



# MISTLEY PARISH COUNCIL

## Minutes of the Parish Council's Meeting held on 21<sup>st</sup> May 2018 in the Village Hall, Shrubland Road at 19.00

**Present:** Cllrs. M. Rayner (Chairman), A. Birch (Vice-Chairman), B. Burton, G. Carter, F. Fairhall,  
J. Chaplin, C Howell, F. Kent and I. Peacock.

**Also:** Kate Palmer, Parish Clerk. Richard Ling, Responsible Financial Officer. District Councillor Alan Coley and 1 member of the public.

**45:18 Election of Chairman for Municipal Year 2018/19** – Cllr Peacock nominated Cllr Rayner to serve as Chairman for the Municipal Year 2018/19. This was seconded by Cllr Howell. There were no further nominations and Cllr Rayner was elected unanimously.

**RESOLVED:** That Cllr Rayner be elected to serve as Chairman for the Municipal Year 2018/19.

**46:18 To receive the Chairmans Declaration of Acceptance of Office for 2018/19 –**

**RESOLVED:** Cllr Rayner signed the declaration of acceptance of office for 2018/19.

**47:18 Election of Vice Chairman for Municipal Year 2018/19** - Cllr Rayner nominated Cllr Birch to serve as Vice Chairman for the Municipal Year 2018/19. This was seconded by Cllr Fairhall. There were no further nominations and Cllr Birch was elected unanimously.

**RESOLVED:** That Cllr Birch be elected to serve as Vice Chairman for the Municipal Year 2018/19.

**48:18 To receive the Vice Chairmans Declaration of Acceptance of Office for 2018/19 -**

**RESOLVED:** Cllr Birch signed the declaration of acceptance of office for 2018/19.

**49:18 To receive Councillors Declarations of Acceptance of Office for 2018/19 –**

**RESOLVED:** All Members signed the declarations of acceptance of office.

**50:18 To receive Councillors Register of Interests Forms for 2018/19** – Members were invited to complete a new form updating any changes that had occurred since their last signing.

**51:18 To receive Councillors Consent to receive Electronic Documents for 2018/19 –**

**RESOLVED:** Members signed the consent form to receive documents electronically for the Municipal Year 2018/19.

**52:18 To adopt Standing Orders, Financial Regulations and the Code of Conduct for 2018/19 –**

**RESOLVED** to adopt the 2018 Version of the Standing Orders 2018. Proposed by Cllr Rayner and Seconded by Cllr Birch. All in favour.

**RESOLVED** to adopt the Financial Regulations forthwith. Proposed by Cllr Rayner and Seconded by Cllr Birch. All in favour.

**RESOLVED:** to adopt the Code of Conduct forthwith. Proposed by Cllr Rayner and Seconded by Cllr Birch. All in favour.

**53:18 To review and confirm the appointments to Parish Council Committees and External Organisations** – this was recorded on the Committee Nomination Proforma by the Clerk.

**54:18 Apologies for absence** – None

**55.18 Minutes of the previous meetings**

Minutes of the meeting held on 23<sup>rd</sup> April 2018, having been circulated previously, were agreed as a true record subject to the following amendments: 1) S36:18, A&J Lighting – Biennial Service of Street Lights. 2) The Chairman closed the Meeting - Proposed by Cllr Rayner and Seconded by Cllr Howell, signed by the Chairman.

## 56.18 Declarations of Interest - None

### 57.18 Public Voice

- (a) Tony Clements, Events Director for the Corbeau Seats Rally addressed the Council on the 2018 rally and his plans for the 2019 rally. Cllr Burton remarked that she thought the event was marvellous and had an enjoyable day. Cllr Howell commented she had had some misgivings but came to see the positive impact the event had. Mr Clements advised around 2-3 thousand people attended the Brickman's Hill viewing area throughout the day. Cllr Burton advised local businesses in Manningtree had benefitted from the event. 28<sup>th</sup> April 2019 is the proposed date for the next rally and there may be a minor route change.

