



Minutes of the full Parish Council Meeting
held on the 16th December 2024 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor C Besant-Gull
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor C Halliday (From end of Minute Number 2)
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Robinson (Up to end of Minute Number 5)

In Attendance:

Mrs S Clements – Clerk
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 Councillor Acres (family) and Councillor Kent (unwell). These apologies were accepted by the Council.
- Resignation of Councillor** – The Council noted the resignation of Sharon Robinson. She was thanked for her work during her term of office from the 11th March 2024 to 4th November 2024. The Council noted that following display of the relevant legal notices from the Elections Department of District Council that a by-election has not been called and this vacant seat can be filled by co-option.
- Co-option of Parish Councillor** – The Council received and considered the application from Mr Chris Halliday. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Besant-Gull), the Council agreed to co-opt Chris Halliday. The Declaration of Acceptance of Office will be jointly signed by Councillor Halliday and the Clerk. Councillor Halliday joined the meeting as a Parish Councillor at this point.
- 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 Leveridge and Robinson.	Personal Interests – Members of the Rugby Club.	Minute Numbers 11 a) and 18 – Parish Council Assets.
Councillors Besant-Gull, Coiley, Cunningham, Kent, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 18 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 9 e) Councillors Reports.

- Public Voice** – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Robinson), the Council passed a resolution and agreed that a Member of the Public may speak during this session. A representative of Free the Quay made it clear that the Group is not involved with the Friends of Mistley Quay CIC and the event which was cancelled on the 14th December 2024.

At this point Councillor Robinson left the Meeting.

1 Signed – Chairman.....Date.....



6. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
7. **Minutes of the Parish Council Meeting held on the 4th November 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website).
8. **Update/Matters Arising from Previous Minutes held on the 4th November 2024** – There were no matters to note.
9. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge) –
 - RR0010 – Greenhouse Request – This was deferred pending further information.
 - b) Bus Working Group – Councillors Besant-Gull and Chaplin – There were no new updates.
 - c) Events Working Group - Councillors Besant-Gull, J Robinson with the Welcome Home Trustees – The Council agreed following the vote, that Councillors Besant-Gull, Chaplin, Coiley, Halliday and Robinson will be part of a new Working Group which will be set up to support other external community stakeholders when they approach the Council.
 - Christmas Tree Lights – The Council is aware that there is currently no power connected at the War Memorial site. The Council's electrician has inspected the area. It was agreed following the vote, to ask the Council's contractor to inspect again and provide a quotation for reinstating the power supply.
 - Summer Event – This matter is deferred until the next Meeting.
 - WhatsApp Group – It was agreed to set up a new updated group.
 - d) War Memorial Poppy Wreaths Maintenance – This matter is deferred until the next Meeting.
Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter) -
 - Essex County Council Tree Planting Project – With regard to the trees and County Council appointed contractors for the grass verge along The Walls, the Council noted that more details will be available in the new year.
 - e) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley) – There were no updates.
 - f) Play Area Working Group – (Councillors Coiley, Kent, and Nutter) – There were no updates. It was agreed to disband this group for now.
 - g) Other Meetings/Site Meetings – There were no additional meetings to report on.
 - Mistley Carol Service - Mistley Church on Sunday 15th December at 6pm – The Council noted that Councillor Nutter attended on behalf of the Council and did a reading during the Service.
 - PACE – (Practical Actions for Climate and Environment) – The Council noted the PACE meeting held on the 3rd December 2024 and that for the Earth Festival 2025 volunteers are being sought.
 - Tarchon Energy Parish Meeting (Renewable Energy)– (Notes already circulated by Councillor Nutter). The Council noted the details.
10. **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 – 31st October 2024 in the sum of £863.07 plus VAT (£50.65), 1st – 30th November in the sum of £25,069.65 plus VAT (£326.03) and from 1st – 16th December 2024 in the sum of £3,439.82 plus VAT (£292.94). (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on the website within Minutes).
 - b) Bank Reconciliations – October and November 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
 - c) Finance Committee Meeting – 9th December 2024 – Following the vote, (proposed by Councillor Killion and seconded by Councillor Leveridge), the Council agreed to the Committee's recommendations, including the 5% increase from the 1st April 2025 for cemetery fees, an additional £5 per annum for allotment tenancy fees (Brunswick and Railway sites) from the 1st April 2025, the two Middlefield Road plots will increase to £68 per annum (currently £65 per annum). (The River Reach Allotment rents will remain unchanged at £100 per annum).

