local government. It has an important role to play in promoting the Village, representing its interests and supporting the work of different groups in the community.

The other two tiers of local authority are Tendring District Council and Essex County Council and with the Parish Council - all three Councils offer different services and facilities to local residents.

Tendring District Council is the second tier of local government and can assist with planning applications, trees, licensing, car parking, housing, street cleaning, grass and hedge cutting, refuse collection, environmental health, fly tipping and dog fouling.

The Parish Council can for example, assist local people by providing contact details and assistance for planning applications in Mistley to the Local Planning Authority, which is Tendring District Council or provide information to residents about the Highways Department of Essex County Council to report a dangerous pot-hole in the road. The Parish Council is often the first point of contact for local people. The Parish Council aims to "sign-post" residents to the most appropriate level of local government.

The Parish Council has an important role to play in promoting the Village, representing its interests and supporting the work of different groups in the community.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

Although the District Council is responsible for litter, the Parish Council employs a Warden part-time who works a few hours a week and collects litter around the Village to help to continue to make Mistley an attractive, clean and tidy Village to live, work in and visit.

The Parish Council organises two volunteer litter picking events in the Village each year. This project is hugely successful with many people from the community, of all ages, and from differing groups and organisations coming together to help to continue to make our Village a wonderful place.

Essex County Council is the third tier of local government and is the authority responsible for highways and pedestrian matters, for education, health and social services, libraries and public rights of way.

Footpath Warden - Mistley has a Volunteer Footpath Warden who reports regularly to the Parish Council. He liaises with the Parish Council about landowners, public footpath signage, access and the quality of public footpaths and rights of way. The Parish Council with the Footpath Warden continues to promote and encourage people to participate in organised walks also in partnership with Essex County Council Public Rights of Way.

Tree Warden - Our Volunteer Tree Warden is the local Tree Champion and is the eyes and ears of the Community on Tree matters and can also be the catalyst for getting projects started and supported in conjunction the Parish Council. The Parish Council is a member of The Tree Charter Group which helps to protect our environment and open spaces.

The Community Action/Business Plan is a strategy which provides a framework and has been developed to encourage community engagement and involvement.

**Mistley Parish Council Community Action**  
**Plan/Business Plan**  
**2023-2026**



The famous and much loved Old Knobbly – a veteran Oak Tree at Furze Hill Woods

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

### **Contents**

Chairman's Summary	3
Chairman and Vice Chairman of the Council	4
Background/Introduction	4
Vision	8
Community Engagement	8
Community Needs	9
Litter, Refuse and Recycling	9
Tendring District Council	4
Essex County Council	5
Volunteer Footpath Warden and Public Footpaths	5
Volunteer Tree Warden	5
Community Policing and Safety	10
Parking	11
Economy and Development	11
Meetings – Full Council, Committees and Sub-Committees	12
Finances/Financial Projections & sources of Funding 2020/23 (including Grant Awarding Policy)	21
The Parish Council and its Staff	22
The Parish Council's Main Areas of Responsibility	23
Assessment of Risks	26
Activities/Parish Community Events	26
Delivering the Community Action/Business Plan	30
Next Steps	32

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

#### **Vision**

Mistley Parish Council's corporate Vision and objectives are for a successful, vibrant, and attractive Village, where people are happy living, working, studying, visiting and enjoying leisure facilities. Mistley and the local area within a few miles is relatively well-served for housing, education, services and shops.

*Mission Statement* – The Parish Council aims to continue to improve and enhance the quality of life for the residents of Mistley, whilst ensuring that the Village is safe, desirable, attractive, provides sufficient facilities and services, and is a generally sustainable place to live.

#### **Community Engagement**

Mistley Parish Council has a Community Engagement Strategy. It recognises the role of regular and effective communication in building positive relationships with local residents, local organisations and stakeholders. The Parish Council actively encourages as much community involvement in the Community Action/Business Plan process as possible.

The Parish Council will:

- Continue to develop and update its website, its social media feed, (Facebook and related Facebook sites), providing information about the Parish Council and also "signposting" local people to other service providers;
- Regular news updates will also be included in the local community newsletters and magazines and through the local press and media;
- Continue to provide an opportunity at each Parish Council Meeting for public questions and comments;
- Inclusion of the latest version of this Community Action/Business Plan on the Parish Council's website;
- The Chairman of the Council will continue to report at every Annual Parish Meeting and provide an update on the activities of the Parish Council over the past year;
- Continue to review the Council's information and communication needs for the benefit of local people;
- Regularly maintain and update the Parish Council's noticeboards around the Parish.

