



Minutes of the full Parish Council Meeting held on the 14th August 2023 at 7.30pm at Mistley Village Hall

Councillors Present:

- Councillor B Burton
- Councillor J Chaplin
- Councillor S Coiley
- Councillor P Cunningham
- Councillor R Frost (Vice Chairman of the Council)
- Councillor C Howell (Chairman of Council)
- Councillor P Nutter

In Attendance:

- Mrs S Clements – Clerk
- Seven Members of the Public – including 3 applicants for Minute Number 8

1. **Welcome and Apologies for Absence** – Councillor Howell welcomed everyone to the Meeting. An apology for absence was received from Councillor Kent (annual leave). This was accepted by the Council. An apology was also received from District Councillor T Barrett (annual leave).
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 Interest – Member of the Rugby Club.	Minute Number 22 – Parish Council Assets.
Councillors Coiley, Frost, Howell, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 16 – Welcome Home Trust and 26 – Parish Council Assets.
Councillors Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 12 e) Other Correspondence and 15 – Parish Councillor Representative for Committee.

3. **Code of Conduct training sessions** – The Council received and considered the letter received from the Monitoring Officer dated the 31st July 2023 regarding mandatory training. It was noted that the Monitoring Officer will liaise with Mistley Village Hall Management Committee regarding hiring the Village Hall for a shared face-to-face training session with Mistley Parish Councillors and neighbouring Parish Councillors – for example, Bradfield, Lawford and Manningtree and then the Monitoring Officer will update the Clerk.
4. **Public Voice** – Introductions were made by all, including Members of the Public and those applicants applying under Minute Number 8 for Parish Councillor Vacancies. A Member of the Public raised her concerns about the proposed closure of the ticket office at Manningtree Train Station and asked if Mistley Parish Council would join with Bradfield and Lawford Parish Councils and Manningtree Town Council and submit a response. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Chaplin). A Member of the Public raised concerns about a public right of way (PROW) near to Brunswick Gardens/Middlefield Road. It was suggested that the Council's Volunteer Footpath Warden be updated about this overgrown PROW. It was also noted that the PROW could be reported via Essex County Council's online reporting tool as PROW tend to come under the Essex County Council Highways.

5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted. (Copies on website).
6. **Minutes of the Parish Council Meeting held on the 3rd July 2023** – 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 3rd July 2023** – There were no new updates or matters arising.
8. **Expressions of Interest – Parish Councillor Vacancies** – The Council received and considered the resumes and expressions of interest from people in the community, received in relation to the two “un-filled” seats following the recent election. Three of the five applicants made brief presentations to the Council. It was resolved following the respective votes, that Jamie Cambridge and Ian Leveridge will join the Parish Council as Parish Councillors. (Jamie Cambridge previously sent his apologies for absence).

*Two Members of the Public left the Meeting at this point.
New Parish Councillor Leveridge joined the Council.*

9. **Resignation of Parish Councillor** – The Council noted the resignation of William Meston and thanked him for his work. The Council noted that notice needs to be given advising that a casual vacancy exists. A by-election will be held if, within working 14 days after the date of the said notice, a request for a by-election to fill the vacancy is made to the Returning Officer at the District Council by ten electors or more. If no such request is received within the time indicated, the vacancy will be filled by co-option and will be considered at the next Parish Council Meeting on the 25th September 2023.

10. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**

- a) **Allotment Working Group** – (Councillors Burton, Chaplin, Coiley, and Kent) – The Council received and noted the written report.
- **Plot No. RA07 – Railway Allotments** – The Council considered the request for a polytunnel. Following the vote, this was agreed. (Proposed by Councillor Frost and seconded by Councillor Nutter).
 - **Car Park – River Reach Allotments** – The Council’s grounds maintenance contractor will be asked to quote for grounds maintenance near to the car park.
 - **River Reach Allotments – Safety Matter** - A visual and written health and safety incident report has been received and is with the Council’s records. A letter will be sent to tenants ensuring that they put their tools away following an incident with the contractors and an abandoned spade.
 - **Rules and Regulations** – The Working Group will consider making changes regarding limitations to wildflowers in readiness for the next Meeting.
- b) **Community Celebrations Working Group** – (Councillors Coiley, Frost, Howell, and Kent) – There are no updates.
- c) **Grounds & Tree Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The written report was received and considered.

