



Minutes of the full Parish Council Meeting held on the 16th January 2023 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

The Chairman advised that the Meeting will be recorded for the purpose of the draft minutes only and that the recording will be deleted shortly after the draft minutes have been circulated to Councillors.

Prior to the Meeting commencing there was a one-minute silence in honour of the late Ian Tucker – a previous Parish Councillor who was instrumental in the Free the Quay campaign and assisted with looking after the Swans along The Walls. The one-minute silence was also held in honour of the late Des Gross who was a previous Postmaster at the old Mistley Post Office.

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) and Peacock (unwell). These apologies were accepted by the Council.
2. **Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations). (Councillors have received the DPI – Disclosable Pecuniary Interests letter from the District Council’s Monitoring Officer dated the 14th December 2022).

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillor Kent.	Pecuniary Interest – Allotment Tenant.	Minute Number 8 b) – Councillors written/emailed reports.
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Number 8 d) Dog Fouling and 18 – Parish Council Assets.
Councillors Chaplin, Frost, Howell, Kent, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 18 – Parish Council Assets.
Councillors Chaplin, and Cunningham	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 a) – Councillors written/emailed reports.

3. **Public Voice** – One Member of the Public (also a representative of Mistley Kids Club and Mistley Village Hall Management Committee), spoke about the Community Car Park project and thanked the Parish Council on behalf of the Kids Club parents and in particular the allocated parking spaces for the disabled and less able users. She spoke about Mistley Village Hall Management Committee and the Warm Space initiative at the Village Hall and provided details. The Management Committee asked the Parish Council about a donation/grant. (The Clerk will contact the Management Committee with the relevant application form). The Parish Council thanked Mistley Kids Club for the kind donation of

£1,750 towards the Car Park project and the white line marking costs. The Council also expressed its thanks to the District Council and District Councillors for their assistance with obtaining Section 106 (Developer Agreement with the LPA – Local Planning Authority) funds towards the car park project expenditure.

4. **Manningtree 20's Plenty Initiative** – This presentation has been deferred to the next Meeting due to the representative being sadly unwell.
5. **District and County Councillors Reports** – The District Councillors and County Councillor written reports were received and noted. (Copies on website).
6. **Minutes of the Parish Council Meeting held on the 28th November 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).
7. **Update/Matters Arising from Previous Minutes held on the 28th November 2022** – There were no new updates or matters arising.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) **Mistley Village Hall Management Committee** – The Council noted that there may be an increase in room venue costs as a result of utility charges and a reminder has been given to all users to be mindful about turning the heating down/off. The Management Committee is currently looking into setting up and building its own website.
 - b) **Allotment Working Group** – (Councillors Chaplin - Chair, Coiley, Kent and Meston) – The written report was received and considered. The Council noted that a tenant has breached the tenancy agreement by erecting a shed at the Brunswick site without the consent of the Parish Council and that the Clerk has written to the tenant. It was agreed following the vote, that the said shed can remain subject to it being re-painted with colours which blend in with the other sheds on the site and also subject to the shed roof being repaired. (Proposed by Councillor Howell and seconded by Councillor Coiley). The Council received an update following the site visit at the new River Reach Hopkins Home site on the 3rd January 2023. Following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley), the Council agreed that the River Reach allotment plots be marked out in half plots and numbered in sequence, the stakes purchased from Jewson's, that the Land Registry transfer is likely to take at least six months before the land is registered, that the tenancy agreements and payments will be processed during February 2023 with the agreements starting on the 1st March at the agreed increased annual allotment fees in line with the other allotment tenants and sites.
 - c) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council noted the written report and that the broken bench at the top of New Road needs to be looked at.
 - d) **Signage Working Group** – (Councillors Chaplin – Chair, Coiley, Howell, and Meston) – The Council noted the written report. A full and detailed discussion ensued regarding the dog fouling issues, legislation/powers and signage in partnership with Mistley Rugby Club.
 - e) **Trees Working Group** – (Councillors Coiley, Howell, and Nutter - Chair) - The Council noted that the logs will be cleared and collected when the ground is more suitable.
 - f) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The Council noted that the work has been completed satisfactorily together with the additional white lining and signage marking. (See Minute Number 3 above).
 - g) **Community Celebrations Working Group** – The Council noted that arrangements are in hand for the celebrations and The Coronation of His Majesty The King.
 - h) **Dog Working Group** – (Councillors Chaplin, Kent, and Meston) – Please see Minute Number 8 d) above.
 - i) **Basketball Working Group** – (Councillors (Councillors Chaplin, Coiley, Meston, and Nutter) – The Council noted that the lease for Mistley Rugby Club and the new playing field is awaited before proceeding further.
 - j) **Other Meetings/Site Meetings** – There were no meetings to report.
9. **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 £55,243.55 plus £8,120.85 VAT – total £47,122.70. (This amount includes the car park project where £24,564.29 from the Section 106

