



Minutes of the full Parish Council Meeting held on the 29th November 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 P Cunningham (*From Minute Number 7*)
- Councillor R Frost (*Up to Minute Number 9.g*)
- Councillor C Howell (*Chairman of Council*)
- Councillor F Kent
- Councillor W Meston
- Councillor P Nutter
- Councillor I Peacock

In Attendance:

- Mrs S Clements – Clerk
- District Councillor A Coley
- District and County Councillor C Guglielmi
- 7 Members of the Public

1. **Welcome and Apologies for Absence** – The Chairman welcomed everyone to the Meeting. There were no apologies for absence.
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 8.a) Allotment Working Group
Councillors Carter, Frost & Meston	Personal Interests – Member of the Rugby Club	Minute Number 15 – Parish Council Assets
Councillors Chaplin, Frost, Howell, Kent, Meston, & Nutter	Personal Interests – Trustees of the Welcome Home Trust	Minute Number 15 – Parish Council Assets

3. **Public Voice** – No Members of the Public wished to speak.
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 Guglielmi provided an update regarding Trinity Road and speeding. He spoke about the demolition of the front wall of a dwelling in this area and advised that a new survey will be undertaken.

The Council noted that additional traffic measures will also be looked at as a result of the new housing development in this area and that the missing weight restriction sign at Trinity Road has now been reinstated.

5. **Minutes of the Parish Council Meeting held on the 25th October 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Nutter and seconded by Councillor Peacock). (Copy in Minute Book, on website and available upon request).

6. **Update/Matters Arising from Previous Minutes held on the 25th October 2021** – There were no new updates or matters arising.
7. **Casual Vacancy in Officer of Parish Councillor** – Following the vote, (proposed by Councillor Howell, seconded by Councillor Frost) the Council resolved to bring this item further up the agenda. The Council received and considered the applications. Following the vote, it was resolved that Philip Cunningham be co-opted as a Parish Councillor. The Declaration of Acceptance of Office was signed by Mr Cunningham and the Clerk. Councillor Cunningham then joined the Council for the remainder of the Meeting.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings**
- a) **Other Meetings Attended** – The Council noted that Councillor Bell has discussed the Swan Basin/Fountain with local resident and volunteer Mr R Horlock where reclaimed bricks will be utilised.
 - b) **Allotment Working Group** – (Councillors Cambridge, Chaplin - Chair, Coiley and Kent) – Councillor Coiley reported on a recent site meeting with Hopkins Homes. (Section 106 developer agreement with the local planning authority – where legal proceedings are underway for the transfer to the Parish Council). He provided an update on the layout, fencing, defining of future allotment plots – which are likely to be reduced as necessary, lawned areas, water troughs on the site, a car parking area, and a hardcore area for storage in the future. Hopkins Homes will continue to assist after the land has been transferred. The Council noted that the gaps in the hedging along the roadside will be filled and that screening will be provided near to the dwellings. A single allotment gate will also be provided for pedestrian access.
 - c) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council received and considered the correspondence regarding the flooding of a local resident’s garden. Councillor Nutter provided an update following his site visit with the Council’s Warden. The Council noted that the resident’s contractor suspects that the problem is between the Welcome Home field and the railway. Councillor Nutter reported that there is a little trickle of water coming through and where further guidance is needed to establish if the drain is blocked or not. Following the vote, the Council agreed that Councillor Howell could ask Steven Rose from Rose Builders to investigate. Councillor Nutter also reported that the Hut/Shelter and bench have been damaged in this area and the Council’s Warden is dealing with the repairs.
 - d) **Signage Working Group** – (Councillors Chaplin – Chair, Coiley and Howell) – The Council noted that the Group will carry out a review of all signs at Furze Hill. Councillor Nutter passed on a request from some of the residents at Mistley Heath for a sign stating “No parking on The Green”. The working group will look into this. The Council’s public toilet and signage was discussed. It was noted that the Rugby Club has its own toilet facilities and the Football Club will be reminded that the public toilet should be used and not the toilets in the Village Hall as private hire functions are likely to be taking place.
 - e) **Trees Working Group** – (Councillors Coiley, Howell and Nutter - Chair) - The Council received an update from Councillor Nutter and noted that no further work will take place on the new trees. The Council noted that Furze Hill Wood’s ongoing programme and tree thinning process will start in December 2021.
Work will progress on the trees which are marked. Councillor Nutter will ensure that signage is provided and that an update about the ongoing programme is included in the local Intouch magazine.
 - f) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent and Nutter) – The Council noted that some of the agreed projects do not meet the Section 106 criteria. The projects which are eligible will be progressed. The Council noted that the daffodil bulb planting at the War Memorial has already taken place.
 - g) **Community Celebrations Working Group** – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) with other community representatives. The Council noted that a few meetings have taken place, including a site meeting. Funding now needs to be clarified including grants from local Councils, via fund raising and charging stallholders etc. The budget will be looked at during the December 2021 meeting.
 - h) **Swan Basin – Fish and Plant Working Group** – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council noted that the lilies are doing fine. Further plants/flowers will be purchased. Councillor Bell kindly offered to assist again with making holders for additional plants/flowers.
 - i) **Furze Hill Working Group** – (Councillors Carter, Nutter and Peacock) – The Council noted that there are currently no suggestions and recommendations from the working group, who will report back to the next Meeting.