The Parish Council hopes that you are pleased with your Council and that you feel that the Parish Council is efficient, forward thinking and effective.

The Parish Council is always ready to consider new projects, take on new challenges and listen to the ideas and suggestions of its residents. The Parish Council believe that community engagement and consultation are key to the continued success of the Parish/Village to ensure that it nourishes a strong, viable and vibrant community. The Council encourages continuous and ongoing, open dialogue.



# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

The Parish Council continues to inform and update residents about its activities and monitoring of the Community Action/Business Plan, through its website, social media sites, notice boards, local newsletter publications and the local press.

### **Community Needs**

It is hoped that the Community Action/Business Plan will help the local community to understand what Mistley Parish Council does and also Tendring District Council and Essex County Council.

### **Litter, Refuse and Recycling**

Tendring District Council manages litter, refuse and recycling in Mistley. The Parish Council, however, employs a part-time Warden. The Council's Warden helps to collect litter around the Village to help to continue to make Mistley an attractive, clean and tidy place to live, work and visit.

The Parish Council will:

- Continue to employ its part-time Warden to support the standards of cleanliness across the Village;
- It will continue to monitor the effectiveness of litter collection services in the Parish and raise any concerns with Tendring District Council;
- The Parish Council will continue to work with Tendring District Council to ensure that any complaints by Mistley residents are directed to the District Council and addressed in a satisfactory time and manner;
- Continue to work in partnership with Tendring District Council and other Mistley community and volunteer groups and if sufficient volunteers are available, arrange twice yearly community litter picks in the Village which are organised by the Parish Council.

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**



Old Mistley with the wonderful Mistley Towers in the background – about 1900.

### **Community Policing and Safety**

Mistley Parish Council works closely and in partnership with Essex Police and the local PCSO relating to community safety. Councillors attend the local “Coffee with Cops” sessions.

The Clerk is in regular contact with the PCSO to discuss matters of concern, local intelligence and possible solutions to local issues.

Mistley Parish Council is committed to:

- Listening to local residents and reporting their concerns to the PCSO. (Police Community Support Officer). It is important that residents form part of this partnership and report urgent crimes and less urgent crimes via the relevant contact numbers, so that these can be formally logged and dealt with accordingly by the Police;
- The Parish Council will continue to work in partnership with the Police to address the issues which have been identified;
- The Parish Council will continue to work in partnership with Essex Constabulary and the PCSO to endeavour to assist with delivering a service which is safe, visible, accessible and responsive to what local people in Mistley need.

### **Parking**

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

Essex Constabulary is responsible for the enforcement of any illegal or dangerous parking. The Parish Council, in representing the interests of residents, local workers and users of the Parish will:

- Consider in its capacity as statutory planning consultee to the Local Planning Authority – Tendring District Council to make recommendations on any future housing developments or any other development in the Village to ensure that adequate provision for parking is included;
- Escalate any illegal or inconsiderate parking issues to the PCSO;
- To advise Essex Highways of any blocked highway or footway visibility splays.



St Mary and St Michael's Church.

#### **Economy and Development**

The Parish Council encourages and promotes the economic and commercial viability and vitality of the Village and subject to the necessary infrastructure, being in place/provided, continues to support Mistley's prosperity and sustainability to meet local needs, services and activities.

The Parish Council will:

- Continue to work in partnership with Tendring District Council, Essex County Council, Essex Constabulary, Community Stakeholders, the School and local Businesses;
- The Parish Council will continue to promote the economic and commercial viability and vitality of Mistley, to strive for a pleasant, clean and safe environment for the Parish;
- It will continue to be a professional, competent and caring Parish Council;

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

- The Parish Council will continue to assist local residents and to promote and support local voluntary groups and clubs that seek to assist residents and attract visitors to the Village;
- Make recommendations to the local planning authority about any planning and development matters.



The historic Mistley Towers.

#### **Meetings – Full Council, Committees and Sub-Committees**

All Meetings are open to the public. The Schedule of Meetings dates is agreed annually by the Council.

