



# MISTLEY PARISH COUNCIL

**Minutes of the full Parish Council Meeting**  
**held on Tuesday 23<sup>rd</sup> April 2019 in the Village Hall, Shrubland Road at 7.55pm**

**Councillors Present:**

Councillor Rayner (Chairman of the Council)  
Councillors Birch (Vice Chairman)  
Councillor Burton  
Councillor Carter  
Councillor Chaplin  
Councillor Fairhall  
Councillor Howell  
Councillor Peacock

**In Attendance:**

Mrs Susan Clements – Parish Clerk  
District and County Councillor Guglielimi  
Four members of the Public were present.

1. **Welcome and Apologies for Absence** – Apologies for absence were received from Parish Councillor Kent and District Councillor Coley.
2. **Declarations of Interest** – None were made at this point in the Meeting.
3. **Public Voice** – A question was asked relating to the fishing pond and the leak. It was noted that the landowner is aware of the situation and has carried out some repairs but the pond still leaks. Some suggestions to rectify the problem were muted.
4. **District and County Councillors Reports** – The written Reports were received and noted. The Meeting noted with regard to the County Councillor Report, that there have been increased numbers of threatening behaviour incidents on the county's highways and that CCTV has been introduced to record incidents and mitigate these issues, Essex Trading Standards is aware of fake vodka in the county, and there has been an increase in the numbers of preferred School places for 1<sup>st</sup> and 2<sup>nd</sup> preferences. For the District Council, District and County Councillor Guglielimi reported on challenges with housing supply which has been escalated to the Housing Minister, the 5 Year Housing Supply, the emerging Local Development Plan, large scale planning applications, infrastructure concerns, waste collections and the changes with wheelie bins being introduced from May/June 2019.

*One Member of the Public arrives at this point in the Meeting*

*Another Member of the Public leaves at this point in the Meeting*

5. **Minutes of the last full Parish Council Meeting held on the 11<sup>th</sup> March 2019** – These Minutes were received, considered and approved following the vote.
6. **Update/Matters Arising from Previous Minutes held on the 11<sup>th</sup> March 2019** – There were no matters arising/updates.
7. **Councillors to Report on External Meetings attended** – There were no updates.

## 8. Clerk and RFO (Responsible Financial Officer) Finance Matters

- a) Schedule of Accounts for Payment – This schedule was received, considered and agreed following the vote for payments in the sum of £15,942.80, which included payments relating to the new financial year and the previous financial year.
- b) The Pensions Regulator – Re-enrolment – Councillors noted that this has been completed satisfactorily.
- c) Furze Hill Fencing/Wire Netting – Main Car Park – Following the vote, the Clerk was asked to obtain quotes to rectify this repair for consideration at the next Meeting.
- d) Allotments – Land Off Pound Corner – The Clerk and Mr Appleton from MALGA (Mistley Allotment and Gardeners Association) provided an update regarding the Section 106 matters, fencing, gates, hedging, layout and delineate of plots – 7 full plots and 9 half plots, regulations, annual rent and rental/tenancy agreements. Following the vote, it was agreed to utilise the current NALC (National Association of Local Councils) rental/tenancy agreement, set the annual rent at the same rate as our existing allotments, check the position with Essex County Highways regarding the vehicular access at Pound Corner, and it was agreed to accept the cost of the timber framing to delineate the allotment plots in the sum of £1097.25 plus VAT. Councillors noted that Mr Appleton would very kindly assist with marking out the plots with the timber and making pathways with some of the brick rubble remaining from the development. Three quotations will be requested to consider at the next Meeting for fencing the allotment area, where there is some budget provision.
- e) Insurance Claim – Street Lighting – The Clerk advised that £1269.78 has been received from the insurance company for the insurance claim, with a possible further payment in respect of the utility supplier's costs for reinstating the electrical supply.
- f) Additional Bank Signatory – The Council is aware of the protracted series of events with the Council's bankers relating to the change of Clerk/Responsible Financial Officer. With two of the current Councillor bank signatories not standing for re-election, the Clerk raised her concerns about making payments on behalf of the Council via cheque where two signatures are required. It was agreed to make 'arrangements' to add two Councillor signatories' for the interim period between now and the new Council for online banking to be permitted. The Clerk explained that a Councillor would need to agree any payments and that no payment can occur until a Councillor gives their consent when a request is made via online banking. The Council would still need to consider and agree any payments made in the normal way via its schedule of accounts for payment, with cross-referencing and signing invoices etc. and as presented to the full Parish Council Meeting or a Finance Committee for approval. Following the vote it was agreed that Councillors Burton and Howell be added, in addition to Councillor Carter.

*District and County Councillor Guglielimi left the Meeting at this point*

- g) 3<sup>rd</sup> Quarter Report – The Council noted that this has been completed and "signed-off" by the Internal Auditor.
- h) VAT Claim – The Council noted that a claim has been submitted for the period 27/4/18 to 15/3/19 and £6447.63 was credited to the Council's community bank account on the 3<sup>rd</sup> April 2019 by HMRC.
- i) Section 106 Funds – The Clerk advised that the Section 106 Agreement relating to 12/00109/FUL – Land South of the former Secret Bunker, Shrubland Road is a sinking fund of £43,000.00. However, this is in respect of the protected building and there is no provision within the agreement for Public Open Space or Highway Works.
- j) Other Finance Matters – There were no other matters.

*One Member of the Public left at this point in the Meeting*

## 9. Correspondence – Councillors noted the following:

- a) Cemetery – The Council was pleased to note the thank you letter received from a local resident regarding hedge cutting.
- b) Information Commissioner's Office (ICO) – The Clerk advised Councillors that this response was sent on the 4<sup>th</sup> April 2019. (Councillors received a copy of the

correspondence and the ICO decision document). The Council noted that the ICO now consider that the matter has been dealt with and the case is closed.

- c) Frinton Festival – The Council considered that it would be inappropriate to display a poster for this event which is outside of the Parish.
- d) EALC (Essex Association of Local Councils) – The Council received and noted the correspondence and that the Membership affiliation fee which is now due and is included in the schedule of accounts for payment approval as above.
- e) EALC – Essex County Council Community Initiatives Fund – April 2019 – The Council received an update and noted this grants scheme. It was agreed following the vote that a bid be made for the new allotment fencing.
- f) Suffolk Coast and Heaths Publication – Councillors noted the Spring/Summer 2019 edition.
- g) Essex Wildlife – Councillors noted the Spring 2019 Magazine.

10. **Dates of Next Meetings**

- Full Annual Parish Council Meeting – Monday 20<sup>th</sup> May 2019 – 7.30pm and Planning Committee Meeting – Thursday 30<sup>th</sup> May 2019 at 7.30pm – both in the Village Hall.

11. **Resolution to Exclude the Public and the Press** – The Public Bodies (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102. The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality. This was agreed following the vote.

*The final Member of the Public left the Meeting at this point.*

12. **Confidential Minutes of the full Parish Council Meeting held on the 11<sup>th</sup> March 2019** – The Council is asked to receive, consider and agree these Minutes.

13. **Update/Matters Arising from the Confidential full Parish Council Minutes' held on the 11<sup>th</sup> March 2019** – The Council is asked to consider any matters arising/updates.

*There being no further business this part of the Meeting closed to facilitate the closed/confidential session.*

Signed .....

.....Chairman

Date .....