



# MISTLEY PARISH COUNCIL

## Minutes of the full Parish Council Meeting held on 25<sup>th</sup> January 2021 at 7.30pm via the Zoom Platform

### **Councillors Present:**

Councillor J Cambridge  
Councillor J Chaplin (*Vice Chairman*)  
Councillor S Coiley  
Councillor R Frost  
Councillor C Howell (*Chairman of Council*)  
Councillor F Kent  
Councillor P Nutter

### **In Attendance:**

Mrs S Clements – Clerk  
District Councillor Coley (*End of Minute Number 13*)  
District and County Councillor Guglielmi (*End of Minute Number 12*)

One Member of the Public (*End of Minute Number 3*)

1. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillors Carter (technical issues) and Councillor Peacock (unwell). These apologies were agreed by the Council. Councillors Lawry and Smith were not present and did not send apologies for absence.
2. **Declarations of Interest and Register of Interests** – The following declarations of interest were made.

<u>Name of Councillor</u>	<u>Details of Interest</u>	<u>Minute Number</u>
Councillor Howell	Pecuniary Interest – She part owns a property in Shrubland Road	Minute Number 9. e) Correspondence
Councillors Cambridge, Chaplin, Frost, Howell, Kent and Nutter	Personal Interest - Trustee of the Welcome Home Trust	Minute Number 8. J) Financial Matters
Councillor Kent	Pecuniary Interest – Allotment Tenant at the Brunswick Allotment Site	Minute Number 7.a) Allotment Working Group & Minute Number 9. b) Correspondence – Brunswick Allotments

3. **Public Voice** – One Member of the Public spoke about her membership of a local group called PACE and plastic free initiatives in the community. She had previously arranged for the Clerk to circulate a paper and asked if any Councillor would wish to be a member of the Steering Group.

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

Councillor Howell raised her concerns about the dog bins at Green Lane and between Mistley Place Walk/New Road which need to be emptied and also the Litter Bins at Furze Hill.

4. **District and County Councillors Reports** – The District Councillors written report was received and noted. The report contained details relating to COVID-19, Tier 4 , Lockdown, and the vaccine programme being progressed, Additional COVID-19 Business Support Grants, Community Grants for COVID-19, the Census 2021, the Budget, Recycling – which has increased, the Local Plan where it is hoped this will be adopted by the 26<sup>th</sup> January 2021 demonstrating a 6.5 year housing supply figure, updates on the Garden Community, Planning applications for Mistley which have been “called-in”, Furze Hill and possible renewal of the boundaries of the Conservation Area, the flats at Stourview Avenue and an update regarding the conditions and health and safety matters raised. The additional District Councillors written report was received and noted regarding the latest Lockdown and measures.

The County Councillor’s written report was received and noted. The report included details about the Emergency Food Bank, Christmas Support funding application, the vaccine for COVID-19 where local arrangements are awaited, COVID-19 and Tier restriction details, the latest COVID-19 figures, the Essex Energy Switch initiative, the Essex Climate Action Commission, Community Energy Waste, the Love Essex competition, Active Travel and Safer, Greener and Healthier Travel, the Essex is Green Group, The Commission in the Media, Commissioner activity, and that the County Council are to secure £100m from the Government’s Housing Infrastructure Fund. A further County Councillor written report was received and noted. This included details about Grants available to help residents self-isolate regarding COVID-19, the latest COVID-19 Figures, COVID-19 Vaccine Centres, Colchester and Ipswich Hospital, and New Funding to cut Fuel Bills and Help to Tackle Climate Change.

5. **Minutes of the Parish Council Meeting held on the 21<sup>st</sup> December 2020** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Nutter and seconded by Councillor Kent). (Copy in Minute Book).
6. **Update/Matters Arising from Previous Minutes held on the 21<sup>st</sup> December 2020** – There were no new updates or matters arising.
7. **Councillors Report on External and Working Party Meetings** – Verbal updates were received as follows:

*See Minute Number 2 above relating to Councillor Kent.*

- a) **(Internal) - Allotment Working Group** – (Councillors Cambridge, Chaplin and Coiley) – There were no new updates, apart from ongoing issues with the Railway Allotments and the corrugated iron and carpet which still needs to be removed. The Brunswick Allotments are all now occupied. The clearance at the Railway Allotments will be considered again at the next Meeting, where the Council will write again to relevant Allotment Tenants if necessary.
- b) **(External) - Friends of the The Anchor Public House Working Group** – (Councillors Cambridge, Coiley and Frost) - The Council noted that the Group is progressing well where there is a good skills set within the membership. A leaflet drop is proposed. Advice is being sought from varying sources, together with establishing the legal aspects.
- c) **(Internal) - Signage Working Group** – (Councillors Cambridge, Chaplin and Coiley) - With regard to the dog signage the Council noted that the 6 new signs will be affixed shortly by the Council’s Warden. With regard to signage for the barrier at the Village Hall Car Park, the Council noted that Councillors Cambridge and Howell will meet to look at this and bring suggestions back to the next Meeting.
- d) **(Internal) - Woodland Trust Trees Working Group** – (Councillors Coiley, Howell and Nutter) - The Council noted that the Working Group have recently met and recommend that the 105 saplings are planted near to the new bungalows development. The Council agreed to this and asked that the Clerk orders as many trees as practicable from the Forestry Commission, which are free of charge, where delivery will be in March 2021.

