



**Minutes of the full Parish Council Meeting  
held on the 20<sup>th</sup> April 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 J Walker

**In Attendance:**

- Mrs S Clements – Clerk
- Fifteen Members of the Public
- District Councillor T Barrett (During Minute Number 8). (Meeting clash)

1. **Welcome and Apologies for Absence** – In the absence of the Chairman, the Vice Chairman of the Council – Councillor Chaplin welcomed everyone to the Meeting. Apologies for absence were received from Councillor Killion (annual leave) and Councillor Nutter (family). These were noted by the Council. Councillors Leveridge and Merritt were not present. District Councillor T Barrett advised that he had a meeting clash.
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 7 a) Councillors Reports.
Councillors Coiley, and Cunningham.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 19 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 7 c) Councillors Reports.

3. **Public Voice** – A Member of the Public asked about strimming around his allotment plots at the Brunswick site. Councillor Chaplin from the Allotment Working Group will look into this. The Council noted that a bollard will be installed by the Harwich Road Management Committee on their land. A Member of the Public asked again about the lantern at The Green and the light being emitted from this. The Council agreed following the vote to liaise again with its street lighting contractor to establish if there are any possible adaptations that can be made to the LED light and the lantern. (Proposed by Councillor Coiley and seconded by Councillor Walker).
4. **District and County Councillors Reports** – The District Councillors written report and the County Councillor’s written report were received and noted.
5. **Minutes of the Parish Council Meeting held on the 9<sup>th</sup> March 2026** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Halliday). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 9<sup>th</sup> March 2026** – There were no matters to note.
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
  - a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge) –
    - Brunswick Allotments – Plot BR05 – The Council considered the request for a shed.

1 Signed – Chairman.....Date.....



The proposed shed would be added to the south boarder avoiding any shadows on neighbouring plots and the base would measure 2 1/2 foot x 6 foot. The dimensions are 164 cm x 77 cm x 182 cm high. The Council agreed to this request following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).

- River Reach Allotments Entrances – The Council received and considered the quotations for a gate to the car park and for widening the allotments entrance gate. The price from CW Fencing for a gate to the car park is £2141 plus VAT and the price for widening the allotments entrance gate is £4230.29 plus VAT. The total price from Gt Oaktree Land Services (the Council's grounds maintenance contractor) is £2,624.32 plus VAT and the price from J H Services for the gate to the car park is £3,375 and for the barrier gate is £1,720. (No VAT). These were all considered. The Council noted the differences in materials where galvanised steel materials as opposed to timber have been quoted by J H Services. Gt Oaktree Land Services are quoting for timber only. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Chaplin), it was agreed instruct J H Services to carry out the work for both entrances at a total cost of £5095.00 using more robust materials.
  - River Reach - RR025 – This matter will be deferred as no details have been received.
  - River Reach Fence – The Council considered the request from a tenant to install screed on the fence as currently wind hails across the site from the fence line opposite the play area and it is hoped that installing screed may reduce the wind as items are blown around the site. It was noted that the Clerk has been in contact with Hopkins Homes. The Council noted that all fencing across the development accords with approved planning detail and attaching anything to the v-mesh around the allotments, to the wooden post and rail around site or to the metal fencing around the play area would not accord with the detail approved under the planning condition.
- b) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council noted that the Knobbly fence continues to be knocked down. The Council's Warden continues to reinstate the fence.
- c) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley).
- Salt Bin – It was agreed to defer this matter until a site has been agreed.
- d) Road Safety Working Group – Councillors Chaplin and Walker – There were no updates.
- e) Other Meetings/Site Meetings –
- Horsley Cross Residents Meeting – Councillor Chaplin reported on her recent attendance with Councillor Nutter and residents regarding road safety.
  - Local Community Re-silience Workshop – 18/03/26 – This was noted.
8. **The Green – Memorial Seat** – The Council received an update following the site visit. It was agreed following the vote, that the preferred site for the new seat would be next to the current memorial seat, just back from the trees. This would be a reasonable distance from the residential dwellings, whilst benefiting from the shade of the trees. (Proposed by Councillor Coiley and seconded by Councillor Walker). Councillor Cunningham voted against the proposal.

*District Councillor Barrett arrived at this point.*

*Four Members of the Public left the Meeting at this point.*

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 £9865.14 plus VAT (£1247.67) 1<sup>st</sup> -31st March 2026. (Proposed by Councillor Cunningham and seconded by Councillor Halliday). (Copy in Minute Book and on website within Minutes).
- b) Bank Reconciliations – March 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Halliday).
- c) Quarter 2 & Quarter 3 Finance Reports – The Council received and noted the details again.
- d) Manningtree Town Council – The Council received and considered the request for financial contribution towards the sand at The Beach.

2 Signed – Chairman.....Date.....



(Last year £400 was agreed). It was noted that the total cost of the sand is £2,000 and that a donation of £175 is being considered by Brantham Parish Council and £400 has been received by Lawford Parish Council. The Council agreed to a donation of £400 following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Halliday).