2 Signed – Chairman.....Date.....



The Church Meadow (grazing) rent will increase from £85 to £90 per month, and the Essex County Council highway verges charge will increase from £500.00 per annum to £520.00 per annum. The Council also agreed to the recommendation to ring-fence/earmark £75,000 from its general reserves towards the Play-Zones funding bid in conjunction with Tendring District Council and the Football Foundation. This is for a Multi-Sports Mini Pitch and Floodlights where the total cost is approximately £350,000. Match/Partnership funding of 25% (£87,500) is required for an earmarked/ring-fenced reserve from the Parish Council with other community stakeholders.

- d) BUDGET 2025 2026 AND PRECEPT – The Council agreed to the Finance Committee's recommendations that a further review should take place of the nominal codes and cost centres to make the budget and general finance more streamlined and up to date. Councillor Killion agreed to look at the draft figures taken from the Clerk's draft budget/precept. Another Finance Committee Meeting was agreed for Thursday 9th January 2025 at 6.30pm at Mistley Village Hall and an Extraordinary Parish Council Meeting was agreed for Monday 20th January 2025 at 6.30pm at Mistley Village Hall for the full Council to resolve its budget and precept, following recommendations from the Finance Committee Meeting on the 9th January. (Tendring District Council's deadline date for the precept request is the 22nd January 2025).
- e) Knobbly – Furze Hill – The Council received and considered the advice from its grounds' maintenance contractor for a thigh-high post and rail fence which will be easier to fit due to the uneven spaces caused by the roots, and it would be cheaper to replace the fence if it gets damaged. The best option would be to air spade the posts in to avoid damage to any roots. (An air spade tool is an air powered selective excavation tool that is designed specifically for working around tree roots). The quotation in the sum of £1703.20 plus VAT was received and considered for the post and rail to be installed around Knobbly with access. It was agreed following the vote to proceed on this basis. Local residents will be updated regarding this work. (Proposed by Councillor Coiley and seconded by Councillor Besant-Gull).
- f) Office Printer/Scanner – It was agreed following the vote to the purchase of a printer/scanner in the sum of £208.32 plus VAT. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- g) Dedham Vale Society – The Council received and considered the request for funding to support the legal case against Greater Anglia. The Clerk outlined the Council's legal position. The Council resolved following the vote, that it cannot legally agree to the Society's request for financial assistance for the purposes of assisting with the Society's legal fees for a Judicial Review (JR). The Council however, wished the Society well with the forthcoming JR.
- h) Mistley Green, Brick Work Course May 2025 – The Council considered and agreed following the vote, the request for training - £200 (in Budget for next year), and also agreed the dates 14th, 15th and 16th May 2025. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

11. Correspondence –

- a) Mistley Rugby Club – The Council again noted the request for car park signage, where the Council is aware that Mistley Village Hall Management Committee has raised no objections. This matter was deferred pending further information from the Rugby Club about the signage.
- b) VJ Day 2025 – The Council considered the request from Councillor Robinson to hold a service on Sunday 17th August 2025 with Lawford and Manningtree at the Welcome Home Field. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- c) Mistley Churchyard Replacement Noticeboard – The Council received and considered the request. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion).
- d) Mistley Cricket Club – The Council considered the request for permission to add a small ball collecting wire fence to go a few meters at either end of the pitch. Following the vote, (proposed by Councillor Besant-Gull and seconded by Councillor Coiley), this was agreed subject to the normal planning consents being in place from the local planning authority. It was noted that a light trim of the nearby greenery and bushes would be needed to facilitate this.
- e) Lawford Parish Council - Signage on Long Road Junction – The Council received and considered the request. Councillors noted that Lawford Parish Council has been advised by Rose Builders that because of the new build on Long Road that the Lawford boundary sign needs to be changed.



Lawford Parish Council is asking whether Mistley Parish Council would like back-to-back signage so that the Mistley signage is on the back of the Lawford sign. There is no charge and no ongoing maintenance as this is an Essex Highways sign. The back-to-back signage was agreed following the vote. (Proposed by Councillor Leveridge and seconded by Councillor Cunningham).

