



Minutes of the full Parish Council Meeting held on the 18th July 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

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. Apologies for absence were received from Councillor Bell (work) and Councillor Peacock (unwell). These were accepted by the Council. Apologies for absence were also received from District and County Councillor C Guglielmi and District Councillor V Guglielmi – 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.	Minute Number 7 c) – Allotment Working Group.
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Number 18 – Parish Council Assets.
Councillors Chaplin, Frost, Howell, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 8 i), 9 f) and 18– Parish Council Assets.
Councillors Chaplin, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 7 a) and 7 b) – Councillors written/emailed reports.
Councillor Cunningham	Personal Interest – Member of Kids Club.	Minute Number 9 e) – Kids Club

3. **Public Voice** – One Member of the Public spoke about basketball/play area provision in the Village. The Council commented on space restrictions, and the high cost relating to Furze Hill, but noted that there is a possible facility at the nearby Stourview Close site (owned by the District Council) which might be a viable option. Another Member of the Public spoke about resurfacing, costs, and funding/grants for play equipment. A discussion ensued. The Council agreed following the vote that a Working Group be set up comprising Councillors Chaplin, Coiley, Meston, and Nutter.

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

4. **District and County Councillors Reports** – The District Councillors and County Councillor written reports were received and noted. (Copies on website). The Council noted the street naming consultation and that it is hoped that the District Council will purchase Mistley Place Park.

5. **Minutes of the Parish Council Meeting held on the 30th May 2022** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Frost and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 30th May 2022 – Minute Number 17 g) – Grounds Maintenance Contractor** – Councillor Howell referred to an email sent by Councillor Nutter with regard to the said resolution, in which he suggested that the Chairman had "pushed through" the matter. Councillor Howell stated that that the matter had been decided democratically via the vote (in which Councillor Nutter had voted in favour, nothing had been "pushed through", and that all matters had been conducted in accordance with the standing orders). Councillor Nutter declined to retract the comment made in his email and Councillor Howell asked for this to be recorded in these Minutes.
[MPC-Email-Text-and-WhatsApp-Policy.pdf \(mistleyparishcouncil.co.uk\)](#)
[Minutes of the full ANNUAL Parish Council Meeting held on 30th May 2022 – Mistley Parish Council](#)
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) Mistley Village Hall Management Committee – (Councillors Chaplin and Peacock) – The Council received and noted the written report.
 - b) Mistley Village Hall Projects (Kitchen & Iris Peacock Lounge Working Group) – (Councillors Coiley, and Howell) with Village Hall Representatives – The Council noted that the Working Group has not met as yet. A meeting will be set up.
 - c) Allotment Working Group – (Councillors Chaplin - Chair, Coiley, and Kent) – The written report was received and noted.
 - d) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council noted that the path down the hill by The Anchor PH has been cleared by the Parish Council's Warden. (Near to where the only telephone box was removed).
 - e) Signage Working Group – (Councillors Chaplin – Chair, Coiley, and Howell) – The Council noted that there are no new updates.
 - f) Trees Working Group – (Councillors Coiley, Howell and Nutter - Chair) - The Council noted that the protectors and canes have been received and will be installed when the ground is less dry.
 - g) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council received and considered the three car park quotations. Following the vote, (proposed by Councillor Kent and seconded by Councillor Cunningham), it was agreed/resolved that Toppesfield Ltd (the lowest quotation at £30,524.00 plus VAT – the Council reclaims VAT), should be asked to carry out the work. The Council will use £20,524.00 of Section 106 Funds.
 - h) 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 noted that the finances are still to be finalised. Any surplus will be split with Lawford Parish Council and towards expenditure.
 - i) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council noted that the Clerk has asked Rose Builders for an update and work will be finalised when the weather conditions are more suitable. Councillor Bell was thanked for his volunteer work of filling up the basin and for the weeding work.
 - j) Dog Working Group – (Councillors Chaplin, Kent, and Meston) – The Council received and noted the written report.
 - k) Other Meetings/Site Meetings –
 - 40th Anniversary of the Falklands – War Memorial - The Council noted that Councillors Chaplin and Kent laid a wreath on behalf of the Parish Council on the 19th June 2022 for the 40th anniversary of the Falklands.
 - Plastic Free Status – The Council noted that Councillor Kent attended a Plastic Free Meeting on the 14th July 2022. Mistley now has "Plastic Free" status via the Surfers Against Sewage. A press announcement will be released on the 29th July 2022. The Parish Council will update its website, Facebook, and Instagram accounts.
 - Mistley Site Meeting with District Councillor Coley – The Council noted that Councillor Howell will be meeting District Councillor Coley to view various areas of the Village in a "walk around". Councillor Chaplin (Vice Chairman) will join this Meeting.

