



Minutes of the full Parish Council Meeting held on the 25th October 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 F Kent
- Councillor W Meston (*From Minute Number 10*)
- Councillor P Nutter
- Councillor I Peacock

In Attendance:

- Mrs S Clements – Clerk
- County and District Councillor C Guglielmi (*To end of Minute Number 8 e*)
- District Councillor V Guglielmi (*To end of Minute Number 8 e*)
- 11 Members of the Public

1. **Welcome and Apologies for Absence** – An apology for absence was received from Councillor Frost (unwell). This was agreed by the Council. The Council will contact Councillor Frost to see how she is.
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 Kent	Pecuniary Interest – Allotment Tenant at the Brunswick Allotment Site	Minute Number 7.a) Allotment Working Group
Councillor Carter	Personal Interest – Member of the Rugby Club	Minute Number 8.f) New Playing Field/Pitch Proposals
Councillors Carter, Chaplin, Howell, Kent, and Nutter	Personal Interests – The Welcome Home Trust – trustees	Minute Number 13 The Welcome Home Trust

3. **Public Voice** – One Member of the Public spoke about the footpath at Rigby Road and public access. Councillor Chaplin agreed to look into this matter and report back. Another Member of the Public asked if one of the Brunswick allotment tenants can be asked not to stack materials against the fence of the resident. Councillors Chaplin and Coiley advised that the Clerk will be contacting the relevant tenant about this. Councillor Bell reported on behalf of a local resident regarding Mistley Quay and early morning lorries parking outside of the dwellings of residents and causing disruption. Councillor Carter raised concerns about the lack of directional signage to the Secret Bunker. A Member of the Public raised concerns about Manningtree and potholes near to the underpass. County and District Councillor Guglielmi agreed to continue to pursue the matters and the issues regarding

Mistley Quay parking, the Secret Bunker signage and the potholes in Manningtree and report back.

4. **District and County Councillors Reports** – The District Councillors and County Councillor written reports were received and noted. (Copies of reports available upon request and on website). District and County Councillor C Guglielmi provided a verbal update on planning appeals and the latest position. He spoke about parking mitigation schemes in Mistley where County Councillor Guglielmi will investigate schemes further and he will also continue to pursue organising a traffic speeding survey for Mistley.
5. **Minutes of the Parish Council Meeting held on the 27th September 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Nutter and seconded by Councillor Kent). (Copy in Minute Book, on website and available upon request).
6. **Update/Matters Arising from Previous Minutes held on the 27th September 2021** – There were no new updates or matters arising.
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings** –
 - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Kent) –
 - **Allotments Maintenance** – The Council noted that more hedge and vegetation clearance work is needed at the Railway Allotments. The Council was pleased to note that Councillor Nutter will assist with some of the clearance work with the Council's Warden and other volunteers. Councillor Chaplin suggested getting some black matting to assist with weeds growing. She will investigate costs and bring the quotations back to the next Meeting.
 - **Hopkins Homes Section 106 Developer Agreement** – Councillor Coiley advised that the developer will be providing water provision facilities – like troughs but not hose pipes. The Council was pleased to note that its legal fees will be paid as part of this development and the S106 agreement.
 - **Brunswick Allotment Site – Vehicle Damage to Fencing** – The Council noted that the insurer has indicated that the fencing may be excluded from cover due to a clause in the policy. However, the car owner's insurer will be pursued if necessary - via a third-party claim and with a view to the repair/renewal of the fencing.
 - b) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council noted that Councillor Nutter with the Council's Warden has cleared some hedging at Mistley Heath. Councillor Nutter is now qualified to use the Council's chainsaw following recent training.
 - c) **Signage Working Group** – (Councillors Chaplin – Chair, Coiley and Howell) – The Council noted that the bollard for the land near to the Village Hall has been purchased and the Warden has installed this as previously agreed by the Council.
Councillor Howell provided an update on the mobile phone for emergency access with the gate barrier and the latest position. Further updates will follow.
 - d) **Trees Working Group** – (Councillors Coiley, Howell and Nutter - Chair) - The Council noted that some of the new saplings need some more canes to support them. Costs will be investigated further.
 - e) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent and Nutter) – The Council noted that the bins have been ordered, a price has been obtained from Jon Lonsdale Environmental Design – a local company for daffodil planting and the cost would be about £0.65 per bulb. 300 bulbs would work out at £195.00 plus VAT. The contractor has advised that he will have time before the end of October to plant the daffodils. However, Councillor Howell advised that she is currently waiting for an update from District Councillor Coiley regarding project eligibility and spending of Section 106 funds. Councillor Nutter reported that the Rugby Club has cut the new playing field. The Council conveyed its sincere thanks to Mr Towler from the Rugby Club.

