



## Minutes of the full Parish Council Meeting held on the 27<sup>th</sup> February 2023 at 7.30pm at Mistley Village Hall

### Councillors Present:

- Councillor G Carter
- Councillor J Chaplin (*Vice Chairman*)
- 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
- Six Members of the Public

*The Chairman of the Council – Councillor Howell advised that the meeting will be recorded for the purposes of the minutes and then deleted thereafter.*

1. **Welcome and Apologies for Absence** – Councillor Howell welcomed everyone to the Meeting. Apologies for absence were received from Councillors Bell (work), Coiley (unwell) and Peacock (unwell). These were accepted by the Parish Council.
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 8 b) – Councillors written/emailed reports.
Councillor Howell	Personal Interest – One of the contractor’s is her brother.	Minute Number 9 h) – Insurance Claim – Railway Allotments.
Councillors Carter, Frost, and Meston.	Personal Interests – Members of the Rugby Club.	Minute Numbers 10 b) and c) – Correspondence. Minute Number 20 – Parish Council Assets.
Councillors Chaplin, Frost, Howell, Kent, Meston, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 20 – Parish Council Assets.
Councillors Chaplin, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 a) – Councillors written/emailed reports and Minute Number 15 Village Hall Representative

3. **Public Voice** – Two Representatives from the Mermaids Against Sewage gave a presentation where it was noted that the Group would like to apply for bathing water status in Manningtree. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council agreed to support the initiative.
4. **District and County Councillors Reports** – The District Councillors written report was received and noted. (Copy on website).

5. **Manningtree 20's Plenty Initiative** – The Council received the presentation. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Meston), it was agreed to support the initiative of 20 mph for the majority of Manningtree.

*One Member of the Public left the Meeting at this point.*

6. **Minutes of the Parish Council Meeting held on the 16<sup>th</sup> January 2023** – These Minutes were received, considered, and approved following the vote, subject to a slight amendment relating to Minute Number 10 b) where Councillor Howell stated that an email had been received, but she did not read the email out. (Proposed by Councillor Cunningham and seconded by Councillor Meston). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 16<sup>th</sup> January 2023** – 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** – There were no updates.
- b) **Allotment Working Group** – (Councillors Chaplin - Chair, Coiley, Kent, and Meston) – The written report was received and considered. The Council noted that 4 plots need to be tidied at the Brunswick site and that Plot Number 28 will be divided into two starter plots. There are no issues at the Railway site. With regard to the new River Reach site, the quotation from the Council's grounds maintenance contractor was received for the installation of marker posts for 40 half plots at a cost of £364.87 plus VAT and allotment annual grounds maintenance works at a cost of £840 plus VAT per annum. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Kent), the Council agreed this work. It was also agreed that the annual allotments tenants rent on the River Reach site will be £100 per annum to include the plot, water, grass cutting and site maintenance. It was agreed to do a press release to advertise the new allotment site. The Council received and considered the Allotment Risk Assessment template. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Kent), the Council agreed that its Warden should carry out visual and written assessments of all sites every 3-months.
- 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, including the risk assessment for a loose gravestone which is not considered to be an immediate danger and an update on litter picking around the Village where fly tipping has been identified. It was agreed following the vote, to contact the Church as a courtesy about the gravestone and to get a quotation from the Council's grounds maintenance contractor to look at the stone and establish if it needs filling out with earth. (Proposed by Councillor Nutter and seconded by Councillor Cunningham).
- d) **Signage Working Group** – (Councillors Chaplin – Chair, Coiley, Howell, and Meston) – There were no new updates.
- e) **Trees Working Group** – (Councillors Coiley, Howell, and Nutter - Chair) - The Council received and noted the written report. The Clerk will invoice Bob's Logs for £2,000. Another invoice will follow thereafter and once the final figure is known.
- f) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – (Councillors Coiley, Howell – Chair, Kent, and Nutter) – The completion of the car park project was noted, and the daffodil planting was also noted.
- g) **Dog Working Group** – (Councillors Chaplin, Kent, and Meston) – The Council received and noted the written report. A meeting with the District Council's Dog Warden will be arranged.
- h) **Basketball Working Group** – (Councillors (Councillors Chaplin, Coiley, Meston, and Nutter) – The Council noted that there are no new updates, pending the outcome of the Rugby Club and its new pitch.
- i) **The Coronation of His Majesty The King – Events Working Group** – (Councillors Frost and Howell with the Rugby Club) – The Council received an update on the arrangements so far. The Council thanked Rose Builders for the kind donation of £500 towards the event.
- j) **Other Meetings/Site Meetings** – The Council noted that Councillors Howell and Kent attended the Pride of Tendring Awards on the 9<sup>th</sup> February 2023 and also the Veterans Breakfast event in February.