- e) VAS/SID Signs – Village – The Council received an update and considered the quotation received. It was noted that three prices were requested by Essex County Council approved contractors. The price of £2,859 plus VAT for a solar powered mobile option by Westcotec was considered. Following the vote, the Council resolved not to proceed further with VAS/SID signage. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). The Council now consider that it might be more effective and less expensive to install 30 miles per hour (mph) signage to be affixed to other existing highway signage or new signage. The Council noted that Lawford Parish Council has voted not to continue with a VAS/SID sign. The Road Safety Working Group will investigate further regarding affixing 30 miles per hour signage sites, pricing and permissions. The Council noted that Essex Police will be arranging for weight checks on HGV vehicles and also some speed checks will be arranged in the Horsley Cross area.
  - f) Furze Hill – Overflow Car Park – The Council received and considered the quotations received. The price from CW Fencing is £24,525.50 plus VAT. The price from Gt Oaktree Land Services (the Council's grounds maintenance contractor) is £450 plus VAT. The Council queried the huge variance in the quotations received. J H Services and Sage Maintenance were both unable to provide a quotation. It was agreed following the vote to accept the quotation as provided by Gt Oaktree Land Services in the sum of £450 plus VAT. (Proposed by Councillor Cunningham and seconded by Councillor Walker). Ramsey and Mistley Football Club need to be advised of this.
  - g) VAT Refund – The Council noted that £8377.27 was claimed on 31 March 2026.
  - h) Precept 2026/2027 – First Instalment. The Council noted receipt of £47,390.00 including a grant.
  - i) Community Armed Forces Day – The Council received and considered the donation request for £300 towards the cost of this event. The Council noted that Manningtree Town Council has agreed a grant of £50. The Council agreed to a donation of £300 following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
  - j) Internal Audit Report 2025-2026 – Annual Governance and Accountability Return (AGAR) – The Council confirmed receipt and acceptance of the Internal Auditor's Report for the year-end, including the recommendations which will be brought to the next meeting. (Proposed by Councillor Cunningham and seconded by Councillor Halliday).
  - k) Annual Return for the Year Ended 31 March 2026 – Annual Governance and Accountability Return – The Council received, considered, and approved/resolved following the vote, the Accounts, Annual Return and Annual Governance and Accountability Return 2025-2026, along with the supporting documents and authorised the Vice Chairman to sign the Return on behalf of the Council. (Proposed by Councillor Cunningham and seconded by Councillor Halliday).
10. **Furze Hill and Furze Hill Wood** – The Council agreed following the vote not to proceed with commercial hiring of this area. (Proposed by Councillor Cunningham and seconded by Councillor Walker). Councillor Coiley voted against this resolution.
11. **The Walls – Vendors**– The Council carried out a formal review. It considered the current terms and conditions of the operating licenses, and the arrangement for each vendor trading at The Walls. This being to have up to 2 tables and 4 chairs (8 chairs in total) at each pitch out on the greensward from 1st March - 31st October each year. For conformity, food vendors have in the past been asked to use tables and chairs in a dark colour and these should not be intrusive or invasive. This arrangement was again agreed following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Walker).
12. **Correspondence** –
- a) Knobbley Sewing Event – See Minute Number 10 above. This request was declined.
  - b) North Essex and Suffolk Veterans Support Group – The Council received and considered the request for advertisement boards for the Celebrity Community Armed Forces Event on 27<sup>th</sup> June 2026. It was agreed following the vote for the request to proceed, provided Tendring District Council Local Planning Authority legal and planning advice is followed, especially in the conservation area. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).



- c) The Woodland Trust – The Council received and considered the request for permission to sample Knobbley for a genetic study where two leaves would be taken. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
- d) Mysteries of Mistley - 20th June 2026 – Following the vote, the Council agreed to the request for the use of Furze Hill, subject to appropriate public liability insurance being submitted, along with a robust risk assessment and provided that the organisers clear any rubbish from the site after the event and reinstate any damaged ground, whilst also ensuring that there is no interference with the Council’s paying tenants – Mistley Rugby Club and Ramsey and Mistley Football Club. (Proposed by Councillor Cunningham and seconded by Councillor Walker).
- e) Secret Bunker Management Company – The Council received and considered the complaints received from residents about parking on match days/events. The Council noted that this matter has been resolved.
- f) Earth Festival Programme - Parish Council Logo – The Council considered the request received from PACE (Practical Actions for Climate and the Environment) and agreed following the vote, for the Council’s logo to be used in promotional material and in recognition of the Council’s donation for this event. (Proposed by Councillor Cunningham and seconded by Councillor Coiley)

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

14. **Risk Assessments – All Areas** – The Council received and considered the risk assessments. The Council asked for more information about the trees identified at the Welcome Home Field.

15. **Next Meetings** –

- Planning Committee Meeting – Monday 18<sup>th</sup> May 2026 at 7pm at Mistley Village Hall.
- Annual Parish Council Meeting – Monday 18<sup>th</sup> May 2026 at 7.30pm at Mistley Village Hall.

16. **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 Councillor T Barrett and the remaining Members of the Public left the Meeting.*

17. **Confidential Minutes of the Parish Council Meeting held on the 9<sup>th</sup> March 2026** – The Council is asked to receive, consider and approve the Confidential Minutes.

18. **Update/Matters Arising from Confidential Minutes held on the 9<sup>th</sup> March 2026**– The Council is asked to receive and note any updates.

19. **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 made between 01/03/2026 and 31/03/2026

Date	Payee Name	£ Total Amount	£ VAT		
21/03/2026	SSE Energy Solutions	1001.2	47.68	953.52	Elec St Lighting

4 Signed – Chairman.....Date.....

