



Minutes of the full Parish Council Meeting held on the 28th November 2022 at 7.30pm at Mistley Village Hall

Councillors Present:

- Councillor G Carter
- 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
- Two 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 Councillors Bell (work), Chaplin (family) and Peacock (unwell). These apologies were accepted by the Council. (Proposed by Councillor and seconded by councillor Cunningham).
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 b) – Councillors written/emailed reports.
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Number 9 b) and 15 – Parish Council Assets.
Councillors Frost, Howell, Kent, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 15 – Parish Council Assets.
Councillor Cunningham.	Personal Interest – Trustee of Mistley Village Hall Management Committee.	Minute Number 7 a) – Councillors written/emailed reports.

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 on website).
5. **Minutes of the Parish Council Meeting held on the 17th October 2022** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 17th October 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 Council noted the new curtains.
 - b) Allotment Working Group – (Councillors Chaplin - Chair, Coiley, Kent, and Meston) – The written report was received and noted.

- c) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council received and noted the written report.
- d) Signage Working Group – (Councillors Chaplin – Chair, Coiley, Howell and Meston) – The Council received and noted the written report.
- e) Trees Working Group – (Councillors Coiley, Howell, and Nutter - Chair) - The Council received and noted the written report.
- f) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council received and noted the written report. Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), the Council considered and subsequently agreed to proceed following the points raised and in accordance with the photographs in the contractor's email (Toppesfield) dated the 18th November 2022. The Council also agreed the temporary route and parking arrangements during the car park contract resurfacing preparatory work on the 6th and 7th December 2022 and during the project which will be publicised and users will be updated. The Council noted that four builders' quotations were sought but only one quotation was received for digging out and laying hardcore in the glass recycling area, but the Council decided not to proceed on this basis. The Council would like to proceed in accordance with the car park plan as prepared by Mr J Cambridge our local contractor and arrangements will be made to move the bottle banks. The Clerk will ask Toppesfield for an updated timeframe on how long the total works are likely to take and an update on the white line marking where the contractor has allowed 1 day/shift at the price of £1,750 per day/shift. The Council thanked the volunteers for assisting at the car park with the grass edging work.
- g) Dog Working Group – (Councillors Chaplin, Kent, and Meston) – The Council received and noted the written report.
- h) Basketball Working Group – (Councillors (Councillors Chaplin, Coiley, Meston, and Nutter) – The Council noted that there were no new updates.
(The Council noted that the quarterly risk assessment visual and written safety reports for Furze Hill and the Welcome Home play areas are now due).
- i) Cemetery & Closed Churchyard Working Group – The Council did not wish to set up a working group and noted that it is now recommended to test by a light touch manually using our hands to see if there is any movement in any of the memorials and if so, to try and lay them flat if they are very loose. The Clerk will attend training on this during the new year and debrief the Council's Warden. However, for now the overgrown grounds area needs to be cleared so that the headstones can be easily accessed to test.
- j) Other Meetings/Site Meetings – None.

8. Financial Matters

- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £8,330.37. (Proposed by Councillor Cunningham and seconded by Councillor Nutter). (Copy in Minute Book and on website).
- b) Bank Reconciliation – October 2022 – This was received and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- c) Closed Churchyard – The Council considered the three quotations received. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to instruct Great Oaktree Land Tree Services (the cheapest price) to carry out the grounds maintenance clearance works at a cost of £600 plus VAT.
- d) Grounds Maintenance Sealed Tender Process – 2023-2026 – The Council received and considered the documentation and agreed the process following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Howell).
- e) Essex & Herts Air Ambulance Section 137 Grant Request – The Council received and considered the application. It noted that last year £100 was granted. Following the vote, (proposed by Councillor Kent and seconded by Councillor Frost), the Council agreed to a grant of £150.00
- f) SARs (Suffolk Accident and Rescue Service Section 137 Grant Request – The Council noted that the application form has not been received and so this matter will be deferred.
- g) Dictaphone – The Council considered the purchase of this equipment to assist with minute taking and where the recording would be deleted after circulation of the draft minutes. This purchase at £136.09 was agreed following the vote, (proposed by Councillor Meston and seconded by Councillor Nutter).
- h) ICCM (Institute of Cemetery and Crematorium Management) Membership – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), the Council agreed not to join.

i) Coronation Event – The Council discussed the arrangements. Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), the Council agreed that the event will be held at Furze Hill in partnership with Mistley Rugby Club and other volunteers and will take place on Sunday 28th May 2023 – a bank holiday weekend. A Pram Race, Band and bars were discussed, along with toilets, and other practical arrangements.

