



# MISTLEY PARISH COUNCIL

## Minutes of the full Parish Council Meeting held on 22<sup>nd</sup> March 2022 at 7.30pm via the Zoom Platform

### **Councillors Present:**

Councillor J Cambridge  
Councillor G Carter  
Councillor J Chaplin (*Vice Chairman*)  
Councillor S Coiley  
Councillor C Howell (*Chairman of Council*)  
Councillor F Kent (*from Minute Number 3*)  
Councillor P Nutter (*from Minute Number 3*)

### **In Attendance:**

Mrs S Clements – Clerk  
District Councillor Coley (*To end of Minute Number 7*)  
District and County Councillor C Guglielmi (*To end of Minute Number 5*)  
Town Councillor Barker – Manningtree Town Council (*To end of Minute Number 3*)  
Town Councillor Brown – Manningtree Town Council (*To end of Minute Number 3*)  
Pastor Phillingham – Trinity Free Church, Manningtree (*To end of Minute Number 3*)  
One Member of the Public

1. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillors Frost (unwell) and Peacock (unwell). These were both accepted by the Council. Councillor Lawry was not present and did not send an apology for absence.
2. **Declarations of Interest and Register of Interests** – The following were made:

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillors Cambridge, Chaplin, Howell, Kent and Nutter	Personal Interest - Trustee of the Welcome Home Trust	Minute Number 8. f) Financial Matters
Councillor Kent	Pecuniary Interest – Allotment Tenant at the Brunswick Allotment Site	Minute Number 7.a) Allotment Working Group

3. **Public Voice** – Town Councillor Barker from Manningtree Town Council spoke about the proposal for a Joint Environment Working Party with the Town Council, Mistley and Lawford Parish Councils. She presented the proposals with Town Councillor Brown and suggested that two Councillors from Mistley may wish to join the Working Party. Councillors Coiley and Kent said that they would like to join the Working Party on behalf of the Parish Council. This was agreed. (A paper was forwarded and distributed to all Parish Councillors on the 22<sup>nd</sup> March 2021 prior to the Meeting by Councillors Barker and Brown – copy on website and available upon request).

Pastor Phillingham from Trinity Free Church, Manningtree spoke about the Churchyard in Trinity Road in accordance with the correspondence received under Minute Number 9 c) Other Correspondence below. It was agreed that Councillors Howell and Nutter will meet on site to view the area. The Church asked about mowing and maintaining some areas of the Churchyard until autumn 2021. This being the south and the east sides to enlarge the area and cut back brambles and long grasses. Also, the north and east sides and cut back overgrowth. The Church was thanked. The request was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Carter). (Details on website and available upon request).

*Town Councillors Brown and Barker left the Meeting at this point.  
Pastor Phillingham left the Meeting at this point.*

4. **District and County Councillors Reports** – The District Councillors written report was received and noted. (Copies on Website and available upon request).

District Councillor Coley made reference to the Licensing Application which came in today (23<sup>rd</sup> March 2021) and under Minute Number 9. c) Other Correspondence below.

District Councillor Coley also reported on a remarkable local resident who carries out extensive litter picking on a daily basis, including Clacton Road, Mistley and in Bradfield. The resident then takes the litter to the local Recycling Centre. Councillor Coiley will obtain the contact details of the resident so that he can be thanked for this sterling work. Bradfield Parish Council would also like to thank the resident. The Council noted that the Rotary Club will be organising a litter picking event as soon as they are able to.

The written report from County Councillor Guglielmi was received and noted.

District and County Councillor Guglielmi spoke about 9.a) The Walls – Food Vendors which are all properly licensed and complying with the law and fall under the District Council because of licensing.

District and County Councillor Guglielmi advised that with regard to the Clacton Road, New Road and Long Road and mud on the road, that the site has been inspected but there is a reluctance to organise heavy machinery to remove the mud because of the potential damage to the road. It was felt that the mud came from tractors and farm machinery rather than the developer, but the situation is still being carefully monitored.

District and County Councillor Guglielmi advised the Council that following the recent request from one local resident about the basketball area at Furze Hill, that there may be some funding streams available to put towards any future project. The Parish Council considered that the discussion could form part of the Section 106 Working Group 7. e) below – Councillors Working Party Meetings.

5. **Minutes of the Parish Council Meeting held on the 22<sup>nd</sup> February 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cambridge and seconded by Councillor Coiley). (Copy in Minute Book).

*District and County Councillor Guglielmi left the Meeting at this point.*

6. **Update/Matters Arising from Previous Minutes held on the 22<sup>nd</sup> February 2021** – There were no new updates or matters arising.

7. **Councillors Reports on Working Party Meetings** –

- a) **Allotment Working Group** – (Councillors Cambridge, Chaplin and Coiley). It was noted that Councillors Chaplin and Coiley have met with the Chairman of MALGA (Mistley Allotment and Gardeners Association) and had liaised with some of the Allotment Tenants about various matters. Contact will be made with some of the Railway Plot Tenants. The Clerk was asked to contact the District Council's Tree and Landscape Officer regarding some trees on the allotment land near to the Anchor Inn to see if the Officer can check their stability.

