



Minutes of the full Parish Council Meeting
held on the 15th December 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 P Nutter (Chairman)
Councillor J Walker

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 Leveridge (meeting clash). This was noted by the Council.
- Persistent Absence** - Local Government Act (LGA) 1972, s 85(1) and (2) and LGA 1972, s 85(1) – The Council noted the disqualification of Faye Kent and the next steps regarding the casual vacancy and relevant notices via the Elections Department of the District Council. It was noted that a bye-election has not been called and this vacancy can now be advertised as a vacant casual vacancy seat.
- Declarations of Interest and Dispensations** – The following declarations of interest were made. (There were no dispensations).
- Parish Councillor Applications** – The Council noted that there are currently three casual vacancy Parish Councillor seats.

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillors Halliday and Walker.	Pecuniary Interest – Allotment tenant.	Minute Number 9 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 18 – Parish Council Assets.
Councillors Coiley, Cunningham 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 d) Councillors Reports.

- Public Voice** – Two Members of the Public spoke about Minute Number 10 g) Shrubland Road/California Road.
- District and County Councillors Reports** – The District Councillors written report and the County Councillor's written report were received and noted.
- Minutes of the Parish Council Meeting held on the 3rd November 2025** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Walker). (Copy in Minute Book and on website).
- Update/Matters Arising from Previous Minutes held on the 3rd November 2025** – None.

1 Signed – Chairman.....Date.....



9. Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–

- a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge) – The Council noted the issues with a polytunnel at the River Reach site. (Plot RR010).
- b) Bus Working Group – (Councillors Chaplin, Halliday, and Walker) – The Council agreed following the vote to discontinue this Working Group for now. (Proposed by Councillor Killion and seconded by Councillor Coiley).
- c) 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 from Councillor Nutter and noted that the Sycamore Tree will be planted at the Welcome Home field. Quotations are awaited for the hedging at the Welcome Home field and hedging near to the Brunswick Allotments.
- d) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley). The Council were disappointed to note the vandalism issues inside the Hall which are being pursued. The Council were pleased to hear that bookings mid-week have increased and that the smoke detectors have been inspected including the detector in the public toilet. The Council thanked the Committee for their work, including assisting with the public toilet.
- e) Road Safety Working Group – Councillors Chaplin and Walker. The Council noted that some speeding signs in Mistley would be helpful and updates would be welcomed from our County Councillor. Councillor Walker will investigate possible signage.
- f) Other Meetings/Site Meetings – There were no additional meetings to report on.

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

- a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £17,742.11 plus VAT (£2,569.71). (Proposed by Councillor Halliday and seconded by Councillor Walker). (Copy in Minute Book and on website within these Minutes).
- b) Bank Reconciliations – November 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Killion).
- c) Finance Committee Meeting – 24th November 2025 – Following the vote, (proposed by Councillor Walker and seconded by Councillor Halliday), the Council agreed to the Committee's recommendations, including the 3% increase from the 1st April 2026 for Cemetery Fees, and an additional £5 per annum for annual allotment tenancy fees (Brunswick and Railway sites, also the Middlefield Road sites) from the 1st April 2026. The River Reach site rents will remain the same. The Church Meadow monthly rent will increase by £5 and will be £95 from April 2026.
- d) The Walls – Erosion – The Council received and considered the request from Essex County Council. In principle the Council would consider making a contribution, but felt that a project cost and full scoping would be required prior to this being considered further. This was agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Cunningham).
- e) BUDGET 2026 2027 AND PRECEPT – The Council received, considered, and RESOLVED following the vote, the Precept and Budget for 1st April 2026 – 31st March 2027. The Precept request will be £93,500. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- f) Mistley Cricket Club – The Council is still awaiting an update from the Club.
- g) Shrubland Road/California Road – The Council received an update and considered this matter further. (The Council is landowner to the overflow car park and Furze Hill in Shrubland Road). It was noted that road planings (mot type 1 and suitable chippings) can be sourced and delivered at a cost of £1,250 and that the residents will pay for and arrange for the work to be professionally carried out with the correct equipment. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Cunningham), it was agreed to pay £1,250 towards the cost of the materials as a shared landowner in Shrubland Road.
- h) Barclays Bank – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Walker), it was agreed to cancel the transfer of £15,900 (3rd November 2025 Meeting – Minute Number 9 k) re: FSCS (Financial Services Compensation Scheme) as the new FSCS limit has increased from £85,000 to £120,000.
- i) PACE – (Practical Actions for Climate and the Environment) - PACE and Manningtree Earth Festival June 2026 - The Council received and considered the grant request. Following the vote, (proposed by Councillor Walker and seconded by Councillor Coiley), the Council agreed a grant of £200 from next year's budget.