**Full Council –** This is the corporate body and consists of 11 Councillors who are either elected or co-opted.

Members (11): All Parish Councillors

Chairman: Elected at Annual Parish Council Meeting

Vice-Chairman: Elected at Annual Parish Council Meeting

The Parish Council carries out all statutory functions reserved to the Council, including but not limited to:

1. To approve the Annual Budget and Precept demand.
2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
3. To review and amend the Standing Orders and Financial Standing Orders/Financial Regulations and the functions and constitution of the Committees of the Council.
4. To note/agree the Schedule of Meetings of the Council and its Committees.
5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
6. To take appropriate action and make resolutions or agreements on the recommendations of Committees, Sub-Committees, or Steering/Working Parties of the Council as necessary.
7. To review the Terms of Reference and delegated authority provided to Committees and the Parish Clerk and or /RFO (Responsible Financial

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

Officer), from time to time.

8. The appointment and performance of the Parish Clerk and to receive updates via the HR Committee.
9. To approve Schedules of Accounts for Payment.
10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere. (Sealed Tendering process).
11. To respond to major consultations and those outside of the scope of other Committees.
12. To receive the External Audit report and approve the Annual Return.
13. To consider any matters within the Terms of Reference of another Committee at any time.
14. To consider all other matters outside of any other Committee's Terms of Reference.

Planning Committee - As a statutory consultee of the Local Planning Authority, (LPA) – Tendring District Council (TDC), this Committee, on behalf of the Parish Council, considers all planning applications received from Tendring District Council relating to planning and development proposals in Mistley and makes recommendations on behalf of the Parish Council. Also, but less frequently any County Deemed Applications (Essex County Council). The Planning Committee has delegated authority from the Parish Council.

Members (All Councillors): Members to be appointed at the Annual Parish Council Meeting.

Chairman: of this Committee: Appointed at the first new Planning Committee. (The outgoing Chairman of the Committee will take the Chair for this first item of business). The Vice-Chairman of this Committee is appointed at the first new Planning Committee. (The new Chairman of the new Committee will take the Chair for this item of business).

1. To comment on planning applications and other development control matters for the Parish, including for County Deemed Applications. (Essex County Council applications).
2. To respond to consultations on matters relating to planning, development or the local environment.
3. To receive correspondence relevant to the Committee.
4. To comment on appeals lodged following the refusal of planning approval.
5. To appoint a Councillor to represent the Parish Council at any Pre-Inquiry or Public Inquiry.
6. To receive reports on matters related to highways services delivered in the Parish.
7. To make recommendations to Essex County Council Highways for changes in highways delivery in the Parish.
8. To make recommendations to the full Parish Council regarding policy and strategic matters relating to all of the above.



# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**



Mistley Towers.

Finance Committee Re: The Cemetery – To oversee, support, and work with the Cemetery Manager for the Cemetery. To consider grounds maintenance matters for the Cemetery and some of the grounds maintenance of the closed churchyard.

#### Key Responsibility:

1. To keep under review the provision of existing burial and interment facilities for the residents of Mistley and Manningtree.
2. To assess available options for future provision of burial and interment facilities, through development of the existing cemetery, extension of the existing cemetery or acquisition of additional land for cemetery use on a “need-for” basis.
3. To assess and budget for future maintenance, replacement or upgrading of cemetery land for which it is responsible.
4. To review and recommend to Mistley Parish Council’s annually the structure of fees for services provided in the Cemetery.
5. To prepare an annual budget bid for recommendation to Mistley Parish Council.
6. To oversee the day-to-day maintenance of the Cemetery.
7. To recommend the Cemetery rules and regulations.
8. To review the terms of reference relating to the Cemetery at least annually.
9. To ensure that Cemetery records are maintained by the Cemetery Manager.
10. To make recommendations relating to relevant policies and procedures.
11. Coordinating the upkeep of the Cemetery, to include maintenance, mowing, trimming, cutting brush, repair and maintenance of grave markers.
12. To consider memorial donations requests relating to street furniture on their respective merit.
13. To ensure consistent levels of service and standards for the bereaved and the wider community in conjunction with the Cemetery Manager.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

14. To ensure compliance with the Local Authorities' Cemeteries Order 1977 (as amended).
15. In relation to Exhumation - to ensure that Section 25 of the Burial Act 1857 is adhered to and ensure where relevant that a licence is obtained from the Secretary of State.



St Mary and St Michael's Church.