*District Councillor Coley left the Meeting at this point.*

- b) **Signage Working Group** – (Councillors Cambridge, Chaplin and Coiley).
- **Furze Hill Car Park Barrier Sign** – Following the vote, (proposed by Councillor Cambridge and seconded by Councillor Nutter), it was agreed to have a suitable sign regarding the opening and closing times of the barrier, but no designated phone number will be included at a cost of around £60.
  - **The Walls and Feeding the Swans Signage** – The Council received and considered the draft signage received. It was proposed by Councillor Coiley and seconded by Councillor Cambridge to proceed with the signage, subject to some slight wording changes and at a cost of around £60.
- c) **Woodland Trust Trees Working Group** – (Councillors Coiley, Howell and Nutter) – The Council noted that the saplings are progressing well. Planting was discussed and it was agreed that this will be when the overnight temperatures are suitable. The Council noted that around 410 saplings will be arriving during mid-April 2021.
- d) **Welcome Home Field (Parish Council sole Trustee)** – Seating – Councillor Coiley advised the Council that he has looked into possible styles. He will pursue this further and obtain costs. It was noted that the Trustees will organise a Trust Meeting in the short term.
- e) **Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley** – The Council considered and agreed following the vote, to set up a working group. Councillors Cambridge, Coiley, Howell, Kent and Nutter will be members with Councillor Howell as Chair.

8. **Financial Matters**

- a) **Schedule of Accounts for (February 2021)** – The schedule was received, considered, and agreed following the vote for payments in the sum of £7885.15. The Council noted that this includes the third party insurance amount of £3702.48 which will be received shortly via the insurance claim. (Proposed by Councillor Chaplin and seconded by Councillor Carter). (Copy in Minute Book).
- b) **Land South of Harwich Road – Playing Field** - The Council noted that the planting is imminent to commence during week commencing the 29th March 2021. The Council noted that enforcement action may need to be pursued via Tendring District Council if the Section 106 developer agreement with the District Council and the required planting is not carried out satisfactorily.
- c) **Bank Reconciliation – February 2021** – This was received and agreed following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Carter).

- d) Parish Councillor Generic Emails – (Deferred from last year) – The Council discussed these arrangements and agreed to discuss this matter outside of the Meeting.
- e) VAT Refund – The Council noted receipt of £5213.80 (Period 26/02/20 – 31/01/2021).
- f) Urgent Finance Matters – There were no matters.

9. **Correspondence** –

- a) The Walls – Food Vendors – AONB (Area of Outstanding Natural Beauty) – The Council received and considered the correspondence received from one local resident. The site visit by Councillors Cambridge and Howell was noted.  
The Parish Council has no comment to make as it is not the licensing authority and it is aware that the relevant authority – Tendring District Council has already been in contact with the resident.
- b) Manningtree Town Council – Joint Environment Working Party – See Minute Number 3 above.
- c) Other Correspondence –
  - Police Crimes Report - The Council received and noted this written report where there were no recorded crimes for Mistley since the last Police Report.
  - Trinity Free Church, Manningtree – See Minute Number 3 above.
  - Premises Licence Application – Sidney 3.0, The Nook, Norman Road – The Council received and noted the correspondence received from Tendring District Council on the 22<sup>nd</sup> March 2021 under the Licensing Act 2003 where the applicant is applying for a license to sell wine as an online business only.
  - Letter from HM The Queen – The Council was delighted to receive the letter of thanks from The Queen’s Lady in Waiting regarding the planting of the Silver Birch Tree which was gifted to Manningtree but planted at the Welcome Home field in Mistley. (Copy of letter on website and available upon request).

10. **Co-option of Parish Councillor – Casual Vacancy** – The Council noted that a by-election has not been called. The application received from Mr D Bell was received and considered. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Carter), it was agreed that Mr Bell be co-opted as a Parish Councillor.

11. **Local Council Award Scheme Application** – Foundation Level – The Clerk proved and update regarding this application. Following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley), the Council resolved the following: The Council confirmed and resolved that the required documents for the Foundation Level application are on the Parish Council’s Website and the Council also confirmed and resolved that the documents required for the Foundation level exist and can be provided electronically if requested as follows:

- Standing Orders & Financial Regulations
- Code of Conduct
- Publication Scheme
- The last Annual Return
- Transparent Information about Council Payments
- A calendar showing all meetings
- Minutes
- Current Agendas
- The Budget & Precept information
- Complaints Procedure
- Council Contact details
- Action Plan
- Evidence of Consulting the Community
- Publicity Advertising Council Activities
- Evidence of Participating in Town and Country Planning

The Council also confirmed by resolution (proposed by Councillor Howell and seconded by Councillor Coiley) that the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Up-to-date insurance policies that mitigate risks to public money; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

*At this point the Member of the Public left the Meeting.*

12. **Dates of Next Meetings**

- Parish Council Meeting – Monday 26<sup>th</sup> April 2021 at 7.30pm – via the Zoom platform – The Council noted this Meeting.
- Mistley Annual Parishioners Meeting – Monday 26<sup>th</sup> April – 7pm – 8pm via Zoom – The Council noted that there has been a change legally following last year re; COVID-19 and remote meetings.
- Planning Committee – Thursday 1<sup>st</sup> April 2021 at 7.30pm – via the Zoom platform – The Council noted this Meeting.

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 to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Coiley and seconded by Councillor Cambridge).

14. **Confidential Minutes of the Parish Council Meeting held on the 22<sup>nd</sup> February 2021** – The Council received, considered and agreed these Minutes following the vote. (Proposed by Councillor Nutter and seconded by Councillor Carter).

*There being no further business, the Meeting closed at 9.25pm.*

Signed ..... Chairman

Date .....