



# MISTLEY PARISH COUNCIL

**Minutes of the full Parish Council Meeting**  
**held on 27<sup>th</sup> July 2021 at 7.30pm at Mistley Village Hall**

**Councillors Present:**

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 P Nutter  
Councillor I Peacock

**In Attendance:**

Mrs S Clements – Clerk  
District Councillor Coley (*Up to Minute Number 7 c*)  
10 Members of the Public

- Welcome and Apologies for Absence** – Apologies for absence were received from Councillors Bell and Lawry (both working). These were agreed by the Council. District and County Councillor C Guglielmi also sent an apology for absence (unwell).
- 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>
Councillor Kent	Pecuniary Interest – Allotment Tenant at the Brunswick Allotment Site	Minute Number 7.a) Allotment Working Group
Councillor Chaplin	Personal Interest – Parish Councillor representative of Mistley Village Hall Management Committee	Minute Number 3 – Mistley Village Hall Management Committee
Councillor Peacock	Personal Interest – Parish Councillor representative of Mistley Village Hall Management Committee	Minute Number 3 – Mistley Village Hall Management Committee

Councillor Carter	Personal Interest – Involved with Mistley Rugby Club	Minute Number 9 a) New Playing Field Pitch Proposals
Councillor Frost	Personal Interest – Involved with Mistley Rugby Club	Minute Number 9 a) New Playing Field Pitch Proposals

3. **Public Voice** – A Member of the Public asked about the rationale around agenda items 13 and 14. The Clerk advised that in view of no further information being presented in relation to commercial sensitivity or confidential legal matters, that both of these items can if the Council wish only be discussed in the main public part of the Meeting. Another Member of the Public asked about Mistley Village Hall Management Committee and the current Trust Deed. Various other Members of the Public raised their respective views and observations regarding Mistley Village Hall Management Committee. A Member of the Public raised his concerns about litter and also overgrown vegetation near to the Railway Allotment land. The Member of the Public noted that the Parish Council set up a volunteer working group to clear this area and carried out some remedial work but had to postpone some of the work due to the bird nesting season. The Council noted that the hedge at the junction of Heath Road and Harwich Road is very overgrown and that the signage is now not visible. The Council noted that the hedge is owned by Peter French from Home Farm. Another Member of the Public (Mr Horlock) spoke about community projects that he and a small group of volunteers have been involved with and gave a brief update. A Member of the Public advised that the bus shelter along The Walls needs some attention and that he had carried out a temporary fix. The Council thanked the resident and agreed to ask its Warden to attend to this work.
4. **District and County Councillors Reports** – The District Councillors written report was received and noted. (Copy on website). District Councillor Coley advised the Council about the dates regarding upcoming planning application appeals relating to Mistley and that these will be dealt with via written representation to the Planning Inspectorate.
5. **Minutes of the Parish Council Meeting held on the 28<sup>th</sup> June 2021** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Frost and seconded by Councillor Peacock). (Copy in Minute Book and on website).
6. **Update/Matters Arising from Previous Minutes held on the 28<sup>th</sup> June 2021** – There were no new updates or matters arising.
7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings** –
- a) **Allotment Working Group** – (Councillors Cambridge, Chaplin, Coiley and Kent) - Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Coiley), consent was given to allotment plot holder number 26 on the Brunswick site for to erect a shed, provided that the shed meets the specific size and meets all requirements within the allotment rules and regulations. Councillor Chaplin reported on the recent volunteer weeding. She provided an update on the wildflower planting. Councillor Chaplin asked for some volunteers to assist with further weeding at both allotment sites (Brunswick and Railway plots). The watering of the hedge was noted.
  - b) **Grounds Maintenance Working Group** – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council was pleased to note that Councillor Nutter and the Council's Warden have mowed and cleared some weeds at the new playing field area.

