



Minutes of the full Parish Council Meeting
held on the 27th January 2025 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 I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)

In Attendance:

Mrs S Clements – Clerk
District Councillor T Barrett
Four 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 Councillors Halliday (family), and Kent (family) These were accepted by the Council. Councillors Acres and Leveridge were not present. The Council raised its concerns about late apologies and apologies not being sent at all.
2. **Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations). Councillors were reminded about their respective duties under the Code of Conduct and the Dignity and Respect Pledge.

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillors Besant-Gull, Coiley, Cunningham, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 19 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 10 d) and 11 a) Councillors Reports.

3. **Resignation** – The Council noted that Jamie Robinson resigned on the 7th January 2025. He was thanked for his work during his term of office. The relevant legal notices via Tendring District Council's Elections Department were noted.
<https://www.mistleyparishcouncil.gov.uk/council/mistley/PARISH%20Casual%20Vacancy%20Notice%2007.01.25.pdf>
The Council also noted that Tendring District Council has written to confirm that as no request has been received for an election to fill the casual vacancy, that the Parish Council must now fill the vacancy by co-option. The confirmation was received on the 27th January 2025.
4. **Public Voice** – No Members of the Public wished to speak.
5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted. District Councillor Barrett spoke about the Call for Heritage Sites and the Local List, where the deadline date is the 2nd June 2025. He also spoke about the Government's devolution priority programme and government re-organisation. It was noted that the application for funding via Essex County Council for a replacement bus shelter (junction of Harwich Road/Rigby Avenue) will be considered under the next funding bid, as it was not submitted within the most recent funding phase.



6. **Minutes of the Parish Council Meeting held on the 16th December 2024** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Besant-Gull). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 16th December 2024** – There were no matters to note.
8. **Minutes of the Extraordinary Parish Council Meeting held on the 20th January 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Coiley). (Copy in Minute Book and on website).
9. **Update/Matters Arising from Extraordinary Minutes held on the 20th January 2025** – There were no matters to note.
10. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) –
 - **River Reach Allotments** – The Council noted that some of the half plots will need to be divided into quarter plots. A discussion will take place with Hopkins Homes about the installation of a gate. Some of the tenants will be sent letters about the upkeep of their respective plots.
 - **River Reach Allotments Plot No. RR011** – The Council noted that this is still pending.
 - **Railway Allotments – Gate Area** – The Council noted that its Warden is currently working on this larger project to improve the area.
 - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter) –
 - **Essex County Council Tree Planting Project** – The Council received an update regarding the trees to be planted on the grass verge along The Walls, along Harwich Road and Stourview Avenue. They noted that a meeting about this project had been postponed, but that a telephone call/email exchange about the project is expected shortly to make arrangements for the tree planting. Councillors also noted that Essex County Council had advised previously that they would liaise directly with local residents about the tree planting.
 - **Fence around Knobbly** – The Council noted that the Warden has reinstated the broken fence. The events around the press release timing about the new fencing was noted.
 - c) **Events Working Group – War Memorial** – (Councillors Besant-Full, Chaplin, Coiley and Halliday). (In conjunction with other community stakeholder groups) –
 - **War Memorial Poppy Wreaths/Wreaths Maintenance** – The Council agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor Besant-Gull), that poppy wreaths/wreaths will be removed by the Council four weeks after each event.
 - d) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley). The Council noted the redecoration of the Iris Peacock Lounge which looks clean and fresh and that a new information board has been purchased.
 - e) **Other Meetings/Site Meetings** – None.
11. **Financial Matters** – (The Council reclaims VAT).
 - a) **Schedules of Accounts for Payment** – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting (20th-31st December 2024) in the sum of £5072.03 plus VAT (£345.59) - £5417.62 and for payments (1st-27th January 2025) in the sum of £8559.47 plus VAT (£700.48) - £9259.95. (Proposed by Councillor Cunningham and seconded by Councillor Killion). (Copy in Minute Book and on website within Minutes).
 - b) **Bank Reconciliations** – December 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion).
 - c) **Parish Information Board** – The information to hand was received and considered. Councillor Nutter provided a verbal update. The Council noted that further quotations will follow for the next meeting.
 - d) **Risk Assessments – All Areas** – The Council received and considered the written reports following visual assessments.



The quotation from the Council's grounds maintenance contractor was received for £652.46 plus VAT for work to the play areas at Furze Hill and the Welcome Home Field. The Council noted that the seating and the table at the Welcome Home Field need to have the concrete levelled so that the wet pour sits flush. It was agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor Besant-Gull), to accept only parts of the said quotation. The Council will accept the Welcome Home seating quotation for £176 plus VAT and at Furze Hill, it will accept the work to the Climbing Bars and Basket Swing and the surface repair of top soil and grass at £70 plus VAT. The Tree quotation of £150 plus VAT will also be accepted for removal of a large snapped branch. The Council will not accept the following parts of the quotation as its Warden can carry out this work: Furze Hill – pressure wash moss and paint with wood treatment - £228.46 plus VAT and work to the Stride Jumps – sand down the area showing splinters - £28 plus VAT.

The Council noted that all risks identified at all allotment sites have been rectified following on from work carried out by the Council's Warden apart from at the Railway Allotments, where there is a hole in ground. It was agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor Besant-Gull), to ask the Council's grounds maintenance contractor to fill this hole for safety reasons. (A similar hole was filled in this area previously, for a nominal charge of approximately £50 plus VAT).

The Council received an update regarding the fence which backs onto Furze Hill Play Area See Minute 11 e) below.

