



## Minutes of the full Parish Council Meeting held on the 27<sup>th</sup> September 2021 at 7.30pm at Mistley Village Hall

### **Councillors Present:**

- Councillor D Bell
- Councillor G Carter
- Councillor J Chaplin (*Vice Chairman*)
- Councillor S Coiley
- Councillor C Howell (*Chairman of Council*)
- Councillor P Nutter

### **In Attendance:**

- Mrs S Clements – Clerk
- 13 Members of the Public

1. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillors Frost (family), Kent (family), and Peacock (illness). Mr M Lawry has sadly resigned due to work pressures. The apologies for absence from Councillors Frost, Kent and Peacock were agreed by the Council. District Councillor Coley sent an apology for absence also.

2. **Declarations of Interest and Register of Interests** – The following were made:

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillor Chaplin	Personal Interest – Member of Village Hall Management Committee	Minutes Number 11 f) Correspondence
Councillor Carter	Personal Interest – Involved with the Rugby Club	Minute Number 10 g) Rugby Club new license/lease
Councillor Carter	Personal Interest – Member of the Bowls Club	Minute Number 10 h) Member of the Bowls Club

3. **Public Voice** – One Member of the Public spoke about parking issues in the Village including Harwich Road, Pound Corner, Rigby Road the Stour View area and other areas where vehicles are parking on the Greensward. The Clerk will contact the relevant authorities – Tendring District Council or Essex County Council Highways and establish the position regarding parking, including by-laws.

The Council agreed that a Member of the Public could speak under agenda item numbered 7. A Member of the Public spoke about an unauthorised gate at her dwelling. (Minute Number 11c). A Member of the Public spoke about the bollard for the small gap near the Village Hall, (already agreed). (Minute Number 8 c). A Member of the Public asked about the new Playing Field and an update was provided. (Minute Number 10 h). A Volunteer Member of PACE – (Plastic Free initiative group) provided a brief update following the written report which the Council has received and noted. Councillor Bell agreed to join Councillor Kent as Parish Council representatives of PACE. A Member of the Public asked about more bins in the Village. (See Minute Number 8 e below).

4. **District and County Councillors Reports** – The District and County Councillors written reports were received and noted. (Copies of reports available upon request and on website)
5. **Minutes of the Parish Council Meeting held on the 27<sup>th</sup> July 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Nutter). (Copy in Minute Book, on website and available upon request).
6. **Update/Matters Arising from Previous Minutes held on the 27<sup>th</sup> July 2021** – There were no new updates or matters arising.
7. **Mistley Conservation Area** – The Council received and considered the request from a resident asking for the Council to support the possible extension of the Conservation Area boundary in Mistley. A discussion ensued. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), the Council agreed to support this request which will be submitted by the resident to the local planning authority heritage team at Tendring District Council.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings** –
  - a) **Allotment Working Group** – (Councillors Chaplin (Chair), Coiley and Kent) - The Council noted volunteers are needed to assist with further weeding.
    - **Legal Fees** - The Council is aware that it will need to engage its own solicitor for the asset transfer as part of the Section 106 Developer Agreement with the Local Planning Authority (LPA) for the new allotment land via Hopkins Homes. The legal fees quotation was received and considered in the sum of approximately £950/£1,500. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Bell), the Council agreed to these legal expenses up to a maximum of £1,500 plus VAT. (The Council reclaims VAT).
    - **Tendring District Council** – Middlefield Road Allotments - The Council considered the correspondence received. (Proposed by Councillor Nutter and seconded by Councillor Carter), it was agreed to ask the District Council if the asset transfer (including legal fees) would be free of charge.
  - b) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council received an update from Councillor Nutter regarding the accredited chainsaw training that he has attended, with the assessment and certification taking place later this week. The Council's Warden will be attending the same training next month. Once trained, Councillor Nutter and the Warden will carry out relevant tree work for the Council.
  - c) **Signage Working Group** – (Councillors Chaplin, Coiley and Howell - Chair) – The Council noted that the dedicated signage has been erected with the new mobile telephone number. The phone contract was discussed. (Proposed by Councillor Coiley and seconded by Councillor Carter), it was agreed to enter into a contract with Tesco for a nominal monthly fee so that the phone can be diverted to another phone. The Group will look at the bollard information again sent by the Clerk.
  - d) **Woodland Trust Trees Working Group** – (Councillors Coiley, Howell and Nutter - Chair) - The Council noted that the trees are growing well with a plan to replace some of the trees which have not survived. Some of the plastic covering and stakes will need to be replaced to protect the trees.
  - e) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent and Nutter) – The Council noted that the group met recently to discuss plans for the Section 106 funds allocation set aside by the District Council to spend in Mistley. The group discussed new bins along The Walls where the existing bins will be re-sited. The Council was delighted to hear that the Rotary Club has confirmed that they will kindly donate £1,000 towards this project. The Rotary Club were thanked. The Council is aware that the Swan Basin is starting to crack and

