



MISTLEY PARISH COUNCIL

Minutes of the full Annual Parish Council Meeting held on 18th May 2021 at 7.30pm - via the Zoom Platform

Councillors Present:

Councillor J Cambridge
Councillor G Carter
Councillor J Chaplin (*Vice Chairman of the Council from Minute Number 2*)
Councillor S Coiley
Councillor R Frost
Councillor C Howell (*Chairman of the Council from Minute Number 1*)
Councillor P Nutter
Councillor I Peacock

In Attendance:

Mrs S Clements – Clerk
District Councillor Coley (*To end of Minute Number 13*)
Four Members of the Public

1. **Nomination of Chairman and Declaration of Acceptance of Office'** – The current Chairman of the Council – Councillor Howell took the Chair for this item. It was proposed by Councillor Cambridge, seconded by Councillor Coiley and agreed/resolved following the vote that Councillor Howell will be the Chairman of the Council to serve for the ensuing new Council year. *Councillor Howell continued to chair the Meeting.*
2. **Nomination of Vice Chairman and Declaration of Acceptance of Office'** – It was proposed by Councillor Howell, seconded by Councillor Peacock and agreed/resolved following the vote that Councillor Chaplin will be the Vice Chairman of the Council to serve for the ensuing new Council year.
3. **Declaration of Acceptance of Office** – The Chairman and Vice Chairman signed their respective annual Declarations of Acceptance of Office forms for this Council year.
4. **Risk Assessment – Face-to-Face Parish Council Meetings from May 2021** – The Council received, considered, and agreed this document following the vote. (The document will evolve and be regularly updated). (Proposed by Councillor Coiley and seconded by Councillor Frost).
5. **Welcome and Apologies for Absence** – The Chairman welcomed everybody to the Meeting. Apologies for absence were received from Councillor Bell (work), Councillor Kent (annual leave) and Councillor Lawry (family). The Council agreed to these.
6. **Declarations of Interest and Register of Interests** – Councillors were reminded to review and update accordingly as appropriate their respective Register of Interests forms. The following declarations of interest were made for this Meeting:

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>

Councillors Cambridge, Chaplin, Frost, Howell, and Nutter	Personal Interests - Trustee of the Welcome Home Trust	Minute Number 16. e) Welcome Home Seating Working Group
---	--	---

7. **Appointment and Composition of Parish Council Committees** – (The nomination of Chair and Vice Chair of these Committees will be the first items of business at the first relevant new Committee Meetings). Membership of the following Committees was agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Nutter).
- Finance Committee – It was agreed following the vote, that members will comprise Councillors Cambridge, Chaplin, Howell, Nutter, and Peacock.
 - HR Committee – It was agreed following the vote, that members will comprise Councillors Chaplin, Howell, Kent, and Nutter.
 - Planning Committee - It was agreed following the vote, that members will comprise all Parish Councillors.
8. **Appointment of Councillor Representatives** – The following were agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Carter). Details on website.
- Essex Association of Local Councils (EALC); - Councillors Chaplin and Howell.
 - Footpath Representative; - Mr K Garwood.
 - Grounds Maintenance Volunteer Group Lead – Councillor Nutter.
 - Manningtree District Business Chamber; – Councillor Coiley. (*Also, Councillor Coiley is the Rotary Club representative*).
 - School Representative; - Councillor Frost.
 - Tendring District Association of Local Councils; - Councillors Chaplin and Howell.
 - Transport (Buses) and Community Rail Partnership; - Councillors Lawry and Nutter.
 - Tree Warden; - Councillor Nutter.
 - Trustees of the Rigby and Berry Charity; - Councillors Cambridge, Coiley, and Howell. (*Also, Ex-Officio Rev'd D Turner – Rector Manningtree Benefice*).
 - Village Hall Management Committee; - (Parish Councillor Representatives) - Councillors Chaplin and Peacock.
 - Welcome Home Field Trustees; - Councillors Cambridge, Chaplin, Frost, Howell, Kent, and Nutter.
 - MITHRAS – (Mistley Thorn Residents Association) - Possible representative in the future.
9. **Terms of Reference – Committees** – The Council received, considered and reviewed/agreed to adopt these for the following for the ensuing year following the vote, which was proposed by Councillor Nutter and seconded by Councillor Cambridge.
- Finance Committee.
 - HR Committee.
 - Planning Committee.
10. **Annual Review of Policies** – The following were received, considered, reviewed, and agreed/adopted for the ensuing year following the vote. (Proposed by Councillor Frost and seconded by Councillor Nutter). Details on website.
<http://mistleyparishcouncil.co.uk/policies-and-procedures/>
11. **Standing Orders and Financial Regulations** – These were reviewed and agreed/adopted for the ensuing year following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cambridge). The Clerk advised the Council that NALC (National Association of Local Councils) should be reviewing the model details shortly in light of the recent COVID-19 changes, Meetings and the Government Roadmap.
12. **Public Voice** – One Member of the Public spoke about the community Litter Pick and wanted to say thank you and well done for organising this event.
13. **District and County Councillors Reports** – The District Councillor written report was received and noted. (Copies on website and available upon request). District Councillor Coiley reported on the recent face-to-face District Council Meeting.

