



MISTLEY PARISH COUNCIL

Minutes of the full Parish Council Meeting held on 28th June 2021 at 7.30pm at Mistley Village Hall

Councillors Present:

Councillor J Cambridge
Councillor G Carter
Councillor J Chaplin (*Vice Chairman*)
Councillor R Frost
Councillor C Howell (*Chairman of Council*)
Councillor P Nutter
Councillor I Peacock

In Attendance:

Mrs S Clements – Clerk
No Members of the Public

1. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillor Bell (work), Coiley (annual leave), Councillor Kent (family illness) and Councillor Lawry (work). These apologies were agreed by the Council.

2. **Declarations of Interest and Register of Interests** – Councillors Carter and Frost declared personal interests under 10 c) as they are both involved with the Rugby Club.

3. **Public Voice** – No Members of the Public were present. Via Councillor Cambridge a Member of the Public raised concerns regarding some grass cutting near to the Primary School and the Cemetery grass cutting. The latter which is in hand via the Parish Council.

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

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 24th May 2021 (Annual Meeting)** – These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Frost and seconded by Councillor Nutter). (Copy in Minute Book, on website and available upon request).

6. **Update/Matters Arising from Previous Minutes held on the 24th May 2021** – There were no new updates or matters arising.

7. **Minutes of the Extraordinary Parish Council Meeting held on the 26th May 2021** – The Council received, considered and approved the Minutes following the vote. (Proposed by Councillor Frost and seconded by Councillor Cambridge). (Minutes in Minute Book, on website and available upon request).

8. **Update/Matters Arising from Extraordinary Minutes held on the 26th May 2021** – There were no new updates.

9. **Councillors Reports on Working Party Meetings/Other Meetings Attended** –
 - a) **Allotment Working Group** – (Councillors Cambridge, Chaplin and Coiley) –
The Council noted that there are some allotments which need to be cultivated and tidied and one plot needs the old carpet removed. The Clerk was asked to contact the allotment tenants regarding these matters. The overgrown vegetation at the Brunswick site (not the plots) was noted. Following the vote,

it was agreed to ask for volunteers to clear the weeds. The agreed date being Saturday 10th July at 9am.

- b) Grounds Maintenance Working Group – (Led by Councillor Nutter with other Councillors/Residents/Other Volunteers) – The Council noted that there are no new updates.
- c) Signage Working Group – (Councillors Chaplin, Coiley and Howell) – The Council agreed following the vote that another sign is needed relating to the opening and closing times of the car park to make the position clearer. The Group will draft some wording prior to the additional sign being ordered by the Clerk.
- d) Woodland Trust Trees Working Group – (Councillors Coiley, Howell and Nutter) - The Council noted that the saplings are growing well with only a few which have not survived. Watering arrangements are in place. The weeds and grass cutting are an issue currently though. Following the vote, (proposed by Councillor Chaplin and seconded by Councillor Cambridge), it was agreed to purchase a lawn mower up to a value of £1400.00. There is provision in the budget for this expenditure.
- e) Section 106 Developer Agreements with Tendring District Council & Contributions for Mistley – (Councillors Cambridge, Coiley, Howell – Chair, Kent and Nutter) – The Council noted that a meeting is needed regarding the £31,000 S106 funds. Councillor Howell will arrange a meeting with the Group via Zoom.
- f) Community Celebrations Working Group – (Councillors Bell, Carter, Coiley, Frost, and Howell) – The Council noted the latest position regarding the Government COVID-19 Roadmap. The Council suggested moving the proposed Village Party to Friday 3rd June 2022 in line with HM The Queen’s Platinum celebrations and the additional bank holiday date. The Council is aware that local resident Mrs Robinson has kindly offered to assist.
- g) Swan Basin – Fish and Planting Working Group – (Councillors Chaplin, Frost, Howell, and Nutter) – The Council noted that Councillor Frost has been looking into various options. The Group will provide an update at the next Meeting.
- h) War Memorial, Mistley – Councillor Howell reported on a telephone conversation with Mrs Robinson who suggested moving future Remembrance Services to Mistley’s War Memorial. The Council raised no objection to this.

10. **Financial Matters**

- a) Schedule of Accounts for (May 2021) – The schedule was received, considered, and agreed following the vote for payments in the sum of £5773.05. (Proposed by Councillor Cambridge and seconded by Councillor Frost). (Copy in Minute Book and on website).
- b) Land South of Harwich Road – Playing Field - The Council noted that the Local Planning Authority (LPA) has requested that a Planning Enforcement Officer visits the site and then discusses this matter with the developers. If this does not resolve the issues the LPA will refer the matter to its legal department with a view to recording a breach of undertaking on the Local Land Charges Register. The LPA will keep the Parish Council informed of developments. However, the Parish Council owns the land and has received the £15,015 maintenance payment.
- c) Mistley Rugby Club – The Council received and considered the unprompted proposal for the new playing field/pitch. Following the vote and given receipt of this proposal, it was agreed to invite Ramsey and Mistley Football Club to provide a proposal in the interests of fairness, openness, and transparency. (Proposed by Councillor Cambridge and seconded by Councillor Nutter).
- d) Bank Reconciliations – April 2021 and May 2021 – These were received and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Carter).
- e) Crumb and Brew – The Council carried out a formal review of the vendor arrangements. It was agreed following the vote, to continue with the arrangements.
- f) Signage for Swan Basin/Fountain and Mile Marker – The Council received and considered the request. Following the vote, it was agreed to offer a nominal grant/donation to top-up any possible but unlikely shortfall towards this project.
- g) Mistley Heath Green – The Council received and considered the request from one resident. It was agreed that after the bird nesting season and stag beetle mating season that the Grounds Volunteer Working Group will assist with this matter.
- h) Section 137 Grant Request – North Essex Veterans Support Group - The Council received and considered the request. Following the vote, (proposed by Councillor Peacock and seconded by Councillor Frost), it was agreed to offer £150.
- i) The Financial Compensation Scheme (FSCS) – The Council considered opening up a new bank account as the statutory Deposit Guarantee Scheme (if the current bank become insolvent) covers a total of £85,000 per bank. This was agreed following the vote. (Proposed by Councillor Frost and seconded by Councillor Cambridge).
- j) Councillor Generic Emails – The Council received and considered the ICO (Information Commissioner’s Office) and GDPR (General Data Protection Regulation) details from the Clerk. The Council is aware that its IT Contractor has already been paid to set up the generic emails which are in place and ready to use by Councillors after set up on their respective electronic devices. Following the vote, it was agreed that the Council’s IT contractor will be asked if he can attend at 6.30pm for 45 minutes before the next Meeting on the 26th July 2021 to support those Councillors who may need some assistance to set up their