The Cemetery – The Cemetery is looked after and maintained by Mistley Parish Council. The Parish Council maintains and pays for the Cemetery and the grounds maintenance at the Closed Churchyard. The Parish Council has a contract with a Cemetery Manager – Gwinnell's Funeral Directors, Manningtree. The Finance Committee makes recommendations to the Parish Council about the regulations, fees charged and rules and in accordance with the latest legislation. Vehicular access is by Church Lane and there is also a pedestrian access through the Burial Ground of St Mary and St Michael's Church.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

#### **HR (Human Resources) Committee**

Members (Up to 5): Members to be appointed at Annual Council.

Chairman and Vice-Chairman: Elected by the Committee in-year.

#### **Key Responsibility:**

Matters relating to the recruitment, management and HR of the Council's employees, including Appeals, with support from the Finance Committee.

1. To review the staffing structure and budget on an annual basis, making recommendations to Council.
2. To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees annually within the salaries budget set by Council or to otherwise make recommendations to Council.
3. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer.
4. To review and approve HR-related policies and procedures.
5. To ensure compliance with HR-related statutory requirements and legislation.
6. To act as the first stage in grievance or disciplinary hearings.
7. To hear complaints from the public and external organisations regarding the Councils administration.
8. To make recommendations to the Council regarding policy and strategic matters relating to all of the above.
9. Appraisal /PDP – (personal development plan) of the Parish Clerk, and with the Clerk for the Warden and Cleaner.
10. To make resolutions and decisions in accordance with the Council's Standing Orders and Financial Standing Orders/Financial Regulations regarding policy and strategic matters and also HR/staffing, with the support of the Finance Committee, relating to all of the above.
11. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer. (Staff Handbook).
12. To review HR -related policies and procedures, with the Finance Committee and the Council.
13. To ensure compliance with HR related statutory requirements and legislation.
14. To act, via the Clerk, as the first stage in grievance or disciplinary hearings, unless the proceedings relate to the Clerk, in which case the Chairman of the Council will lead with these matters.
15. This Committee, following approval of the full Council and in confidential session, has the powers to set up a temporary sub-Committee, if appropriate, known as an Appeals Committee. Membership and composition will to be a minimum of 4 members of the Finance Committee and HR Committee, where membership should include the Chairman and Vice Chairman of the Council.
16. To hear complaints from the public and external organisations regarding the Councils administration if received via the Council's formal Complaints Procedure. (Full details in the Council's Standing Orders).

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

#### Finance Committee

Members (Up to 5): Membership and composition to be appointed at the Annual Parish Council Meeting.

Chairman of this Committee: Appointed at the first new Finance Committee. (The outgoing Chairman of the Committee will take the Chair for this first item of business).

Vice-Chairman of this Committee: Appointed by the first new Finance Committee. (The Chairman of the Committee will then take the Chair for this item of business and the ensuing Meeting).

#### Key Responsibility:

To regulate, manage and control the finances, resources and staffing finances of the Council, including the recommendation to the full Council of the annual Budget and Precept in accordance with Financial Regulations.

1. Expenditure against the Council's Administration Budget, including virements within the budget as set by the Council.
2. Monitoring the Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with the Budget.
3. Coordination of Annual Budget Estimates from all Committees for recommendation to the full Council for approval.
4. To liaise with the Chairman and the Clerk regarding the communications and media such as the Parish Council website, liaison with the press, radio, tv and social media, such as Facebook.
5. Reviewing the Council's ICT provision.
6. Review, Implement or Recommend policies to the Council on matters relating to:
  - i. Insurance
  - ii. Risk management
  - iii. Financial control/Audits
  - iv. Financial Standing Orders/Financial Regulations and Standing Orders
  - v. Investments
  - vi. Loans
  - vii. Long term Plans and Strategy, including succession management
  - viii. Legal issues
  - ix. Grants and Schedule of Grants
7. To make recommendations in accordance with the Council's Standing Orders and Financial Standing Orders/Financial Regulations regarding policy and strategic matters and also HR/staffing, with the support of the HR Committee, relating to all of the above.
8. To review the Staffing Structure/HR matters (with the HR Committee) and Draft Budget on an annual basis, making recommendations to the full Council for approval of the Budget. From time to time, consider the succession management of the Staffing Structure with the HR Committee.
9. To review and authorise amendments with the HR Committee, to the Staffing Structure, grades, salary, national agreements, employment law updates and/or

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

terms and conditions of employees, contracts and Staff Handbook reviews, (incorporating Health and Safety). For the annual salaries Draft Budget, the Committee will make recommendations to the full Parish Council.

