



Minutes of the full Parish Council Meeting held on the 3rd July 2023 at 7.30pm at Mistley Village Hall

Councillors Present:

- Councillor S Coiley
- Councillor P Cunningham
- Councillor R Frost (Vice Chairman of Council)
- Councillor C Howell (Chairman of Council)
- Councillor P Nutter

In Attendance:

- Mrs S Clements – Clerk
- Mr A Bouttell – A & J Lighting
- Mr T Moat – Senior Forestry and Woodland Officer – Essex County Council
- Five Members of the Public

1. **Welcome and Apologies for Absence** – Councillor Howell welcomed everyone to the Meeting. Apologies for absence were received from Councillors Burton (annual leave), Chaplin (family), Kent (unwell), and Meston (annual leave). These apologies were accepted by the Council. An apology for absence was received from District Councillor Barrett (meeting clash).
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 Frost.	Personal Interests – Members of the Rugby Club.	Minute Number 12b) & 25 – Parish Council Assets.
Councillors Frost, Howell, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 17, 18 and 25– Parish Council Assets.

3. **Public Voice** – No Members of the Public wished to speak.
4. **A&J Lighting – Street Lighting Contractor** – The Council received a short presentation regarding streetlights and timers etc.
5. **Senior Forestry and Woodland Officer – Essex County Council** – The Council received a short presentation.
6. **District and County Councillors Reports** – The District Councillors written reports and the County Councillor’s written reports were received and noted. (Copies on website).
7. **Latest Member Led (LED) Pothole Repair Scheme** – Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the following suggestions were agreed –

to ask County Councillor Guglielmi to take forward – Junction of Rigby Avenue and Harwich Road, School Lane, Rosewood Park, and Barley Close. The Council also noted the collapsed pavement at the Railway Bridge which will be escalated to Essex County Council Highways.
8. **Minutes of the Parish Council Meeting held on the 22nd May 2023** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website).
9. **Update/Matters Arising from Previous Minutes held on the 22nd May 2023** – There were no new updates or matters arising.

10. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) Allotment Working Group – (Councillors Burton, Chaplin, Coiley, Kent, and Meston) – The Council received and noted the written report.
 - Retrospective Shed Request RR0019 River Reach – The Council received and considered the details. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), it was agreed that this shed can remain.
 - River Reach Grounds Maintenance – Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed to its contractor strimming around the vacant plots (every second grounds maintenance visit), apart from Plot Number RR040 (Wildflowers) at a cost of £70.
 - b) Community Celebrations Working Group – (Councillors Coiley, Frost, Howell, and Kent) – The Council noted that the Pram Race/Coronation Celebrations went very well, and the Group expressed its thanks in particular, to Councillor Cunningham.
 - c) Grounds & Tree 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. It noted that repainting the benches along the Walls is required, work to the gate at Welcome Home Field, trimming of hedges – (where a new hedge trimmer which is battery operated by rechargeable batteries is required at a cost of £210), and that a ton-bag at around £50 is also needed for this work. This was agreed following the vote. (Proposed by Councillor Howell and seconded by Councillor Cunningham). It was also agreed to carry out grounds clearance works to the Stourview area, to re-paint the War Memorial railings in black and that at the Church Car Park that the chain-link fence there are two posts which need to be replaced. The Council will liaise with the Church as the work will cost approximately £150. This was agreed following the vote. (Proposed by Councillor Frost seconded by Councillor Howell).
 - d) Signage Working Group – (Councillors Burton, Chaplin, Howell, and Meston) – Councillor Meston will join this Working Group. Discussions are ongoing relating to dog signage at the Welcome Home Field.
 - e) Other Meetings/Site Meetings – There were no additional meetings to report on.
11. **Financial Matters** – (The Council reclaims VAT). (The Council has the General Power of Competence under the Localism Act 2011 ss 1 to 8).
- a) Schedule of Accounts for Payment – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting. These being for May 2023 for Barclays account ending 220 - £1,154.21 including VAT and for Barclays account ending 174 - £170.00 (no VAT). For June 2023 for Barclays account ending 220 - £15,347.35 including VAT and for Barclays ending 174 - £2,103.83 including VAT. (Proposed by Councillor Nutter and seconded by Councillor Coiley). (Copy in Minute Book and on website).
 - b) Bank Reconciliations – May 2023 – These were received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley).
 - c) CCLA – Following the vote, (proposed by Councillor Howell and seconded by Councillor Cunningham), it was agreed to transfer £10,000 from the Barclays Bank account ending 220 to the CCLA account. (FSCS – Financial Services Compensation Scheme - £85,000 per financial institution).
 - d) Internal Control Statements for Year Ending 31st March 2023 – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Frost), the Council resolved to approve and sign the Councillors Checks/Internal Controls undertaken by Councillor Cunningham. Councillor Cunningham was thanked for his work with this.
 - e) Street Lighting Electricity Supply Invoices – The Council discussed the invoicing in relation to the current supplier – npower. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), it was agreed to defer this matter until after the Clerk has attended the Managing Rising Energy Costs Webinar later this month.
 - f) The Green -
 - Tree Work – It was agreed to review and defer this possible TCA (Tree Conservation Area) application.
 - Posts – The Council noted that there are five Oak Posts which would cost between £50-£100 each. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), this work was agreed.
 - Bollards – The Clerk was asked to contact Mr S Rose about this matter.
 - g) Mistley Mile Marker – Walton Line Bridge – Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed to the cost of paint at approximately £50.

This can be purchased via the Council's account with Jewson's. The resident will be asked to meet at Jewson's with the Council's Warden.

