



Minutes of the full Parish Council Meeting
held on the 4th November 2024 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor O Acres
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)

In Attendance:

Mrs S Clements – Clerk
PCSO Sue Groves and PCSO Lucy Seager (Up to end of Minute Number 3).
District Councillor T Barrett
Three Members of the Public

1. **Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received from Councillor Kent (work), Councillor J Robinson (meeting clash) and Councillor S Robinson. These were accepted by the Council. Councillor Besant-Gull was not present.
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 Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 17 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 17 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 f) – Councillors Reports.

3. **Policing** – The Council welcomed PCSO Sue Groves and PCSO Lucy Seager who provided a short presentation, followed by a questions and answers session.

PCSO Sue Groves and PCSO Lucy Seager left the meeting at this point.

4. **Public Voice** – A Member of the Public advised the Council about a street light outage at Rigby Avenue. Another Member of the Public advised that attention is still needed to drainage at California Road by Affinity Water.
5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted. District Councillor T Barrett provided a verbal update on the proposed new bus shelter.
6. **Minutes of the Parish Council Meeting held on the 23rd September 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Killion). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 23rd September 2024** – There were no matters to note.

1 Signed – Chairman.....Date.....



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

- a) Allotment Working Group – (Councillors Chaplin, Coiley, Leveridge, and Kent.) –
- MALGA (Mistley Allotment and Gardener's Association) – The Council received a verbal update following the social event on the 12th October 2024
 - Brunswick Allotments – There are no issues on this site.
 - Railway Allotments – The Council noted that the hedge has been cut and the gate will be adjusted shortly.
 - River Reach Allotments – There are some vacant plots, with a number of tenants who need to cultivate and tidy their respective plots.
- b) Bus Working Group – Councillors Besant-Gull and Chaplin – There are no new updates.
- c) Events Working Group - Councillors Besant-Gull, J and S Robinson with the Welcome Home Trustees.
- Christmas Event – Saturday 7 December – 4pm - Risk Assessment.
 - Summer Event – Vendor Pack.
 - First Aid Trained Councillor.

The Council agreed the risk assessment for the Christmas Event for submission to the Council's insurer following the vote. Councillors also agreed the vendor pack following the vote. With regard to the First Aid Training, it was noted that it costs approximately £350 for up to 12 people to attend an accredited one-day course. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).

- d) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter) -
- Orchard Winter Works – The Council noted that weeding and mulching work around the bottoms of the Orchard Trees will take place on Saturday 16th November 2024. Volunteers will meet at Furze Hill at 10am. The Council thanked Mistley Village Hall Management Committee for its generosity with the supply of water.
 - Orchard Pruning Training – January 2025 - The Council noted that training will be held in the new year.
- e) Play Area Working Group – (Councillors Coiley, Kent, and Nutter) – The Council felt that grant funding will need to be investigated further for any large play area projects.
- f) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley).
- Open Evening Invitation – 29th November 2024 – The Council agreed that Councillor Nutter will represent the Council.
 - Information/Notice Board request – The Council considered the request for a notice board on the outside of the Village Hall on the wall next to the entrance ramp. It also considered the suggestion that the Council may wish to share the space/proposed notice board with the Committee. Following the vote, (proposed by Councillor Killion and seconded by Councillor Leveridge), the board was agreed.
- g) Other Meetings/Site Meetings – There were no additional meetings to report on as yet.

9. **Financial Matters –** (The Council reclaims VAT).

- a) Schedule of Accounts for Payment – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £3,891.86 from 25th-30th September 2024 and payments of £7562.85 (plus VAT £834.55) from 1st -31st October 2024. (Proposed by Councillor Cunningham and seconded by Councillor Acres). (Copy in Minute Book and on website).
- b) Bank Reconciliations – September 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- c) Quarter 2 Report – Budget/Expenditure – The report was received and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Acres).
- d) 2nd Precept Instalment – The Council noted receipt of £52,340.
- e) Metro Bank – Council - The Council agreed following the vote, to deposit £20,000 from Barclays Bank to open the Metro account re: Financial Services Compensation Scheme (FSCS). (Proposed by Councillor Coiley and seconded by Councillor Killion).
- f) Metro Bank – Welcome Home Trust – The Council agreed to deposit £100 to open the account. (Proposed by Councillor Acres and seconded by Councillor Killion).
- g) Knobbly – Furze Hill Wood – The Council discussed options for protecting this veteran, important and historic Oak.

