



Minutes of the full Parish Council Meeting held on the 7th February 2022 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
 Councillor R Frost (*End of Minute Number 9j*)
 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 (*End of Minute Number 9 f*)
 7 Members of the Public

- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Howell welcomed everyone to the Meeting. There were no apologies for absence.
- 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 at the Brunswick Allotment Site	Minute Number 9.b) Allotment Working Group
Councillors Carter, Frost and Meston	Personal Interests – Members of the Rugby Club	Minute Number 26 – Parish Council Assets
Councillor Chaplin, Frost, Howell, Kent, Meston and Nutter	Personal Interests – Trustees of The Welcome Home Trust	Minute Number 26 – Parish Council Assets
Councillor Carter	Personal Interest – Member of Bowls Club	Minute Number 10 i) – Financial Matters
Councillors Chaplin, Cunningham and Peacock	Personal Interests – Trustees of Mistley Village Hall Management Committee	Minute Number 9 a) – Meeting Updates
Councillor Cunningham	Personal Interest – Member of Mistley Kids Club	Minute Number 9 k) – Financial Matters

- Public Voice** – One Member of the Public spoke about issues with dogs including dog fouling and dogs being out of control at Furze Hill. He asked for an increase in awareness on the Council's Facebook page and local publications. It was noted that the Council is in close contact with the District Council's Dog Warden. The Council also noted issues at the Welcome Home Field. Councillor Chaplin will lead with a working group to look further into mitigation measures. Councillor Kent will join the

working group with Mr Garwood – the Council’s Volunteer Footpath Warden. One Member of the Public raised concerns about bridleways and Green Lane where it was noted that these fall under the remit of the PROW (Public Rights of Way) team at Essex County Council. A Member of the Public raised concerns again about parking on the greensward at Harwich Road and Pound Corner and commented on the previous signage. It was noted that these matters have been “sign-posted” to the District Council as landowner.

4. District and County Councillors Reports –

- District Councillors Reports – The Council received, considered and noted the written reports (January and February). (Copies on website).
- County Councillor’s Report – A written report has not been received as yet. The Council noted the following highway concerns received from local residents which have been passed to the County Councillor/Essex County Council.
 - High Street – Traffic and speed concerns.
 - Mistley Place Park – Public footway issues.
 - New Road – Fingerpost sign near to Mistley War Memorial – The Council noted that a new pole has been ordered. The fingerpost sign will be replaced for the second time as soon as practicable.
 - Trinity Road – The Council noted the speeding proposal scheme for this area.

5. Minutes of the Parish Council Meeting held on the 20th December 2021 – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost). (Copy in Minute Book, on website and available upon request).

6. Update/Matters Arising from Previous Minutes held on the 20th December 2021 – There were no new updates or matters arising.

7. Minutes of the Extraordinary Parish Council Meeting held on the 6th January 2022 – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Kent). (Copy in Minute Book, on website and available upon request).

8. Update/Matters Arising from the Extraordinary Minutes held on the 6th January 2022 – There were no new updates or matters arising.

9. Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings –

a) Mistley Village Hall Management Committee – The Council received and noted the monthly written, brief report from the Committee. It considered the request received from the Management Committee to take over the buildings’ insurance of the Village Hall. The Parish Council as owner of the Village Hall has this asset on the Council’s Assets Register. Local Government Act 1972, s 140(1) as amended and Local Government Act 1972, s111 requires the Council to insure its assets/property. As part of the AGAR (Accounts and Governance Accountability Return) and audit regime the auditors review the Council’s assets register in conjunction with its insurance policy each year. The Parish Council regularly and at least annually reviews its insurance to ensure there is adequate cover.

The Council carries out a formal annual review of all risks and the adequacy of insurance cover. Part of the role of the audit regime is to carry out a control test to ensure that there is adequate insurance cover for the Council’s property, assets, and all risks. With regard to CCTV, the Council noted the CCTV operator will assist the Management Committee if necessary, regarding the three cameras currently located near to the Parish Council’s play area equipment.

b) Allotment Working Group – (Councillors Chaplin - Chair, Coiley and Kent) – The Council noted that Plot Number 28 has erected an unauthorised tin shed at the Brunswick site. Councillor Chaplin reported that the working group will arrange visual inspections from the 1st March 2022 including inspections of sheds. Councillor Coiley reported on the water system pumps for the new allotment land via Hopkins Homes.