- h) Safety Matters – Furze Hill Play Area – Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council agreed the cost to replace the surfacing at the somersault bars in the sum of £4295 plus VAT. It also agreed to the swing chains work in the sum of £540 plus VAT, the swing seats at £300 plus VAT and the self-closing gates at £80 plus VAT. (The Council reclaims VAT). (Proposed by Councillor Frost and seconded by Councillor Nutter).
- i) Urgent Finance Matters – No matters.

12. Correspondence –

- a) A120 Horsley Cross to Wix Major Roadworks Spring 2024 to Spring 2025 - The Council received and considered the details. This will be deferred as the road will need to be measured prior to responding back to the resident.
- b) Mistley Rugby Club – Hire to Mistley Norman School – Bouncy Castle Request – Furze Hill – 18th and 21st July 2023 – The Council noted that these events have now been cancelled.
- c) Memorial Plaque – Memorial Bench – The Council received and considered the request from a local resident. (Mrs H Scott). This was agreed following the vote, provided the size, style and wording are similar to existing plaques. (Proposed by Councillor Coiley and seconded by Councillor Nutter).
- d) War Memorial – The Council considered the request for sharing information relating to services throughout the year. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), the Council agreed that a temporary board could be used which will be put out near to the Memorial a few days prior to services and then removed immediately following services.
- e) Mysteries of Mistley – 1st July 2023 – The Council noted that the event was a success.

Three Members of the Public left the Meeting at this point. Thank you to them for attending.

f) Other Correspondence –

- Manningtree and District Frankenberg Partnership - Summer Lunch Invitation – 12th August 2023 – The Council received and noted the invitation.
- The Swan Basin – The Council received and considered the request. This was declined. Aside of the normal public liability, risk assessments and maintenance of this Parish Council asset, together with necessary licensing consents from the District Council, a possible lease charging arrangement and heritage and planning consent matters, The Swan Basin is a Grade II listed structure within the Conservation Area. The Swan Fountain history goes back to 1778.

The structure is precious and is a key part of our local heritage and warrants protection and preservation. Other reasons relate to health and safety risks with the spiked railings, the uneven large stones, the risk of drowning, and concerns about safety with moving vehicles in the area.

- 13. Risk Assessments – All Areas** – The Council received and considered these assessments as carried out by Great Oaktree Land Services Ltd. (Play Areas – Furze Hill, Welcome Home, Cemetery, Closed Churchyard – New Road, Closed Churchyard – Trinity Road and Allotments – Brunswick, Railway and River Reach Sites).
- 14. Professional Play Area Safety Report – Furze Hill Play Area** – The Council noted the professional annual play inspections for Furze Hill and the Welcome Home Field have taken place, with the reports awaited, that the slide safety surfacing work has been carried out by Mortimer's Contracts. (Previously agreed). The Council also noted that the Warden has carried out safety repairs to one of the entry gates (spring and bolt) and the Burma Bridge equipment at the end of the fence line.
- 15. Next Risk Assessments** – August 2023 - All Areas/Part Areas – The Council agreed following the vote, to defer the August safety visual and written assessments arrangements for the two Play Areas, all three Allotment Areas, the Cemetery and the two Closed Churchyards pending Councillor Coiley asking a Rotary Club contact if he is able to assist with this work on a regular three-monthly basis. (Proposed by Coiley and seconded by Councillor Frost).
- 16. Salt Bag Partnership 2023/24** – The Council agreed that a nil return can be completed online as no further supplies are needed.

17. **Welcome Home Trustee** – Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), it was agreed that Councillor Coiley will be appointed for the Trustee vacancy following the resignation of Councillor Chaplin.
18. **Welcome Home Field** – Essex Child & Family Wellbeing Service – The Council ratified following the vote, the request to use the area during the school summer holidays for a picnic and games. (Proposed by Councillor Cunningham and seconded by Councillor Nutter).
19. **The Local Council Award Scheme** –
- **NALC** – The Council resolved to agree to apply for the Gold and Quality Gold awards. (Registration with NALC – National Association of Local Councils - £50). [Local Council Awards – The Essex Association of Local Councils \(ealc.gov.uk\)](#)
 - **EALC** – The Council resolved to pay the fee to EALC (Essex Association of Local Councils) for the LCAS of £200 for administering the accreditation process. (Based on Council's income).
 - **Gold and Quality Gold Awards** – The Council resolved that it has all of the required documents, information (whether published or not) and meets the conditions for the Gold and the Quality Gold LCAS. The Council also resolved that it can provide all statements for submission to the Panel, demonstrating excellence in its activities. [file \(nalc.gov.uk\)](#) The Council is aware that the awards will demonstrate that the Council is at the forefront of best practice, that it achieves excellence in governance, community leadership and for the Council's continued development. The awards will also demonstrate that the Council delivers good services and value for money.

The above resolutions were agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Cunningham).

20. **Mistley Norman Primary School** – The Council noted the outcome of the community meeting on the 14th June 2023. The Council raised its grave disappointment with the current position relating to the Village Primary School.

It noted that The Trust has now agreed to continue to pay for the transport of pupils.

21. **Next Meeting** –
- **Planning Committee Meeting** – Monday 14th August 2023 at 6.30pm at Mistley Village Hall.
 - **Parish Council Meeting** – Monday 14th August 2023 at 7.30pm at Mistley Village Hall.
22. **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 agreed following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Howell and seconded by Councillor Frost).

The remaining Members of the Public left the Meeting at this point. Thank you to the Public for attending.

23. **Confidential Minutes of the Parish Council Meeting held on the 22nd May 2023** – The Council is asked to receive, consider and approve the Confidential Minutes.
24. **Update/Matters Arising from Confidential Minutes held on the 22nd May 2023** – The Council is asked to receive and note any updates.
25. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive legal updates 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.