

MISTLEY PARISH COUNCIL



Minutes of the full Parish Council Meeting
held on the 1st July 2024 at 7.30pm at Mistley Village Hall



Councillors Present:

Councillor C Besant-Gull
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor F Kent
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Robinson
Councillor S Robinson

In Attendance:

Mrs S Clements – Clerk
District Councillor T Barrett

1. **Welcome and Apologies for Absence** – Councillor Nutter welcomed everybody to the Meeting. There were no apologies for absence.
2. **Resignation** – The Council noted that Beverley Burton has resigned, and the first notice has been displayed via the Elections Department of the District Council, where an update will be provided after the 10th July 2024. Ms Burton was thanked for her work during her time on the Council.
3. **Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations).

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillor Kent	Pecuniary Interest – Allotment tenant.	Minute Number 8 a) – Allotment Working Group.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 21 – Parish Council Assets.
Councillors Besant-Gull, Coiley, Cunningham, Kent, Leveridge, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 21 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 e) – Mistley Village Hall Management Committee (Reports).

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4. **Public Voice** – No Members of the Public were present.
5. **District and County Councillors Reports** – The County Councillor's written report was received and noted. District Councillor Barrett advised that there was not a June 2024 report because of the elections. He made reference to Lawford, Mistley and Manningtree Councils and partnership working. A written request for £400 towards the £2,000 total cost of sand for Manningtree Beach will follow. A further written request relating to Christmas lights will also follow, together with the request for each Council to budget each financial year thereafter for these combined partnership community projects. It was noted that Jewson's have pledged towards the projects.
6. **Minutes of the Parish Council Meeting held on the 20th May 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Killion). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 20th May 2024** – The Council is aware that it does not now have the GPC (General Power of Competence).
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, Leveridge, and Kent).
 - **Poly tunnel request RR006 - River Reach** – Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Coiley), the Council agreed to the request.
 - **Rules and Regulations** – The Allotments Working Group agreed to review these and bring suggestions back to the next Meeting. [TENANCY AGREEMENT AND ALLOTMENT RULES \(mistleyparishcouncil.gov.uk\)](https://www.mistleyparishcouncil.gov.uk/tenancy-agreement-and-allotment-rules)
 - **Inspections Notifications** – It was agreed following the vote, to append a temporary laminated sign to advise tenants when visual inspections will be taking place. It was also agreed to amend the letters which are sent out after the visual inspections.
 - b) **Bus Working Group** – Councillors Besant-Gull, and Chaplin – A discussion ensued about bus shelters.
 - c) **Events Working Group** – Councillors Besant-Gull, J and S Robinson with the Welcome Home Trustees – The Council received an update on various community events. (Details on website and notice boards after this Meeting). The Council agreed to the Fun at the Furze community event being held on the 5th July 2025.
 - d) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers) – The Council received and noted the written report.
 - e) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley) – The Council noted that Mistley Village Hall Management Committee's AGM will be on the 18th July 2024. (Details on the Council's website and notice boards).
 - f) **Other Meetings/Site Meetings** – The Council thanked the organisers of the Mysteries of Mistley and the Armed Forces for the community events which were held on the 30th June 2024. Councillor Nutter advised that he will be meeting with Edme on the 5th July 2024.
9. **Financial Matters** – (The Council reclaims VAT).
 - a) **Schedule of Accounts for Payment** – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting (18th – 31st May 2024) in the sum of £18,249.61 plus VAT (£18,263.61) and payments (1st – 30th June) in the sum of £6,839.12 plus VAT (£7,603.46). (Proposed by Councillor R Robinson and seconded by Councillor J Robinson). (Copy in Minute Book and on website).
 - b) **Bank Reconciliations** – May, and June 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor S Robinson).
 - c) **Internal Controls** – Councillors Checks – Following the vote, the Council agreed to appoint Councillor S Robinson who is not a bank signatory, to check the Council's financial records for 2023/24 as an additional tier of financial control and internal controls.