break up and so it was suggested allocation of some of the funds toward this project. Other suggestions included: Planting Daffodil Bulbs in the Village and in particular near to the War Memorial, Work to the Track/Road within the Welcome Home Field, and Picnic Tables and Seating at Furze Hill and the Welcome Home Field. Costings and quotations now need to be sought. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Nutter), it was agreed to accept these recommendations.

- f) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) – The Council noted that Lawford Parish Council and Manningtree Town Council would like to join these celebrations. The Cricket Club has given permission to use the land that they lease. The Council noted that it will need to arrange for a risk assessment for submission/consent via its insurer. Following the vote, (proposed by Councillor Bell and seconded by Councillor Nutter), the Council agreed that Lawford Parish Council and Manningtree Town Council could join the working group.
- g) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin – Chair, Frost, Howell, and Nutter) – The Council noted that the Group has been looking into putting bricks with chicken wire into the pond so that containers can be made for lilies to be planted into.
- 9. Notice of Vacancy in Office of Parish Councillor** – The Council noted this vacancy as a result of the resignation of J Cambridge. They noted that a by-election has not been called. The Council received the vacancy notice and agreed for this to be uploaded onto its website, displayed in the noticeboard and on the Council’s Facebook page. The Council noted that one application has been received so far.
- 10. Financial Matters**
- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote for payments in the sum of £13,454.38. (For August and September 2021). (Proposed by Councillor Coiley and seconded by Councillor Carter). (Copy in Minute Book and on website).
- b) Bank Reconciliations – July and August 2021 – These were received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Bell).
- c) Councillor Generic Emails – The Council agreed to defer this item to establish if there are any other teething issues for all Councillors other than Councillor Howell.
- d) DBS Checks/Certifications – The Council re-considered the necessary fee of £23 per Councillor. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Carter) this expenditure was agreed.
- e) Section 137 Grant – Age Concern – The Council received and considered the request. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Bell), it was agreed to offer a grant of £100.
- f) Bank Signatory – Following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley), it was agreed that Councillor Frost be the third signatory to replace J Cambridge.
- g) New Playing Field/Pitches – The Council received and considered the cost of legal fees in the sum of approximately £2,000 plus VAT and disbursements. for scoping work to update the leases for Mistley Rugby Club and Ramsey and Mistley Football Club. (Also, the Welcome Home Trust for the Bowls Club lease). Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), it was agreed to ask for an alternative quotation as scoping work is not considered necessary, given that copies of the current leases and licenses were submitted to the solicitors. (The Welcome Home Trust will be invoiced by the Parish Council once the Trust’s bank account mandate has been finalised with trustee changes).
- h) Mistley and Manningtree Welcome Home Trust – The Council received and considered the legal fees quotation (as sole trustee) for the charges for a lease/license with the Trust and the Bowls Club. The Council again asked for an alternative quotation as scoping work is not considered necessary. This was agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley).

- i) Urgent Finance Matters – The following request was received:
- Poppy Appeal – RBL (Royal British Legion) – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), it was agreed to make a Section 142 Grant of £100 for the purchase of a wreath to be laid by the Parish Council and this amount also includes a donation to the RBL.