- j) MITHRAS – (Mistley Thorn Residents Association) - The Council noted that no further details have been received regarding the possible donation/grant request for a Christmas tree.

11. Correspondence –

- a) Mistley Rugby Club – This matter will be deferred until the closed part of the Meeting.
- b) PACE – (Practical Actions for Climate and the Environment) - The Council received and considered the request for consent for Environment Walks around Furze Hill. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Halliday), it was agreed that the walks in June 2026 (date to be confirmed) can take place where they are to be staggered at various sessions during one afternoon - 1pm, 2pm, 3pm, 4pm, 5pm. The Clerk has asked the Football and Rugby Clubs (paying tenants) if there are any likely clashes. A suitable public liability insurance certificate has been received, together with PACE's safeguarding policy. The agreement is subject to no objections by the paying tenants, receipt of a robust written risk assessment and assurance that all rubbish will be cleared from the site and that if there is any damage to the ground that this will be reinstated as appropriate. Also, that walkers should keep within the boundaries of the fence at Old Knobbly and not enter inside the fencing area.
- c) The Walls – The Council received an update regarding the complaint about a vendor and noted that the bollards and awning have been removed. The situation has been resolved for now, but will be monitored.

12. Stourview Primary School – Councillor Walker will be visiting as the Council's representative next week.

13. Risk Assessments – All Areas – The Council received and considered the written risk assessments for all areas. It noted that the Council's Warden is looking into a remedy at the Welcome Home Play Area for the cradle swings and the plastic cracking around the top loop and he is also looking into a solution for the rope selection issue identified at Furze Hill Play Area and the Burma Bridge. With regard to the hose pipe at the Brunswick Allotment Site this is bright yellow and so the medium risk identified has been mitigated. Canes and poles are part of maintaining an allotment plot and there have been no identified incidents. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to purchase suitable materials to endeavour to make good the Burma Bridge – around £60, where this repair work will be carried out by the Council's Warden.

14. Next Meetings –

- Planning Committee Meeting – Monday 26th January 2026 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 26th January 2026 at 7.30pm at Mistley Village Hall.
- Tendring District Council Local Plan Meeting – Monday 9th February 2026 at 6.30pm at Mistley Village Hall.
- Manningtree and Mistley Welcome Home Memorial Trust AGM – Monday 9th February 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 Walker).

16. Confidential Minutes of the Parish Council Meeting held on the 3rd November 2025 – The Council is asked to receive, consider and approve the Confidential Minutes.

17. Update/Matters Arising from Confidential Minutes held on the 3rd November 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.



Mistley Parish Council



19. **Local Government Services Pay Agreement 2026/27 NJC (National Joint Councils)** – The Council is asked to consider the pay recommendations of the Finance/Budget Committee Meeting on the 24th November 2025.

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

Payments 1st – 30th November 2025

Date	Payee Name	£ Total Amount	£ VAT	
10/11/2025	RBL Re Poppy Appeal	100	100	5 x Wreaths yr Green Lane dog bin
10/11/2025	Glasdon UK Limited	334.58	55.76	278.82
10/11/2025	Elec Hicks	100	100	Toilet thermostat
11/11/2025	A K Hobson Ltd	1782	297	1485
17/11/2025	Castle Water Limited	772.61	772.61	Bus Shelter work
17/11/2025	Castle Water Limited	145.27	145.27	Brunswick Allots Railway Allotments
19/11/2025	Castle Water Limited	24.42	24.42	Swan Fountain
21/11/2025	SSE Energy Solutions	1052.54	50.12	1002.42
24/11/2025	McAfee	39.99	6.67	33.32
24/11/2025	Littlethorpe LT	12936	2156	10780
24/11/2025	Mrs S Clements	1376.72	1376.72	Bus Shelter
24/11/2025	Brian Forrester Essex Pension Scheme	789.04	789.04	Nov 25
24/11/2025	Mrs S Clements	499.52	499.52	Nov 25
24/11/2025	Mrs S Clements	105.64	105.64	Nov 25
24/11/2025	Mrs S Clements Tendring District Council	10	10	EE Phone Office
26/11/2025	Jewson	218.54	218.54	Litter & Dog Bin collections
26/11/2025	Jewson	24.95	4.16	20.79
				Bin Pound Corner post
		20311.82	2569.71	17742.11