It was noted that the Council’s Warden has cleared all three alleys off of Harwich Road, that volunteers have been sought to help to clear up at Furze Hill after the Gas contractor and the Council’s tree contractor, that two volunteers will assist in late summer/autumn, that some fallen branches along The Walls have prompted a survey of all trees - where up to 15 trees may require some attention. The local planning authority’s (LPA’s) Tree and Landscape Officer has viewed the above tree and other trees in the TCA (Tree Conservation Area) along The Walls. The two company’s quotations were received and considered. Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), it was agreed to make the TCA (Tree Conservation Area) application and it was agreed that the most cost-effective quotation received so far at £475 plus VAT is from J Fryer. This contractor will be appointed unless the third quotation (awaited) is lower. (The Council’s scheme of delegation will be used). Quotations will be sought for the remaining tree work and another TCA application will be made in due course.

- **Mistley Tree Planting Project** – The Council received and noted the details published following the presentation at the last meeting from the Senior Forestry and Woodland Officer from Essex County Council. The suggestions so far include Stourview Avenue, the River Reach Allotments and The Walls – as there will be a gap along The Walls when the dead tree/s are removed. In addition, the new playing field at Harwich Road has some

trees which need to be replaced as some trees perished in the drought, trees along Harwich Road on the greensward, trees near to the bus shelter at Rigby Avenue/Harwich Road, and at the Welcome Home Field were all also suggested.

- Tree Management Policy – The Council received and noted the first draft policy. Councillor Nutter will ask the LPA's Tree and Landscape Officer for his views about the draft details, in readiness for adopting the policy at the next Meeting.
- d) Signage Working Group – (Councillors Burton, Chaplin, and Howell) – The Council noted that the dog signage at the Welcome Home Field is still in place. With regard to the signage at Mistley Heath, the Council agreed for the Working Group to draft some suggested wording for consideration.
- e) Other Meetings/Site Meetings – The Council noted that Councillor Frost laid a wreath at the War Memorial Service on the 13th August 2023 on behalf of the Council.

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 schedule was received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £18,839,19 plus VAT. (£20,081.34). This amount includes a transfer of £10,000 to the CCLA account. (Proposed by Councillor Nutter and seconded by Councillor Frost). (Copy in Minute Book and on website).
- b) Bank Reconciliations – June and July 2023 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- c) Street Lighting Electricity Supply – The Council received an update from the Clerk and noted the research by the Clerk. The letter dated July 2023 received from the current supplier npower was received and considered, where npower advise that with effect from September 2023 the new tariff price will increase from 33.80p/k.Wh to 50.188p/k/Wh. The Council noted that Lawford Parish Council received the same letter from npower and it is likely that Lawford will be seeking other prices and contacting Utility Aid. Manningtree Town Council also received the said letter. It was agreed following the vote, that the Clerk should ask Utility Aid to look into sourcing a more competitive tariff. (Proposed by Councillor Coiley and seconded by Councillor Nutter).
- d) The Green – Bollards – The Council agreed that Councillor Howell will telephone Rose Builders to establish if they are able to assist with this protracted matter or not.
- e) Noticeboards – The Council received and considered the quotations. It was considered that more time is needed to investigate further. The Signage Working Group will work on this project.
- f) Dog Bins – The Council considered the requests received from one local resident. (Top of New Road by the gate and Kiln Lane car park). It noted that the costs for the smallest dog bins would be £324.28 plus VAT each, plus the collection charges for both. The Council noted that there is already a dog bin just inside the gate at Mistley Place Park and a dog bin at Kiln Lane. Following the vote, it was agreed not to support these requests at the current time. (Proposed by Councillor Coiley and seconded by Councillor Frost).
- g) Locum Clerk Arrangements – 25th September – 6th October 2023 – £20 per hour including travel. Following the vote, (proposed by Councillor Frost and seconded by Councillor Cunningham), the Council agreed to this cover and to the arrangements.
- h) Bench (WI) New Road – The Council noted that concerns have been raised about the condition of this bench. The Clerk has contacted the Essex WI branch to establish how the WI would wish to proceed now that the Mistley WI is not longer operational and noted that Essex WI would like the Parish Council to adopt and maintain the seat and retain the WI plaque. Following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley) the Council agreed to adopt the bench and to maintain it. The Council's Warden will be asked to repair the bench and the Rotary Club has kindly offered to paint the bench thereafter.
- i) Urgent Finance Matters –
 - RCCE – (Rural Community Council of Essex) – Renewal of Membership - 1st July 2023 – 30th June 2024 - £60.50 plus VAT (total - £72.60). The Council noted that Mistley Village Hall Management Committee is currently a member. Following the vote, (proposed by Councillor Burton and seconded by Councillor Chaplin), it was agreed not to renew the membership at the current time.
 - Church Car Park – Posts – Chain-Link Fence at Front – The Council were pleased to note that the PCC (Parochial Church Council) has decided to make a goodwill one-off donation of £150.00 towards the repair of the car park outside Mistley Church.