8. **Financial Matters**

- a) **Schedule of Accounts for (December 2020)** – The schedule was received, considered, and agreed following the vote for payments in the sum of £4760.54. (Proposed by Councillor Cambridge and seconded by Councillor Frost). (Copy in Minute Book).
- b) **Land South of Harwich Road – Allotments and Playing Field** - The Council received an update regarding transferring this land/assets to the Parish Council as part of the Section 106 developer agreement with

the District Council. The Allotments Transfer document will be signed. Legal reassurances have been sought in relation to the ownership and responsibility of the water pumping station and making the playing field land fit for purpose before handover.

- c) Bank Reconciliation – December 2020 – This was received, considered and noted.
- d) 3<sup>rd</sup> Quarter Finance Report - The Council received, considered and noted this report
- e) Councillors Checks - Financial Risk Management – The Council received, considered and agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor Frost), the effectiveness of internal controls and audit. (Copy in Minute Book)
- f) COVID-19 Matters – The Council is aware that Mistley is now in Tier 4 and in another national Lockdown.
- g) Street Lighting 3<sup>rd</sup> Party Insurance Claim – The Council received an update regarding the claim for the street light near to Dove House Farm, The Heath. It noted that the matter is being progressed and that completion is likely to be by March 2021 at the latest.
- h) Payroll Contractor – The Council noted that the current payroll contractor will no longer be operating from the 1<sup>st</sup> April 2021. The Council received, considered and agreed following the vote, (proposed by Councillor Kent and seconded by Councillor Frost) to SALC (Suffolk Association of Local Councils) taking on the payroll contract with effect from April 2021.
- i) Village Hall Car Park – The Council received an update and noted the quote received and that Councillor Howell met on site with a contractor on the 23<sup>rd</sup> January and that other prices are awaited. Suggestions for other contractors were noted. There may be some funding streams other than the Lottery, which will be pursued.

*See Minute Number 2 above relating to Councillors Cambridge, Chaplin, Howell, Kent and Nutter*

- j) Welcome Home Trust (Parish Council sole Trustee) – The Council received and considered the seating and signage prices. Other sorts of designs were discussed. Councillor Coiley agreed to look into an alternative design.
- k) Urgent Finance Matters – There were no matters.

9. **Correspondence** – Councillors considered the following:

- a) Policing – The Council received and noted the report. Crimes from the 15<sup>th</sup> November 2020 to the 15<sup>th</sup> January 2021 in Mistley were noted. These included: Gained entry to the Manager's Site Office at Shrubland Road, Christmas decorations stolen from a driveway in Beckford Road, An owner not being in control of a dog which caused injury to another dog and at Attempted Break in at a garage in Harwich Road which caused damage.
- b) Railway Allotments – Plot Number 0 – The Council received and considered the request for a polytunnel. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cambridge).
- c) Brunswick Allotments – Phase 2 – Plot Number 21 (Half Plot) – The Council received and considered the request for a shed. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cambridge).

*Councillor Cambridge Chaired the Meeting for the next item only in view of Councillor Howell's pecuniary interest. (Councillor Chaplin the Vice Chairman is recovering from an illness which affects her speaking ability).*

- d) Permission – Shrubland Road - Temporary Traffic Diversion – The Council received, considered, and noted the temporary diversion route from the 22<sup>nd</sup>-26<sup>th</sup> February 2021.

*Councillor Howell returned to Chair the Meeting.*

- e) Correspondence from Member of Business Community – The Council received and noted the details about the Post Office and Asset of Community Value.
- f) Other Correspondence – There were no further details.

10. **Planning Application – Deferred from 07/01/21 Meeting - 20/01633/FUL – Mistley Manor, 2 Long Road** – Extension to Care Home to create extra space for laundry facilities – The Council received and considered

this application. It noted that Tendring District Council had agreed to the extension to timeframes – the reason for the requested extension was because the Parish Council’s Planning Committee could not comment on the proposal, due to the information not being available on the District Council’s website and no details were received in the post. The Parish Council noted that the District Council has now agreed the application.

11. **Tendring District Council Planning Committee Meeting 19<sup>th</sup> January 2021 – 20/00662/FUL - The Anchor PH, Harwich Road – Change of Use Application from a public house to 2 no. residential units with the associated demolition and removal of single storey attached outbuildings** – The Council received a brief verbal update following Councillor Howell’s attendance when she spoke on behalf of the Parish Council. This proposal has been refused.
  
12. **The Walls – Vendors** – Arrangements for March – October 2021 - The Council reviewed the current terms and conditions of the operating licenses and the current arrangement of up to 2 tables and 4 chairs at each pitch on the greensward. Concerns were discussed including damage to the grass, litter, COVID-19 and complaints from the business community. Following the vote, the Council, resolved that it will not allow the tables and chairs for the period March – October 2021. This will be reviewed again in January/February 2022. (Proposed by Councillor Nutter and seconded by Councillor Frost). (Councillors Cambridge and Coiley were opposed to this decision/resolution, i.e. they would prefer for the tables and chairs to be permitted).

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

13. **Councillors Workload** – The Council discussed and considered how to manage, support and share workloads. Concerns were raised about Councillors not attending Meetings and slow progression of projects via Working Groups which need to be chaired/led by a Councillor. The Council discussed setting up a Committee or a Sub-Committee to deal with environmental and amenities type, which would be public Meetings with agendas/summons and minutes.

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

14. **Dates of Next Meetings**
  - Parish Council Meeting – Monday 22<sup>nd</sup> February 2021 at 7.30pm – via the Zoom platform – The Council noted this Meeting.
  - Planning Committee – Thursday 4<sup>th</sup> March 2021 at 7.30pm – via the Zoom platform – The Council noted this Meeting.

*There being no further business, the Meeting closed at 9.52pm.*

**Signed .....** Chairman

**Date 22<sup>nd</sup> February 2021**