**58.18 District & County Councillors Reports** - Nominations are open for the Tendring Blue Ribbon Business Awards. All information can be found at [www.tendringblueribbon.org](http://www.tendringblueribbon.org). **Action: Clerk to nominate Edme Ltd for a Blue Ribbon Business Award.** Hundreds of riders hit the road for the 25<sup>th</sup> annual Tour de Tendring bike event on May 13. Around 500 riders took part. A programme of projects designed to improve the lives of Tendring residents has been confirmed. Among the schemes listed are the building of ten homes in Jaywick Sands; Holland-on-Sea cliff stabilisation project & repairs to the Venetian Bridge in Clacton. The Tendring Community Safety Partnership (CSP) is putting on an e-safety session to help parents, guardians and carers get up to date with the Dark Web and internet safety on Tuesday 24<sup>th</sup> July at the Town Hall. Cllr Coley agreed to see if a similar event could be held more locally than Clacton. Residents and small businesses are being reminded by TDC of the rules around advertising after a surge in the number of unauthorised signs being displayed. The Planning Committee will meet on Wednesday 6 June to determine the following applications relating to Mistley: 17/01537/OUT - Land to The South of Long Road and to West of Clacton Road, Mistley, CO11 2HN - Variation of condition 4 of application 15/00761/OUT to change the description of the condition to 'The reserved matters shall be in general conformity with the following indicative drawings: Building Heights Plan-Drawing No; 001, Illustrative Masterplan - Drawing No; 002 & Landscape Plan - Drawing No; 003. **17/00535/DETAIL** - Land to The South of Long Road and to West of Clacton Road, Mistley, CO11 2HN - Application for phase one reserved matters for access, appearance, landscaping, layout and scale for 96 residential units and 163m<sup>2</sup> of retail space following outline planning permission 15/00761/OUT. Cllr Coley advised that the Tommy on Tour figure would be in Manningtree & Bradfield. Planning Application for 72 homes off Stourview Close has been received. Noted.

## 59:18 Matters arising from previous minutes - None

### 60:18 Councillors to report on meetings attended:

- (a) Fun at the Furze Committee Meeting – Cllr Rayner reported that preparations are in full flow. Cllr Carter asked who organized the Poster competition as Manningtree High School weren't aware of the competition, but entry forms have been released elsewhere with an age range up to 13yrs. Cllr Rayner to check and feedback. Advertising boards/posters to be put up very soon.
- (b) Cllr Rayner met TDCs Head of Planning with Cllr Guglielmi and discussed various issues relating to planning and the recent AONB Review by Natural England. Matters of concern were the omission of parts of Mistley from the extension to the AONB, the Planning Inspectors response to development and the land South of Long Road. TDC had done considerable work on the AONB extension and their response was very detailed and fully supportive of the PCs position. The decision to not challenge the Inspectors report was made as there were insufficient grounds for a judicial review to be successful. **Action:** Clerk to write to Highways requesting a detailed study for the Trinity Road application. Cllr Fairhall felt the PC needed added weight from TDC preferably.
- (c) Cllr Rayner had attended the Small Claims Court on behalf of MPC and the VHC and a report has been passed to Members. The trial was adjourned until a future date in June/July when more time would be available for it.

## 61.18 Clerk's Report –

- The reconnection of the light o/s 26 California Road is in progress after much time spent chasing UKPN to find the person who could confirm it was caused by their accidental damage. Thanks to Barry Soames for his time in supplying information to pass on to them.
- NALC & EALC have confirmed there will be no requirement for a DPO as part of the GDP Regulations. We are required to carry out an Audit on our existing digital and paper documents and current procedures for storing documents and ensure their protection according to the Regs. Cllr Rayner & Cllr Birch to support the Clerk.
- The Furze Hill Warden appears to be an under-used asset and following discussion with him and looking at the existing documentation it is necessary to overhaul his contract and bring it up to the current standards and legal obligations we are obliged to do as well as formalising his role, responsibilities and job description. I will be advising Councillors further in this regard.
- The Notice Board outside the Post Office has been inaccessible due to rust. The Handyman has been to oil it so I can use the key.
- I have received several emails relating to the grass cutting in the Parish. I have chased this matter with Livertons and as of today I think they are up to schedule. I received a text from the contractor letting me know he was in the village and so any concerns from residents in this regard are now resolved.
- I have met with 2 relatives who requested a Memorial Plaque for their father be affixed to a bench along The Walls. I have shown them where they would be allowed to place it. They are very happy with this and are now making arrangements to have the plaque made and will let me know when it is ready to be fitted.
- After a bit of confusion, I have reported the finger post at Harwich Road & Heath Road to the Highway Rangers at ECC as the TDC rangers don't seem to cover this type of maintenance. I had previously reported it to ECC but had no response.
- I have reported a case of fly tipping in Shrubland Road to TDC which was forwarded to me from Cllr Carter.

## 62.18 Planning

- (a) Considered the following planning applications received:
- (i) **18/00756/FUL** – 34 Harwich Road, Mistley – 1 No. Birch – Fell – Defer to Tree Officer Proposed by Cllr Rayner, Seconded by Cllr Birch.
- (b) Applications were deferred to the Planning Meeting at the 31<sup>st</sup> May but it was agreed to arrange a Public Meeting for Application No. **18/00767/OUT** – Proposed new access road and erection of up to 72 dwellings and associated works - to be held on 4<sup>th</sup> June 2018 at 7.30pm in the Village Hall for residents to give their view on this development. **Action:** Clerk to seek extension of time for comments on this application until after the Planning Meeting on the 14<sup>th</sup> June.