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

c) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council noted that there are no new updates.

d) Signage Working Group – (Councillors Chaplin – Chair, Coiley and Howell) – The Council noted that there are no new updates. Councillor Bell provided a progress report on the Welcome Home sign which he has kindly restored. The Council thanked Councillor Bell for his hard work.

- e) Trees Working Group – (Councillors Coiley, Howell and Nutter - Chair) – Councillor Nutter reported on the 400 newly planted saplings which are growing well. He reported on the tree thinning work at Furze Hill which is nearly complete. Councillor Coiley asked about provision for stag beetles which will be accommodated within this phase of the programme.
- f) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Coiley, Howell – Chair, Kent and Nutter) – Councillor Howell provided an update on permissible projects within the Section 106 criteria including the possible Car Park restoration at Shrubland Road.

District Councillor Coiley left the Meeting at this point.

- g) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) with representatives from Lawford Parish Council and Members of the Public – The Council received a verbal update from the Working Group, including financial contributions. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Nutter), the Council agreed to transfer the Parish Council's ear-marked reserve of £2,800 into the designated Parish Council Barclays bank account and £2,800 will be matched by Lawford Parish Council.
- h) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council noted that there are no new updates.
- i) Furze Hill Working Group – (Councillors Carter, Nutter, and Peacock) – The Council considered the suggestions and recommendations presented by Councillor Nutter. The leases with the Football and Rugby Clubs were noted together with the storage containers. The working group suggested that Kids Club should pay £14 per day/£70 per week to use the land at Furze Hill. It was noted that Kids Club has a container already on the site. A full and detailed discussion ensued. Councillor Nutter then subsequently proposed introducing a hire charge of £10 per day to be charged to Kids Club and all users of Furze Hill. This was seconded by Councillor Coiley. Following the outcome of the vote this proposal was not carried. Councillor Nutter stated that he will step down from this working group.
- j) Other Meetings/Site Meetings – The Council noted that Councillor Howell will be attending the Pride of Tendring Awards on the 11th February 2022 organised by the District Council on behalf of the Parish Council with Councillor Frost as her guest. (Councillor Chaplin is attending also but on behalf of Swan Watch).

Councillor Frost left the Meeting at this point due to being unwell.

- k) Furze Hill Play Area and Welcome Home Play Area – Councillor Cunningham kindly agreed to carry out the next visual and written risk assessments. (Due February 2022).

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 £6863.67. (Proposed by Councillor Carter and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
- b) Bank Reconciliations – December 2021 and January 2022 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copies on website).
- c) 3rd Quarter Finance Report – The Council received, considered, and agreed this report following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy on website).
- d) Councillor Generic Emails – The Council agreed the live date from the 8th February 2022. This was agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley).
- e) Manningtree, Mistley and Lawford Guide – The Council received and considered the correspondence. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), the Council agreed that any guide should be electronic because it will become outdated very quickly and it was suggested that the three large house developers in the area should be asked to fund any project.
- f) Financial Risk Management – Annual Councillors Checks – The Council received, considered, and agreed these checks following the vote. (Proposed by Councillor Coiley and seconded by Councillor Bell). (Copy in Minute Book and on website).

- g) Internal Auditor – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to appoint Miss V Pretty for the ensuing year.
- h) Essex County Council – County Councillor Locality Budget – The Swan Basin – The Council received and considered the two quotations for the restoration work. It was pleased to note the successful outcome of the grant of £1,000 via the County Councillor's Locality Budget towards this project. The Council thanked County Councillor Guglielmi for this generous grant. The Council discussed virements of budget areas and ear-marked reserves as options. The current Section 106 fund was noted. The Council agreed to utilise part of the £15,015 Section 106 contribution already received with £9,000 from the new playing fields as a budget virement to the Swan Basin ear-marked budget and to utilise the new Section 106 funds (not yet claimed) towards the ear-marked budget for the restoration of the Shrubland Road Car Park project. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Peacock). The quotations for the Swan Basin project were received and considered. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), it was agreed to accept the quotation as provided by Rose Builders of around £9,000 for the Swan Basin project.
- i) Mistley and Manningtree Bowls Club – The Council received, considered, and agreed following the vote, the request for a Section 137 grant in the sum of £200. (Proposed by Councillor Nutter and seconded by Councillor Cunningham).
- j) Manningtree & District/Frankenberg Partnership Association - The Council received, considered, and agreed following the vote, the request for membership and the fee in the sum of £25. (Proposed by Councillor Coiley and seconded by Councillor Carter).
- k) Urgent Finance Matters – There were no matters.