- e) Trinity Road Churchyard – The Council received and considered the quotation in the sum of £3,000 plus VAT as provided by its grounds maintenance contractor to remove the large area of very overgrown ivy and brambles following the pollarding of a tree by a resident. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), the Council agreed to this extensive long-standing work.

12. **Correspondence** –

- a. Mistley Rugby Club – Village Hall car park signage request – The Council is still awaiting details about this. The Council considered the requests received from the Rugby Club about the 3rd May 2025 for the Club's Presidents Day, where a rigid vehicle would on site. The Council also considered the request for the 24th August 2025 to hold the Pram Race, where food vehicles, a truck for the stage, and the use of the Council's trail play equipment is required. The Council agreed to the foregoing, following the vote, subject to the Club providing the Council with an insurance/public liability certificate with sufficient cover, also for the Club to provide the Council with a copy of a robust risk assessment and reassurance that any damage to the ground etc will be reinstated. All rubbish should be cleared and tidied from the site at the end of the event. (Proposed by Councillor Cunningham and seconded by Councillor Besant-Gull).
- b. MITHRAS – The Mistley Thorn Residents Association – The Council received and considered the request for a memorial seat at The Green and for a community information board. As the requested further information is still pending, this matter was deferred to the next Meeting.
- c. Concordia Residential Management Company – Secret Bunker - The Council noted that the residents have confirmed they would like to go ahead with the quotation as provided to the Management Company by the Parish Council's grounds maintenance contractor to remove the current fencing and replace it. (Located behind Furze Hill Play Area). (Quotation - £2,780.43 plus VAT). The fencing is owned and maintained by the Management Company.
- d. Land to The North of Stourview Close, Mistley - The Council considered the suggestions made by the development company for the five new roads under this new development - "Butterfly Avenue, Swallowtail Place, Emperor Drive, Admiral View and Chalk Mews". The Council noted that these suggestions have been made because they link to the butterflies often spotted at Furze Hills in Mistley. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Besant-Gull), this was agreed subject to "Butterfly Avenue" being replaced with "Peacock Avenue".

- 13. Stourview Primary School – The Council noted that Councillor Besant-Gull the Council's School Representative has been in touch with the school.



14. **Grounds Maintenance** – The Council reviewed its current contract and confirmed its satisfaction with the service provided at the beginning of its third year of the three-year contract.

15. **Next Meetings** –

- Planning Committee Meeting – Monday 10th March 2025 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 10th March 2025 at 7.30pm at Mistley Village Hall.

The four Members of the Public and District Councillor Barrett left the Meeting at this point.

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 Chaplin).

17. **Confidential Minutes of the Parish Council Meeting held on the 16th December 2024** – The Council is asked to receive, consider and approve the Confidential Minutes.

18. **Update/Matters Arising from Confidential Minutes held on the 16th December 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.

20. **Brunswick Gardens Land** – The Council is asked to receive further, new information.

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

20/12/2024 to 31/12/2024

Date	Payee Name	Reference	£ Total Amount	£ VAT	
20/12/2024	Essex Pension Scheme	BACS	471.24	471.24	Dec 24
20/12/2024	Brian Forrester	BACS	744.41	744.41	Dec 24 & 6 extra hrs
20/12/2024	Mrs S Clements	BACS	1315.26	1315.26	Dec 24
20/12/2024	Mrs S Clements	BACS	70	70	Exp Dec 24
20/12/2024	Currys Group Ltd	BACS	249.99	41.67	208.32 Replacement printer
20/12/2024	Microsoft Limited	BACS	79.99	13.33	66.66 Annual Subscription
20/12/2024	Jewson	BACS	9.68	1.61	8.07 Cemetery work
20/12/2024	Gt Oaktree Land Services Ltd	BACS	1489.99	248.33	200 All areas
				200	All areas
				200	All areas
				200	All areas
				220.83	All areas
				220.83	All areas
27/12/2024	Caster Water Limited	DD	73.34	73.34	Swan Fountain
31/12/2024	SSE Energy Solutions	DD	913.72	40.65	873.07 St light elect
Total Payments				5417.62	345.59 5072.03

4 Signed – Chairman.....Date.....



Mistley Parish Council



01/01/2025 to 27/01/2025

Date	Payee Name	Reference	£ Total Amount	£ VAT	
15/01/2025	Signs of Cheshire	BACS	1950	325	1625 4 x noticeboards
22/01/2025	Essex Pension Scheme	BACS	753.98		753.98 Jan 24
22/01/2025	Brian Forrester	BACS	1190.9		1190.87 Jan 24 & 6 hrs & backpay
22/01/2025	Mrs S Clements	BACS	1928.4		1928.44 Jan 24 & backpay
22/01/2025	Mrs S Clements	BACS	81.88		81.88 Jan 24 Exp
22/01/2025	Jewson	BACS	51.79	8.63	43.16 F Hill fence
22/01/2025	Caster Water Limited	DD	7.14		7.14 Swan Fountain
24/01/2025	Jewson	BACS	144.77	24.13	120.64 Seating
24/01/2025	Gt Oaktree Land Services Ltd	BACS	2043.8	340.64	1703.2 Knobbly fencing Hall hire Jan-Dec
24/01/2025	M/Ment	BACS	550		550 24
24/01/2025	Jewson	BACS	12.48	2.08	10.4 Tubs bottle banks
24/01/2025	Tendring District Council	BACS	430.19		430.19 Litter & Dog Bins
24/01/2025	Mr P Nutter Exp	BACS	11.98		11.98 Secateurs Orchards Toilet & Chair
24/01/2025	Mr P Nutter Exp	BACS	102.59		54.64 Allow
					47.95 Chair Allow
	Total Payments		9259.95	700.48	8559.47

5 Signed – Chairman.....Date.....