



Minutes of the full Parish Council Meeting
held on the 23rd September 2024 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor F Kent
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Robinson
Councillor S Robinson

In Attendance:

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

- Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received from Councillors Acres (work), Besant-Gull (work) and Cunningham (unwell). These were accepted by the Council.
- 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 – Allotment tenant.	Minute Number 8 a) – Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 19 – Parish Council Assets.
Councillors Coiley, Kent, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 19 - Parish Council Assets.
Councillors Chaplin and Coiley.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 e) – Councillors Reports.

- Public Voice** – A Member of the Public spoke about the bollard near to Brunswick Gardens, where the Council advised that options are being looked into with a solution being sorted out within the next few weeks. Another Member of the Public spoke about a replacement bus shelter for Rigby Avenue/Harwich Road, where the Council advised that a grant application has been submitted to Essex County Council for a new shelter. A request was also made for an electronic bus timetable at this particular bus stop and District Councillor Barrett agreed to look into this.
- District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted. District Councillor Barrett provided an update on the required land-housing supply for the Tendring area which will increase to 1,040 new dwellings per annum.
- Minutes of the Parish Council Meeting held on the 12th August 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Coiley). (Copy in Minute Book and on website).
- Update/Matters Arising from Previous Minutes held on the 12th August 2024** – There were no matters to note.

1 Signed – Chairman.....Date.....



7. **Policing in Mistley** – The Council noted the response from the Police assuring that Mistley is one of the lowest crime areas in Tendring and one of the safest. Mistley's crime rate is so low the Police cannot break down crime figures to just Mistley. For Mistley/Manningtree/Bentley/Lawford there were less than 290 crimes in the last year. Mistley is one of the lowest crime areas in the district. The Community Policing Team regularly patrol all the areas of Manningtree, Mistley and Lawford as well as putting on Coffee with Cops events where the public can come and ask the PCSO's/PC's questions or report any concerns. The Council is also aware that the Police, Fire and Crime Commissioner (PFCC) Roger Hirst will be a guest speaker at the EALC (Essex Association of Local Councils) AGM and 2024 Conference to be held in Colchester on the 26th September 2024 where the Clerk will be attending.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) Allotment Working Group – (Councillors Chaplin, Coiley, Leveridge, and Kent) – The Council noted that Councillors Chaplin and Coiley carried out site inspections. A few plots at the Brunswick and Railway sites need a little attention. There are more issues at the River Reach site with overgrown plots. It was agreed to reduce some of the half plots to quarter plots to assist with maintenance in the future.
 - b) Bus Working Group – Councillors Besant-Gull and Chaplin – See Minute Number 2 above.
 - c) Events Working Group - Councillors Besant-Gull, J and S Robinson with the Welcome Home Trustees –
 - Christmas Event – The Council noted that the risk assessment document for submission to the Council's insurer will be prepared for submission to the insurer. The real-life Christmas tree is being sourced via Essex County Council's Forestry and Woodland Officer. The Christmas tree lights are being looked into.
 - Fun at the Furze – The Council noted that the programme will be presented at the next meeting. The stall holder's fee will be considered then also.
 - War Memorial Training Course – The Council noted that the Manningtree and Mistley Welcome Home Memorial Field would benefit from being registered with the War Memorials Trust which may assist with grant applications.
 - d) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) –
 - Notice Board – Old Post Office – The Council noted that Edme has kindly agreed for the Council to use Edme land to re-site the notice board. A new display board will also be erected. The Council's Warden and Councillors Coiley, Leveridge and Nutter (at least two), will post on the four noticeboards going forward, as it is considered unsafe for the Clerk to do this on her own. It was agreed to obtain a quotation for preparing a plan/drawing for the additional display board on Edme land and thereafter to ask other suitable contractors to provide quotations for supplying a robust support for the new display.
 - The Walls – Seating – The Council noted that some of the seats need to be replaced. The materials have been ordered and preparation has commenced.
 - Orchards – Furze Hill & River Reach – The Council expressed its thanks to its Warden, Councillors Leveridge, Nutter, R and S Robinson for watering the trees at the Council's two orchards during the hot weather.
 - e) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley) – The Council noted that an Open Day is being organised. (Details to follow). The carpet in the Iris Peacock Lounge will be cleaned next month. A request will follow from the Management Committee regarding a notice board and the request to append this outside the Village Hall. A bazaar will be organised on a regular basis. The use of the Furze Hill play area by Kids Club was noted, in conjunction with other local children/users.
 - f) Other Meetings/Site Meetings – There were no additional meetings to report on.
9. **Financial Matters** – (The Council reclaims VAT).
- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments in August since the last Meeting in the sum of £5,872.54 plus VAT (£1.11) and from 1st – 23rd September in the sum of £11,583.84 plus VAT (£505.88). (Proposed by Councillor J Robinson and seconded by Councillor S Robinson). (Copy in Minute Book and on website).