11. Correspondence – Councillors considered the following:

- a) Milestones – The Council conveyed its sincere thanks to Mr Horlock – local resident for leading with this community project.
The Clerk was asked to write to Mr Horlock with a formal letter and post this to him. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Meston).
- b) Enquiry: Filming - Old Knobbly Tree – The Council received and considered the request from the Focal Point Gallery, Southend-On-Sea. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Kent), the Council agreed to the request.
- c) Enquiry: Revisiting the Essex Witch Trials - Old Knobbly Tree – The Council received and considered the request via Essex County Council. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Coiley), the Council declined the request on the grounds that this event is considered inappropriate at the location within Furze Hill Wood and near to Old Knobbly.
- d) Other Correspondence – There were no matters.

12. The Walls – Vendors– The Council carried out a formal review in readiness for March 2022 to October 2022. It considered the current terms and conditions of the operating licenses, and the arrangement for each vendor trading at The Walls. This being to have up to 2 tables and 4 chairs (8 chairs in total) at each pitch out on the greensward from 1st March - 31st October each year. For conformity, food vendors have in the past been asked to use tables and chairs in a dark colour and these should not be intrusive or invasive. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Bell), it was agreed to continue with this arrangement.

13. Unauthorised Gates – Leading to Parish Council Land – The Council was pleased to note that the gate furniture has been removed and that the fence panels have been reinstated. (Proposed by Councillor Coiley and seconded by Councillor Bell), the Council agreed that the Clerk will write to the relevant residents to confirm that the matter is now closed.

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

14. Scheme of Delegation – The Council received, considered, and approved/adopted this scheme of delegation following the vote. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Bell).

15. Complaints Policy – The Council received, considered, and approved/adopted this updated policy following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

- 16. **Grants/Donations Policy – (Updated)** - The Council received, considered, and approved/adopted this updated policy following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Chaplin).
- 17. **Risk Management Strategy** – The Council received, considered, and approved/adopted this new policy following the vote. (Proposed by Councillor Nutter and seconded by Councillor Cunningham).
- 18. **Equality and Diversity Policy** - The Council received, considered, and approved this updated policy following the vote. (Proposed by Councillor Nutter and seconded by Councillor Bell).
- 19. **Pre-Application Planning Consultation Policy** - The Council received, considered, and approved this new policy following the vote. (Proposed by Councillor Coiley and seconded by Councillor Bell).
- 20. **Meet and Greet Councillors Sessions** – With regard to this suggestion, the Council agreed to defer this matter.
- 21. **Parish Council Community Litter Pick** – The Council agreed to this event following the vote, on Saturday 9th April 2022 starting at Mistley Village Hall. The Council also agreed to purchase more litter picking equipment including more bag holders from the relevant budget. (Proposed by Councillor Howell and seconded by Councillor Coiley).

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

- 22. **Parish Council Meetings** – The Council noted the following Meetings:
 - Parish Council Meeting – Monday 21st March 2022 at 7.30pm – Mistley Village Hall.
 - Planning Committee Meeting – Thursday 3rd March 2022 at 7.30pm – Mistley Village Hall.
- 23. **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 following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).
- 24. **Confidential Minutes of the Parish Council Meeting held on the 20th December 2021** – The Council is asked to receive, consider and approve the Confidential Minutes.
- 25. **Update/Matters Arising from Confidential Minutes held on the 20th December 2021** – The Council is asked to receive and note any updates.
- 26. **Parish Council Assets – (Leases/Licences)** –
 - Assets/Land - 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.
 - Assets/Building - The Council is asked to consider setting up a working group to work with Mistley Village Hall Management Committee and the RCCE (Rural Community Council of Essex) regarding the custodial and management trustee arrangements.
- 27. **Staffing** – The Council is asked to agree the additional paid hours of work for the Warden.

There being no further business, this part of the Meeting closed to facilitate the next part under closed session.

Signed Chairman Date