10. To make resolutions and recommendations regarding policy and strategic matters relating to all of the above.

In relation to Play, Leisure and Recreational facilities provide by the Parish Council, the Council will:

- Continue to support initiatives for improving children, teenage/young adult provision;
- Continue to work with community stakeholders to improve existing sports facilities, including play spaces and equipment;
- Continue to work with community stakeholders to ensure that play equipment provides a healthy and safe environment for users and local residents;
- Continue to aim to increase public participation in outdoor activities;
- Continue to encourage local groups and residents to help to improve community areas;
- Continue to support Tendring District Council with initiatives and legislation to mitigate dog fouling issues and related anti-social behaviour at these areas.



Old Mistley.



# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

#### Highway Related Matters in Mistley

- The Parish Council is committed to exploring road safety and pedestrian issues which may encompass: the speed of motor vehicles, parking issues, current or proposed road crossing points, pavements and pedestrian footpaths, and cyclists and cycle paths, in conjunction with the Essex Highways Department and Essex Police;
- Working with residents and with the Parish Council's Footpath Warden, Essex Public Rights of Way team to ensure public footpaths, bye-ways and rights of way are maintained and promoted.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

#### **The Finances/Financial Projections & Sources of Funding**

The Council's priorities through the production of this Community Action/Business Plan will provide a framework for future decision-making, and continuous financial and business planning for Mistley. The annual Budget is set by the full Parish Council and gives an estimated account of income and expenditure for the year. These details are published on the Council's website. Management of income and expenditure is monitored by the Finance Committee and the full Parish Council.

Income – The majority of the Parish Council's income is achieved via the annual precept. This is the local tax levied by the Parish Council and is collected on its behalf by Tendring District Council as part of the annual Council Tax bill. The precept is based on Council Tax Band D property rates/tax.

Expenditure – This is dealt with primarily via the Council's Finance Committee, its Cemetery Sub-Committee and the full Council.

Provisions for longer-term and larger projects are allocated to the Parish Council's earmarked, ring-fenced Reserves. The Budget controls the Council's finances. It demonstrates that the Council has planned, considered and provided ample financial provision so that it should have sufficient checking of its spending against its budget plans on a regular basis by monthly bank reconciliations and quarterly finance reports. This matter will be considered and agreed at relevant full Parish Council Meetings and the quarterly check will be recorded in the Council's public Minutes. The Parish Council fully controls its finances during the Council year against its Budget in order to achieve its objectives for the benefit of its electorate.

The Council's priority is to develop and maintain its current assets in the first instance, in order to maximise existing opportunities. For example, its own play areas/open spaces.

Grants and Contributions - The Parish Council can sometimes secure grant funding for some of its project work and community activities, in partnership with external stakeholders and groups and also more national based funders. On the back of planning and development in Mistley, on occasion the Village will receive some funding via Section 106 Developer Agreements which are part of the Town and Country Planning Act 1990, where funds are available for assisting with infrastructure raised via developers and paid to the Local Planning Authority, i.e. Tendring District Council.

Expenses and Allowances – Councillors are all volunteers. There is currently no allowance for the Councillors apart from the Chairman of the Council. The said allowance is specifically for expenses incurred whilst fulfilling the Chairman of the Council's duties, obligations and responsibilities. Councillors may however be reimbursed for travel expenses when on Parish Council business.

**Grant Awarding Policy** – The Parish Council is committed to supporting and strengthening the many networks of community groups, which make a positive difference to the enjoyment and wellbeing of Mistley residents.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

Requirements for Grants - Voluntary organisations or community groups wishing to be considered for a grant should email/write to the Parish Council and include the following information:-

- The specific amount of the grant;
- What the funding is for;
- Breakdown of costs and any funds already raised;
- How the project will benefit Mistley and its residents and how many residents will benefit; (if possible an approximate breakdown of age groups too);
- Latest set of Accounts/full Financial Statement of no more than 3 x A4 pages.

The grant is not available to fund individuals, commercial or statutory organisations.

In making decisions they will observe the following guidelines:-

- Approvals will depend on sufficient funds being available within the overall grants budget;
- If the grants budget has been expended the Parish Council will be empowered to authorise virements from savings elsewhere in the budget;
- The latest set of accounts or financial statement will be required with each application/s;
- Mistley organisations will receive preference for grants;
- Applications from County or national organisations will be considered if it can be shown that their activities provide positive benefits for Mistley people. Amounts of grants in such case will be limited.