respective Councillor emails on their personal generic laptops, i-pads, and phones. The Council will pay for this service which is likely to no more than £30 in total.

- k) Furze Hill – Bouncy Castle Request – The Council considered the request via Mistley Village Hall Management Committee. Concerns were raised about potential health and safety and potential public liability issues. Following the vote, (proposed by Councillor Howell and seconded by Councillor Frost), the Council agreed that it will consider the request, subject to receipt of the required appropriate and sufficient documentation from the hirer via the Village Hall Management Committee, 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 has proof of ample public liability insurance cover. Any potential accident would be between the hirer and the company who is hiring the equipment. The Parish Council accepts no liability whatsoever.
 - l) Shrubland Road – Unauthorised Gate – Parish Council Land – The Clerk will write to the resident regarding this matter. Councillor Chaplin will advise the Clerk of the name and address of the resident.
 - m) Section 137 Grant Request – Tendring Brass Band - The Council received and considered the request from the organisation based in Clacton. Following the vote, (proposed by Councillor Frost and seconded by Councillor Peacock), it was agreed to decline this request as it does not meet the Council's Grants Policy.
 - n) Amenity and Verge Cutting – The Council noted that Essex County Council Highways will be paying £2129.70 in respect of highway verge cutting from 2017/18-2021/22.
 - o) Urgent Finance Matters – The following matters were agreed:
 - The Swan Fountain – The purchase of a pump at £48.33 was agreed following the vote, as the current pump is broken.
 - Reserves Policy – This was received, considered, and agreed following the vote.
11. **Correspondence** – Councillors considered the following:
- a) New Road Footpath Correspondence – The Council received and noted the correspondence received from a local resident which has been passed to Essex County Council Highways. The Council noted that Highways will arrange to lightly hand cut the overhanging vegetation for now because of the bird season. The Council asked for the Clerk to contact the County Council asking that in the future the County Council writes to the landowners (Mistley Place Park) asking that they carry out their own grounds maintenance works and if they do not, that the County Council then carries out any necessary work and charges the residents for this.
 - b) Local Highway Panel (LHP) Scheme – The Council received and considered the details received from County Councillor Guglielmi. Following the vote, it was agreed to ask for the broken kerb at the Railway Bridge at School Lane to be repaired, the broken kerb stone on the buildings side of The Walls going towards Kiln Lane to be reinstated and to replace/repair the broken finger post sign on the Mistley War Memorial Island where the sign to Lawford is missing.
 - c) Football Club – The Council received and considered the request for a storage container and the Club's request to level and seed the pitch – all to be funded by the Club. Following the vote, it was agreed to allow this. (Proposed by Councillor Howell and seconded by Councillor Frost).
 - d) Willow Tree – The Council received and considered the further correspondence and photographs from a local resident.
Following the vote, it was agreed that there is no new information and that the Council does not consider that this work is required as BT will carry out any necessary tree work if the company considers that its equipment is at risk. The Council will not therefore be rescinding its previous resolution and will not be making or paying for a tree conservation area planning application to the local planning authority. The District Council's Tree and Landscape Officer is aware of the most recent correspondence and the Clerk will continue to provide updates to the said Officer.
 - e) Colchester Rovers Cycling Club – The Council received and considered the correspondence received regarding the request for a reduction in the required £750 payment agreed previously as part of the Council's annual review of its fees and charges. Following the vote, the Council declined to reduce this fee.
 - f) Mistley Norman CE Primary School and Nursery – The Council received and considered the correspondence and the invitation to nominate one/two members of the Parish Council to join the Community Board. Following the vote, it was agreed to nominate Councillors Frost and Howell.
 - g) Other Correspondence – There was no additional correspondence.
12. **Community Photograph Competition** – The Council discussed this. It was agreed to defer this matter until the next Meeting.
13. **Parish Council Meetings** –
- Parish Council Meeting – Monday 26th July 2021 at 7.30pm – Mistley Village Hall.
 - Planning Committee – Thursday 1st July 2021 at 7.30pm – Mistley Village Hall

- 14. **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 (although not present) since publicity would legally prejudice commercial sensitivity and confidentiality.

- 15. **Parish Council/Village Assets** – The Council noted that there are no further updates to consider regarding licences, deeds, and legal representation.

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

Signed **Chairman** **Date**