At this point, District Councillor Coiley left the Meeting.

14. **Minutes of the last full Parish Council Meeting held on the 26th April 2021** – These Minutes were received, considered and approved following the vote. (Proposed by Councillor Frost and seconded by Councillor Chaplin). (Copy on website and available upon request).
15. **Update/Matters Arising from Previous Minutes held on the 26th April 2021** – There were no updates or matters arising.
16. **Councillors Reports on Working Group Meetings** – The Council received brief verbal updates as follows:
 - a) Allotment Working Group - (Councillors Cambridge, Chaplin - Chair and Coiley) – The Council noted that some of the tenants at the Brunswick Site have not made a start on their plots/have not been maintaining their plots. The Council agreed to make contact with the relevant tenants regarding the issues raised.
 - b) Signage Working Group - (Councillors Chaplin, Coiley – Chair and Howell) – The Council noted that most of the signs have been erected, but that some posts need to be higher for some of the signage. It was noted that some older signage needs to be removed and that an additional car park closure sign needs to be ordered.
 - c) Woodland Trust Trees Working Group - (Councillors Coiley, Howell and Nutter -Chair) – The Council noted that around 480 saplings have been planted at the Harwich Road playing field site and also 2 Silver Birch saplings have been planted at the Welcome Home field. It was suggested that the public be asked which community spaces in the Village would like saplings/trees. Councillor Frost will ask the local School.
 - d) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Cambridge, Coiley, Howell – Chair, Kent, and Nutter) – This Group has not met. Therefore, there were no updates to consider.
 - e) Welcome Home Field (Parish Council – sole Trustee) – The Council considered further picnic table options and information. It was agreed to refer this back to the Welcome Home Trust and the next imminent Charity Meeting.
17. **Financial Matters**
 - a) Schedule of Accounts for Payment – The schedule was received, considered, and agreed following the vote for payments in the sum of £3167.20. (Proposed by Councillor Carter and seconded by Councillor Peacock). (Copy in Minute Book, on website and available upon request).
 - b) Annual Internal Audit Report 2020-2021 – Annual Governance and Accountability Return (AGAR) – The Council received, considered, and agreed/**resolved** the Internal Auditor's Report for the year ending 2020-21 following the vote. (Proposed by Councillor Carter and seconded by Councillor Peacock). The Internal Auditor recommended including VAT amounts on the schedule of accounts for payment approval which come to each Council Meeting.
 - c) Annual Return for the Year Ended 31 March 2021 – Annual Governance and Accountability Return - The Council received, considered and approved/**resolved** following the vote, (proposed by Councillor Carter and seconded by Councillor Peacock), the Accounts, Annual Return and Annual Governance and Accountability Return 2020-2021, along with supporting documents and **resolved** to authorise the Chairman to sign the Return (pages 4 and 5) on behalf of the Council.
 - d) New Playing Fields - Land South of Harwich Road – The Council received and considered the correspondence received from the District Council's Obligations Officer. A discussion took place. Following the vote, (proposed by Councillor Cambridge and seconded by Councillor Coiley), it was agreed to advise the District Council that the conditions have not been met as the area is not currently fit for purpose. No doubt this will mean a charge being put on the Searches Register that the buyer's solicitors will see, and this should curtail any further transactions on the site until the Parish Council is satisfied that the playing field has been sorted and is deemed to be fit for its purpose.