- f) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) with representatives from Lawford Parish Council and Manningtree Town Council – The Council received a brief progress update following the recent working group meeting.
- g) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council was delighted to note that the bespoke holders for the lilies have been made and installed. The lilies are prospering. The Council thanked Councillor Bell for providing the materials, making and installing the holders.
- h) Furze Hill Working Group – (Councillors Carter, Nutter currently) – It was agreed that Councillor Peacock will join this working group.
- i) Other Meetings Attended – The Council noted that Councillors Chaplin and Howell attended the MITHRAS Meeting on the 22nd October 2021.

8. **Financial Matters**

- a) Schedule of Account for Payment – The schedule was received, considered, and agreed following the vote, for payments in the sum of £6915.74. (Proposed by Councillor Coiley and seconded by Councillor Carter). (Copy in Minute Book and on website).
- b) Bank Reconciliation – September 2021 – This was received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley).
- c) 2nd Quarter Finance Report – 1st July to 30th September 2021 – This was received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley).
- d) Section 137 Grant Request –Suffolk Accident and Rescue Service – The request was received and considered. Following the vote, (proposed by Councillor Peacock and seconded by Councillor Kent), it was agreed to offer a grant of £100.00.
- e) Section 137 Grant Request – Essex and Herts Air Ambulance – The request was received and considered. Following the vote, (proposed by Councillor Peacock and seconded by Councillor Kent), it was agreed to offer a grant of £100.00.
- f) New Playing Field/Pitch Proposals – The Council agreed following the vote that a small working group consisting of Councillors Coiley and Howell will meet separately with Mistley Rugby Club and with Ramsey and Mistley Football Club in order to have “round table” discussions individually with each group about the future new leases and licenses prior to instructing the Council’s Solicitor to pursue.
- g) Mistley and Manningtree Welcome Home Trust – The Council as sole trustee agreed following the vote that a small working group consisting of Councillors Coiley and Howell (both trustees) will meet separately with the Bowls Club in order to have a “round table” discussion about the future new lease/license prior to instructing the Council’s Solicitor to pursue.
- h) Councillor Generic Emails – The Council agreed following the vote that the live date should be deferred until the Council has its full quota of 11 Councillors. (Currently there are 9 Councillors).
- i) Plaque – Swan Basin – The Council considered the request for a financial contribution towards the plaque. Following the vote, the Council agreed to offer a contribution of up to £60. (Proposed by Councillor Coiley and seconded by Councillor Bell). The Clerk explained the position regarding VAT and HMRC and the accounts and audit regime that the Council will need to adhere to when purchasing the plaque.
- j) Mistley Village Hall Management Committee – The Council noted that an insurance claim is being processed regarding roof storm damage to the roof of the Village Hall via the Council’s insurer. Various quotations are being sought from roofers (exterior) and plasterers and decorators (interior). The Clerk is working closely with Mistley Village Hall Management Committee, various contractors’ and the insurer regarding this.
- k) Abandoned Blue Van – Furze Hill – The Council noted the latest position. It considered the next stages. County and District Councillor C Guglielmi kindly agreed to assist with this matter via the District Council.
- l) Soil Bin – Cemetery – The Council received and considered the quotation received from a grounds’ maintenance contractor for £900 plus VAT to empty the soil bin. A second

quotation has been received from another local contractor in the sum of £150 plus VAT. A third price has been sought but not received. Prices for the long-term hire of a skip were considered, but it was considered that a skip would look unsightly and may be used by unauthorised users. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), it was agreed to proceed with the £150 plus VAT quotation with Great Oak Land Services. The Council asked that its grounds maintenance contractor and the Cricket Club should be asked not to place grass cuttings at the soil bin going forward.

m) Urgent Finance Matters –

- Cemetery, Trinity Road – The Council asked that the Clerk continues to pursue the arrangement already agreed with volunteers for grounds clearance works and tidying of this area.