- funds is currently awaited). (Proposed by Councillor Frost and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
- b) Bank Reconciliations – November and December 2022 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost).
 - c) Finance Committee Meeting – 16th December 2022 – Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council agreed to the Committee's recommendations, including the 10% increase from the 1st April 2023 for cemetery fees, an additional £5 per annum for allotment tenancy fees from the 1st April 2023, and to increase the Essex County Council highways verges invoice to £500 from the 1st April 2023.
 - d) BUDGET 2023 2024 AND PRECEPT – The Council received, considered, and RESOLVED following the vote, the Precept and Budget for 1st April 2023 – 31st March 2024 in the sum of £96,615. (Proposed by Councillor Nutter and seconded by Councillor Frost).
 - e) Grounds Maintenance Sealed Tender Process – The Council received, opened, and considered the 6 sealed tenders received (where 10 tenders were sent out to 10 different companies). (Full details attached to these minutes). Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Howell), it was resolved that Great Oaktree Land Services be appointed for the 3 years period for the contracts (with formal annual reviews) at the total price of £14,725 plus VAT for the Cemetery and Closed Churchyard areas and for the other grounds maintenance work in Mistley.
 - f) Grit Bin – Trinity Road – The Council discussed the Essex County Council Highways Local Highways Panel (LHP) scheme and also the request from local residents living in the Trinity Road area. Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed that the Clerk should advise the residents that grit/salt purchased by the Parish Council can be used.
 - g) Cemetery and Churchyard Safety and Memorialisation Webinar – SLCC (Society of Local Council Clerks) - £30 plus VAT – 20th January 2023 -The Council agreed following the vote for the Clerk to attend this session. (Proposed by Councillor Coiley and seconded by Councillor Meston).
 - h) Transfer – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), the Council agreed to the temporary transfer of £30,000 from Nationwide BS to the main Barclays account in view of the community car park invoice.
 - i) Soil Bin – The Council received and considered the three quotations received and agreed following the vote, to the emptying of this at a cost of £350 plus VAT – the cheapest price was provided by Great Oaktree Land Services. (Proposed by Councillor Frost and seconded by Councillor Meston).
 - j) Urgent Finance Matters –
 - CCLA – The Council agreed following the vote, to the mandate change so that interest accrued goes to the main Barclays account. (Proposed by Councillor Frost and seconded by Councillor Cunningham).
10. **Correspondence** – Councillors considered the following:
- a) a) Request for Memorial Bench & Plaque – Furze Hill Woods/Playing Fields – The Council received and considered the correspondence. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council felt that it did not wish to add any further benches or seats in this area. Additional costs such as grounds maintenance, general maintenance and insurance were noted.
 - b) Email from Parish Councillor – Councillor Howell read out the email she has received from a Parish Councillor which she advised is under review.
 - b) Other Correspondence – There were no other matters.
11. **Risk Assessments – Cemetery and Closed Churchyards and Play Areas** – The Council considered and discussed the arrangements for visual and written assessments. The templates were received. Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), it was agreed that the Council's Warden will be asked to carry out the visual and written every 3 months. The Clerk will advise the Warden when the checks are due, and Councillors will support the Warden with these risk assessments.
12. **Recording at Meetings Policy** – The Council received, considered, and agreed to adopt this policy following the vote. (Proposed by Councillor Coiley and seconded by Councillor Frost).
13. **Planning Committee Meeting** – 1st December 2022 – The Council received, considered, and approved these Minutes/Notes following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Meston). (The Planning Committee Meeting was not quorate).

14. **Parish Council Meetings** – The Council noted the following Meetings:
 - Next Planning Committee Meeting – Monday 27th February 2022 – 6.30pm – Mistley Village Hall.
 - Next Parish Council Meeting – Monday 27th February 2023 – 7.30pm – Mistley Village Hall.
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 Cunningham and seconded by Councillor Kent).
16. **Confidential Minutes of the Parish Council Meeting held on the 28th November 2022** – The Council is asked to receive, consider and approve the Confidential Minutes.
17. **Update/Matters Arising from Confidential Minutes held on the 28th November 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. District Councillor Coley and the Four Members of the Public left the Meeting.