2 Signed – Chairman.....Date.....



Following the vote, the Council agreed to look into some low-level trellis fencing, with bark chippings. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

- h) Trinity Road Churchyard – Sycamore Tree – The Council received and considered the request from a local resident to seek further advice and apply for planning permission for the tree in the Tree Conservation Area (TCA). The Council noted that the Church is aware of the issues with the tree and has no objection to the TCA application. The resident will pay for the tree work. Following the vote, the Council agreed for the Clerk to make a TCA planning application. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).
- i) Trinity Road Churchyard Clearance – The Council agreed following the vote, to obtain a fresh quotation for the full area of work to clear the brambles, ivy, undergrowth etc. after the Sycamore Tree work has been completed.
- j) Urgent Finance Matters – There were no matters.

10. Correspondence –

- a) Mistley Rugby Club – The Council noted that specifications and dimensions are still awaited from the Club regarding the request to erect a car parking directional sign at Mistley Village Hall. Upon receipt of these details the Council will ensure that Mistley Village Hall Management Committee has no objections and then consider the matter further.
- b) Tendring District Council - Emergency Points of Contact Audit – The Council agreed to the contact details for the Parish Council following the vote. First contact – Councillor Nutter, second contact – Councillor Leveridge and third contact Councillor Coiley.
- c) Other Correspondence – There were no matters.

11. Primary School - Mistley– The Council noted the Open Event held at the school on the 17th October 2024. Clare O'Sullivan is the new Executive Head of Mistley Norman School. The Council also noted that the final handover from The Vine Trust to The Canonium Learning Trust will be approximately early December 2024. The new build for the school will take up to 3 years.

12. Biodiversity Policy – Following the vote, (proposed by Councillor Acres and seconded by Councillor Cunningham), the Council agreed to adopt this policy. (Details on the website).

13. Next Meetings –

- Finance Committee Meeting (Budget/Precept) – Monday 9th December at 6pm – Mistley Village Hall.
- Planning Committee Meeting – Monday 16th December 2024 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 16th December 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 Killion and seconded by Councillor Coiley).

15. Confidential Minutes of the Parish Council Meeting held on the 23rd September 2024 – The Council is asked to receive, consider and approve the Confidential Minutes.

16. Update/Matters Arising from Confidential Minutes held on the 23rd September 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.

Payee Name	Reference	£ Total Amount
3 Signed – Chairman.....Date.....		



Mistley Parish Council



Date

25/09/2024	Brian Forrester	BACS	744.41	744.41	Sept 24 & 6 hrs
25/09/2024	Mrs S Clements	BACS	1315.26	1315.3	Sept 24
25/09/2024	Essex Pension Scheme	BACS	467.44	467.44	Sept 24
25/09/2024	HMRC	BACS	1284.75	1284.8	Q2 Tax & NI
25/09/2024	JT Plumbing and Heating	BACS	80	80	Staff RR Outside Tap
Total Payments:			3891.86	3891.9	

Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c Centre
01/10/24	Welcome Home Trust Nationwide	BACS	100		Donation MTC High St, Harwich Rd
01/10/24	A&J Lighting	DD	298.8	49.8	St lights elect
01/10/24	SSE Energy Solutions	DD	944.16	52.34	Stourview/ Harwich Rd RR allots & orchard
15/10/24	A&J Lighting	DD	124.8	20.8	Soil Bin
23/10/24	Gt Oaktree Land Services Ltd	BACS	168	28	Grounds All Q2
23/10/24	Gt Oaktree Land Services Ltd	BACS	1017	169.5	Grounds All Q2
23/10/24	Gt Oaktree Land Services Ltd	BACS	1489.99	248.3	Grounds All Q2
23/10/24	Mr P Nutter Exp	BACS	6.5		Grounds All Q2
23/10/24	TW Logistics Ltd	BACS	25		Grounds All Q2
23/10/24	Suffolk Assoc Local Councils	BACS	86.4	14.4	Grounds All Q2
23/10/24	Jewson	BACS	536.39	89.4	Grounds All Q2
23/10/24	Gt Oaktree Land Services Ltd	BACS	889.2	148.2	Soap Public Toilet
23/10/24	Jewson	BACS	82.67	13.78	Allots Rent 6 months payroll
23/10/24	Mrs S Clements	BACS	82.6		Seats The Walls
23/10/24	Essex Pension Scheme	BACS	471.24		Railway Allots Materials
23/10/24	Brian Forrester	BACS	744.41		Seats The Walls
23/10/24	Mrs S Clements	BACS	1315.26		Exp Oct 24
23/10/24	Mr P Nutter Exp	BACS	14.98		Oct 24
Total Payments:			8397.4	834.6	Oct 24 & 6 hrs

4 Signed – Chairman.....Date.....