j) Furze Hill Tree Management Plan – There were no new updates.

k) Half-Yearly Internal Audit – 3rd November 2022 – The Council noted that no matters were raised by the Internal Auditor. The Clerk was thanked for her work as RFO (Responsible Finance Officer).

l) Urgent Finance Matters – The Council considered the following:

- Manningtree and District Business Chamber Annual Membership - £35 – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Nutter) this was agreed.
- Councillors Email Storage – The Council considered the storage issues which are at capacity. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Meston), the Council agreed to try and arrange for an automatic 6 months deletion process to free up capacity and space via its IT contractor.
- Barclays Bank Accounts – Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), the Council agreed to close account number ending 520 which is not used and has a longstanding balance of £0.02. The £0.02 will be transferred to the mainstream Council's Barclays Bank account.

9. Correspondence – Councillors considered the following:

a) The Green (The Wall and Pump) – The Council noted that the lead volunteer has decided not to proceed further with this project. Councillor Meston has been in contact with the contractor about the work.

b) Mistley Rugby Club – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley), the Council agreed to the following:

- Solar Panels – Installation of solar panels at the Clubhouse subject to any planning permissions and risk assessments etc.
- Pathway – To the Club laying a concrete pathway to assist with wheelchairs, subject to any planning permissions and risk assessments etc.
- Litter & Bins – The Council noted that the Club has made arrangements with Mistley Kids Club.
- Parking Issues – The Council noted that the Club has liaised with the residents of Brunswick Gardens about visitors for home matches.
- Signage – The Council noted that the Club is making plans to prepare for erection of directional signage, subject to any planning permissions. The Council has no objections.

c) Volunteer Footpath Warden Report – October 2022 – The Council received and noted the report. Mr Garwood was thanked for his continued support and work. Details will be uploaded to the website after Mr Garwood's approval.

d) Old Knobbly – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham) the Council agreed to give permission to upload photographs onto this website – Acorns and Oaklings Project [Oak | Mighty Fine Oaks | United Kingdom](#) A link will be subsequently then be uploaded to the Council's website too.

e) River Reach Allotment Land – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Kent), the Council resolved to execute the legal Transfer document/deed.

f) Manningtree 20's Plenty Initiative – It was agreed to receive a short presentation at the next Meeting.

g) 22/00773/NMA (Non-Material Consideration) - Land South of Long Road, Mistley – Non-material amendment sought to 21/00197/DETAIL to add minor adjustments to the layout and some house types to offer design enhancements and to relocate the electricity sub-station. (Phase 1 only) – Revisions. (14 days deadline from the 18th November 2022) – The Council noted that the LPA (Local Planning Authority) has approved this NMA.

h) Other Correspondence – There were no urgent matters received after the agenda had been distributed.

10. Harwich Road Playing Field – The Council suggested names for this new land/asset. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), the Council agreed to name the field "The Paddock".

Councillor Cunningham the Chairman of the Planning Committee chaired the Meeting of the following item only.

11. **Planning Committee Meeting – 3rd November 2022** – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Meston), the Minutes/Notes were agreed given that the Meeting was not quorate.

Councillor Howell returned to chair the Meeting again from this point.

12. **Parish Council Meetings –**

- Next Parish Council Meeting – Monday 16th January 2023 – 7.30pm – Mistley Village Hall.
- Next Planning Committee Meeting – Thursday 1st December 2022 – 7.30pm – Mistley Village Hall.
- Planning Committee Meetings – 2023 – Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), the Council agreed to reschedule Planning Committee Meetings so that they take place prior to Parish Council Meetings on Mondays 6.15pm – 7.15pm (around every six-weeks).
- Finance Committee Meeting (Budget/Precept Preparation) – Friday 16th December 2022 – 4pm – Mistley Village Hall. (For Budget/Precept – 16th January 2023).

13. **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).

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

14. **Confidential Minutes of the Parish Council Meeting held on the 17th October 2022** – The Council is asked to receive, consider and approve the Confidential Minutes.
15. **Update/Matters Arising from Confidential Minutes held on the 17th October 2022**– The Council is asked to receive and note any updates.
16. **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.
17. **Staffing** – National Salary Award – Pay Scales – The Council is asked to agree the new pay scales implemented from 1st April 2022.
18. **Emergency Plan** – The Council is asked to receive a brief verbal update from Councillor Meston and the Clerk following the meeting held on the 16th November 2022.

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