District and County Councillor C Guglielmi and District Councillor V Guglielmi left the Meeting at this point.

9. **Notice of Vacancy in Office of Parish Councillors** – The Council received and considered the resumes received. Following the vote, it was agreed that Mr William Meston be co-opted as a Parish Councillor to the Parish Council for one of the vacancies. (J Cambridge resignation).

For the second vacancy, (M Lawry resignation), the Clerk advised that the Elections Department of Tendring District Council confirmed on the 14th October 2021 that a by-election has not been called but that in the interests of being fair, open and transparent, that the Parish Council needs to fully advertise this second vacancy widely enough in the local community. This second vacancy will be considered at the next Parish Council Meeting. Two of the three applicants who were present at the Meeting confirmed that they would wish to be considered again on the 29th November 2021.

Newly appointed Councillor Meston joined Councillors/the Council at this point and completed and signed jointly with the Clerk the Declaration of Acceptance of Office. Councillor Meston declared a personal interest in the next item 10 a) as he is a member of Mistley Rugby Club.

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

- a) Mistley Rugby Club – The Council received and considered the request received. The Council noted that the diagram showing a line in which the Club would like to install a new water main. The Club believes that this method would be more suitable and less disruptive to Furze Hill. Currently the feed for the Rugby Club is coming from a meter just in front of the social club. When the social club was built, they teed off the Club's supply therefore, reducing the volume to the Rugby Club. With the new buildings, water demand has become higher, and the Club now needs to increase the volume of the full water main capacity. Following the vote, (proposed by Councillor Bell and seconded by Councillor Coiley), this request was agreed.
- b) Plastic Free Pledge – The Council passed the following resolution following the vote. (Proposed by Councillor Kent and seconded by Councillor Bell). The Council will lead by example and remove (or phase out) single use plastics from its premises and operations. The Council will encourage plastic-free initiatives in the area, promoting the campaign and supporting events. The Council names representative/s to sit on the plastic free steering group. (The representatives being Councillors Bell and Kent – already agreed).
- c) Car Rally – 23rd and 24th April 2022 – The Council received and noted the details.
- d) Other Correspondence – There were no matters.

Three Members of the Public left the Meeting at this point.

11. **Parish Council Keyholder** – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Carter), it was agreed that Councillor Carter will hold the keys for the Village Hall as Vice Chairman of the Council and as one of the Parish Councillor representatives on Mistley Village Hall Management Committee.
12. **Finance Committee** – Following the vote, (proposed by Councillor Peacock and seconded by Councillor Kent), it was agreed to nominate Councillor Frost to fill the vacancy to join Councillors Chaplin, Howell, Nutter and Peacock.
13. **Mistley and Manningtree Welcome Home Trust** – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), it was agreed to nominate Councillor Meston to fill the vacancy to join Councillors Chaplin, Frost, Howell, Kent, and Nutter.
14. **Parish Council Meetings** – The Council noted the following Meetings:
 - Parish Council Meeting – Monday 29th November 2021 at 7.30pm – Mistley Village Hall.
 - DBS Checks/Register & Pay Certificates – Thursday 4th November 2021 – 6.30pm – Mistley Village Hall.
 - Planning Committee Meeting – Thursday 4th November 2021 at 7.30pm – Mistley Village Hall.
 - Finance Committee Meeting – Monday 15th November 2021 – 6.30pm – Mistley Village Hall.
15. **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 considered and agreed following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. Proposed by Councillor Peacock and seconded by Councillor Coiley and agreed following the vote.

The remaining Members of the Public left the Meeting at this point.

16. **Staffing Review** – The Council is asked to receive an update and to consider any matters.

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

Signed Chairman **Date 29 November 2021**