2 Signed – Chairman.....Date.....



- b) Bank Reconciliations – August 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor S Robinson and seconded by Councillor J Robinson).
- c) Three Parish Working Group (Lawford, Manningtree and Mistley) – Representatives - Councillors Coiley and Kent – The Council considered the matter again regarding Christmas Tree Lights and the requested donation of £400. It was noted that part of the costing was a possible pledge of £1000 from the 3 local councils. Manningtree £200, Lawford £400 and Mistley £400. It was also noted that Chris Wright - a member of the Business Chamber is overseeing the Christmas Lights and he was asked on the 21st August 2024 to make contact with this Parish Council and share the formal quotation for the Christmas Tree Lights. Following the vote, (proposed by Councillor Killion and seconded by Councillor Leveridge), it was agreed to contribute £400 to match-fund the contributions made by Lawford Parish Council under the Local Government (Miscellaneous Provisions) Act 1976, s.19. (The power to provide a wide range of recreational facilities), upon receipt of the quotation for the Council's records.
- d) DBS (Disclosure and Barring Service) Checks – Following the review, the Council agreed following the vote to arrange a DBS for those Councillors who need one. Councillor S Robinson would like a DBS organised for her as the Council's School Representative. (Proposed by Councillor Coiley and seconded by Councillor S Robinson).
- e) Office Laptop – The Council agreed retrospectively to the emergency repair costs (new hard drive) in the sum of £165 following the vote. (Proposed by Councillor S Robinson and seconded by Councillor J Robinson).
- f) Notice Board – Old Post Office – See Minute Number 8 c) above.
- g) Railway Allotments – The Council received and considered the grounds clearance quotation in the sum of £683 plus VAT as supplied by its grounds' maintenance contractor. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Killion), it was agreed to ask the contractor to proceed with this work.
- h) Shelter – The Council received an update on the graffiti. Councillor Acres was thanked for his hard work with this.
- i) Soil Bin – Cemetery – The Council received and considered the quotation. It was noted that the best way to empty the bin is with a grab lorry under general waste and that work would cost £847.50 plus VAT. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), it was agreed to proceed with this essential work.
- j) Trinity Road Grounds Clearance – The Council received an update and considered this matter further. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), it was agreed to proceed with the price of £1,151 plus VAT. The Council asked that the contractor quotes for the remaining area to be cleared in addition though.
- k) Welcome Home Field – New Seating – matting – The Council considered this further. It was agreed for the Grounds Working Group to look at a solution to rectify this.
- l) Furze Hill Basketball – The quotation for this work in the sum of £1,474.26 plus VAT was considered by the Council. It was noted that the best and safest option would be to put grass rubber matting down to the level with the grass to stop any trip hazards for footballers. Following the vote, (proposed by Councillor J Robinson and seconded by Councillor S Robinson), it was agreed to proceed with this quotation.
- m) Furze Hill Play Area – The itemised quotation for the higher-level safety work was received and considered by the Council. It was agreed to set up a working group to look at the quotation in greater detail. Councillors Coiley, Kent, and Nutter will be part of the group and will report back to the next meeting.

10. Correspondence –

- a) Remembrance Sunday 2024 – The Council received and considered the correspondence. Following the vote, (proposed by Councillor Coiley and seconded by Councillor S Robinson), it was agreed that to proceed with the updated service sheet.
- b) The Green – The Council noted the correspondence received.
- c) Mysteries of Mistley 2025 - 21st June 2025 – The Council considered the request to use the Welcome Home Field or Furze Hill and also the charge for commercial stallholders. Following the vote, (proposed by Councillor J Robinson and seconded by Councillor Killion), it was agreed to allow the use of the Field (and Furze Hill), and ask for a voluntary contribution to the Manningtree and Mistley Welcome Home Memorial Trust Fund.
- d) Other Correspondence –
 - Great Coastal Birdwatch 2024 - The Walls -Great Coastal Birdwatch event –



The Council considered the request to use The Walls on Sunday 3rd November between 10am – 4pm. It was noted that it is proposed to bring a gazebo, table, bird sightings board, and that there will be activities and giveaways. People will be encouraged to see what coastal birds they can spot in their local area and the plan is to make the event educational and engaging for all ages. This was agreed following the vote. (Proposed by Councillor S Robinson and seconded by Councillor Coiley).