8. Financial Matters

- a) Schedule of Account for Payment – The schedule was received, considered, and agreed following the vote for payments since the last Meeting in the sum of £19,378.32. (Proposed by Councillor Cunningham and seconded by Councillor Nutter). (Copy in Minute Book and on website).
- b) Bank Reconciliations May & June 2022 & 1st Quarter Finance Report – The Council received and agreed these following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Nutter).
- c) Harwich Road – Litter Bin – The Council considered the request received from a resident for a larger bin in this area. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Frost), the Council agreed that subject to a satisfactory site visit, the Council's Warden will install the new larger bin (one in stock) at this site
- d) Bespoke Councillor Training/Team Building – Mistley Village Hall – Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), bespoke training at the Village Hall was agreed. The cost of £450.00 plus the Course Trainer's mileage from Great Dunmow, Essex was agreed. (In budget). (Date to be confirmed on a Thursday evening before a Planning Committee Meeting).
- e) CIF (Community Initiatives Fund) Bid Grant Application – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), the Council agreed/resolved to make an application of £10,000 for the Community Car Park project. Toppesfield Ltd. will carry out the work. The project will cost £30,524.00 plus VAT. £20,524.00 of Section 106 funds will make up the shortfall.
- f) The Green – Wall Repair – The Council noted that the wall is in the Conservation Area but is not listed. The Wall has now been damaged by ivy and self-seeding trees and three of these are likely to be protected. Due to erosion of the brickwork and joints repair work is now needed to re-point the wall. The Historic Environment Consultant and Historic Environment Manager via Essex County Council have been closely involved with the project. The proposed start date is the 19th September 2022. 40 bricks have been sourced. The Parish Council has already agreed to meet the cost of the lime putty (up to a maximum of £200). The Local Planning Authority has confirmed that full planning and listed building/conservation consent are not needed for the Wall (but the Tree and Landscape Officer has not been consulted about any trees. Neighbours also need to be consulted about the ivy). If there are any changes, then a pre-application may be necessary or a certificate of proposed lawful use. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), the Council agreed: for the scheme to go ahead, to the cost of the lime putty, and to the on-site portable toilets.
With regard to the ivy, the Council agreed that this should be left for now, but Councillors Cunningham and Meston will carry out a site visit to investigate further. (Proposed by Councillor Cunningham and seconded by Councillor Meston).
- g) Website Domain and Emails Renewal Storage (12GB) – Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), the Council agreed to the costs of £130 for 1 year. The Council will look into a new website as part of its process/planning/budget bids.
- h) Annual Play Area Inspection Report – The Council received and considered the report. Following the vote, (proposed by Councillor Meston and seconded by Councillor Nutter), it was agreed to obtain a quotation to endeavour to mitigate and manage the risks identified as moderate. Once the quotation has been received the Council will consider further.
- i) Welcome Home Trust – Bark Damage – (Parish Council is sole trustee) – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Frost), the Council agreed to ask the Local Planning Authority's Tree and Landscape Officer to investigate further.
- j) Urgent Finance Matters – There were no matters.

