



**Minutes of the full Parish Council Meeting
held on the 19th May 2025 at 7.30pm at Mistley Village Hall**

Councillors Present

Councillor J Chaplin (Vice Chairman from Minute Number 2)
Councillor S Coiley (From Minute Number 13 a)
Councillor P Cunningham
Councillor C Halliday
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman – from Minute Number 1)
Councillor J Walker

In Attendance:

Mrs S Clements – Clerk
One Member of the Public

Councillor Nutter the current Chairman chaired for the first item of business.

1. **Nomination of Chairman and Declaration of Acceptance of Office** – It was proposed by Councillor Killion, seconded by Councillor Walker and agreed following the vote, that Councillor Nutter should continue to serve as the Chairman for the ensuing Council year. Councillor Nutter continued to chair from this point.
2. **Nomination of Vice Chairman and Declaration of Acceptance of Office** – It was proposed by Councillor Nutter, seconded by Councillor Leveridge, and agreed following the vote, that Councillor Chaplin should continue to serve as the Vice Chairman for the ensuing Council year.
3. **Declarations of Acceptance of Office** – Councillors Nutter and Chaplin signed the Chairman and Vice Chairman of the Council respective Declaration of Acceptance of Office forms jointly with the Clerk.
4. **Code of Conduct** – The Council agreed to continue to adopt the Code of Conduct following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Leveridge).
5. **Register of Members Interests** – All Councillors agreed to review these. The Council confirmed submission of the relevant interests forms by new Councillors.
6. **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 (family). This was accepted by the Council. Councillor Besant-Gull was not present. Councillor Coiley will join the Meeting later.
7. **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 17 a) Councillors Reports. |
| Councillor Leveridge. | Personal Interest – Member of the Rugby Club. | Minute Number 26 – Parish Council Assets. |
| Councillors Coiley, Cunningham, Leveridge and Nutter. | Personal Interests – Trustees of The Welcome Home Trust. . | Minute Numbers 26 - Parish Council Assets. |



| | | |
|--|---|--|
| Councillors Chaplin, Coiley, and Cunningham. | Personal Interests – Trustees of Mistley Village Hall Management Committee. | Minute Number 17 d) Councillors Reports. |
| Councillors Coiley and Cunningham | Personal Interests – Members of the Manningtree Rotary Club | Minute 19 a) Number Correspondence. |

8. **Public Voice** – No Members of the Public wished to speak.
9. **District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted. The Devolution changes were noted.
10. **Minutes of the Parish Council Meeting held on the 28th April 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Cunningham). (Copy in Minute Book and on website).
11. **Update/Matters Arising from Previous Minutes held on the 28th April 2025** – There were no matters to note.
12. **Appointment and Composition of Parish Council Committees & Working Groups –**
 - a) Finance Committee – Councillors Chaplin, Coiley, Killion, and Nutter.
 - b) HR Committee – Councillors Besant-Gull, Chaplin, Kent, and Nutter.
 - c) Planning Committee - All Councillors.
 - d) Allotment Working Group – Councillors Chaplin, Coiley, and Leveridge.
 - e) Bus Working Group – Councillors Besant-Gull, Chaplin, Halliday, and Walker.
 - f) Grounds Maintenance & Tree Working Group – Councillors Leveridge and Nutter.
 - g) New Working Group/s – Road Safety Group – Councillors Chaplin and Walker.

The above was agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Cunningham).

Councillor Coiley arrived at this point in the Meeting.

13. **Appointment of Councillor/ Representatives -**
 - a) Essex Association of Local Councils (EALC) – Vacant.
 - b) Footpath Representative – Mr K Garwood – Local Resident.
 - c) Manningtree District Business Chamber – Councillor Coiley.
 - d) Mistley Village Hall Management Committee Parish Councillor Representatives – Councillors Chaplin and Coiley.
 - e) School Representative – Councillor Besant-Gull.
 - f) Tendring District Association of Local Councils – Councillor Cunningham.
 - g) Tree Warden – Councillor Nutter.
 - h) Tri-Parish Emergency Planning Representatives – Councillors Leveridge and Walker.
 - i) Welcome Home Trust – Councillors Besant-Gull, Coiley, Cunningham, Leveridge, Kent and Nutter.
 - j) Any other Councillor Representatives – None.

The above was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Killion).

14. **Terms of Reference – Committees** – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), the following were agreed.
 - a) HR Committee.
 - b) Finance Committee.
 - c) Planning Committee.
15. **Annual Review of Policies** – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), these were agreed.



16. **Standing Orders and Financial Regulations** – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), these were agreed.
17. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
- a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) – The Council noted that there are no matters to report.
 - b) **Bus Working Group** – This matter is progressing. (Councillors Besant-Gull, Chaplin, Halliday and Walker).
 - c) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter) – The Council discussed possible signage at Old Knobbly. A draft form of wording will be prepared by Councillor Nutter and circulated. Councillors commented that grounds maintenance around the Village are looking good.
 - d) **Mistley Village Hall Management Committee** – (Parish Councillors Reps – (Councillors Chaplin and Coiley). Solar Panels are being looked into and a Section 137 Grant request will be submitted to the Parish Council.
 - e) **Other Meetings/Site Meetings** –
 - **Christmas Tree Lights** - Councillor Coiley reported on a recent Manningtree District Business Chamber Committee Meeting, where there were some issues with some of the retailers not confirming acceptance of the Christmas Lights in writing and that there were also some technical issues with affixing the lights.
 - **War Memorial** – Councillor Nutter reported on a Meeting with the North Essex Veterans Support Group regarding their offer to maintain the wreaths. The Council noted that the Group have planted some plants which the Group will maintain. The Council raised no objections to this, but the Parish Council will continue with its grounds maintenance in accordance with its contract and contractor. The Council's Warden and the Grounds Working Group will assist with weeding.
- The Member of the Public left the Meeting at this point.*
18. **Financial Matters** – (The Council reclaims VAT).
- a) **Schedule of Accounts for Payment** – This was deferred until the next Meeting.
 - b) **Internal Auditor** – The Council noted that the Internal Audit will take place on the 22nd May 2025.
 - c) **HMRC VAT Refund** – The Council noted receipt of £8,377.27 on 17th April 2025 for the claim period 1st April 2025 to 31st March 2025.
 - d) **Bespoke Training** – The Council agreed this training with 4 x modules to be held on a mutually agreeable Monday evening from 7pm – 9pm. The Council also agreed the cost of the training and the mileage of the Tutor which will equate to £1,100 for the training plus mileage. (Proposed by Councillor Coiley and seconded by Councillor Walker).
19. **Correspondence** –
- a) **Manningtree Rotary Club – Mistley Walls Shelter** – The Council noted that with regard to planning consent that there are no updates.
 - b) **Other Correspondence** – There were no matters.
20. **Stourview Primary School** – The Council noted that there are no new updates.
21. **Risk Assessments – All Areas** – The Council received and considered the written reports following visual and subsequent written assessments.
22. **Next Meetings** –
- **Planning Committee Meeting** – Monday 30th June 2025 at 7pm at Mistley Village Hall.
 - **Parish Council Meeting** – Monday 30th June 2025 at 7.30pm at Mistley Village Hall.
23. **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 Walker).



Mistley Parish Council



24. **Confidential Minutes of the Parish Council Meeting held on the 28th April 2025** – The Council is asked to receive, consider and approve the Confidential Minutes.
25. **Update/Matters Arising from Confidential Minutes held on the 28th April 2025**– The Council is asked to receive and note any updates.
26. **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.