



Minutes of the full Parish Council Meeting
held on the 28th April 2025 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor J Chaplin (Vice Chairman)
Councillor P Cunningham
Councillor C Halliday
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Walker (From Minute Number 3).

In Attendance:

Mrs S Clements – Clerk
District Councillor T Barrett
Four 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 Besant-Gull (work), Councillor Coiley (family) and Councillor Kent (family). These apologies 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 Halliday	Pecuniary Interest – Allotment tenant.	Minute Number 9 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 16 – Parish Council Assets.
Councillors Cunningham, Leveridge, and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 18 - Parish Council Assets.
Councillors Chaplin and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 9 d) Councillors Reports.
Councillors Leveridge and Nutter	Personal Interests – Volunteers with The Community Bus Group.	Minute Number 10 j) Section 137 Grant Application.
Councillor Cunningham	Personal Interest – Member of Manningtree Rotary Club	Minute Number 11 a) Correspondence.

- Co-option of Parish Councillors** – The Council noted that Paul Read who joined the Council on the 10th March 2025, subsequently resigned on the 12th March 2025 and so there are two seats to fill. The Council received and considered the application from John Walker. Following the vote, it was agreed to co-opt John Walker. (Proposed by Councillor Killion and seconded by Councillor Cunningham). The Declaration of Acceptance of Notice was jointly signed with the Clerk. Councillor Walker joined the Meeting at this point.
- Public Voice** – One Member of the Public asked for clarification about Minute Number 10 d) below. Councillor Chaplin raised an Essex County Council highways matter. A Member of the Public raised the No Parking sign for Pound Corner – another highway matter. District Councillor Barrett agreed to pass the highway matters to our elected County Councillor.

1 Signed – Chairman.....Date.....



5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
6. **Minutes of the Parish Council Meeting held on the 11th March 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 11th March 2025** –
 - **Minute Number 8 d) – Mistley Village Hall Management Committee** – The Council noted that the folding partition doors in the main Hall have now been removed.
8. **Councillors Emails** – The Council noted that Councillor Halliday, Councillor Leveridge and Councillor Walker will need to set up their Councillor emails with the Council's IT consultant.
9. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) –
 - **Plot RRA10 River Reach - Polytunnel Request** – This was agreed following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Killion).
 - **Plot RRA22 – River Reach – Plants Request** – This was agreed following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Halliday).
 - b) **Bus Working Group** – (Councillors Besant-Gull and Chaplin) – The Council noted that some information has been obtained regarding new heritage bus shelters. Councillors Leveridge and Walker will join the Bus Working Group.
 - c) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) - Councillor Nutter will liaise with the Local Planning Authority – Tendring District Council's Tree and Landscape Officer from Tendring District Council regarding the trees identified by the Council's grounds maintenance contractor which need some pollard work. (Tree Conservation Area).
 - d) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley). The Council noted that there is no progress update on the solar panels.
 - e) **Other Meetings/Site Meetings** – There were no additional meetings to report on.
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 (11th March 2025 -31st March 2025) in the sum of £7,922.11 plus VAT (£1,446.09) and from the 1st April 2025 to 28th April 2025 in the sum of £12,362.49 plus (£527.70) VAT. (Proposed by Councillor Cunningham and seconded by Councillor Killion). (Copy in Minute Book and on website within Minutes).
 - b) **Bank Reconciliations** – March 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Killion and seconded by Councillor Leveridge).
 - c) **Parish Information Board** – Edme site – The Council noted that an advertisement planning application is required. The 50% reduced fee for Parish Councils would be £149. The Council noted that Edme will pay this fee, as the Council is fully funding the information board. Edme will also provide a site map as required for the planning application. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), it was agreed to ask the Clerk to complete the planning application on behalf of Edme.
 - d) **Car Park** – Furze Hill, Shrubland Road – The Council discussed the disabled parking areas and a change in the layout to keep the entrance area clear. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Leveridge), it was agreed to ask Mr Cambridge – a local contractor to draw up an updated plan and to ask a line marking contractor to provide a quotation for the amended area.
 - e) **Financial Regulations** – The Council agreed following the vote, to adopt the updated Financial Regulations. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force in March 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
 - f) **R Barrell** – The Council noted receipt of £1,800 on the 22nd April 2025. (Bob's Logs re Furze Hill). Mr Barrell was thanked.