The Parish Council keeps its website regularly updated with financial information, with an easy to follow link to the financial information. The sort of information that local residents may want to look at includes:

- The Annual Accounts (Audited);
- The Annual Budget;
- The Annual Return;
- The Asset Register;
- Audit Reports;
- Quarterly Budget Reports: 1<sup>st</sup> Quarter Financial Period, 2<sup>nd</sup> Quarter Financial Period and 3<sup>rd</sup> Quarter Financial Period.
- Monthly Bank Reconciliations.

Grant Applications by the Parish Council – Various grant applications and bids will be made throughout the Council's financial year in order to endeavour to save council taxpayers money. Funders include both local and national providers. Locally, the Council will continue to apply for financial assistance/partnership funding and any other initiatives or "one-off" schemes which may come to the Parish Council's attention.

#### **The Parish Council and its Staff**

There are currently 11 Parish Councillors. Some are elected and some are co-opted.

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

There is a Chairman of the Council and a Vice Chairman of the Council, with a Committee and Sub-Committee structure, where the said Committees/Sub-Committees also have Chairman and where appropriate, Vice Chairman.

The Parish Council Staff are a small part-time Team. The Parish Clerk is qualified and holds the current CiLCA (Certificate in Local Council Administration), qualification and works from a home-based office. The Warden is part-time and his duties involve keeping the Council's street furniture and assets maintained and cleaned, some litter picking and general maintenance jobs. The Warden also works as a part-time Cleaner and opens, cleans and closes the public toilet daily. This Staff member also opens and closes the barrier to the Village Hall Car Park daily. An appraisal and PDP (personal development plan) system is in place for all staff, where personal and team targets relating to the Community Action/Business Plan objectives are set.

- Training of Councillors and Staff - Mistley Parish Council recognises that its most important resources are its "human resources", i.e. its Councillors and Staff. The Council encourages Councillors and Staff to enhance their respective knowledge through training and development, to enable the Parish Council to make the most effective contribution to its Council's aims and objectives which are to serve the Mistley community.
- Some training is necessary to ensure compliance with all legal and statutory requirements. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their respective office.



The Walls, Old Mistley.

### **The Parish Council's Main Areas of Responsibility:**

- First tier of local government and grass-roots level;
- Helps to signpost local residents for any District, County or Policing matter;
- For services provided by others, (as above), the Parish Council endeavours to ensure that these are dealt with effectively and in accordance with the wishes of the community;
- Allotments – The Council has plots at Anchor Lane/the High Street and Shrubland Road/Harwich Road. These plots are for Mistley residents only.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

- Cemetery – The Parish Council maintains the grounds at the Cemetery and pays for the upkeep of the Cemetery.
- Closed Churchyard – St Mary and St Michael's Church – The Parish Council maintains the grounds on behalf of the Church.
- Furze Hill Recreational Ground and Play Area – The Parish Council owns and maintains the play equipment. Over the years the Council has obtained grant funding to upgrade some of the equipment. There is a combined goal and basketball net as well as traditional play equipment which is suitable for all ages. The Recreational Ground is popular for walks and dog walkers.
- Furze Hill Wood – The Council owns and maintains this Wood. There are some veteran Oaks which the Council protects. The area is for all to enjoy.
- Grounds Maintenance in Mistley – The Council looks after many areas around the Village including some of the common land.
- Noticeboards – The Parish Council has two noticeboards – one in the High Street (opposite the Swan Basin/Fountain) and one along Harwich Road at the junction of Rigby Avenue. The Council also uses its website and Facebook/social media pages.
- Planning Applications in Mistley – The Parish Council is Statutorily consulted by Tendring District Council on all planning and development in the Village.
- Public Toilet – The Council owns and maintains this toilet. It is opened, cleaned and closed daily.
- The Swan Basin/Fountain – The Council owns and maintains this listed structure.
- The Village Hall and Car Park – The Parish Council owns the Village Hall Car Park. The Council works closely with the Village Hall Management Committee and helps to maintain and finance some of the expenses for the Hall. This Community Hall is the heart and hub of the Village and is used by many local clubs, groups, organisations and private hirers. The Hall is well-equipped facility at reasonable hire rates. This is a not for profit service operated by the Management Committee for residents and local organisations and for all.
- The War Memorial – The Council owns and maintains this important monument.
- Street Furniture – The Parish Council owns and maintains various benches, bins, signs and bus shelters;
- Street Lighting – The Parish Council owns and maintains some of the older units in the Parish.