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- d) Transfer of Funds – Financial Services Compensation Scheme (FSCS) - £8,175 transfer from Nationwide BS to CCLA – The required notice for this transfer was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Killion).
 - e) Swan Fountain – The Council noted the clearance work carried out by Councillor Leveridge and that Councillor Leveridge has also met on site with the previous volunteer. The Council is aware that three quotations were sought, but only one was received from Tendring Pool and Spa. Following the vote, the Council agreed to ask Tendring Pools at a cost of £330 to treat the Fountain as a one-off (Proposed by Councillor Cunningham and seconded by Councillor Besant-Gull). Councillor Leveridge was thanked for his work.
 - f) Locum Cleaning – The Council agreed retrospectively 20th June – 6th July 2024 inclusive - £240. (In budget). (Proposed by Councillor S Robinson and seconded by Councillor S Robinson).
 - g) Metro Bank – Savings Deposit – Re: Financial Services Compensation Scheme (FSCS). It was agreed following the vote, to open a new Metro Community Current bank account. Signatories will be Councillor Killion (Official) and Councillor Nutter (Official/the Chairman), (Officials) with the Clerk – Mrs Susan Clements as the account operator and who is authorised by The Trust to set up and operate the bank account. At least two to sign. Councillors Killion and Nutter and Mrs Clements will be signatories. (Proposed by Councillor Cunningham and seconded by Councillor J Robinson).
 - h) Play Area – Furze Hill - Professional inspection report – The Council considered the safety recommendations. It was agreed that the Grounds Maintenance Working Group will inspect the equipment initially. Following the vote, it was agreed that a contractor should be asked to repair the gate. Other details within the safety report will be considered at the next meeting.
 - i) Play Area – Welcome Home - Professional inspection report – The Council considered the safety recommendations. Three quotations were sought but only one quotation was received. This was for £552 plus VAT from the Council's grounds maintenance contractor for preparing and painting the play equipment with suitable paint. Following the vote, it was agreed to ask Great Oaktree Land Services to proceed with this work. (Proposed by Councillor S Robinson and seconded by Councillor Besant-Gull).
 - j) Newsletter – The Council considered and discussed the request from Councillor J Robinson. It was agreed following the vote to defer this matter until the Council's social media - Facebook and Instagram changes become embedded following the proposed administrator changes. (See Minute Number 14).
 - k) Community Orchards – Grounds Maintenance – The Council received and considered the quotations from its contractor – Great Oaktree Land Services. Following the vote, the Council agreed to the £350 plus VAT quotation for this work. The Council noted that the contractor would cut this area when they cut the River Reach allotments, as they would have the right machinery with them. (Proposed by Councillor S Robinson and seconded by Councillor J Robinson).
 - l) Bollard – Car Park – Following the vote, the Council agreed that its Warden will concrete the bollard to secure it, allowing pedestrian access, including wheelchairs and prams etc. (Proposed by Councillor Cunningham and seconded by Councillor Besant-Gull).
10. **Correspondence** –
- a) Lawford Parish Council – The Council received an update and considered the request and further information for Lawford Parish Council to maintain the grounds at Phase 4 Lawford Green, Long Road, (Frontage in Mistley). Following the vote, the Council agreed to support this. (Proposed by Councillor Cunningham and seconded by Councillor S Robinson).
 - b) Parish Council Logo – The Council agreed the request to use this for the Remembrance Sunday service sheets, following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).
 - c) Other Correspondence – None.
11. **Mistley Norman Primary School** – The Council noted that parents have been advised that from the 13th June 2024 that a new Trust would take over the administration of the school. Portacabins/temporary classrooms will be in place with a new build school in 3 years.