- g) Precept – 2025/2026 – The Council noted receipt of the first instalment of £53,113 on the 8th April 2025.
- h) Metro Bank – Following the vote, the Council agreed a transfer of £8,000 from Barclays Bank. (FSCS – Financial Services Compensation Scheme up to £85,000). (This was proposed by Councillor Killion and seconded by Councillor Cunningham).

Councillor Nutter – the Chairman abstained from the following item 11 a) given his declaration of interest as detailed in Minute Number 2 above. Councillor Chaplin – the Vice Chairman chaired for the next item only.

- i) Section 137 Grant Application – Community Bus Group – The Council noted that the total budget for the financial year is £2,500. £400 has recently been paid from this budget to Manningtree Chamber towards the Christmas Lights. The Community Bus Group has requested £1,000. It was agreed following the vote, to offer a grant of £500. (This was proposed by Councillor Killion and seconded by Councillor Cunningham).

Councillor Nutter resumed chairing the Meeting.

11. Correspondence –

Councillor Cunningham abstained from the following item 11 a) given his declaration of interest as detailed in Minute Number 2 above.

- a) Manningtree Rotary Club - Mistley Walls Shelter – The Council received and considered the request. Subject to confirmation from the Local Planning Authority about planning permission/advertisement consent in the Conservation Area being obtained if this is required, the Council agreed to the signage request. (Proposed by Councillor Halliday and seconded by Councillor Walker).
- b) Mysteries of Mistley Saturday 21st June 2025 – 10am – 4pm – Edme – The Council considered the requests. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Leveridge), the Council agreed to the event banner at the Swan Fountain (approved by Tendring District Council's Planning Department), to the 9 x Fenn Wright advertising boards around the Village – including along The Walls (also approved by Tendring District Council's Planning Department), for Volunteers from Mistley Rugby Club to greet visitors at Old Knobbly, and with regard to Furze Hill and the local craft stalls, the Council agreed to this, provided there is a robust risk assessment in place, sufficient public liability insurance, that all rubbish is cleared and any grounds damage reinstated. The Council also agreed to promote the event on its website and notice boards. Councillors noted that Edme has asked English Heritage if two event banners can be placed on the fencing around the Towers, where this consent is currently awaited.
- c) North Essex Veteran's Support Group – VE Day 80th Anniversary & Other Events – VE Day 80th Service – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Killion), the Council agreed to the following:
- VE Day 80th Service – 11th May (Service start time – 11am) – A Representative from the Council will lay the wreath. (Councillor Walker agreed to lay the wreath).
 - Flagpole – The Council agreed for the North Essex Veterans Support Group to retain the flagpole for safekeeping.
 - Union Flag – The Council agreed to use this flag.
 - Power Supply at War Memorial – The Council is happy with the current supply arrangements.
 - Breakfast Events – Councillors thanked the Support Group for the invitation.
- d) Furze Hill Field Use - Charity Event - 24 May 2025 – Daytime – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Halliday), the Council agreed to the use of the field, subject to all rubbish being cleared and any ground damage being reinstated. The Council noted receipt of a satisfactory risk assessment and public liability insurance cover. It noted that its tenants – Mistley Rugby Club and Ramsey and Mistley Rugby Club have no objections to the event and that there are no clashes for the respective Clubs events.
- e) 1st Birthday Event – Mistley Village Hall - 23rd August 2025 11am - 6pm - Field Use Request - Bouncy Castle –



Following the vote, (proposed by Councillor Walker and seconded by Councillor Cunningham), the Council agreed to the use of the field, subject to all rubbish being cleared and any ground damage being reinstated. The Council noted receipt of a satisfactory risk assessment and public liability insurance cover. It noted that its tenants – Mistley Rugby Club and Ramsey and Mistley Rugby Club have no objections to the event and that there are no clashes for the respective Clubs events.

f) Other Correspondence – There were no matters.

12. Stourview Primary School – The Council noted that there are no new updates.

13. Standing Orders – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), the Council agreed to adopt the revised Standing Orders. NALC (National Association of Local Councils) and the slight changes to better reflect the Code of Conduct requirements.

14. Next Meetings –

- Planning Committee Meeting – Monday 19th May 2025 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 19th May 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 Killion).

16. Confidential Minutes of the Parish Council Meeting held on the 11th March 2025 – The Council is asked to receive, consider and approve the Confidential Minutes.

