



**Minutes of the full Parish Council Meeting
held on the 9th March 2026 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 C Merritt (From Minute Number 3).
- Councillor P Nutter (Chairman)
- Councillor J Walker

In Attendance:

- Mrs S Clements – Clerk
- District and County Councillor C Guglielmi
- District Councillor T Barrett
- 26 Members of the Public including Members of MITHRAS (Mistley Thorn Residents Association).

1. **Welcome and Apologies for Absence** – The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting.
2. **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>
Councillors Halliday and Walker	Pecuniary Interests – Allotment tenants.	Minute Number 8 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 16 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 16 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 c) Councillors Reports.

3. **Parish Councillor Application/s** – The Council received and considered the application received from Craig Merritt. Following the vote, (proposed by Councillor Walker and seconded by Councillor Coiley), it was agreed to accept the application. Councillor Merritt joined the Council after jointly signing the Declaration of Acceptance of Office with the Clerk.
4. **Public Voice** – A Member of the Public spoke about the memorial seat proposed at The Green. Another Member of the Public representing MITHRAS spoke about the memorial seat also. (Agenda item numbered 10 c). A Member of the Public spoke about the street lighting lantern near to 1 and 2 The Green, where the Clerk has been in contact with the Council's street lighting contractor about the current amount of light emitted from the new lantern. A Member of PACE (Practical Actions for Climate and the Environment) addressed the Meeting regarding agenda items numbered 8 a) and 10 b). A Member of the Public made reference to an air bed and breakfast business on The Green and parking issues.



5. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted. District and County Councillor Guglielmi reported on the recent site meeting at The Thorn Quay. He asked for details about pot holes in the village. District and County Councillor Guglielmi spoke about Horsley Cross and the County Council’s policy. He spoke about issues with Hopkins Homes and its responsibilities where he has written to the local MP (Member of Parliament). District and County Councillor Guglielmi gave an update about the dangerous trees at Green Lane where the landowners have been given 30 days to complete the work. District and County Councillor Guglielmi provided an update about the proposed Sainsbury’s at Manningtree Park and the engagement meetings which were held locally. District Councillor Barrett encouraged people to respond to the local plan consultation. [Local Plan Review | Mistley Parish Council](#)
6. **Minutes of the Parish Council Meeting held on the 26th January 2026** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Walker). (Copy in Minute Book and on website).
7. **Update/Matters Arising from Previous Minutes held on the 26th January 2026** – There were no matters to note.
8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
 - a) **Allotment Working Group** – (Councillors Chaplin, Coiley, and Leveridge).
 - **PACE – Brunswick Site** – The Council received and considered the request for a proposal for a Growing Your Own Food Event at the Brunswick Allotments site on 20th June 2026. (Mysteries of Mistley proposed date). Following the vote, (proposed by Councillor Killion and seconded by Councillor Halliday), the Council agreed to the request, subject to PACE providing in advance, ample public liability insurance cover certification, carrying out and submitting a robust risk assessment, not causing any inconvenience to other allotment tenants during the event, clearing any materials, litter etc from the site and reinstating any areas as appropriate after the event.
 - **Health and Safety – Code of Conduct** – The Council considered the suggestion as received from MALGA. (Mistley Allotment and Gardners Association). Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Coiley), it was agreed to proceed with the changes. (Details on website).
 - **River Reach** – The Council noted the requests to install a barrier gate at the car park and also the request to widen the allotments gate to facilitate emergency vehicles. The Clerk was asked to obtain quotations for these works.
 - b) **Grounds & Tree Maintenance Working Group** – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council’s Warden) – The Council expressed its thanks to Tendring Tree Services who supplied and planted a new Chestnut Tree at the Welcome Home Field. The vandalised tree has been replanted at Furze Hill and hopefully this will survive. Hedging work has been completed at the Welcome Home Field and near to the Brunswick Allotment site. Mistley Cricket Club have sourced some stone chippings and will fill in the gaps at the Welcome Home track. The Council thanked the Club. The Council noted that with regard to the gates at Furze Hill Play Area that the Council’s grounds maintenance contractor has successfully adjusted one gate and the other gate will be adjusted once the contractor has sourced suitable tools to carry out this work.
 - **Soil Bin – Mistley Cemetery** - The Council received and considered the quotation for £350 plus VAT from its grounds maintenance contractor for emptying this. This price was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).
 - c) **Mistley Village Hall Management Committee** – (Parish Councillors Reps - Chaplin and Coiley).
 - **Car Park** – The Council received an update relating to parking capacity issues. The Council suggested obtaining a price to lay track matting in the old overflow car park behind the goal on the football field. The Clerk will obtain quotations.
 - **Salt Bin** – The Council considered the options for access and storage and will provide an update at the next Meeting.
 - d) **Road Safety Working Group** – Councillors Chaplin and Walker –

2 Signed – Chairman.....Date.....



Councillor Walker reported on the recent Cadent work along part of Harwich Road, pot holes which need repairing, the ongoing speeding issues – in particular along Harwich Road which have been escalated to the Traffic Group at Essex Police.

e) Other Meetings/Site Meetings – There were no additional meetings to report on.

