



MISTLEY PARISH COUNCIL

Minutes of the full Parish Council Meeting held on 26th April 2021 at 7.30pm via the Zoom Platform

Councillors Present:

Councillor D Bell
Councillor J Cambridge
Councillor G Carter
Councillor J Chaplin (*Vice Chairman*)
Councillor S Coiley
Councillor R Frost
Councillor C Howell (*Chairman of Council*)
Councillor F Kent
Councillor M Lawry
Councillor P Nutter

In Attendance:

Mrs S Clements – Clerk
District Councillor Coley
Six Members of the Public

Before the Meeting commenced there was two minutes silence in memory of His Royal Highness The Prince Philip, Duke of Edinburgh.

The Chairman advised that the Meeting will be recorded. The Parish Council fully complies with the GDPR.

- Welcome and Apologies for Absence** – An apology for absence was received from Councillor Peacock (unwell). This was agreed by the Council. District and County Councillor C Guglielmi sent an apology for absence due to a Meeting clash.
- 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, Frost, Howell, Kent and Nutter	Personal Interest - Trustee of the Welcome Home Trust	Minute Number 8. d) Welcome Home Seating Working Group
Councillor Kent	Pecuniary Interest – Allotment Tenant at the Brunswick Allotment Site	Minute Number 8.a) Allotment Working Group

- Public Voice** – One Member of the Public made a comment about the footway at Harwich Road following reporting this to Essex County Council Highways. The footpath remains closed and it was asked when this will reopen. The Clerk will follow this up with County Councillor C Guglielmi. The Member of the Public also raised her concerns about the dust and building work carried out behind her house by Hopkins Homes. The Council noted that damping down will take place on the 1st May 2021 and that the District Council is aware of this and the intervention of the Enforcement Action of the District Council. The Parish Council will continue to support the residents as necessary.

Councillor Chaplin asked if Mr Garwood and Mr Horlock could be thanked for their hard work regarding history research for the Village. This was agreed following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Nutter). The Clerk will contact the two residents.

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

District Councillor Coley advised that the planning application for Mistley Place Park has been “called-in” by him so that a decision is made at the District Council’s Planning Committee as opposed to by Officer Delegated Decision under the District Council’s scheme of delegation. He also reported on the High Street and the barriers – which are likely to be removed after completion of the construction works.

The County Councillor written report was received and noted. (Copy of report available upon request and website).

5. **Minutes of the Parish Council Meeting held on the 22nd March 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Nutter and seconded by Councillor Cambridge). (Copy in Minute Book).
6. **Update/Matters Arising from Previous Minutes held on the 22nd March 2021** – There were no new updates or matters arising.
7. **Chairman’s Award 2021** – The Council noted the Chairman of the Council’s Award to Frances McMillian for 30 years services to the community whilst running Mistley Post Office.
8. **Councillors Reports on Working Party Meetings** –
- a) **Allotment Working Group** – (Councillors Cambridge, Chaplin and Coiley) - The Council noted that Councillor Chaplin has been in contact with all allotment tenants and that arrangements have been made for the removal of the remaining corrugated tin/iron at the Railway Allotments. The Council received and considered the recommendations of the District Council’s Tree and Landscape Officer regarding tree work at the Railway Allotments. It noted the site Meeting with MALGA (Mistley Allotments and Gardeners Association) regarding the Parish Council’s water supplies for the Council’s allotment land at the sites. The Council received and considered the information received from Hopkins Homes for a huge piece of new allotment land as part of the developer section 106 legal agreement with Tendring District Council. Following the vote, (proposed by Councillor Nutter and seconded by Howell), it was agreed to obtain quotations for the tree work and bring this back to the next Meeting. The group will look at the Hopkins Homes plans when more information is to hand with other possible usage in additional to allotments.
 - b) **Signage Working Group** – (Councillors Cambridge, Chaplin and Coiley) – (Village Hall Car Park Barrier & The Walls re Swans). The Council noted that the signs have been received and that work is in hand for all three signs to be erected at the relevant sites.
 - c) **Woodland Trust Trees Working Group** – (Councillors Coiley, Howell and Nutter) - The Council considered arrangements for watering and for planting of the new order of saplings. Following the vote, it was agreed that £100 could be spent on hose attachments to assist with the volunteer watering process. The volunteer planting of the next phase will be organised in due course. (Proposed by Councillor Howell and seconded by Councillor Coiley).
 - d) **Welcome Home Field (Parish Council sole Trustee)** – Seating – Councillors Coiley and Howell will liaise outside of the Meeting.
9. **Financial Matters**
- a) **Schedule of Accounts** – The schedule of accounts was received, considered, and agreed following the vote payments in the sum of £5092.18 (Proposed by Councillor Cambridge and seconded by Councillor Chaplin). (Copy in Minute Book and on website).
 - b) **Land South of Harwich Road – Playing Field** - The Council noted that the wildflower planting (as part of the Section 106 developer agreement with the District Council) is in hand in accordance with the landscaping design plans. Some work has taken place to the field together with grass seeding and the Council noted that watering arrangements have been organised by the developer.
 - c) **Bank Reconciliation** – (Year-End - provisional) - March 2021 – This was received and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Frost).
 - d) **Internal Control Statement & Report March 2021** – The Council received information and considered the appointment of a non-bank signatory Councillor to conduct a review of the system of internal controls.

Following the vote, (proposed by Councillor Howell and seconded by Councillor Carter), it was agreed that Councillor Frost will conduct this review.