9. Correspondence – Councillors considered the following:

- a) Mistley Towers – The Council noted that the grounds contractor (not appointed by the Parish Council) has removed the rubbish bags following the complaint from a resident.
- b) New Development – Land South of Long Road – Street Naming – The Council discussed the suggestions but agreed to simply note them and not respond further. (Proposed by Councillor Frost and seconded by Councillor Howell).
- c) Essex County Council Highways Matters (and Policing) – The Council noted the concerns raised by local residents from New Road regarding speeding and noise. The correspondence has been passed to the County Council and Essex Police.
- d) Essex County Council Highways Matter – Signage – Fingerpost Sign – New Road junction with The Walls – The Council was pleased to note that the replacement sign is now in place.

- e) Kids Club – The Council considered the request for use of the field on the 31st August 2022 from 8am – 5pm. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Frost), this request was agreed.
- f) Welcome Home Field – The Trustees (Parish Council is sole trustee) considered the request from Home Essex Child and Family Wellbeing Service to use the field on the 26th July and 30th August 2022 from 11.30am – 12.30pm/1pm. This was agreed following the vote provided that the area is not in use by the Cricket Club and that the organisation is aware of how close the site is to the Cricket Club. (Proposed by Councillor Frost and seconded by Councillor Nutter).
- g) Other Correspondence – The Council received and considered the following:
- Cemetery – Trinity Road - The Council received and considered the grounds issues. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Frost), the Council agreed to provide an update about the volunteer arrangement.
 - The Green – Pump – The Council noted the sourcing and purchase of second-hand bollards via E Bay UK for £30 by a resident. Following the vote, (proposed by Councillor Meston and seconded by Councillor Meston) it was agreed to ask Rose Builders to provide a quotation to the Parish Council for installing the said bollards.

District Councillor Coiley left the Meeting at this point.

10. **DBS (Data Barring Service) Councillors Checks** – The Council noted that Councillors Bell and Coiley still need to administer their respective checks. The Clerk will verify Councillor Chaplin’s documents for submission to the CAS (Community Action Suffolk) DBS scheme.
11. **Parish Council Public Seat – Plaque** – The Council discussed the unauthorised plaque. Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), the Council agreed to update the resident and ask the Warden to remove and return the plaque to its owner.

At this stage the Council temporarily suspended its relevant standing order to continue the Meeting after 10pm. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Howell).

12. **Salt Partnership Scheme** – Winter 2022/23 – (Closing date 25th July 2022) – The Council considered the offer received from Essex County Council Highways for a free of charge one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway. Following the vote, (proposed by Nutter and seconded by Councillor Cunningham), the Council agreed that no more salt is needed.
13. **EALC (Essex Association of Local Councils) AGM - 22nd September 2022** – Councillor Meston will attend on behalf of the Council. Following the vote, (proposed by Councillor Frost and seconded by Councillor Meston) the Council agreed the following motions: Motion 1 - “Legal updates via NALC – National Association of Local Councils – the Parish Council considers that EALC is not providing sufficient updates within the weekly bulletins and would welcome more support”. Motion 2 – “Training – the Parish Council considers that training is often expensive and outside of the reach of smaller Parish Councils. It is understand that this is because professional and expert training is often outsourced. However, the Parish Council would wish to see more in-house training by qualified and experienced EALC staff”.
14. **Parish Council Meetings** – The Council noted the following Meetings:
- Next Parish Council Meeting – Monday 5th September 2022 – 7.30pm – Mistley Village Hall.
 - Next Planning Committee Meeting – Thursday 4th August 2022 – 7.30pm – Mistley Village Hall. The Chairman of the Committee – Councillor Nutter raised his concerns about low attendance rates. For 2023 the Council will consider an earlier start time of 6pm or 6.15pm which will hopefully improve attendance and quorum potential issues.
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. This resolution was agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Kent).

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

- 16. **Confidential Minutes of the Parish Council Meeting held on the 30th May 2022** – The Council is asked to receive, consider and approve the Confidential Minutes.
- 17. **Update/Matters Arising from Confidential Minutes held on the 30th May 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.

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

Signed Chairman

Date 5 September 2022