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) 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 £8994.69 plus VAT (£327.70). (Proposed by Councillor Cunningham and seconded by Councillor Halliday). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – February 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Killion and seconded by Councillor Cunningham).
- c) Internal Audit – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), it was agreed to appoint Jan Stobart FCCA as Internal Auditor for 2025/26 at a cost of £340. (13th April 2025 – One day).
- d) Manningtree and Mistley Welcome Home Trust – The Council considered the recommended annual financial contribution from the Trust following the AGM on the 9th February 2026. The Council agreed following the vote, for the Trust to pay £950 (the current annual rent from the Bowls and Cricket Clubs), for 2025/26 as a contribution, plus any grant (say £150) received from Manningtree Town Council towards the insurance, grounds and play area inspections. (say £1,100). (Proposed by Councillor Cunningham and seconded by Councillor Walker).

10. **Correspondence** –

- a) B1035 / Clacton Road through Horsley Cross - VAS/SID Signs – The Council noted the correspondence received from Essex County Council today (9th March 2026) confirming that the speed limit will not be reduced as there are not consistent dwellings fronting the road on both sides - this is in line with Essex County Council policy. The County Council has investigated the “Traffweb” data and found these two listed incidents - August 2022 and May 2024. Prices will be obtained by Councillor Walker and the Clerk for suitable, portable speed signage.
- b) 2026 Earth Festival - Litter Pick - June (A Saturday to be confirmed) – The Council received and considered the request from Manningtree Town Council. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), it was agreed that Councillor Coiley will represent the Council.
- c) Memorial Seat – The Green – The Council reconsidered the most appropriate location. A full and detailed discussion ensued. The Council agreed following the vote, that a few representatives from The Green should meet on site with Councillors Chaplin, Coiley, Nutter, and Walker. (Proposed by Councillor Walker and seconded by Councillor Killion).

11. **Stourview Primary School** – Councillor Walker advised that he met with the Headteacher in January 2026. District and County Councillor Guglielmi provided an update regarding Essex County Council (DfE) funding at the school, including signposting for Forest School funding. The school propose engaging with local residents prior to and during building works. The Council noted that the local Rotary Club will be funding transport for pupils to attend swimming lessons.

12. **Next Meetings** –

- Mistley Annual Parishioners Meeting – Monday 20th April at 6.30pm at Mistley Village Hall.
- Planning Committee Meeting – Monday 20th April 2026 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 20th April 2026 at 7.30pm at Mistley Village Hall.

13. **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 Coiley).

District and County Councillor Guglielmi, District Councillor Barrett and the Members of the Public left the Meeting at this point.

3 Signed – Chairman.....Date.....



- 14. **Confidential Minutes of the Parish Council Meeting held on the 26th January 2026** – The Council is asked to receive, consider and approve the Confidential Minutes.
- 15. **Update/Matters Arising from Confidential Minutes held on the 26th January 2026**– The Council is asked to receive and note any updates.
- 16. **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.
- 17. **Staffing – PDP’s (Personal Development Plans 2026/2027)** – The Council is asked to note that these have been completed for staff.

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

<u>Date</u>	<u>Payee Name</u>	<u>£ Total Amount</u>	<u>£ VAT</u>	
02/02/2026	JH Services	1250	1250	Shrubland Rd
02/02/2026	A&J Lighting	339	56.5	282.5 W/Home & C/Hall
15/02/2026	A&J Lighting	981.6	163.6	818 Kiln Ln. Walls. Park
21/02/2026	SSE Energy Solutions Mistley Village Hall	1237.33	58.92	1178.41 Elect St Lights
25/02/2026	M/Ment	537.5	537.5	Hall yr 2025
25/02/2026	Mr P Nutter Exp	48.75	48.75	Light buffet, refreshments
25/02/2026	Mistley & M/Tree Bowls Club	500	500	Donation
25/02/2026	Mrs S Clements	10	10	Phone Jan 26
25/02/2026	VCS Websites Ltd.	184	184	Web hosting 6 months
25/02/2026	Mrs S Clements	93.76	93.76	Exp Feb 26
25/02/2026	Mistley Cricket Club	1000	1000	Donation
25/02/2026	Mr P Nutter Exp	30.78	30.78	T/Rolls & Bleach Memorial Seat
25/02/2026	Collier & Catchpole	203.06	33.84	169.22 Walls
25/02/2026	Jewson	20.41	3.4	17.01 Seat The Walls
25/02/2026	Jewson	33.76	5.63	28.13 Padlock RR Allots
25/02/2026	Brian Forrester	836.41	836.41	Feb 26 & 6 hrs
25/02/2026	Mrs S Clements	1441.69	1441.69	Feb 26
25/02/2026	Essex Pension Scheme	529.48	529.48	Feb 26
25/02/2026	Jewson	34.86	5.81	29.05 Public Toilet
25/02/2026	Mrs S Clements	10	10	EE Feb 26
Total Payments:		9322.39	327.7	8994.69