



Minutes of the full Parish Council Meeting
held on the 22nd September 2025 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor C Halliday
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Walker

In Attendance:

Mrs S Clements – Clerk
District and County Councillor C Guglielmi
District Councillor T Barrett
Mr C Colwell, the Community Sport & Activity Manager from Tendring District Council
*Seventeen Members of the Public (Eleven from MITHRAS – Mistley Thorn Residents Association).
*Representatives from Mistley Bowls Club, Mistley Cricket Club, and Mistley Rugby Club.

- 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). This was noted by the Council. Councillor Killion raised his concerns about Councillor Kent's apologies. He proposed that in the future the Council notes apologies as opposed to approving it. This was seconded by Councillor Walker and agreed following the vote.

Councillor Cunningham subsequently proposed that Councillor Kent's apologies for absence be accepted. This was seconded by Councillor Chaplin. The vote was not carried.

The Council was reminded about the following: Persistent Absence - Local Government Act (LGA) 1972, s 85(1) and (2) and LGA 1972, s 85(1) – The Council noted the reminder following Councillors concerns raised at the last Meeting and the Council noted the legal advice of the Clerk, EALC - (Essex Association of Local Councils), NALC - (National Association of Local Councils) and SLCC (Society of Local Council Clerks).

- 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 8 a) Councillors Reports.
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 d) Councillors Reports.
Councillor Coiley	Personal Interest – Member of the Manningtree District & Frankenberg Twinning	Minute Number 9 i) Financial Matters

1 Signed – Chairman.....Date.....



Councillor Coiley	Personal Interest – Member of the Manningtree & District Chamber of Commerce	Minute Number 9 j) Financial Matters
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3. **Playzone Project/Sports and Activity** – The Council received a presentation from Mr Charlie Colwell, the Community Sport & Activity Manager from Tendring District Council. A question was posed regarding the Playzone Project, which will be looked into and communicated back to the Parish Council. The Council raised its disappointment about the Playzone Project not currently proceeding in Mistley. Mistley Rugby Club asked about support and grant funding. Mistley Bowls Club asked about the dimensions of the Playzone. Mistley Cricket Club also asked about sizes.

Mr C Colwell, the Community Sport & Activity Manager from Tendring District Council and Representatives from Mistley Bowls Club, Cricket Club and Mistley Rugby Club left the Meeting at this point.

4. **Public Voice** – Members of the Public and of (MITHRAS) Mistley Thorn Residents Association read out a statement and spoke about a District Council matter and a County Council matter. These being Thorn Quay (“Eco Quay”) and the High Street Pedestrian Walkway. District and County Councillor Guglielmi provided an update and reported that Essex County Council Highways were reluctant to issue any enforcement notices regarding the High Street. He will ask if a under Section 215 notice under the Town and Country Planning Act 1990 can be served – this notice being a power to require proper maintenance of the land.

The eleven members of MITHRAS left the Meeting at this point.

5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted. An verbal update was received regarding the LGR. (Local Government Review).

6. **Minutes of the Parish Council Meeting held on the 11th August 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Walker and seconded by Councillor Killion). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 11th August 2025** – There were no matters to note.

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

- Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge) – The Council received an update and noted that an allotment inspection took place on the 20th September 2025 and there are some tenants plots which need attention. Contact will be made with the relevant tenants – including tenants who have two plots and are not maintaining these.
- Bus Working Group** – (Councillors Chaplin, Halliday, and Walker) – The Council received an update. It was agreed following the vote, to purchase the bus shelter from Littlethorpe at a cost of £9,995 plus VAT. Removal and disposal of the old shelter and installation of the new shelter – including assisting with the necessary licence for working along the public highway and footway with Littlethorpe’s recommended contractor – A K Hobson Ltd. at a cost of £1,400 excluding VAT. (General Reserves fund). The Clerk will progress the required license. (Proposed by Councillor Nutter and seconded by Councillor Walker).
- Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The Council received an update regarding Old Knobbly and the fence. It was agreed following the vote to plant some natural undergrowth coverage taken from other areas in Furze Hill wood.
- Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley). Councillor Coiley reported that the new kitchen has been completed and the solar panels have been erected and are working. The storeroom is being sorted out.
- Road Safety Working Group** – Councillors Chaplin and Walker.
 - Essex County Council Transport Team - A Better-Connected Essex - Public consultation on Essex transport strategy** – deadline date 24th September 2025 – The Council received and noted the consultation details.
- Other Meetings/Site Meetings** –



- Community Resilience Meeting – 17th September 2025 – Town Hall, Clacton – Emergency Planning Reps – Councillors Leveridge and Walker – Councillor Walker provided a verbal update.
- TDALC – (Tendring District Association of Local Councils) - Extraordinary Meeting Re: Unitary structure – 10th September 2025 – Councillor Cunningham reported on his attendance at this Meeting.
- Official Stourview Nursery and Reception Opening – The Council noted that Councillors Chaplin, Nutter and Walker attended this on the 18th September 2025.

