



Minutes of the full Parish Council Meeting held on the 25th April 2022 at 8pm 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
- Councillor C Howell (*Chairman of Council*)
- Councillor W Meston
- Councillor P Nutter
- Councillor I Peacock

In Attendance:

- Mrs S Clements – Clerk
- 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 Kent (unwell). This was accepted by the Council. An apology for absence was also received from District Councillor Coley (unwell).
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>
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Number 15 – Parish Council Assets.
Councillors Chaplin, Frost, Howell, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 15 – 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 Historic England’s drone survey, he advised that the railings have been painted at The Swan Basin and so the plaque can be erected, on the 26th April the new Mile Marker at Walton Bridge will be installed. He also spoke about the specialist restoration work with Conservation experts to the wall at The Green, where the wall repairs will take place in the summer via Essex County Council’s Historic Environment Manager using traditional lime putty (to be paid for by the Parish Council as previously agreed) and utilising bricks which are already to hand. The request for flowers from MITHRAS was noted. A discussion ensued about watering and maintaining any flowering tubs.
Concerns were raised about vehicles parking too close to the Old Water Pump on The Green which is causing the concrete to break up and could potentially damage this historic listed asset. It was agreed that Councillor Meston will visit the site and investigate further to establish if suitable bollards could be installed as a mitigation measure and to consider how to protect the listed Water Pump in the Conservation Area. The Volunteer Footpath Warden commented that there are cows in the local fields now and that dog walkers should not take their dogs where cows are grazing.
4. **District and County Councillors Reports** – The District Councillors and County Councillor written reports were received and noted. (Copies on website).

5. **Minutes of the Parish Council Meeting held on the 21st March 2022** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Nutter). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 21st March 2022** – There were no new updates or matters arising.
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) Mistley Village Hall Management Committee – The Clerk will circulate the Minutes from the last Management Committee as received from Councillor Chaplin.
 - b) Allotment Working Group – (Councillors Chaplin - Chair, Coiley, and Kent) – The written report was received and considered. The quotation for bark and black weed control matting was considered. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Nutter), it was agreed to proceed with this purchase which will be approximately £250. Volunteers will be asked to clear/weed the area before the bark and matting is laid. It was also agreed that the Clerk will contact tenants who have not cultivated their plots following the recent site visit by the Working Group. The next site visit will be in May 2022.
 - c) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council noted that various fallen trees have been removed and made safe after the last storm damage along The Walls, New Road, and Green Lane. The Council's chainsaw has been serviced by Tuckwell's and now starts easily.
 - d) Signage Working Group – (Councillors Chaplin – Chair, Coiley, and Howell) – The Council noted that there are four signs which need to be erected.
 - e) Trees Working Group – (Councillors Coiley, Howell and Nutter - Chair) - The Council noted that replacement canes and sleeves need to be purchased as there is a 95% survival rate after the winter. This was agreed following the vote, at an approximate cost of £200. (Proposed by Councillor Howell and seconded by Councillor Frost).
 - f) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council received and considered the car park quotations. However, it noted that a response is still awaited from Tendring District Council this project and so a contractor cannot currently be appointed.
 - g) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) with representatives from Lawford Parish Council and community stakeholders/members of the public – The Council agreed following the vote, for temporary signs supplied by Fenn Wright Estate Agents advertising the event to be erected along The Walls where these will be in place for about a month, that Councillor Bell can affix the temporary sign that he has kindly made about the event near to The Towers, and the transfer of £8050 received from the Arts Council to the relevant Parish Council bank account. The Council noted that a thank you after party will be held on the 17th June 2022 for all volunteers and sponsors. The Welcome Home Sign will be reinstalled shortly by the Council's Warden. (Proposed by Councillor Frost and seconded by Councillor Bell). A designated bus to transport residents to and from the celebrations was also discussed.