11. **Correspondence** – Councillors considered the following:

- a) Speeding Data in Mistley – The Council received and considered the correspondence. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Nutter), it was agreed that a speeding device or similar could be affixed to the bollards at the Swan Basin. The Council raised its concerns about dangerous parking also along Harwich Road and will continue to liaise with Essex County Council Highways about appropriate traffic mitigation measures.
- b) Crumb and Brew – The Council noted that no new information has been received.
- c) Unauthorised Gates – Parish Council Land – The Council received and considered the retrospective consent requests. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Carter), it was agreed to ask number 14 to convert the gate back to a fence and disable the gate, including removing the gate furniture and that number 24 converts the gate back again to a proper fence panel.
- d) Rats along The Walls – The Council received and considered the correspondence. A discussion ensued. It was agreed that the bins will be changed along The Walls which should assist with the issues. (See Minute Number 8e above).
- e) Mistley Kids Club – The Council received and considered the retrospective request. It was agreed that a working group be set up which will comprise of Councillors Carter and Nutter with another Councillor (to be confirmed) to join the group so that detailed discussions can take place with recommendations for the Council to consider at the next Meeting.
- f) Mistley Village Hall Management Committee –
- Railing - Following the vote, (proposed by Councillor Coiley and seconded by Councillor Howell), the Council gave its retrospective consent to erect a railing to stop the front door from opening too far/being damaged further. Councillor Chaplin abstained due to her interest declared in Minute Number 2.
  - Financial Analysis – The Council received and noted these details.
  - Water Charges – The Council was pleased to note the kind gesture and free use of the Committee's water for watering the recently planted saplings. The Village Hall Management Committee was thanked and the Clerk will pass on the Council's gratitude.
- g) Ramsey and Mistley Football Club – Complaint – The Council received and considered the details. It noted that the complaint has been passed to the Club.
- h) Funding for Basketball Area – Mistley – The Council received and considered the correspondence received. It was noted that the District Council is liaising with the resident who made this request.
- i) Enquiry re; Gate – Furze Hill Play Area – The Council received and considered the enquiry and noted the latest ROSPA (Royal Society for Prevention of Accidents) safety guidelines for gates at play areas. The Council noted that this is on the schedule of works for the Council's Warden where more tension is needed for the spring and hinges at both gates to assist with the issues raised.
- j) Essex County Council Highway Matter Double Yellow Lines Harwich Road – The Council received and considered the correspondence from a local resident in conjunction with the County Councillor. A discussion ensued. The Council asked that Highways keep it updated.
- k) Parking Issues in Mistley inc. Greensward, Harwich Road – The Council discussed parking issues in Mistley. (See Minute Number 3 above).
- l) Public Rights of Way Footpath Report – September 2021 – The Council received and noted this report, including the footpaths which need attention. The Clerk has escalated

these matters with the Public Rights of Way (PROW) Team at Essex County Council. The Volunteer Footpath Warden was thanked for his work.

- m) Halloween Party – Mistley Rugby Club - Following the vote, (proposed by Councillor Coiley and seconded by Councillor Bell), the Council agreed to this event, subject to receipt of relevant insurance/public liability cover, a robust risk assessment and an undertaking that the Parish Council accepts no liability whatsoever for the activities/events. Councillor Carter abstained from the vote given her personal interest in Minute Number 2.
- n) Correspondence (After Agenda) – The Council received and considered the following:
- Essex County Council – Forestry and Woodland Officer Queen's Green Canopy - Long Road – The Council received and considered the correspondence relating to supporting this project. The Council suggested that the County Council should try to source free of charge saplings via the Woodland Trust. The Parish Council's Woodland Trust Trees Working Group will look at the County Council's correspondence outside of Meetings.

12. Community Litter Picking Event – The Council is aware that this community event is scheduled for Saturday 2<sup>nd</sup> October 2021 in the morning. (9.45am for 10am start). The arrangements for the litter picking were noted by the Council, including the free of charge agreement by Mistley Village Hall Management Committee for use of the Village Hall. The Management Committee was thanked for this continued, kind gesture.

13. Local Council Award Scheme Application – Foundation Level – The Council was delighted to hear that this application for this prestigious award has been successful. (The Award is designed to celebrate the successes of the very best local Councils and to provides a framework to improve and develop full potential). The Clerk was thanked for her hard work with this project.

14. Parish Council Meetings –

- Parish Council Meeting – Monday 25<sup>th</sup> October 2021 at 7.30pm – Mistley Village Hall.
- Planning Committee – Thursday 7<sup>th</sup> October 2021 at 7.30pm – Mistley Village Hall.
- Schedule of Meetings 2022 – The Council received, considered, and noted the schedule.

*There being no further business, the Meeting closed at 10pm.*

Signed ..... Chairman      Date .....