- c) Signage Working Group – (Councillors Chaplin, Coiley and Howell) – The Council noted that posts are still awaited for the dog signage to make the signs higher. With regard to the signage for the Car Park barriers, the drafts are acceptable to the Council but a phone number needs to be added to the signage. It was agreed following the vote to purchase a basic mobile phone up to a maximum of £40. (This was proposed by Councillor Coiley and seconded by Councillor Cambridge).

The number will hopefully be diverted to Councillors phones on a rota system and if a vehicle is locked in, then a WhatsApp message will be sent out and an available Councillor will be asked to unlock the gate. Advisory notes can be printed to put on vehicles.

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

- d) Woodland Trust Trees Working Group – (Councillors Coiley, Howell and Nutter - Chair) - The Council noted that approximately 420 saplings were sourced from the Woodland Trust free of charge. These have all been planted and are doing well.
- e) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Cambridge, Coiley, Howell – Chair, Kent and Nutter) – The Council noted that the group will meet via Zoom and report back to the next Meeting with suggestions and recommendations to the full Council and next Meeting.
- f) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell - Chair) – The Council received an update regarding the Village Celebration event at the Welcome Home Field during the HM The Queen’s Platinum Celebrations on Friday 3<sup>rd</sup> June 2022. It was noted that local builders – Rose’s have kindly offered to help along with Mrs Robinson a local resident and a local Pub Landlord. The Rotary Club will also help. The Council noted that a stage, local bands, first aid, etc will need to be booked shortly as this will be a busy bank holiday period. The Cricket Club will need to be given notice about the proposals.
- g) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin - Chair, Frost, Howell, and Nutter) – The Council noted that some Pond Lilies have been sourced. A pump has been purchased and some algae has been added to the Basin and also a solution to assist with mildew’ - this being a blue dye. Baskets will be sought too.
- h) Meeting with Chairman of Mistley Village Hall Management Committee – Councillor Howell reported on the outcome of the Meeting between the new Chairman of the Management Committee and Councillor Howell. The Council noted the topics discussed.
- i) Gamekeeper Pond Site Meeting – Councillors Chaplin and Howell advised on a site meeting in this area with the Volunteer Footpath Warden and Mr Horlock – Local Resident. The Council noted that the relevant footpath was not passable due to mud.

## **8. Financial Matters**

- a) Schedule of Accounts for Payment – The schedule of accounts was received, considered, and agreed following the vote, for payments in the sum of £8117.92. (Proposed by Councillor Frost and seconded by Councillor Kent). Councillors Howell and Nutter advised that they both have expenses for items purchased on behalf of the Parish Council. (Copy in Minute Book and on website).
- b) Land South of Harwich Road – Playing Field - The Council noted that the Obligations Department of Tendring District Council has raised no issues with this land. Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cambridge), the Council agreed to ask its grounds maintenance contractor to quote for cutting the grass until such time as the new lease/s arrangements have been finalised.
- c) Bank Reconciliation – June 2021 – This was received, considered, and agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Nutter).
- d) 1<sup>st</sup> Quarter Finance Report – April – June 2021 – The Council received, considered, and agreed this report following the vote. (Proposed by Councillor Nutter and seconded by Councillor Carter).