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

**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 £7130.46 plus VAT. (Proposed by Councillor Frost and seconded by Councillor Nutter). (Copy in Minute Book and on website).
- b) Bank Reconciliations – January 2023 – These were received and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Frost).
- c) New Street Lighting Column and Lantern Request – Harwich Road. The Council received and considered this request. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council declined this request due to lack of budgets and that practically the street lighting contractor has advised that there is insufficient space. It was suggested that the nearby overgrown hedging could be cut back to assist with the light issues raised.
- d) Institute of Cemetery and Crematorium Management (ICCM) – Following the vote, (proposed by Councillor Howell and seconded by Councillor Kent), the Council agreed to join the ICCM and agreed the annual joining fee of £95.
- e) Memorial Testing Training – Warden – Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed to this training for its Warden at a cost of consider. £135, plus additional hours, and expenses/mileage/train fares.
- f) Utility – Electricity Contract – Street Lighting – From 1<sup>st</sup> April 2023 – The Council received and considered the details. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to the new arrangements with the existing supplier n-power who provided the most competitive rate, effective from the 1<sup>st</sup> April 2023.
- g) Annual Play Area Inspection – The Council received and considered the updated quotations for the higher risk items identified at Furze Hill. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to appoint Mortimer Contracts to carry out the work which will involve removing the existing wet-pour safety surfacing from the slide area and replacing the safety surfacing around the slide with resin mulch at a cost of £5455 plus VAT.

*Councillor Howell declared a personal interest in the next item as her brother has provided a quotation for the work, along with other contractors. She took no part in the discussion and subsequent vote. Councillor Chaplin chaired the Meeting for the next item only.*

- h) Third Party Insurance Claim – Railway Allotments – The Council noted receipt of £1070.00 on the 22<sup>nd</sup> February 2023 from the third party insurer for the damaged fence at the Railway Allotments. The Council reconsidered the updated quotations received. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to accept the lowest quotation in the sum of £875 as provided by Mr J Howell.

*Councillor Howell returned to the chair.*

- i) Urgent Finance Matters – There were no matters.

**10. Correspondence** – Councillors considered the following:

- a) Parish Councillor Resignation – The Council received Iris Peacock's resignation on the grounds of ill health and moving out of the area. Mrs Peacock was thanked for her long service and sterling work during her term of office. It was agreed following the vote, to ask the Clerk to contact the Elections Team at the District Council about this resignation which is so close to the local elections to establish how best to proceed. (Proposed by Councillor Howell and seconded by Councillor Frost).

*One Member of the Public left the Meeting at this point.*

- b) Mistley Rugby Club – The Council received and considered the signage request. This was agreed following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham) and **subject to** the necessary satisfactory consents/permissions being received from the District and County Council.
- c) Other Correspondence –
  - Mistley Rugby Club – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council granted permission for the Rugby Club to have the Edme truck at Furze Hill for the Presidents Day at the end of April (date to be confirmed) and also for the Coronation/pram race celebrations on the 29<sup>th</sup> May 2023.

District Councillor A Coley left the Meeting at this point.

- Car Park, Shrubland Road – Barrier Gates Closing Time – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Frost), the Council felt that stating a closing time for the barrier gates may not be practical given that there will be some clearing, tidying, and cleaning after hirers have used the Village Hall and for other car park users. However, the Council's Signage Working Group will draft a form of wording for the Council to consider reminding users to leave the car park quietly so as not to disturb nearby local residents.
  - Memorial Plaque – The Council considered the request received. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), it was agreed that a suitably sized and worded plaque can be erected on the designated Memorial Seat along The Walls.
  - Manningtree Earth Festival – The Council considered the grant request. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to a grant of £100.
11. **The Walls – Vendors** – The Council carried out a formal review in readiness for March 2023 to October 2023. It considered the current terms and conditions of the operating licenses, and the arrangement for each vendor trading at The Walls. This being to have up to 2 tables and 4 chairs (8 chairs in total) at each pitch out on the greensward from 1st March - 31st October each year. For conformity, food vendors have in the past been asked to use tables and chairs in a dark colour and these should not be intrusive or invasive. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Howell), it was agreed to continue with this arrangement.
12. **Risk Assessments** – The Council noted that the written risk assessments for the Cemetery, the two Closed Churchyard, Furze Hill and Welcome Home Play Areas undertaken by the Council's Warden will follow shortly from the Warden.
13. **Memorial Safety Policy** – The Council received, considered, and agreed following the vote, to adopt this policy. (Proposed by Councillor Cunningham and seconded by Councillor Kent).
14. **Community Litter Pick** – Following the vote, the Council agreed the date for the next event. This being Saturday 18<sup>th</sup> March 2023). (Proposed by Councillor Cunningham and seconded by Councillor Howell).
15. **Mistley Village Hall Management Committee Parish Councillor Representative** – The Council noted Councillor Coiley's interest via email/in writing. They also noted Councillor Meston's interest. It was agreed that Councillor Meston will be a Parish Councillor Representative to join Councillor Chaplin.
16. **Next Meetings** – The Council noted the following Meetings:
- Updated Schedule of Meetings 2023 – The Council received and agreed the change because of the local elections.
  - Next Parish Council Meeting – Monday 24<sup>th</sup> April 2023 **8pm** – Mistley Village Hall.
  - Next Planning Committee Meeting – Monday 24<sup>th</sup> April 2023 – **6pm -7pm** – Mistley Village Hall.
  - Annual Parishioners Meeting – Monday 24<sup>th</sup> April 2023 **7pm – 8pm** – Mistley Village Hall.

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

17. **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 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).
18. **Confidential Minutes of the Parish Council Meeting held on the 16<sup>th</sup> January 2023** – The Council is asked to receive, consider, and approve the Confidential Minutes.
19. **Update/Matters Arising from Confidential Minutes held on the 16<sup>th</sup> January 2023** – The Council is asked to receive and note any updates.

20. **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.*