9. **Financial Matters –** (The Council reclaims VAT). (The Council has the General Power of Competence under the Localism Act 2011 ss 1 to 8).

- a) Schedules of Accounts for Payment – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £13,698.74 plus VAT (£253.60) from the 1st – 31st August 2025 and in the sum of £2314.93 plus VAT (£44.53) from the 1st – 22nd September 2025. (Proposed by Councillor Killion and seconded by Councillor Coiley). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – August 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Killion and seconded by Councillor Coiley).
- c) Councillors Internal Checks – Annual Internal Control Statement and Report 2024/2025 – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Walker), the Council agreed and to accept the Statement and Report. (Copy in Minute Book).
- d) Insurance – The Council carried out its formal, annual review. Councillors are aware that the Council has signed up via Clear Councils for insurance cover and that a discount is available because the Council has the highest level of the Local Council Award Scheme. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Killion), it was agreed to proceed with the renewal of £2554.52 (Ecclesiastical Insurance).
- e) Commercial On-Site Reinstated Cost Assessment – Mistley Village Hall – The Council received and considered the quotation of £490 plus VAT following the Internal Audit Report 2025. It was noted that the Benchmark (desktop evaluation) is £145.00 + VAT and that the Clerk has sought other desktop quotations for the same/similar amount but not via the Council's insurer. (Current sum insurance £777,044 and current declared/full valuation - £647.537). The Council noted the quotations but decided not to proceed as the insurance is index-linked.
- f) Mistley Rugby Club – Trees Request – The Council considered the request to remove the rough hedging behind the clubhouse up to, but not including, the large holly bush. There are 2 oak trees - the smaller of which the Club would like to keep trimmed, but the larger one the Club would seek permission to raise the crown to 5.3 metres and reduce the crown by 35%. This proposal was acceptable verbally following a site visit with the Local Planning Authority's Tree and Landscape Officer, but will require planning permission. The request to clear the area is to provide access to the pitch for ambulances, fire engines and grounds maintenance equipment. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), the Council agreed that Mistley Rugby Club works with the Clerk for the TCA application and that subject to planning approval that the Club appoints and pays for its own tree surgeon to carry out the work.
- g) New Litter Bin – Pound Corner, Shrubland Road - The Council noted that the cost of servicing litter bins is currently £113.46 per annum, where the bins are emptied twice weekly. A new green litter bin (128L) will cost £243.88 (includes universal concrete and paving fitting kit), plus VAT, plus £12.50 delivery. (The costs of emptying services to the District Council will also be payable for any new bins). Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to purchase a new litter bin.
- h) Old Knobbly Fencing – See Minute Number 8 f) above.

Councillor Coiley declared a personal interest and therefore, abstained from the vote.

- i) Manningtree District & Frankenberg Twinning – The Council received and considered the donation membership request - Following the vote, (proposed by Councillor Killion and seconded by Councillor Cunningham), the Council agreed to pay £50. (It was noted that £25 has been paid in the past for annual membership – February 2022 and that £950 remains in the grants budget until the 31st March 2026 and £1699 remains in the membership budget).

Councillor Coiley declared a personal interest and therefore, abstained from the vote.