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

- h) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council noted that Rose Builders have started work on the Swan Basin - so far the loose bricks have been removed and replaced. The basin itself will be repaired and all the railings sanded down and repainted, MITHRAS have contacted Councillor Howell to suggest that they put flower troughs on the railings, but it has been suggested that this is left until the works are completed. Mr Robert Horlock has also suggested that the brass plaque explaining the history of the Swan Basin, the Milestones, and the houses behind it (which has been made), is not affixed on the railings until the works are finished. The Council also noted that the Lilies have flowered again. It is proposed to refill and put fish in once the water temperature settles down and when the plants are more established.
- i) Dog Working Group – (Councillors Chaplin, Kent, and Mr Garwood – Volunteer Footpath Warden – The Council considered and agreed the recommendations of the group regarding erection of the four signs and their respective locations.
- j) Other Meetings/Site Meetings – The Council noted that Councillor Howell has been asked by the local RBL (Royal British Legion) to lay a wreath on Sunday 8th May 2022 for the Anniversary of VE Day.

8. Financial Matters

- a) Schedule of Account for Payment – The schedule was received, considered, and agreed following the vote payments since the last Meeting in the sum of £11,073.22. (Proposed by Councillor Cunningham and seconded by Councillor Peacock). (Copy in Minute Book and on website).
- b) Bank Reconciliation – March 2022 (year-end) – This was received and noted.
- c) Precept – 2022/23 – The Council noted receipt of the first instalment of £48,307.00.
- d) Urgent Finance Matters –
 - Royal British Legion (RBL) – Platinum Jubilee Pins – Following the vote, (proposed by Councillor Frost and seconded by Councillor Meston), it was agreed to purchase 13 pins at a cost of £4 each. (£52).
 - Grounds Maintenance Contractor – The Council considered the correspondence received from its contractor. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), it was agreed that the SLA (Service Level Agreement) cannot be legally changed, and the contractor should be asked to continue until the end of the legal contract. The Council will review the contract when it comes up for renewal.

9. Correspondence – Councillors considered the following:

- a) Harwich and District Community Speed Watch Partnership – Following the vote, (proposed by Councillor Meston and seconded by Councillor Carter), the Council confirmed its agreement to continue to be part of this community partnership scheme.
- b) Other Correspondence – The Council received and considered the following:
 - Her Majesty The Queen's Platinum Jubilee - Kids' Club – The Council received and considered the request to position a bouncy castle on the playing field just outside the Village Hall on the 1st June 2022 for a party the Club is planning for the children to celebrate the Platinum Jubilee. The whole day will be themed for the Jubilee and the castle would be in place only from 10 am to 4 pm. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Bell), this request was agreed, subject to Kids' Club and the bouncy castle provider carrying out an adequate and robust risk assessment, that first aid cover is on site and that adequate public liability insurance is in place.
 - Mistley Rugby Club – The Council received and considered the requests for a bouncy castle for two events from the Club.

Following the vote, (proposed by Councillor Nutter and seconded by Councillor Meston), these requests were agreed, subject to the Rugby Club and bouncy castle company/provider carrying out an adequate and robust risk assessment, that first aid cover is on site and adequate public liability insurance is in place.

- The Conservation Volunteers – The Council considered the correspondence received and the offer to carry out volunteer conservation work in the Village. Following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley), it was agreed that Councillor Nutter will liaise directly with the Volunteers. The Council commented that the public footpath by the Game-Keepers Pond is currently not useable.
 - Mistley Village Hall Kitchen & The Iris Peacock Lounge – The Council considered the request for formal consent (as owner of the Village Hall) and also for feedback regarding projects to re-design and fit out the Village Hall Kitchen and to finish work in the Iris Peacock Lounge. The Council agreed that a joint-collaborate working party should be set up to discuss the suggestions for both the kitchen and the Iris Peacock Lounge comprising of representatives from the Council and the Committee.
- 10. Councillors Personal Emails** – Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), it was agreed that the end-date for personal emails following adoption of Parish Councillor generic emails will be 1st June 2022.
- 11. Parish Council Meetings** – The Council noted the following Meetings:
- Next Parish Council Meeting – Annual Meeting Monday 30th May 2022 – 7.30pm – Mistley Village Hall.
 - Next Planning Committee Meeting – Thursday 5th May 2022 – 7.30pm – Mistley Village Hall.
- 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 following the vote. (Proposed by Councillor Frost and seconded by Councillor Peacock).

13. **Confidential Minutes of the Parish Council Meeting held on the 21st March 2022** – The Council is asked to receive, consider and approve the Confidential Minutes.
14. **Update/Matters Arising from Confidential Minutes held on the 21st March 2022**– 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 public Meeting closed to facilitate the closed part of the Meeting.

Signed Chairman

Date 30 May 2022