17. Update/Matters Arising from Confidential Minutes held on the 11th March 2025 – 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.

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

Payments

11/03/2025

to

31/03/2025

Date

Payee Name

£ Total

Amount

£ VAT

17/03/2025	A&J Lighting	6742.8	1123.8	5619	Heritage High St, The Green
21/03/2025	Amazon	4.23	0.71	3.52	Envelopes
21/03/2025	Gt Oaktree Land Services Ltd	228	38	50	R/Way & RR Allots & Orchard
				140	R/Way & RR Allots & Orchard
21/03/2025	Gt Oaktree Land Services Ltd	1040.28	173.38	866.9	W/Home seating
21/03/2025	Gt Oaktree Land Services Ltd	399.11	66.52	332.59	Furze Hill play gates
21/03/2025	Gt Oaktree Land Services Ltd	20.76	3.46	17.3	R/Way Allots
21/03/2025	Mrs S Clements	81.88		81.88	March 25
21/03/2025	Caster Water Limited	6.45		6.45	Swan Fountain
31/03/2025	SSE Energy Solutions	844.69	40.22	804.47	Elec St lights

4 Signed – Chairman.....Date.....



Mistley Parish Council



Total
Payments: 9368.2 1446.09 7922.11

Payments 01/04/2025 to 28/04/2025

Date	Payee Name	£ Total Amount	£ VAT		
01/04/2025	Essex Pension Scheme	499.52		499.52	Mar 25
01/04/2025	Brian Forrester	789.04		789.04	Mar 25 plus 6 hrs
01/04/2025	Mrs S Clements	1376.72		1376.72	Mar 25
01/04/2025	Gt Oaktree Land Services Ltd	1717.99	286.3	190	Tender Work & extra
				200	Tender Work & extra
				200	Tender Work & extra
				200	Tender Work & extra
				200	Tender Work & extra
				200	Tender Work & extra
				200	Tender Work & extra
				241.66	Tender Work & extra
01/04/2025	Gt Oaktree Land Services Ltd	192	32	160	Passageways
01/04/2025	HMRC	1955.1		1955.1	Q4 Tax & NI Staff
01/04/2025	Suffolk Assoc Local Councils	86.4	14.4	72	Payroll Services
03/04/2025	Gt Oaktree Land Services Ltd	360	60	60	R/Assess Allots & Play
				60	R/Assess Allots & Play
				60	R/Assess Allots & Play
				60	R/Assess Allots & Play
				60	R/Assess Allots & Play
18/04/2025	Caster Water Limited	7.14		7.14	Swan Fountain
24/04/2025	Glasdon UK Limited	295.02	49.17	245.85	Larger Bin - Green Lane
24/04/2025	Mrs S Clements	16.79		16.79	EE phone Mar Apr 25
24/04/2025	Rialtas Business Solutions Ltd	243.6	40.6	203	Alpha Finance
24/04/2025	Rialtas Business Solutions Ltd	243.6	40.6	203	Allotments
24/04/2025	TW Logistics Ltd	25		25	Railway Allots
24/04/2025	EALC	760.27		760.27	EALC & NALC Aff Fees

5 Signed – Chairman.....Date.....



Mistley Parish Council



24/04/2025	Amazon	22.59	3.77	18.82	A4 paper x 5 packs
24/04/2025	Barclaycard	3.5		3.5	A4 folder
24/04/2025	Jewson	4.79	0.8	3.99	Railway Allots
24/04/2025	Manningtree District Business	400		400	S137 Grant Xmas Lights
24/04/2025	R Gwinnell	1085.87		1085.87	Yr end 31.03.25
					Cem Manager
24/04/2025	Mr P Nutter Exp	29.08		29.08	Toilet rolls & bleach
24/04/2025	Mrs S Clements	81.88		81.88	Apr 25
24/04/2025	Essex Pension Scheme	499.52		499.52	Apr 25
24/04/2025	Brian Forrester	789.04		789.04	Apr 25 & 6 hrs
24/04/2025	Mrs S Clements	1376.72		1376.72	Apr 25
24/04/2025	Mr P Nutter Exp	28.98		28.98	Tap Lock -Furze
	Total Payments:	12890.16	527.7	12362.5	

6 Signed – Chairman.....Date.....