



Minutes of the full Parish Council Meeting held on the 29th January 2024 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 F Kent
- Councillor I Leveridge
- Councillor P Nutter

In Attendance:

- Mrs S Clements – Clerk
- District Councillor T Barrett
- Three Members of the Public

In the absence of the Chairman – Councillor Howell, the Vice Chairman – Councillor Frost chaired the Meeting.

1. **Welcome and Apologies for Absence** – Councillor Frost welcomed everyone to the Meeting. Apologies for absence were received from Councillors Howell (work), and Robinson (unwell). These were accepted by the Council.
2. **Resignation of Parish Councillor** – The Council noted that Jamie Cambridge has resigned. The required first official notice was published on the 3rd January 2024.
3. **Parish Councillor Co-option Vacancy** – The Council noted that a bye-election was not called following Minute Number 2 above. The second official notice has been published. It was agreed following the vote, (proposed by Councillor Frost and seconded by Councillor Burton), to consider Parish Councillor applications at the next Meeting.
4. **Co-option Vacancy** – The Council noted that two applications have been received so far.
5. **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>
Councillors Frost and Leveridge.	Personal Interests – Members of the Rugby Club.	Minute Number 27 – Parish Council Assets.
Councillors Coiley, Frost, Kent, Leveridge, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 19 and 27 – Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 11 d) – Schedule of Accounts for payment.

6. **Public Voice** – One Member of the Public spoke about signage and the Pound Corner sign to the Village Hall and the direction it is pointing towards. This has been reported on the Essex County Council online reporting tool. He also reported that the recycling point signage has dropped. The Member of the Public reported on visitors to Old Knobbly and concerns about inconvenience to Brunswick Gardens. The Signage Working Group will look at this. Councillor Burton spoke about a car in Harwich Road and dangerous driving and parking.

7. **Secret Bunker Residents – Boundary Fences** – This presentation has been deferred.
8. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted. (Copies on website). District Councillor Barrett verbally reported on the District Councillors report. He made reference to the financial challenges of Manningtree Town Council and possible financial partnership working for a community hub. For example, town centre flowers etc. Councillors agreed with the suggestion of setting up a working group with representatives from Lawford and Mistley Parish Councils and Manningtree Town Council to meet three/four times per annum. It was agreed that Councillors Coiley, Kent, and Leveridge will be representatives from Mistley Parish Council.
9. **Minutes of the Parish Council Meeting held on the 18th December 2023** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Burton). (Copy in Minute Book and on website).
10. **Update/Matters Arising from Previous Minutes held on the 18th December 2023** – There were no matters to note.
11. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) **Allotment Working Group** – (Councillors Burton, Chaplin, Coiley, Leveridge, and Kent.) – The Council received an update.
- **Brunswick Allotments Area** – The Working Group suggested laying black matting and chippings along the edge of the allotments to help with weed control. It was agreed following the vote, to spend up to £100 for this work. (Proposed by Councillor Chaplin and seconded by Councillor Nutter).
 - **Brunswick Allotments – Plot No. BR17** – The Council received and considered the request from the tenant for the erection of a small shed. This was agreed following the vote. (Proposed by Councillor Burton and seconded by Councillor Chaplin).
 - **Railway Allotments – Overgrown Footway & Vegetation** – The Council noted that the site visit with the County Councillor has not taken place as yet. The Council considered again the quotation of £425 plus VAT for clearance works. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Burton), it was agreed to accept the quotation to cut back the hedge, for the signage working group to organise a warning sign and it was also noted that District Councillor Barrett will liaise with our County Councillor.
 - **River Reach Allotments – Plot No. R009** – This was deferred as no details have been received from the tenant.
 - **River Reach Allotments Car Park** – The Council noted that there is some unauthorised parking and that the Allotment Working Group will monitor this.
- b) **Grounds & Tree Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The Council received an update. The broken posts at The Green have been fixed, two of the new notice boards’ have been installed at the old Post Office site and Mistley Heath. The Rigby Avenue/Harwich Road notice board will be erected soon.
The Trinity Close/Trinity Road notice board position will need to be changed. The new site will be next to the public seat which will not cause any visibility splay issues.
- c) **Orchard Project with Essex County Council** – The Council received an update following the site meeting on the 10th January 2024 with Mistley Rugby Club. It noted that a contractor has been chosen with Essex County Council to commence the water piping and fencing works at The Paddocks, Furze Hill and the River Reach Allotment site.
- d) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley).
- **Future Community Car Park (Side of Village Hall)** – The Council received an update following the site meeting on the 10th January 2024 regarding the entrance access to the new playing field. It was noted that the current access next to the Village Hall is unsuitable for any significant traffic. Mistley Rugby Club will obtain an estimate for a hardcore base, topped with road surfacing and also kerbing to protect the fencing of the bungalows. The Village Hall, Rugby Club and Parish Council representatives were all positive in relation to shared costings subject to normal approvals. Consideration to install a pedestrian safety barrier by the Village Hall exit was discussed. The Parish Council considered the removal of the rough hedging to the end of the Rugby Club site to enable better emergency vehicle access and pedestrian safety. (A replacement tree planting scheme elsewhere on the site would more than cover any loss). The Council noted that the Rugby Club representative will be contacting the Local Planning Authority’s Tree and Landscape

Officer about the removal of the hedging with a view to making a Tree Conservation Area planning application and obtaining quotations thereafter.

- e) Signage Working Group – (Councillors Burton, Chaplin, and Howell) – The Council noted that the unauthorised flyer on the Swan Fountain will be removed. There are no updates on the Mistley Heath sign and consultation with the residents in this area.
- f) Other Meetings/Site Meetings – There were no additional meetings to report on.

