

MISTLEY PARISH COUNCIL



Minutes of the full Parish Council Meeting
held on the 22nd April 2024 at 7.45pm at Mistley Village Hall



Councillors Present:

Councillor C Besant-Gull
Councillor B Burton
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor F Kent
Councillor I Killion - Up to Minute number 7 d)
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Robinson
Councillor S Robinson

In Attendance:

Mrs S Clements – Clerk
Seven Members of the Public

- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. An apology for absence was received from Councillor Cuningham (annual leave). This was accepted by the Council. An apology was also received from District Councillor Barrett (meeting clash).
- 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 – Spouse of Allotment Tenant.	Minute Number 7 a) – Allotment Working Group.
Councillor Leveridge	Personal Interest – Member of the Rugby Club.	Minute Number 9 a), 9 i)- Correspondence and 17 – Parish Council Assets.
Councillors Coiley, Kent, Leveridge, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 9 e), 9h) - Correspondence and 16 – Parish Council Assets.
Councillors Chaplin and Coiley.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 a) – Schedule of Accounts for payment.

- Public Voice** – A member of the Public asked about sweeping the glass up near the bottle bank, and grounds maintenance.

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Councillor J Robinson made reference to next week's team building/training. A Member of the Rotary Club made reference to the Annual Parishioners Meeting (held before this Meeting) and spoke about an event on the 18th May 2024 and the work of the Club.

4. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
5. **Minutes of the Parish Council Meeting held on the 11th March 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor S Robinson). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 11th March 2024** – There were no matters to note.
7. **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 which included issues with some tenants not maintaining plots.
 - **River Reach Site** – With regard to Plot No. RR002 and the electricity storage shed, the Council agreed not to completely disconnect the supply and not to let this plot for the time being. A new lock will be installed on the storage shed.
 - b) **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 update.
 - **Tree Planting Project (via Essex County Council)** – Suggestions along The Walls and Stourview Avenue, Rigby Avenue/Harwich Road between Hopkins Homes and Pound Corner were considered and agreed following the vote to bring forward.
 - **Orchard Planting** – The Council agreed to the signage suggestions following the vote. This will be brought forward to Essex County Council where the lower priced options are preferable. The Council's Warden will erect the signs.
 - c) **Events Working Group** – (Councillors J Robinson and S Robinson with the Welcome Home Trustees) – The Group provided a verbal update. The Christmas Event will be held on the 8th December 2024. The cost of a Christmas tree will be around £500. Quotations will be considered at the next Meeting. A Village Fete will be organised in early September 2025. Fun at The Furze will be organised for 2026. The Council agreed to these events.

Councillor Killion left the Meeting at this point.

- d) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley). The last Meeting was cancelled. There are no new updates.
 - e) **Signage Working Group** – (Councillors Burton and Chaplin) – There were no new updates.
 - f) **Other Meetings/Site Meetings** – A closed meeting was held with Councillor Nutter and Mistley Rugby Club about the new playing field and subsequent legal lease arrangements.
8. **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 from 12th March to 31st March in the sum of £5235.10, plus VAT £132.78 – total £5385.88 and 1st April to 22nd April 2024 in the sum of £9943.85, plus VAT (£670.42) – total £10614.27. (Proposed by Councillor Coiley and seconded by Councillor S Robinson). (Copy in Minute Book).
 - b) **Bank Reconciliations** – March 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).
 - c) **Manningtree and District/Frankenbergh Partnership Association** – The Council considered the £100 annual donation/grant request. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge), this was agreed.

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- d) Financial Services Compensation Scheme (FSCS) – Following the vote, (proposed by Councillor J Robinson and seconded by Councillor Burton), it was agreed to transfer £15,000 to the CCLA account from the Barclays Bank account following first part Precept payment of £52,340.
- e) Urgent Finance Matters – There were no matters.