- j) Manningtree High Street Christmas Lights Donation – The Council noted that there is £950 remaining in the grants budget until the 31st March 2026. It noted that £400 was donated last year and that Lawford Parish Council and Manningtree Town Council also contributed. The Council noted that the necessary application form has not been received as yet.
- k) Tendring District History Recorders Donation - The Council received and considered the request for between £20-£50. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), the Council agreed a donation of £20. It was also noted that Tendring District History Recorders are seeking a representative from Mistley to document changes within the area for submission to the Essex Records Office for future historians to access.
- l) Metro Bank (Council and Manningtree and Mistley Welcome Home Memorial Trust Fund – The Council noted that with effect from the 1st December 2025, there will be a £3 monthly fee. Alternative options were considered. [Compare Business Bank Accounts - Top UK Deals | BusinessComparison](#) Most banks and building societies charge a monthly fee after the first year or two years). The Council noted that Suffolk Building Society will pay currently 2.55% for a free banking business account with a minimum deposit of £25,000 and instant access. [Building society business accounts - Suffolk Building Society](#) The minimum for opening an account with Suffolk Building Society is £15,000 and the current balance for the Welcome Home Trust is £6,053.03. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Walker), it was agreed to transfer the Council's Metro Bank balance of £31,000 to a new Suffolk Building Society account. Lloyds Bank would seem to be the most suitable charity bank account for the Welcome Home Trust for free banking. A bank account is needed for the Welcome Home Trust Nationwide Building Society savings account as a feeder account. This was also agreed.
10. Correspondence – The Walls – Erosion – The Council noted that Essex County Council Highways has agreed to liaise with Tendring District Council.
11. Stourview Primary School – See Minute Number 8 f) above.
12. Grounds Maintenance Contract – The Council carried out its formal, annual review for the upcoming third year of this 3 years contract. Following the vote, (proposed by Councillor Killion and seconded by Councillor Cunningham), it was agreed that there are no issues and that the Council is pleased with the contractor's work. (Any minor matters have already been addressed).
13. Next Meetings –
- Planning Committee Meeting – Monday 3rd November 2025 at 7pm at Mistley Village Hall.
 - Parish Council Meeting – Monday 3rd November 2025 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 Cunningham).
- At this point District and County Councillor C Guglielmi, District Councillor T Barrett and the remaining three Members of the Public left the Meeting.*
15. Confidential Minutes of the Parish Council Meeting held on the 11th August 2025 – The Council is asked to receive, consider and approve the Confidential Minutes.
16. Update/Matters Arising from Confidential Minutes held on the 11th August 2025– 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.



Mistley Parish Council



Date	Payee Name	£ Total Amount	£ VAT		
15/08/2025	A&J Lighting	219.96	36.66	183.3	Oxford Rd New Rd etc
21/08/2025	Metro Bank A/c 357	3000		3000	FSCS
21/08/2025	Gt Oaktree Land Services Ltd	450	75	375	Tree work Furze Hill
21/08/2025	VCS Websites Ltd.	229		229	Website hosting
21/08/2025	Mistley Computers Basics Essex Pre Hospital Med	35		35	J Chaplin emails
21/08/2025	Mistley Village Hall	300		300	S137 Grant
21/08/2025	M/Ment	6000		6000	Grant EMR
				-6000	Grant EMR
				6000	Grant EMR
21/08/2025	Amazon	10.77	1.8	8.97	Stationery Brunswick Elliston's
21/08/2025	PMS Managing Estates	343.2	57.2	286	
21/08/2025	Brian Forrester	788.84		788.84	Aug 25 & 6 hrs
21/08/2025	Essex Pension Scheme	499.52		499.52	Aug 25
21/08/2025	Mrs S Clements	81.88		81.88	Aug 25
21/08/2025	Mrs S Clements Footprint Land Registry Plans	1376.52		1376.52	Aug 25
21/08/2025		110		110	Bowls Club OS registry
29/08/2025	Gt Oaktree Land Services Ltd	228	38	70	Allots & Orchards
				70	Allots & Orchards
				50	Allots & Orchards
29/08/2025	Mrs S Clements	10		10	EE office phone contract
29/08/2025	Collier & Catchpole	269.65	44.94	224.71	Seat repair
	Total Payments:	<u>13952.34</u>	<u>253.6</u>	<u>13698.74</u>	

Payee Name	Reference	£ Total Amount	£ VAT	
Mr P Nutter Exp	BACS	11.74		11.74
Assoc Tending District Local	BACS	20		20
SSE Energy Solutions	DD	935.16	44.53	890.63
Castle Water Limited	DD	86.54		86.54
Castle Water Limited	DD	51.23		51.23
Mr P Nutter Exp	BACS	21.18		21.18
				Bleach - Public Toilet
				TDALC aff. fee
				St Lights Elec
				Railway Allots
				Swan Fountain Handwash & toilet
				paper
JH Fencing Services	BACS	1057.2		1057.2
I J Dunlop	BACS	50		50
Mrs S Clements	BACS	81.88		81.88
				Info Frame board
				Land Transfer Fee
				Sept 25
	Total Payments:	<u>2314.93</u>	<u>44.53</u>	<u>2270.4</u>

5 Signed – Chairman.....Date.....