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12. **Risk Assessment Policy** -The Council received, considered, and adopted this policy following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Kent).
13. **Community Litter Pick** – The Council agreed that this will be held on Saturday 17th August 2024 from 10am – 11am. The Clerk will check with Mistley Village Hall Management Committee (use of the Village Hall), Tendring District Council (litter bags provision and collection) and she will distribute the poster advertising the event in due course.
14. **Email, Text and WhatsApp Policy** – The updated version was agreed following the vote for adoption. It was agreed that Councillors Kent, Nutter and S Robinson will be administrators with the Clerk for the Council's Facebook site, which can link to its Instagram.
15. **Car Park Barrier** – The Council reviewed the opening and closing times. It was agreed following the vote, for the Council's Warden to lock the gate at 9pm in the summer months and to review the time again prior to the winter months.
16. **Next Meetings** –
 - **Planning Committee Meeting** – Monday 12th August 2024 at 6.30pm at Mistley Village Hall.
 - **Parish Council Meeting** – Monday 12th August 2024 at 7.30pm at Mistley Village Hall.
 - **Schedule of Meetings – 2025** – The schedule was received and agreed following the vote. However, the venue may need to change due to the weekly adjoining booking in relation to difficulties hearing Parish Council Meeting proceedings because of the fitness class's music. It was agreed for the Village Hall Management Committee's representatives to bring the matter up at the next Committee Meeting and the Council will also look into other possible venues including Mistley Rugby Club.
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 agreed following the vote to exclude the Public/those present since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Besant-Gull and seconded by Councillor Coiley).

District Councillor Barrett left the Meeting at this point.

18. **Confidential Minutes of the Parish Council Meeting held on the 20th May 2024** – The Council is asked to receive, consider and approve the Confidential Minutes.
19. **Update/Matters Arising from Confidential Minutes held on the 20th May 2024**– The Council is asked to receive and note any updates.
20. **Land Registry Matter** – The Council is asked to consider this matter. (Details already received).
21. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive legal updates and to consider and agree the next legal stages with the Council's Solicitor.

There being no further business, this part of the public Meeting closed to facilitate the closed part of the Meeting.

Date	Payee Name	Reference	£ Total Amount	£ VAT		RR allots
23/05/2024	Gt Oaktree Land Services Ltd	BACS	84	14	70	grass

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23/05/2024	Brian Forrester	BACS	744.41	744.41	May 24 & 6 hrs
23/05/2024	Mrs S Clements	BACS	1315.26	1315.26	May 24
23/05/2024	Mrs S Clements	BACS	89.8	89.8	May 24 exp
23/05/2024	Essex Pension Scheme	BACS	475.04	475.04	May 24
23/05/2024	S C Strunkey	BACS	60	60	Locum clean 10/5/24-13/05/24
23/05/2024	Mrs S Clements	BACS	0.1	0.1	Exp May 23 shortfall
28/05/2024	Rotary Club of Manningtree	BACS	350	350	Donation
28/05/2024	Long-Term Investment Welcome Home Trust	BACS	15000	15000	Transfer Donation
29/05/2024	Nationwide	BACS	145	145	W/Home
Total Payments:			18263.61	14	18249.61

Date	Payee Name	£ Total Amount	£ VAT		
10/06/2024	Ashtons Legal	4.8	0.8	4	Land Reg fee Furze
18/06/2024	Caster Water Limited	42.14		42.14	Hill Swan Fountain
21/06/2024	Mr P Nutter Exp	26.09		26.09	Fuel equip & can
21/06/2024	JF Tree Specialists Ltd	3660	610	3050	The Walls treework
24/06/2024	EALC	719.94	119.99	599.95	Councillors training
24/06/2024	The National Allotment Society	66	11	55	Annual Membership
24/06/2024	Jewson	30.78	5.13	25.65	Furze Hill play
24/06/2024	Jewson	20.52	3.42	17.1	Furze Hill Climb
24/06/2024	Gt Oaktree Land Services Ltd	84	14	70	frame
25/06/2024	Mrs S Clements	79.95		79.95	River Reach Allotments
26/06/2024	Mrs S Clements	1315.26		1315.26	June 24
26/06/2024	Brian Forrester	744.21		744.21	June 24
26/06/2024	Essex Pension Scheme	475.04		475.04	Jun 24 & 6 hrs
26/06/2024	HMRC	334.73		334.73	Jun 24
Total Payments:			7603.46	764.34	Q1 NI & Tax Staff

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