12. Correspondence –

- a) PACE Community Solar Scheme – The Council considered and noted the correspondence received.

Following the vote, (proposed by Councillor Frost and seconded by Councillor Chaplin), the Council agreed to issue the following statement: "Mistley Parish Council is committed to improving the climate change crisis in the Village and supports this nationally. The Parish Council supports positive community solutions for renewable energy, including bulk purchases of energy or energy insulation if this is both renewable and cost effective. The Parish Council's streetlights are as energy efficient as possible because of the programme of works to use well-directed LED lighting".

- b) Corbeau Seats Rally Tendring & Clacton 2024 – 27th & 28th April 2024 – The Council received and considered the correspondence. Although the Council raises no objections, it recognises that the event is enjoyed by people, but that the Council would wish to see that drivers are quite clear that they need to respect the highway code, that they respect other motorists, and that they make good any repairs to fences and roads. (Proposed by Councillor Howell and seconded by Councillor Coiley).
- c) Mistley and Manningtree Welcome Home Memorial Trust – The Trustees and the Council received and noted the correspondence from Mistley Cricket Club. The finances of the Trust and the relevant clauses in the lease were noted.
- d) Mistley Heath – The Council considered the correspondence received. It was agreed to cut back the hedge, to provide better access to BT Openreach's box to avoid the company encountering difficulties accessing its equipment. The Council's budget and grounds maintenance contract was noted in relation to grass cutting. The Signage Working Group will look into installing a suitable sign. Proposed by Councillor Chaplin and seconded by Councillor Burton, it was agreed following the vote, to ask the Council's grounds maintenance contractor to quote for cutting back the overgrown hedge and brambles for a climbing rose be planted.
- e) Other Correspondence –
 - Mistley Village Hall Management Committee – Kitchen Renovation Request – The Council received and considered the request received on the 11th August 2023. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Burton), the Council agreed to the request, but it would wish to receive further details in due course about the design.

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

- 13. Next Risk Assessments – All Areas – All Allotment Sites, All Play Areas, Cemetery and 2 x Closed Churchyards – The Council noted that an update is still awaited from Councillor Coiley.
- 14. Mistley Norman Primary School – The Council noted that a meeting was held on the 19th July 2023 and that there is no formal update that we are able to discuss as yet.
- 15. Mistley Village Hall Management Committee – Following the vote, (proposed by Councillor Burton and seconded by Councillor Nutter), it was agreed to nominate Councillor Chaplin again, as a representative to join Councillor Coiley, following the resignation of Councillor Meston.
- 16. Mistley and Manningtree Welcome Home Memorial Trust – Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), it was agreed to nominate Councillor Leveridge as a trustee following the resignation of Councillor Meston.
- 17. Tri-Parish Emergency Planning Representative – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Howell), it was agreed to nominate Councillor Leveridge as the Council's representative following the resignation of Councillor Meston.

Following the vote, it was agreed to temporarily suspend the relevant Standing Order so that the Meeting can continue after 10pm. (Proposed by Councillor Howell and seconded by Councillor Frost).

- 18. Keys Audit – An update relating to the Parish Council's keyholders was noted. The Clerk will update the Council's records to reflect this.
- 19. The Swan Basin – Councillors Coiley, Frost, Howell, and Leveridge agreed to form a small group of volunteers to clear the basin of weeds and debris. Sunday 3rd September 2023 – 10am. This was agreed following the vote. (Proposed by Councillor Howell and seconded by Councillor Coiley).
- 20. Next Meetings –
 - Planning Committee Meeting - Monday 25th September 2023 at 6.30pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 25th September 2023 at 7.30pm at Mistley Village Hall.

4 Signed – Chairman.....Date.....

21. **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.

22. **Confidential Minutes of the Parish Council Meeting held on the 3rd July 2023** – The Council is asked to receive, consider and approve the Confidential Minutes.
23. **Update/Matters Arising from Confidential Minutes held on the 3rd July 2023**– The Council is asked to receive and note any updates.
24. **Confidential Minutes of the HR Committee Meeting held on the 4th August 2023** – The Council is asked to receive, consider and agree the Committee’s recommendations.
25. **Update/Matters Arising from Confidential Minutes held on the 4th August 2023** – The Council is asked to receive and note any updates.
26. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive legal updates and to consider and agree the next legal stages with its Solicitor.
27. **Staffing** – The Council is asked to review the Warden’s Additional Hours.

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