**Mistley Parish Council Community Action**  
**Plan/Business Plan**  
**2023-2026**



Old Knobbly.

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

### **Assessment of Risks**

Risk Assessments are carried out for the Parish Council's services and activities, including its play equipment.



**Activities/Parish Community Events** – As part of the Community Action/Business Plan the Parish Council will:

- Support local initiatives for safe and successful events in the community, and to promote the Parish and the local community;
- Consider how best to fund and support community events;
- Host information about local clubs and organisations in the Parish via the Mistley our Website and Facebook page;
- Work with Tendring District Council, Essex County Council, and other stakeholders to endeavour to influence any events that they are leading with in the District and County;
- Promote key local events through the Parish Council's social media feeds and the local press, radio and media.

**Litter Picking Community Events in Mistley** – The Parish Council organises volunteer litter picking events in the Village twice a year on a Saturday morning. This project is hugely successful with many people from the community, of all ages, and from differing groups and organisations coming together to help to continue to make Mistley a wonderful place to live, work, visit and enjoy.

**Remembrance Event** – The Parish Council with the Mistley Royal British Legion attends the Remembrance Service for the Village, where the Chairman of the Council lays a wreath on behalf of the Council. The Service is held outside, near to the Mistley War Memorial. Wreaths are laid and the two minutes silence is observed. The local School partakes along with the Cadet Forces and the Church.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

The War Memorial – This is located between New Road, The Walls and the High Street. A tree on this site (which has been replaced twice due to strong gales) commemorates the coronation of King Edward VII in 1902. The Parish Council owns and insures the War Memorial and undertakes the cleaning, maintenance and any repairs as required.

Furze Hill Wood – The Parish Council owns woods known as Furze Hill Wood which border the recreation grounds and forms part of a designated Local Wildlife Site and lies within an extension of the Conservation Area near to Shrubland Road, off of Harwich Road, Mistley, Essex. This area is used regularly and enjoyed by local residents and visitors.

Though a young semi-natural woodland, it contains a large number of Veteran and Ancient trees, mostly Oaks, including the famous “Old Knobbly”. The overall vision for the site is to create, maintain and protect a variety of accessible green spaces for the enjoyment of locals and visitors, whilst encouraging a richer diversity of flora and fauna.

Furze Hill Play Area – The recreational grounds borders Furze Hill Play Area and includes a mixture of play equipment for all ages.

Public Toilet – Furze Hill – The Parish Council owns and maintains a public toilet, which is accessible for disabled/less able and has baby changing facilities. The Council employs a part-time Cleaner who opens, cleans and closes the toilet each day.

Mistley Rugby Club – The Rugby Club was formed in 1983. In 1995 the Club took a decision to refurbish the Clubhouse and in 1996 it was modified into the double changing room layout, where most of the work was undertaken by Club members. The Club has senior, junior mini-rugby, ladies and girls teams.



# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**



Mistley Rugby Club.

Ramsey and Mistley Football Club – The Club was originally formed in 2003. It started off with nothing more than two footballs and a set of goals bought on EBay for £100! The Club has had a few names changes since it started. The Club now has two facilities - The original home of Ramsey and also a Clubhouse with a second pitch at Mistley. A ladies team entered the league in 2019.

Allotments – The Parish Council provides allotments for Mistley residents. These are located off of Harwich Road/Anchor Lane and are known locally as the Railway Allotments. There are also plots at the former Brunswick House Allotments off of Harwich Road/Shrubland Road (adjacent to Mistley Village Hall) and at Harwich Road (River Reach Allotments). A nominal yearly rent is charged. The Parish Council pays for the water supply at both sites and for the general site maintenance.

# **Mistley Parish Council Community Action**

## **Plan/Business Plan**

### **2023-2026**

MALGA (Mistley Allotment and Leisure Garden Association) – The Parish Council works closely with MALGA. Most allotment tenants are MALGA members. MALGA offer invaluable support and assistance to the Parish Council and allotment tenants.