11. **Mistley Norman Primary School** – The Council received an update and were delighted that funding for the new build has been agreed.
12. **Car Park Barrier** – The closing times were reviewed. No changes were made, but the barrier gate will be closed when the car park is empty.
13. **Grounds Maintenance** – The Council reviewed its current contract and confirmed its satisfaction with the service provided in the second year of the three-year contract.
14. **Risk Assessments** – The Council received and considered the assessments undertaken by the Council's Warden for the Cemetery and two Closed Churchyards. It was noted that one of the larger headstones needs some attention, but the owner cannot be traced by the Council, its Cemetery Manager, or the Church.
15. **Next Meetings** –
 - Planning Committee Meeting – Monday 4th November 2024 at 7pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 4th November 2024 at 7.30pm 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. (This was proposed by Councillor Kent and seconded by Councillor S Robinson).
17. **Confidential Minutes of the Parish Council Meeting held on the 12th August 2024** – The Council is asked to receive, consider and approve the Confidential Minutes.
18. **Update/Matters Arising from Confidential Minutes held on the 12th August 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.

Date	Payee Name	Referen ce	£ Total Amnt	£ VAT		
23/8/24	Gt Oaktree Land Services Ltd	BACS	84	14	70	RR allots grass
23/8/24	Gt Oaktree Land Services Ltd	BACS	84	14	70	Unallocated plots
23/8/24	Gt Oaktree Land Services Ltd	BACS	360	60	60	grass Risk Assess all
					60	Risk Assess all
					60	Risk Assess all
					60	Risk Assess all
					60	Risk Assess all
					60	Risk Assess all

4 Signed – Chairman.....Date.....



Mistley Parish Council



05/09/24	Tendring Pool & Spa Ltd	BACS	396	66	330	Swan Fountain clean
05/09/24	Jewson	BACS	16.24	2.71	13.53	Brushes & sandpaper
05/09/24	PKF Littlejohn LLP	BACS	504	84	420	Ext Audit 2024
05/09/24	Gt Oaktree Land Services Ltd	BACS	360	60	60	Risk Assessments
					60	Risk Assessments
					60	Risk Assessments
					60	Risk Assessments
					60	Risk Assessments
05/09/24	Mr P Nutter Exp	BACS	31.34		6.39	Hosepipe & graffiti
					24.95	Hosepipe & graffiti
05/09/24	Mr P Nutter Exp	BACS	16.98		16.98	Outdoor tap lock
05/09/24	Gt Oaktree Land Services Ltd	BACS	138	23	115	RR Allots
05/09/24	Gt Oaktree Land Services Ltd	BACS	142.8	23.8	70	Orchard & Furze cuts
					49	Orchard & Furze cuts
05/09/24	Rialtas Business Solutions Ltd	BACS	30	5	25	Software new hard drive
05/09/24	Mistley Computers	BACS	35		35	I Leveridge email
20/09/24	Gt Oaktree Land Services Ltd	BACS	84	14	70	Grass Orchards
20/09/24	Jewson	BACS	10.78	1.8	8.98	Tarmac Rake
20/09/24	EALC	BACS	192	32	160	War Memorial

6 Signed – Chairman.....Date.....



Mistley Parish Council



						training x 2 Batteries mouse
20/09/24	Amazon Mr P Nutter Exp	BACS	11.92	1.99	9.93	
20/09/24		BACS	16.98		16.98	Tap lock replaceme nt
20/09/24	Mrs S Clement s	BACS	89.8		89.8	Sept exp Bypass loppers Via N/Wide to CCLA Nuts & bolts Seats Walls
20/9/24	Jewson Long- Term Investme nt	BACS	49.34	8.22	41.12	
20/9/24		BACS	8175		8175	
23/9/24	Mr P Nutter Exp	BACS	14.98		14.98	
23/9/24	Gt Oaktree Land Services Ltd	BACS	662.4	110.4	552 11583. 84	W/Home equip
Total Payments:			12089.2	505.9		0