



Minutes of the full Parish Council Meeting
held on the 21st March 2022 at 7.30pm at Mistley Village Hall

Councillors Present:

- Councillor G Carter
- Councillor J Chaplin (*Vice Chairman*)
- Councillor S Coiley
- Councillor P Cunningham
- Councillor R Frost
- 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
- Four Members of the Public

1. **Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Howell welcomed everyone to the Meeting. An apology for absence was received from Councillor Bell (work). This was agreed by the Council. Apologies were also received from District and County Councillor C Guglielmi and District Councillor V Guglielmi due to meeting clashes.
2. **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 7.b) Allotment Working Group
Councillors Carter, Frost, and Meston	Personal Interests – Member of the Rugby Club	Minute Number 9 d)
Councillors Chaplin, Frost, Howell, Kent, Meston, and Nutter	Personal Interests – The Welcome Home Trust	Minute Number 18 – Parish Council Assets
Councillors Chaplin, Cunningham, and Peacock	Personal Interests – Trustees of Mistley Village Hall Management Committee	Minute Number 7 a) – Councillors written/emailed reports

3. **Public Voice** – One Member of the Public spoke about a local group - Mermaids Against Sewerage and the correspondence sent under Minute Number 9 f) below. The Council noted the issues raised by Members of the Public (not present at the Meeting) with regard to the Thorn Warehouse/abandoned buildings next to the Swan Basin and the associated blocked

footpath. District Councillor Coley advised that the District and County Councils are still actively pursuing resolving the concerns and problems.

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).
5. **Minutes of the Parish Council Meeting held on the 7th February 2022** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham 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 7th February 2022** – There were no new updates or matters arising.
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings** – (Copies of written reports on website).
 - a) **Mistley Village Hall Management Committee** – The Council received and considered the monthly written reports from Councillor Chaplin (Parish Councillor representative with Councillor Peacock) and also from Councillor Cunningham. The Council noted details about the buildings' insurance for the Village Hall (insured by the Parish Council), that the Village Hall roof ridge tiles have been replaced, all key fobs have been programmed, a review is underway for the cleaning contract and discussions are underway with Mistley Kids Club and hire of the Hall. The Council also noted the new fire detector sensors have been fitted, the Emergency Planning contact details have been updated, that there are some new Hirers at the Hall and hardware issues have been identified with the CCTV cameras.
 - b) **Allotments Working Group** – (Councillors Chaplin - Chair, Coiley, and Kent) – The written report was received and considered. For the Brunswick House site, it was noted that Councillors Chaplin and Kent met with the Chair of MALGA (Mistley Allotment and Gardeners Association) on site on the 8th March 2022. Only 3 tenants have not started working or weeding their respective plots - the working group will phone the relevant tenants. The working group are proposing that black matting and bark be purchased and laid on the strip of land in front of the black fence. Quotations are being sought. With regard to the Railway Allotments a site visit is imminent.
 - c) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council received and noted the written report. No work has been carried out by the volunteers. However, Councillor Nutter has been working with the Council's Warden and 8 of the larger new bins have been installed along The Walls with 2 more to install.
 - d) **Signage Working Group** – (Councillors Chaplin – Chair, Coiley, and Howell) – The Council noted the site meeting at the Welcome Home Field on the 19th March 2022 which included discussions about signage with the Trustees.
 - e) **Trees Working Group** – (Councillors Coiley, Howell, and Nutter - Chair) - The Council received the written report. It noted that some trees were cleared after the storm by Councillors Cunningham and Nutter with the Council's Warden.
 - f) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council received the written report. At the last Parish Council Meeting it was agreed to proceed with using Mistley's S106 funds currently available - (approximately £32,000) to resurface the Furze Hill car park. Updated quotations have been procured from three contractors who were originally approached for quotations in 2020. The new quotations have been sent to Tendring District Council for its review and the go-ahead is awaited. Mistley Kids Clu has kindly offered a contribution of £2,500 towards the car park renovations works which is most appreciated.