- e) Locum Clerk – Extraordinary Parish Council Meeting – 26th May 2021 – Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cambridge), the Council agreed to a total payment of £75. (Attending/servicing the Meeting and taking the Minutes). (Provision in budget).
- f) The National Allotment Association – The Council considered and agreed the membership fee of £55 plus VAT p.a. following the vote. (Proposed by Councillor Cambridge and seconded by Councillor Coiley). (The Council reclaims VAT).
- g) Tap at Village Hall – The Council considered and agreed to this work following the vote. (Proposed by Councillor Carter and seconded by Councillor Peacock). The tap was paid for with the receipt of £50 from the sale of the corrugated tin from the Council’s Railway Allotment site. The tap has been used for watering the new saplings.
- h) Urgent Finance Matters - Swan Basin/Fountain – Purchase of Anti-algae £29.98 via Amazon. This was agreed following the vote. It was also agreed to set up a new Working Group to consider fish and flowers/plants for the Basin. The Group will comprise of Councillors Chaplin, Frost, Howell, and Nutter. (Proposed by Councillor Carter and seconded by Councillor Peacock).
18. **Correspondence** – Councillors considered the following:
- a) Essex County Council Highway Matters - Parking Restrictions – Furze Hill Access Road Area & Mistley Norman School (reinstatement) – The Council received and noted the correspondence received from two residents and the response received from Essex County Council Highways.
 - b) Speeding in Mistley – The Council received and noted the speed survey details received from County Councillor Guglielmi.
 - c) Enquiry - Biological Project at Mistley Walls – The Council received and considered the request following the vote. (Proposed by Councillor Carter and seconded by Councillor Coiley).
 - d) Other Correspondence – The following was received:
 - Ash Trees – Allotments – The Council received and considered the correspondence received. It noted that quotations are awaited and that the Tree and Landscape Officer at the District Council has been updated about the trees. The dates of the bird nesting season were noted.
 - Corbeau Seats Rally 2022 – The Council received and considered the correspondence received. It noted the organiser’s deadline of the 23rd October 2021 in order to meet Essex County Council’s timeframe for an application relating to the event on the 23rd and 24th April 2022. The Council raised no objections to this, provided that the normal considerations are in place to avoid inconveniencing residents.
19. **Dates of Next Meetings**
- Extraordinary Parish Council Meeting – Wednesday 26th May 2021 at 7.30pm – Village Hall – main larger Hall.
 - Full Parish Council Meeting - Monday 28th June 2021 at 7.30pm – Village Hall – main larger Hall.
 - Planning Committee – Thursday 3rd June 2021 at 7.30pm – Village Hall – main larger Hall.
20. **Post-Pandemic Village Celebrations** – Councillor Howell suggested organising a celebration for residents at the Welcome Home Field during the second weekend of September 2021. A discussion ensued. Following the vote, (proposed by Councillor Frost and seconded by Councillor Coiley), this was agreed in principle. However, it will be to considered again at the next Parish Council Meeting on the 28th June 2021 in order to review any changes in the Government’s COVID-19 Roadmap. Councillors Carter, Coiley, Frost, and Howell will be part of the new Working Group set up to start to look at organising this community event.
21. **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 considered and agreed following the vote, to exclude the Public since publicity would

legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Frost and seconded by Councillor Coiley).

- 22. Parish Council/Village Assets** – The Council received an update from the Clerk and agreed following the vote to defer this matter and bring it back to another Meeting regarding the next stages due to the Council’s standing orders which state that Meetings should not go beyond 10pm. The Council did not wish to temporarily suspend the relevant standing order due to lack of time and also its COVID-19 risk assessment.

There being no further business, the Meeting closed at 10pm.

SignedChairman **Date**