- e) Lottery Grant Application – Car Park, Shrubland Road – The Council received and noted the outcome and were disappointed that due to COVID-19 grants, this application cannot be taken further by the Lottery at the present time.
- f) Insurance Claim – Street Lighting – 3rd party – The Council noted receipt of payment of £3704.28.
- g) The Swan Basin//Fountain – The Council thanked Councillor Bell for his hard work last year with assisting to maintain the Basin/Fountain. The Council agreed to set up a working group comprising of Councillors Bell, Cambridge, Coiley, Frost and Howell who will meet on Sunday 23rd May at 10am. The Mistley Thorn will provide light refreshments for the volunteer group.
- h) Urgent Finance Matters – There were no matters.

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

- a) Rise Yoga – The Council received and noted the request for future outdoor paid classes at Furze Hill. It noted however, that this request has now been withdrawn.
- b) Code of Conduct Training – The Council considered the offer of training with the Monitoring Officer. It was agreed to take up this offer. The Clerk will liaise with the Monitoring Officer.
- c) BT Payphone Consultation – The Council received and considered the details. Following the vote, it was agreed to ask BT to remove the grey payphone box. (Proposed by Councillor Nutter and seconded by Councillor Howell).
- d) Plastic Free in Manningtree, Mistley and Lawford – Local Litter Pick event – 15th & 16th May 2021 – The Council received and considered the correspondence received and wondered why there were no arrangements to dispose of/recycle the litter collected. A discussion ensued. The Council will be organising its own Litter Pick event on Saturday 22nd May 2021 in the morning and so it was felt that this would be too close to our own event to lend out equipment obtained via a grant. The District Council may be able to assist with lending equipment though. (Proposed by Councillor Coiley and seconded by Councillor Bell).
- e) Tendring District Council - New Development – Land off New Road – Street Naming – The Council received and considered these details. Following the vote, (proposed by Councillor Howell and seconded by Councillor Carter), the Council agreed to pass this matter to its Planning Committee Meeting on the 6th May 2021.
- f) Other Correspondence – The Council received and considered the following:
 - Request for Litter Bin – Small Car Park – Furze Hill – The Council received and considered the request received from one resident. Following the vote, the Council declined the request due to insufficient budget and lack of demand as there are already two bins in this area. (Proposed by Councillor Howell and seconded by Councillor Coiley).
 - Parish Councillor Generic Emails – The Council received an update from the Clerk whereby she has arranged for the Council's IT contractor to set up the generic emails via Councillors respective personal emails. It was noted that Councillors Howell and Nutter have followed the link. The Clerk was asked to test these two generic emails via the two new Councillor emails.
 - Rugby Club - Picnic Benches Patio Request – The Council received and considered the request from the Club. Following the vote, the request was agreed. (Proposed by Councillor Nutter and seconded by Councillor Cambridge). The Council asked if the Club would please keep the area including the tyres and other equipment tidy.
 - Essex County Council Highways Matters - County Councillor Guglielmi – The Council received and considered the correspondence received regarding a resident's request for parking restrictions where Kerridges Cut meets California Road, where it is intended to pass these details to the North Essex Parking Partnership subject to the Parish Council's observations. Following the vote, (proposed by Councillor Cambridge and seconded by Councillor Carter), the Council felt that parking restrictions in this area would be inappropriate at the current time.
 - Ramsey and Mistley Football Club – Parking Request – The Council received and considered the request received asking if the Football Club be allowed to park on the grassed area to the rear of its goalposts when needed on Saturday mornings. This would be from 10am until midday starting from Saturday May 1st to accommodate the parents/caregivers for its new youth systems. The Club would not park on the grassed area when the ground is wet/water-logged and parking would then have to be on surrounding roads if need be. Following the vote, this was agreed. (Proposed by Councillor Cambridge and seconded by Councillor Carter), subject to the Council revoking this arrangement with immediate effect if the grass becomes damaged due to wet weather conditions and provided the Club reinstates any damage to the grass.

11. **Parish Council Meetings** –

- a) Zoom/Remote Meetings – The Council received an update, including the High Court hearing attended by NALC (the National Association of Local Councils) on the 21st April 2021, where the outcome is expected at the end of April 2021.
- b) Extraordinary Parish Council Meeting – Tuesday 11th May 2021 – The Council noted this Meeting to discuss the Mistley Place Park planning application current via Zoom.
- c) Parish Council Meeting – Monday 24th May 2021 at 7.30pm – The Council noted this. (Remote or Village Hall to be confirmed).
- d) Planning Committee – Thursday 6th May 2021 at 7.30pm – The Council noted this Meeting to take place via Zoom. (Before the current legislation changes).

12. **Football Club – Ice Cream Vendor** – The Council noted that the Ice Cream Vendor incorrectly claimed that the Football Club had given its consent for this. This matter has now been withdrawn as the vendor is aware that no consent has been given by any parties.

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 considered and agreed to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. This was agreed following the vote. (Proposed by Councillor Howell and seconded by Councillor Coiley).

It was also agreed at this point to temporary suspend the relevant Standing Order such that the following business could continue past 10pm.

14. **Parish Council/Village Assets** – The Council received an update and considered the next stages regarding arrangements, licences, deeds, and legal representation. It agreed following the vote, (proposed by Councillor Howell and seconded by Councillor Coiley) not to rescind its previous resolution.

There being no further business, the Meeting closed at 10.23pm.

Signed **Chairman** **Date**