- g) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) with representatives from Lawford Parish Council, Members of the Public and other Stakeholders – The Council received the written report. It noted that four local bands have now booked to play at the party. Fireworks have been booked (to be discharged from the river). Infrastructure - including portaloos have been booked. The road closure of New Road (between the War Memorial and the Erskine Road junction) is planned from 2pm until 10pm, (public consultation with near neighbours is underway). Sponsorship from local businesses currently totals £4,060, plus £5,650 from Mistley/Lawford/Manningtree Councils = £9,710. A grant application has also been made to the Arts Council. Food vendors have been confirmed including pizza, burgers, fish & chips, falafels, ice cream and drinks vendors – the latter being local pubs for beer/wine/soft drinks. All local businesses have the TEN (Temporary Event Notice) notices in hand (licensing). Local primary schools will take part in pre-party activities including crown making and creative workshops. Publicity is to begin soon.
- h) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council received the written report. It noted that there are no updates on the fish/lilies project (as it is currently winter). Rose Builders began work on the restoration of the basin/brick surround/railings on the 14th March 2022.
- i) Dog Working Group – (Councillors Chaplin, Kent, Meston, and Mr Garwood – Volunteer Footpath Warden) – The Council received the written report and noted that a site meeting took place between Councillors Chaplin and Meston and the Tendring District Council Dog Warden at Furze Hill. The group observed those walking over the pitches and whilst a few had no leads on their dogs – they are regular dog walkers and have demonstrated previously that they do pick up after their dogs. The Warden is aware of a dog walker who has been abusive. The group is recommending that the signs need to be reviewed and that CCTV cameras could possibly be installed, or the existing cameras (owned by Mistley Village Hall Management Committee) could possibly be utilised. Councillor Meston agreed to work in conjunction with the Rugby Club and evidence of dog faeces on the pitches – especially when children are playing. The Club will advise the local press and endeavour to publicise the health dangers – maybe handing out leaflets too. The working group will continue to monitor the situation on a weekly basis.
- j) Other Meetings/Site Meetings – The Council (as sole trustee) noted the Welcome Home Site Meeting on the 19th March 2022. All matters raised will be considered by the Trust at its next Meeting.

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

8. Financial Matters

- a) Schedule of Account for Payment – The schedule was received, considered, and agreed following the vote payments in the sum of £17,157.01 since the last Meeting. (Proposed by Councillor Frost and seconded by Councillor Meston). (Copy in Minute Book and on website).
- b) Bank Reconciliation – February 2022 – This was received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Cunningham).
- c) VAT Claim to HMRC 2021/22 – The Council noted the annual claim for £5957.39.
- d) Transfer to Nationwide from Barclays – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Carter), the Council agreed to the £20,000 transfer. (Financial Services Compensation Scheme) – FSCS – up to £85,000 per bank/building society/financial institution.
- e) The Public Sector Deposit Fund/CCLA- (Churches, Charities & Local Authorities) – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Carter), the Council agreed to the £25,000 asset purchase from general reserves. (Financial Services Compensation Scheme) – FSCS – up to £85,000 per bank/building society/financial institution.

- f) Transfer between Barclays Accounts – Following the vote, the Council agreed to the Manningtree Town Council donation of £50 towards HM The Queen’s Platinum Community Celebrations for Lawford, Manningtree and Mistley. (From Account numbered 5025220 to 10136174). (Proposed by Councillor Nutter and seconded by Councillor Peacock).
- g) Urgent Finance Matters – There were no matters.