9. Financial Matters

- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments in the sum of £7974.93 (Proposed by Councillor Meston and seconded by Councillor Coiley). (Copy in Minute Book and on website).
- b) Internal Auditor – Half-Yearly Internal Auditor Finance Report – The Council received and noted this report.
- c) County Councillor Locality Grant Application – The Council considered making an application for up to £500.00 for a bench and tree project. (Deadline December 2021). Following the vote, (proposed by Councillor Coiley and seconded by Councillor Bell), this proposal/application was agreed. It was noted that the project work will need to be actually completed by mid-January 2022.
- d) Conclusion of Audit – Year Ended 31st March 2021 – The Council was pleased to note the satisfactory conclusion of the external audit of the Annual Governance and Accountability (AGAR) Return and the Notice of Conclusion of Audit. (Details on website, noticeboard and upon request).
- e) Essex Playing Fields Association – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Carter), the Council agreed to join at a cost of £30 p.a. (Details about membership already received).
- f) **BUDGET 2022 2023 AND PRECEPT** – The Council received, considered, and **RESOLVED** following the vote, the Precept and Budget for 1st April 2022 – 31st March 2023 in the sum of £95,600. The Council agreed to all of the recommendations of the Finance Committee Meeting held on the 15th November 2021 including the slight increase to the hire of Church Meadow and the Cemetery Fees increases – all from the 1st April 2022. (Proposed by Councillor Frost and seconded by Councillor Peacock).
- g) Urgent Finance Matters – There were no matters.

At this point, Councillor Frost left the Meeting due to feeling unwell.

10. Correspondence – Councillors considered the following:

- a) Parking Issues – School Lane – The Council received and considered the correspondence received. It was felt that at the current time that there are not any real parking issues and the Council suggested that the company completes a survey including photographic evidence and then updates as appropriate and if necessary.

At this point two Members of the Public left the Meeting.

- b) Other Correspondence – The Council received and considered the following:
 - Mistley Heath Residents (Bonfire) - The Council received and considered the correspondence/complaint received. A full and detailed discussion ensued. Following the vote, (proposed by Councillor Howell and seconded by Councillor Kent), the Council agreed that the Clerk will contact the local residents and say that the Council has noted that the residents were upset, confirm that the Council has completed its internal investigation and advise the residents that going forward vegetation/greenery will be removed by alternative measures. The Council understands that the fire was not lit by the small volunteer group for the final part of the clearance work because of weather conditions. The Council subsequently arranged for a contractor to take away the remaining vegetation a few days later.

At this point District Councillor A Coley and District and County Councillor G Guglielmi left the Meeting.

11. Parish Council Meetings – The Council noted the following Meetings:

- Parish Council Meeting – Monday 20th December 2021 at 7.30pm – Mistley Village Hall. (Budget and Precept Meeting).
- Planning Committee Meeting – Thursday 2nd December 2021 at 7.30pm – Mistley Village Hall.

At this point the remaining Members of the Public left the Meeting.

12. **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. This resolution was agreed. (Proposed by Councillor Coiley and seconded by Councillor Meston).

- 13. **Confidential Minutes of the Parish Council Meeting held on the 25th October 2021** – The Council is asked to receive, consider and approve the Confidential Minutes.
- 14. **Update/Matters Arising from Confidential Minutes held on the 25th October 2021** – The Council is asked to receive and note any updates.
- 15. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive updates from working group meetings and to consider and agree the next legal stages with the Council’s Solicitor.

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

Signed Chairman

Date 20 December 2021