

# MISTLEY PARISH COUNCIL

## Minutes of the full Parish Council Meeting held on the 11<sup>th</sup> March 2024 at 7.30pm at Mistley Village Hall

### **Councillors Present:**

Councillor B Burton  
Councillor J Chaplin (Vice Chairman from Minute Number 2)  
Councillor S Coiley  
Councillor P Cunningham  
Councillor I Killion (Co-opted from Minute Number 9).  
Councillor I Leveridge  
Councillor P Nutter (Chairman from Minute Number 1).  
Councillor J Robinson  
Councillor S Robinson (Co-opted from Minute Number 9)

### **In Attendance:**

Mrs S Clements – Clerk  
District Councillor T Barrett  
Seven Members of the Public including two Parish Councillor co-option applicants.

*Given the resignations of the Chairman and Vice Chairman of the Council, Councillor Cunningham chaired the Meeting for Minute Number 1 only.*

1. **Nomination of Chairman** – Following the vote, (proposed by Councillor Burton and seconded by Councillor Robinson), it was agreed that Councillor Nutter will serve for the ensuing Council year. The Chairman jointly signed the Declaration of Acceptance of Office form with the Clerk.
2. **Nomination of Vice Chairman** – Following the vote, (proposed by Councillor Burton and seconded by Councillor J Robinson), it was agreed that Councillor Chaplin will serve for the ensuing Council year. The Vice Chairman jointly signed the Declaration of Acceptance of Office form with the Clerk.
3. **Welcome and Apologies for Absence** – The new Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. An apology for absence was received from Councillor Kent (work training). This was accepted by the Council.
4. **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 Robinson	Personal Interest - Part of the North Essex Veterans Support Group.	Minute Number 6 – Public Voice.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 19 – Parish Council Assets.
Councillors Coiley, Leveridge, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Number 19 – Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 10. c) – Reports.

5. **Public Voice** – One Member of the Public asked about the streetlight fault at the bottom of California Road which has been reported. A Member of the Public asked for consent for an A Board for the North Essex Veterans Support Group to erect before remembrance events. This will be removed immediately after the service/s.

Signed –  
Chairman.....Date.....

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Councillor Burton made reference to the signage which had to be removed by the local Rotary Club.

6. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted. Following on from the last meeting, District Councillor Barrett made reference to Manningtree Town Council’s Precept where details will be provided shortly.
7. **Minutes of the Parish Council Meeting held on the 29<sup>th</sup> January 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Robinson). (Copy in Minute Book and on website).
8. **Update/Matters Arising from Previous Minutes held on the 29<sup>th</sup> January 2024** – There were no matters to note.
9. **Parish Councillor Applications** – The Council received and considered the casual vacancy co-option applications. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Burton), it was agreed that Connie Besant-Gull, Ian Killion, and Sharon Robinson be co-opted onto the Parish Council. Councillors Killion and Robinson joined the Meeting at this point, after jointly signing their respective Declaration of Acceptance of Office forms with the Clerk.
10. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
  - a) Allotment Working Group – (Councillors Burton, Chaplin, Coiley, Leveridge, and Kent) – The Council received and noted the written report.
  - b) Grounds & Tree Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The Council considered the written report. Four quotations for installation of the two seats and two picnic benches at Furze Hill/Community Orchard and the Welcome Home Field were considered. The quotation from J H Fencing Services in the sum of £2,760 was agreed following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Coiley). The Council also agreed to the wording of the Orchard Project signage – to be funded by Essex County Council. It agreed following the vote, to the donation of 70 trees from Great Oaktree Land Services and the cost of £350 plus VAT to plant the said trees in the Community Orchard at Furze Hill. (Proposed by Councillor J Robinson and seconded by Councillor Killion).
  - c) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley). Councillor Coiley advised that Charlotte Howell will be joining the Committee. He reported on the erection of solar panels on the roof of the Village Hall. The Council agreed to set up a working group comprising Councillors Chaplin, Coiley, and Killion. Councillor Chaplin made reference to defibrillator training, which could possibly be organised via the Rotary Club.
  - d) Signage Working Group – (Councillors Burton and Chaplin) –With regard to Dog Signage at the Welcome Home Field, the Working Group consider that the signage is clear, but the Group will check to establish if the Council has any spare dog signs in its store.
  - e) Events Working Group (with Manningtree and Mistley Welcome Home Memorial Fund Trust – It was agreed that Councillors Coiley, J Robinson, and S Robinson will join this group.
  - f) Other Meetings/Site Meetings – None.
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) Bank Signatories – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Robinson), it was agreed that Councillors Killion and Nutter will be signatories.
  - b) 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 £12,131.26 plus VAT (£931.38) – total £13,062.64. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book).
  - c) Bank Reconciliations – January and February 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

Signed –  
Chairman.....Date.....

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- d) Councillor Training/Team Building Session – Following the vote, (proposed by Councillor Leveridge and seconded by Councillor Coiley), it was agreed to organise the training, along with War Memorial training for Councillor J Robinson.
- e) Servicing of Council Equipment – The Council noted that its Warden has arrangements for the annual checks in place.
- f) Larger Screen – The Council noted the recommendations for a larger screen for the Clerk – especially when uploading to the website. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), the Council agreed to expenditure of around £150.
- g) Welcome Home Trees – This matter is deferred pending further information.
- h) Donation of Trees – See Minute Number 10 a) above.
- i) Streetlights – Clacton Road – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor J Robinson), the Council agreed to adopt and repair these streetlights.
- j) Urgent Finance Matters – There were no matters.
12. **Correspondence** –
- a) Mistley RUFC – The Council considered the request for the erection of pitch side barriers on the existing pitch - a permanent post and rail fence the right-hand side - 3-4 metres from the touch line for health and safety reasons. It was noted that this would be fairly similar to the community orchard fencing but with no netting and two rails only. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), this was agreed.
- b) Manningtree Beech Bathing Water Application – The Council agreed to ratify the details.
- c) Other Correspondence – There were no matters.
13. **Mistley Norman Primary School** – District Councillor Barratt on behalf of County Councillor Guglielmi advised that the school is on the rebuild list, but that formal confirmation is awaited.
14. **Grounds Maintenance Contractor** – The Council carried out a formal annual review. (To March 2026). The contract is going well.
15. **Next Meetings** –
- Planning Committee Meeting – Monday 22<sup>nd</sup> April 2024 at **6.30pm** at Mistley Village Hall.
  - Annual Parishioners Meeting – Monday 22<sup>nd</sup> April 2024 – **7pm** at Mistley Village Hall.
  - Parish Council Meeting – Monday 11<sup>th</sup> March 2024 at **8pm** at Mistley Village Hall.
16. **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 Coiley and seconded by Councillor Leveridge).

*At this point District Councillor Barrett, Members of the Public and Councillor Cunningham left the Meeting.*

17. **Confidential Minutes of the Parish Council Meeting held on the 29<sup>th</sup> January 2024** – The Council is asked to receive, consider and approve the Confidential Minutes.
18. **Update/Matters Arising from Confidential Minutes held on the 29<sup>th</sup> January 2024**– The Council is asked to receive and note any updates.
19. **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.*

Signed –  
Chairman.....Date.....