9. Correspondence – Councillors considered the following:

- a) Street Light Request – York Street/Oxford Road – Junction – The Council considered the correspondence received from one local resident. The Council noted its policy of leaving the streetlights on and the policy will apply to this particular streetlight too. The Council has a phased programme of replacing its lanterns with LED lights and turning off would make no difference to the cost because of the fixed contract that it currently has. The Council noted the comments about energy usage.
- b) Hedge Planting – Nature Recovery – Mistley – The Council received and considered the correspondence received from the Dedham Vale AONB (Area of Outstanding Natural Beauty). It was felt that there is currently no need for hedging along The Walls and the area of AONB.
- c) Speeding – High Street – The Council received and noted the details received from Essex County Council.
- d) Mistley Rugby Club – Invitation – President’s Day – Saturday 30th April 2022 – from 1pm – evening – It was agreed that Councillors Carter, Chaplin, Coiley, Frost, Howell, and Nutter will attend.
- e) Mermaids Against Sewerage – The Council received and considered the correspondence received under Minute Number 3 Public Voice above.
- f) Other Correspondence – The Council received and considered the following:
- 21/02121/LBC & 21/02122/FULHH – 2 Thorn Mews, The Green – (Revisions) – Proposed erection of two rear dormers, insertion of 2 No. conservation roof lights to front roof slope and internal alterations. Following removal of existing lantern. Due to the deadline date for these planning applications being the 22nd March 2022, the Parish Council considered the application on behalf of the Planning Committee. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council recommended that the LPA’s (Local Planning Authority) Heritage Officer makes a decision on this application via the LPA’s scheme of delegation.
 - Request for Services at War Memorial – The Council received and considered the correspondence from the North Essex Veterans Support Group. The Council agreed to allow the following 11am services during 2022: – VE Day – Sunday 8th May, Falklands Service - Sunday 19th June, VJ Day - Sunday 14th August, and Armistice Day – Friday 11th November. The Council agreed that a representative/s at the above events will be agreed nearer the dates for each event.
 - We Care – Mistley Swans Report 2022 – The Council considered the report received on the 17th March 2022. It noted the views of the AONB (Area of Outstanding Natural Beauty) Heritage Officer and the Heritage Officer at Tendring District Council where The Walls is within the AONB and Conservation Area. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Meston), the Council felt that no further signage is necessary. It considered that it would be sensible for We Care to have discussions with the various agencies including - the AONB Dedham Vale and Tendring District Council.

10. Councillors Personal Emails – It was noted that some Councillors are still encountering technical issues with their respective new Parish Councillor emails. It was agreed that Mistley Computers be asked to attend an hour’s session at the Village Hall to assist the relevant Councillors.

11. **Emergency Planning (Mistley with Lawford and Manningtree)** – Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed that Councillor Meston will be the Council’s representative.
12. **Safeguarding Policy** – The Council agreed to adopt this policy following the vote. (Proposed by Councillor Kent and seconded by Councillor Frost). (Copy on website).
13. **DBS (Enhanced Disclosure and Barring Service)** – Following the vote, (proposed by Councillor Kent and seconded by Councillor Cunningham), the Council agreed to commission CAS (Community Action Suffolk) to process all outstanding Councillors Enhanced DBS checks and subsequent certification.
14. **Parish Council Meetings & Annual Parishioners Meeting** – The Council noted the following Meetings:
 - Annual Parishioners Meeting – Monday 25th April 2022 – **7pm-8pm** – Mistley Village Hall.
 - Next Parish Council Meeting – Monday 25th April 2022 – **8pm** – Mistley Village Hall.
 - Next Planning Committee Meeting – Thursday 7th April 2022 – 7.30pm – Mistley Village Hall.

District Councillor Coley and the remaining two Members of the Public left the Meeting at this point.

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 to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. This resolution was agreed following the vote. (Proposed by Councillor Kent and seconded by Councillor Coiley).
16. **Confidential Minutes of the Parish Council Meeting held on the 7th February 2022** – The Council is asked to receive, consider, and approve the Confidential Minutes.
17. **Update/Matters Arising from Confidential Minutes held on the 7th February 2022**– The Council is asked to receive and note any updates.
18. **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.
19. **Staffing** – Local Government Pay Claim 2021/22 - from 1 April 2021 to 31 March 2022 – The Council is asked to consider the increase as agreed by Unions and as recommended by EALC - (Essex Association of Local Councils), NALC - (National Association of Local Councils) and SLCC – (Society of Local Councils Clerks) for Parish Council Staff.

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

Signed **Chairman** **Date**