- e) Internal Control Statement for Year Ending 31<sup>st</sup> March 2021 – The Council received an update from Councillor Frost. The statement was agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Kent). The Chairman and the Clerk/RFO (Responsible Finance Officer) jointly signed the Internal Control Statement. The Council thanked Councillor Frost for her work with these further internal controls.
  - f) Chainsaw Training – The Council received and considered the details. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Frost), it was agreed that the Clerk will arrange the accredited training for the Warden and Councillor Nutter with Red Stag Training Ltd. at a cost of £485 candidate plus VAT. (The Council reclaims VAT). The cost of the necessary PPE was also agreed.
  - g) RCCE (Rural Community Council for Essex) – The Council considered if the Parish Council should become a member of RCCE at a cost of £88 plus VAT p.a. Following the vote, (proposed by Councillor Frost and seconded by Councillor Peacock), this was agreed.
  - h) Wildflowers – Harwich Road – The Council noted that wildflowers have been planted at this location.
  - i) Urgent Finance Matters – There were no matters.
9. **Correspondence** – Councillors considered the following:
- a) New Playing Field/Pitch Proposals – The Council considered the bids received from Mistley Rugby Club and Ramsey and Mistley Football Club. It was agreed in principle following the vote, (proposed by Councillor Nutter and seconded by Councillor Coiley) to both Clubs having two pitches each, with the Rugby Club retaining one of its pitches and taking on the new playing field and the Football Club retaining its existing pitch and taking on one of the Rugby Club's pitches, but subject to legal leases, the annual lease and ground rent payments, access and other matters being agreed.
  - b) Memorial Plaque – Designated Seat for deceased Mistley Residents – The Walls – The Council received and considered the request. Following the vote, (proposed by Councillor Frost and seconded by Councillor Nutter), the Council agreed to this request. The correspondence between the Brantham resident and the County Councillor was noted. The Council asked the Clerk to contact the County Councillor to explain that the designated seat/plaques is actually for Mistley residents only.
  - c) Bollard Request – Parish Council land. The Council received and considered the request. Following the vote, (proposed by Councillor Frost and seconded by Councillor Kent), this was agreed in order to stop drivers mounting the footpath when the barrier gate at Shrubland Road is closed.

*Two Members of the Public left the Meeting at this point.*

- d) Ramsey and Mistley Football Club – Youth Celebration Venture – The Council received and considered the request.

Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cambridge), the Council agreed to the request, following receipt of an adequate level of insurance public liability cover being held by the Ramsey and Mistley Football Club. Also, that the bouncy castle provider will deal with erecting the bouncy castle, that the provider will carry out a robust risk assessment (including wind speeds on the day and time of the event), and that the provider also has sufficient public liability insurance cover. The Parish Council accepts no liability whatsoever. The ice cream vehicle was also agreed also subject to the foregoing with public liability and risk assessments.

- e) Crumb and Brew – The Council received and considered the correspondence and the request for a Community-Led Project at Furze Hill.

Following the vote, (proposed by Councillor Frost and seconded by Councillor Kent), the proposal was agreed in principle, subject to receipt of more information including dates, times,

and other relevant information, whilst having consideration to the paid leases that the Council already has in place for use of this land. Public liability insurance cover and robust risk assessments will need to be presented for the Council's consideration and subsequent approval. The Council accepts no liability whatsoever for any such event.

- f) Other Correspondence – The Council received and considered the following:
- Licensing – Tendring District Council – The Council received and considered the correspondence relating to alcohol licensing and the application which is daily from 11am–11pm. Following a full and detailed discussion, the Council as landowner raised no formal objections to this proposal following the vote. This was proposed by Councillor Coiley and seconded by Councillor Nutter.
10. Parish Councillor Representatives – Mistley Village Hall Management Committee – The Council noted that Councillors Chaplin and Peacock are the Parish Council's formal representatives.
11. DBS (Disclosure and Barring Service) – The Council considered and agreed following the vote, (proposed by Councillor Kent and seconded by Councillor Frost) to arrange for DBS checks and subsequent certificates for Councillors, where it is believed these will be free of charge.
12. Parish Council Meetings –
- Parish Council Meeting – Monday 27<sup>th</sup> September 2021 at 7.30pm – Mistley Village Hall. (Main Hall re; COVID-19). (The Council does not currently meet in August).
  - Planning Committee – Thursday 3<sup>rd</sup> August 2021 at 7.30pm – Mistley Village Hall. (Main Hall re; COVID-19).
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 not to exclude the public and the press as the Clerk advised that there were no grounds relating to commercial sensitivity and confidentiality.
14. Parish Council/Village Assets – The Council will not be proceeding with this agenda item in the closed session and also it was not brought into the public main part of the Meeting.

*There being no further business, the Meeting closed at 10pm.*

Signed ..... Chairman      Date .....