9. **Correspondence -**

- a) Furze Hill – Presidents Day – Saturday 4th May – Following the vote, (proposed by Councillor Besant-Gull and seconded by Councillor Kent), the Council agreed for Mistley Rugby Club to bring a truck onto the field to use as a stage for the band.
- b) Furze Hill - Community Event – Pram Race – Monday 26th August 2024 – Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Leveridge), the Council agreed to the request from Mistley Rugby Club to use Furze Hill, subject to appropriate insurance/public liability insurance being in place, together with an appropriate risk assessment and also provided that Football Club has no events on this day.
- c) Furze Hill – Tree Conservation Area (TCA) Consent and Tree Work Request – The Council considered the request regarding TCA consent and the cost of work to a Willow Tree – around £485 plus VAT. This price being to leave the brush and log clearance works. Following the vote, (proposed by Councillor Burton and seconded by Councillor S Robinson), the Council agreed to the Clerk making the TCA application and to obtaining two further quotations.
- d) Placement of Geocaches at Furze Hills – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Besant-Gull), the Council agreed to this, subject to the geocaches not being placed on Knobbly and the other Oak veteran trees.
- e) Cadet Training – Welcome Home Field – The Council considered the request for training Monday and Wednesday evenings 7pm – 9pm. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge), the Council (and Welcome Home Trustees) agreed to this, provided that the Cadets are mindful of local residents' when leaving the site.
- f) Mysteries of Mistley 2024 - Saturday 29th June 10am-4pm – The Council considered the requests from commercial organisations via Edme for the Swan Fountain – placing a temporary banner (following temporary consent from the Local Planning Authority), for Old Knobbly, Furze Hill – setting up a trail and Furze Hill Playing Area – Small business owners setting up stalls and selling their products. With regard to the Furze Hill request, the Council suggested that as the request is regarding commercial businesses that a fee/donation of £20 per stall holder be collected from each business and that this is donated to the Manningtree and Mistley Welcome Home Memorial Trust. Each business (or a blanket arrangement via Edme) will be required to provide public liability insurance certification and risk assessments. Nothing should be affixed to Old Knobbly, and the other veteran Oaks and that the area is cleared after the event. The Council noted the clash with another local event and wondered if dates could be changed. The foregoing was agreed following the vote.
- g) Essex Child and Family Wellbeing Service – Thursday 30th May 2024 from 9am till 12pm – Welcome Home Field request for free activities for families in the local area – Nature Walk – This request was agreed following the vote, provided the area is left tidy after the event. (Proposed by Councillor Kent and seconded by Councillor S Robinson).
- h) Mistley Cricket Club – The Council noted the work to the road at the Welcome Home, including scraping and rolling with proper roadway equipment. And thanked the Club.
- i) Other Correspondence –
 - Mistley Rugby Club – Seat Request – The request to install a seat near the trees at the left of the pitch was agreed following the vote. (Proposed by Councillor Besant-Gull and seconded by Councillor J Robinson?). The Rugby Club has the seat and will pay for its installation, insurance, and future maintenance. The Club was thanked.
 - Gates Outside Church – Following the vote, the Council agreed to the request to renovate the plaque and gates. (Proposed by Councillor Coiley and seconded by Councillor J Robinson).

10. **Mistley Norman Primary School** – The Council noted that there are no new updates.

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11. **Bespoke Councillor Training/Team Building Session** – Monday 29th April 2024 – 6.45pm – 9pm – Mistley Village Hall – Councillors noted this reminder.
12. **Risk Assessments** – The Council received and noted the visual and written assessments for both play areas and the three allotment sites as carried out by the Council’s contractors. With regard to the areas identified as fair and with poor ratings, the Council noted that the necessary work has been undertaken by the Warden. The Council’s Warden has carried out visual and written assessments at the cemetery and two closed churchyards.
13. **Next Meetings** –
 - Planning Committee Meeting – Monday 20th May 2024 at 7pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 20th May 2024 at 7.30pm at Mistley Village Hall.
14. **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 Nutter and seconded by Councillor Leveridge).

Members of the Public left the Meeting at this point.

15. **Confidential Minutes of the Parish Council Meeting held on the 11th March 2024** – The Council is asked to receive, consider, and approve the Confidential Minutes.
16. **Update/Matters Arising from Confidential Minutes held on the 11th March 2024**– The Council is asked to receive and note any updates.
17. **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.