## 63:18 Finance

- (a) To approve any payments made since the previous meeting - None
- (b) To approve any payments presented to this meeting –
- 1) R Ling, Expenses - £34.29
  - 2) TDC Bin Emptying - £67.91
  - 3) A&J Lighting - £114.42
- Payments were Proposed by Cllr Rayner, Seconded by Cllr Peacock, all in favour.
- (c) To consider any Invoices received after the Agenda was prepared – None
- (d) To sign the Annual Return for 2017/18 – It was Proposed by Cllr Rayner and Seconded by Cllr Birch and agreed by all Members that the Chairman would sign the External Auditors Annual Return for the Financial Year 2017/18.

- (e) To consider and agree the Chairmans Allowance for 2018/19 – Last year's Allowance was £400 and the Chairman believed this was adequate for this forthcoming year. This was proposed by Cllr Carter and Seconded by Cllr Burton, all in favour. The RFO wrote a cheque during the meeting.

#### **64.18 Correspondence**

- (a) Noted the following:
- (i) The Planning Inspectorate – Public Path Diversion Order, Footpaths 10,11 & 12 in Mistley and Footpaths 8, 11 & 12 in Bradfield. A hearing is scheduled to take place on 27<sup>th</sup> November 2018 at 10am at Weeley Council Offices.
  - (ii) Notification of Fun Run on 20<sup>th</sup> May.
  - (iii) English Rural Housing, request for help in advertising their vacant property in Heathview Close.
  - (iv) TDC Planning Visit 30<sup>th</sup> May 2018 – **17/00535/DETAIL and 17/01537/OUT** Land to the south of Long Road and to west of Clacton Road, Mistley – 1.05pm – 1.15pm. Cllr Fairhall to attend on behalf of MPC. **Action:** Clerk to notify Planning Team.
  - (v) TRO Clacton Road, Mistley – 29<sup>th</sup> May for 7 days and then again on the 5<sup>th</sup> July for 8 days between 10am – 3pm.
  - (vi) RCCE – Essex Warbler
  - (vii) Stour Sailing Club – request for use of the Greensward at The Walls during the Manningtree Rowing Festival to park empty boat trailers. All Members agreed. **Action:** The Clerk to notify the Sailing Club.

**65:18** Persecuted Witches Memorial – no update.

**66:18** As required by Legislation the Parish Council resolved to accept the Parish Clerks post into the Local Government Pension Scheme as operated by Essex County Council. The Clerk has fulfilled the necessary criteria of posting a public notice in notice boards at Mistley Heath and Harwich Road for 7 days prior to the meeting. The motion was proposed by Cllr Rayner and Seconded by Cllr Fairhall and all other Members were in agreement.

**67:18** CiLCA Qualification – **RESOLVED:** to accept the costs for the Clerk to undertake the CiLCA training and the costs involved in undertaking the training. Proposed by Cllr Rayner, Seconded by Cllr Howell, all in favour.

**68:18** Change of Staff/Duties – Members noted the request from the RFO to retire earlier than planned and transfer all duties to the Clerk from the 1<sup>st</sup> June 2018. The Chairman thanked the RFO for all his hard work over the years he had been involved with the Parish Council.

**69:18** Payroll Services – **RESOLVED:** To accept the quote from Ladywell Payroll Services and appoint them from 1<sup>st</sup> June 2018. Proposed by Cllr Rayner, Seconded by Cllr Birch, all in favour.

**70:18** Emergency Planning Committee – **RESOLVED:** To nominate Cllr Kent to represent the Parish Council.

**71:18** Use of Furze Hill for Manningtree Army Cadets – **RESOLVED:** To allow the Manningtree Army Cadets to use Furze Hill for their training. **Clerk** to advise of the boundary of MPC land.

**72:18** Trinity Free Church – **RESOLVED:** To allow the Church to mow the lawns on an as and when needed basis for their own events/functions. Proposed by Cllr Rayner, Seconded by Cllr Carter, all in favour.

**73:18** Swan Basin – The damaged brickwork around the basin has increased significantly over the winter and Rose Builders had a need to requote for the job. Their advice was to replace all bricks at a cost of £3,190 from £2,250. The additional cost was permitted within Financial Regulations as the difference was below the £1000 limit required before obtaining quotes. It was proposed by Cllr Rayner and Seconded by Cllr Carter, all in favour. **RESOLVED:** To accept the revised quote from Rose Builders and commission the work. Cllr Howell suggested organizing a village working group to clean the Basin area.

**74:18** Trinity Free Church Wall Repairs – **RESOLVED:** To carry out the minor strapping works to the Church wall to ensure its stability and safety. Proposed by Cllr Rayner, Seconded by Cllr Howell.

**75.18 Dates of next meetings all in the Village Hall**

Planning Committee  
Full Council

Thursdays 31st May & 14th June 2018 at 7.30pm.  
Monday 2<sup>nd</sup> July at 7.30pm – The Chairman gave his apologies.

There being no further business the Chairman closed the meeting at 9.15pm.

Signed ..... Chairman Date .....