12. 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 £12,502.38 plus VAT – total - £13,332.75. (Proposed by Councillor Nutter and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
- b) Bank Reconciliations – December 2023 – These were received, considered, and agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Coiley).
- c) Internal Auditor – The Council received and considered the quotations. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cunningham), the Council agreed to appoint Jan Stobart who is suitably experienced as Internal Auditor for the ensuing year and for year ending 31st March 2024 at a cost of £300 per annum for professional services.
- d) BUDGET 2024 2025 AND PRECEPT – The Council agreed to rescind the resolution passed at the last Meeting (£102,355), following the vote, because of Staffing and the Local Government Association and the National Joint Council for Local Government Services agreement on rates of pay applicable from the 1st April 2023 to 31st March 2024 and the resolution passed in the closed part of the said Meeting. (Proposed by Councillor Coiley and seconded by Councillor Nutter).
- e) **BUDGET 2024 2025 AND PRECEPT** – The Council received, considered, and **RESOLVED** the Precept and Budget for the 1st April 2024 – 31st March 2025, following the vote, in the sum of £103,400. (Proposed by Councillor Frost and seconded by Councillor Cunningham). This represents a 2.2% increase from last year's precept. (£83.08 Band D equivalent council tax).
- f) Councillor Training/Team Building Session – The Council considered this matter again following on from the last Meeting. Following the vote, (proposed by Councillor Burton and seconded by Councillor Nutter), it was agreed that training will be organised but after the current Parish Councillor vacancy has been filled. The matter will come to the next Meeting.
- g) Mistley Village Sign – The Council received and considered the quotations following on from the last Meeting. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Kent), it was agreed to proceed with the quotation provided by Kathleen Lees in the sum of £1,300.
- h) Website – (Budgeted for last year). The Council received and considered the quotations and specifications following on from the last Meeting. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), it was agreed to proceed with VCS Parish Council Websites at a cost of £330 to set up new website. (This company provide the website for Lawford Parish Council).
- i) Old Knobbly, Furze Hill – The Council received and considered the suggestions received from The Ancient Tree Forum and the advice from the Local Planning Authority's Tree and Landscape Officer. Councillor Nutter the Council's Volunteer Tree Warden presented this item. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Burton), it was agreed that Councillor Nutter will research similar work on veteran Oak Trees.
- j) Shrubland Road (Secret Bunker) – Tree Work – The Council received and considered the quotations for tree work. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Burton), it was agreed to accept the quotation from Great Oaktree Land Services Ltd. in the sum of £415 plus VAT subject to planning consent - TCA (Tree Conservation Area) planning consent to proceed with this work.
- k) Railway Allotments – Tree Work - The Council received and considered the quotations for tree work. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), it was agreed to accept the quotation from Great Oaktree Land Services Ltd. in the sum of £755 plus VAT subject to planning consent - TCA (Tree Conservation Area) planning consent to proceed with this work.
- l) Tree Survey Work -The Walls - The Council received and considered the tree survey and suggested work, together with the three received quotations. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Frost), it was agreed to accept the quotation from JF Tree Specialists Ltd. in the sum of £3,050 plus VAT subject to planning consent - TCA (Tree Conservation Area) planning consent to proceed with this work.
- m) Urgent Finance Matters – There were no matters.

13. **Correspondence** –
- a) Boundary Fences with the Secret Bunker – This matter has been deferred.
 - b) Other Correspondence – There were no matters.
14. **Mistley Norman Primary School** – The Council noted that there are no new updates.
15. **Local Government Boundary Commission for England** – The Council received and considered the Essex draft proposals and new divisions consultation. The existing boundary for Tendring Rural West was noted, where the proposed boundary includes some changes for Tendring East and some of Harwich. (Deadline date 19th February 2024).
16. **Tendring District Association of Local Councils** – Following on from the last Meeting, it was agreed following the vote that Councillor Cunningham will be the Council's Representative. (Proposed by Councillor Nutter and seconded by Councillor Burton).
17. **DBS (Enhanced Disclosure and Barring Service)** – The Council noted these have been satisfactorily completed and certificates issued for Councillors Leveridge and Robinson.
18. **Risk Assessments (Visual & Written)** – All areas – The Council received and notes these.
19. **Mistley and Manningtree Welcome Home Memorial Trust** – The Council received and noted the annual invoice of £2030 for a contribution towards grounds maintenance, insurance, and professional play area inspection.
20. **Community Litter Pick** – This was deferred.
21. **The Walls – Vendors** – The Council reviewed this matter in readiness for March 2024 to October 2024. It considered the current terms and conditions of the operating licenses, and the arrangement for each vendor trading at The Walls 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 are 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 Chaplin), the Council agreed to continue with this arrangement.
22. **CCTV Policy** – The Council received, considered, and agreed to adopt this policy following the vote. (Proposed by Councillor Nutter and seconded by Councillor Frost).
23. **Next Meetings** –
- Planning Committee Meeting – Monday 11th March 2024 at 6.30pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 11th March 2024 at 7.30pm at Mistley Village Hall.
24. **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, (with the exception of District Councillor Barrett for the purposes of signing and witnessing the Council's lease). (Proposed by Councillor Frost and seconded by Councillor Cunningham).
25. **Confidential Minutes of the Parish Council Meeting held on the 18th December 2023** – The Council is asked to receive, consider and approve the Confidential Minutes.
26. **Update/Matters Arising from Confidential Minutes held on the 18th December 2023** – The Council is asked to receive and note any updates.
27. **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.
28. **Staffing – PDP (Personal Development Plans)** – The Council is asked to note that these have been undertaken.

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

4 Signed – Chairman.....Date.....