Mistley Village Hall Management Committee – The Committee manages and looks after the Village Hall which is run as a Charity in order to provide buildings and facilities for community groups, other charitable groups, individuals and others. The Village Hall is the heart and hub of the community in Mistley. Part of the Charity's trust deed/constitution includes that a Parish Councillor is a Trustee of the Trust. The Parish Council also assists with expenses for repairs and the upkeep of the fabric of the building. The Management Committee pays for all internal expenses at the Hall.

The Rigby and Berry Trust – The Charity is an amalgamation of two separate charities: Richard Rigby and Samuel Berry. Two Parish Councillors are trustees together with an ex-officio trustee from St Mary and Michael's Church. The Charity helps with small education grants and helps children, young people, older people and others in need, but primarily the aims and activities are educational. Grants can be made to individuals or organisations. The Charity meets about once per annum. The Charity has an income of approximately £200 to £300 per annum, with dividends derived from money invested in the Charities Investment Fund Units.

The Welcome Home Trust – The Welcome Home Field in New Road was bought by public subscription to commemorate the fallen in the World Wars. The Mistley and Manningtree Welcome Home Trust was set up with representatives (trustees) appointed by Mistley Parish Council (sole trustee) and one ex-officio member from Manningtree Town Council. On the field there is a children's play area/equipment and also part of the field is leased to the Bowls Club and the Cricket Club. Manningtree Town Council makes an annual grant to the Trust. Mistley Parish Council's Clerk is the Volunteer Secretary. The Trust needs to pay for its grounds maintenance, insurance, play equipment annual inspection and maintenance.

Mistley and Manningtree Bowls Club – The Welcome Home Field - The Bowls Club is 90 years old and located in a designated playing area overlooking the River Stour. Qualified coaches are on hand for training purposes. The Club has a full-sized snooker table for members' use.

Mistley Cricket Club – The Welcome Home Field - Cricket has been played in Mistley for over 200 years and the tradition of Cricket in the Village continues today. The Club has senior sides in two leagues, a ladies side and various local junior competitions. The Pavilion incorporates changing rooms and catering facilities.



# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

Play Area – The Welcome Home Field – The Trust (Parish Council is sole Trustee) maintains the play equipment, seats, bins and open playing field in this area for all to enjoy.



Feeding time for the Swans.

### **Delivering the Community Action/Business Plan**

The Parish Council will continue to track and monitor the Plan against the key priorities. The Community Action/Business Plan will help the Parish Council with:

- The design and delivery of its services;
- Improving its facilities and services;
- Prioritisation and allocation of resources;
- Better value for money and improved best practice.

**Mistley Parish Council Community Action**  
**Plan/Business Plan**  
**2023-2026**



Mistley Bowls Club.

# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**



The Grade II Listed Swan Basin/Swan Fountain – a reminder of the era of Richard Rigby's plans for a spa in Mistley.

**Next Steps** – The Parish Council will ensure that the goals, aspirations and outcomes/actions are delivered. A performance management approach has been set up to ensure that regular progress reviews will take place against the Community Action/Business Plan. The Parish Council with its Finance Committee will be evaluating progress against the Community Action/Business Plan and the agreed Budget. The actual Community Action/Business Plan will be fully reviewed and updated annually, in line with how the Parish Council's Budget systems work.

This Community Action/Business Plan is a way of updating local people about Mistley Parish Council's services and activities and asking for feedback about current and future projects for the Village.

During 2020 and in the coming weeks and months the Parish Council will be facing even more challenges as the Council endeavours to move forward in the confines of these unprecedented circumstances and COVID-19.



**Mistley Parish Council Community Action**  
**Plan/Business Plan**  
**2023-2026**

However, the Council will use its time effectively to make sure that we are well prepared for the future and are able to progress, improve and make things happen like new projects. Although in the short term the Council will have to curb some of its face-to-face engagement, but it will strive to be more visible, more active, and more engaging with the public as far as it practicably can. The Council would like to reassure you all that we are all working very hard to achieve the very best for the Village. If you see the Councillors, the Clerk or the Warden around the Village then please say "hello". We are all here to serve you and the Village and if there is any matter that you would like to discuss relating to Mistley that you consider is important, then please let the Parish Council know.



# **Mistley Parish Council Community Action Plan/Business Plan**

## **2023-2026**

*For more information please visit the Parish Council's website:*

*<http://mistleyparishcouncil.co.uk/>*

*Or email the Parish Clerk [mistleyparishclerk@gmail.com](mailto:mistleyparishclerk@gmail.com)*

*Telephone the Parish Council offices on 07982 507584.*