- f) Connecting Essex through Walking and Cycling – Consultation – ends 10th January 2025 – The Council received and considered the details. Councillors were asked to complete individually and the Clerk was asked to pass the details to the Council's Volunteer Footpath Warden.
12. **Stourview Primary School - Mistley** – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed that Councillor Besant-Gull will be the new School Representative. The Clerk will update the website and the School'.
13. **Email, Text & WhatsApp Policy & Press & Media Policy** – The Council reviewed these policies including its Facebook Administrators. Following the vote, it was agreed that Councillors Chaplin, Halliday, and Nutter will be Facebook Administrators with the Clerk.
14. **Next Meetings** –
 - Finance/Budget Committee Meeting – Thursday 9th January 2025 – 6.30pm – Mistley Village Hall.
 - Extraordinary Parish Council Meeting – (Budget/Precept) – Monday 20th January 2025 – 6.30pm – Mistley Village Hall.
 - Planning Committee Meeting – Monday 27th January 2025 at 7pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 27th January 2025 at 7.30pm at Mistley Village Hall.
15. **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 Cunningham and seconded by Councillor Besant-Gull).
16. **Confidential Minutes of the Parish Council Meeting held on the 4th November 2024** – The Council is asked to receive, consider and approve the Confidential Minutes.
17. **Update/Matters Arising from Confidential Minutes held on the 4th November 2024** – The Council is asked to receive and note any updates.
18. **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.
19. **Brunswick Gardens Land** – The Council is asked to receive further, new information.
20. **Policing Matter** – Vandalism to Public Toilet – Local Youths -The Council is asked to receive an update from Essex Police. (GDPR – General Data Protection Regulation).
21. **Local Government Services Pay Agreement 2024/25** – The Council is asked to consider the recommendations from the Finance Committee and the Confidential part of the Meeting held on the 9th December 2024.

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

31/10/24 to 31/10/24

Payee Name	Reference	£ Total Amount	£ VAT		
SSE Energy Solutions	BACS	913.72	50.65	863.07	St Lights Elec
Total Payments:		913.72	50.65	863.07	

4 Signed – Chairman.....Date.....



Mistley Parish Council



01/11/24 to 30/11/24

Date	Payee Name	Reference	£ Total Amount	£ VAT	
07/11/2024	Metro Bank re Welcome Home	BACS	100	100	Metro open a/c
07/11/2024	Metro Bank A/c 357	FSCS	20000	20000	FSCS
15/11/2024	A&J Lighting	DD	180	30 150	Rigby Ave
18/11/2024	Caster Water Limited	DD	170.35	170.35	R/Way Allots
18/11/2024	Caster Water Limited	DD	218.62	218.62	Brunswick Allots
21/11/2024	Essex Pension Scheme	BACS	471.24	471.24	Nov 24
21/11/2024	Brian Forrester	BACS	744.21	744.21	Nov 24 & 6 add hrs
21/11/2024	Mrs S Clements	BACS	1315.46	1315.46	Nov. 24
21/11/2024	Mrs S Clements	BACS	70	70	Nov. 24
22/11/2024	Jewson Community Action	BACS	7.06	1.18 5.88	Seats Walls S Robinson
22/11/2024	Suffolk DBS	BACS	17	17	DBS
22/11/2024	Barclaycard	BACS	6.8	6.8	Postage
22/11/2024	Gt Oaktree Land Services Ltd	BACS	1769.11	294.85 1474.26	Stamps Basketball
Total Payments:			25069.85	326.03	24743.82

01/12/24 to 16/12/24

Date	Payee Name	Reference	£ Total Amount	£ VAT	
02/12/2024	SSE Energy Solutions	DD	944.16	52.34 891.82	St Lights Elec
13/12/2024	Design Clark	BACS	1250	1250	Village Sign
13/12/2024	Gt Oaktree Land Services Ltd	BACS	900	150 150	Cuts all areas
				150	Cuts all areas
				150	Cuts all areas
				150	Cuts all areas
				150	Cuts all areas
				150	Cuts all areas
13/12/2024	Gt Oaktree Land Services Ltd	BACS	360	60 60	Risk Ass All
				60	Risk Ass All
				60	Risk Ass All
				60	Risk Ass All
13/12/2024	Tendring District Council	BACS	95	95	Risk Ass All Middlefield Rd
16/12/2024	A&J Lighting	DD	183.6	30.6 153	The Green. The Walls
Total Payments:			3732.76	292.94	3439.82

5 Signed – Chairman.....Date.....



Mistley Parish Council

