Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Minutes of the full Parish Council Meeting
held on the 2nd November 2026 at 7.30pm at Mistley Village Hall

Councillors Present:
Councillor D Bell
Councillor N Bell
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor M Dymond
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Walker

In Attendance:
Mrs S Clements – Clerk
District Councillor T Barrett
County Councilor P Murray from end of Minute Number 9 e)
Fourteen Members of the Public

1. **Welcome and Apologies for Absence –** The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Apologies for absence were received from Councillor Halliday (unwell) and Councillor Killion (annual leave). These apologies were noted by the Council. An apology for absence was received from District Councillor Guglielmi (annual leave).

2. **Declarations of Interest and Dispensations –** The following declarations of interest were made. (There were no dispensations).

Name of Councillor	Details of Interest	Minute Number
Councillor Walker.	Pecuniary Interest – Allotment tenant.	Minute Number 7 a) Councillors Reports.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 7 c) Councillors Reports.
Councillors Coiley and Cunningham.	Personal Interests – Members of Manningtree & District Rotary Club.	Minute Number 8 g) Financial Matters – Rotary Club
Councillors Dymond and Leveridge.	Personal Interests – Members of the Rugby Club.	Minute Number 17 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter. Councillors D and N Bell.	Personal Interests – Trustees of The Welcome Home Trust. . Personal Interests – Free the Quay.	Minute Numbers 17 - Parish Council Assets. Minute Numbers 17 - Parish Council/Village Assets.

3. **Public Voice** – Various residents from The Green and also Members of MITHRAS (Mistley Thorn Residents Association) spoke about Minute Number 11 below – The Green – Memorial Seat. The comments, observations and suggestions were considered and noted by the Council. A food vendor who operates along The Walls spoke about Minute Number 9 c) below.

4. **District and County Councillors Reports –** The District Councillors written report was received and noted. No report was received from the County Councillor.

District Councillor Barrett spoke about the issues with litter and dog bins which have been evident when the District Council's contracted team members have been on annual leave. He was pleased to advise that a new system is now operational which should assist going forward.

5. **Minutes of the Parish Council Meeting held on the 21st September 2026 –** These Minutes were received, considered, and approved following the vote. (Proposed by Councillor N Bell and seconded by Councillor Walker). (Copy in Minute Book and on website).

6. **Update/Matters Arising from Previous Minutes held on the 21st September 2026 –** There were no matters to note.

7. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
   a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge) – The Council noted that inspections have taken place and contact will be made with tenants who have not been cultivating their respective plots.
   b) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) –
      - Furze Hill Play Area – The Council noted that Councillor Nutter and the Warden will carry out inspects regarding the minor repairs in accordance with the recent professional play area safety inspection report.
   c) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley) – The Council noted that various projects are being looked into and that bookings are going well.
   d) Road Safety Working Group – Councillors Chaplin and Walker – The Council noted that a working group has been arrange for Saturday 7th November 2026 at 10am at Mistley Village Hall. The Council is disappointed to note that Essex County Council Highways and Essex Police have advised that the Clacton Road site is not suitable as it is too close to a change of speed limit. (Harwich Road, and The Walls, Mistley sites are being progressed). The Clerk has queried this and sent updated details to Essex Highways. Horsley Cross residents have asked for a site meeting with the Safety Technician – Essex Highways who is the Community Speed Watch Trainer and Essex Police if necessary. The criteria for the sites was noted.
   e) Sports and Community Infrastructure Group – Councillors Coiley, Killion, Nutter and Walker. Section 106 Developer Financial Contribution - Open Space & Play – Tendring District Council – The Council noted the details received from Tendring District Council regarding the Playzones Football Foundation bid. The Council also noted the next steps in relation to the £4516.94 for Furze Hill, where quotations will be sought for submission to the Section 106 Officer. (The Council received an update regarding the Manningtree and Mistley Welcome Home and Memorial Fund and Section 106 funds).
   f) Other Meetings/Site Meetings – There were no additional meetings to report on.

8. **Financial Matters –** (The Council reclaims VAT). (The Council has the General Power of Competence under the Localism Act 2011 ss 1 to 8).
   a) Schedule of Accounts for Payment – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £6361.09 plus VAT (£201.51) for 1st – 31st August 2026, £11,051.21 plus VAT (£994.49) for 1 – 30th September 2026 and £7714.79 plus VAT (£332.82) for 1st – 31st October 2026. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and within Minutes).
   b) Bank Reconciliations – September 2026 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Walker).
   c) Quarter 2 Finance Report – The Council received and noted the Q2 Report.
   d) Trinity Road Cemetery Boundary Wall to Trinity Place – The Council noted that The Arch Deacon's Office is hopeful that the work can be approved by what they call List B permission, which means they would not have to go through the faculty process.
   e) Suffolk Accident Rescue Service – The Council received and considered the grant request for £1,000. It was agreed following the vote to offer £500. (Proposed by Councillor Coiley and seconded by Councillor Walker).
   f) Bus Shelter, Harwich Road – The Council received and considered the quotations for vandalism repairs to the glazing and timber. Three contractors were contacted.

Prices received were £260 (no VAT) from J H Fencing, £150 plus VAT from Great Oaktree Land Services and the third contractor - A K Hobson Ltd did not quote. It was agreed following the vote, to proceed with the quotation from J H Fencing for £260 based on the quality of previous workmanship. (Proposed by Councillor Walker and seconded by Councillor Coiley).

g) Manningtree and District Rotary Club - Christmas Market - Saturday 5th December 2026 – The council received and considered the grant/donation request. It was agreed to offer £1,000 following the vote. (Proposed by Councillor Walker and seconded by Councillor D Bell). (Councillor Coiley abstained from the vote).

h) Knobbley – Following on from the last meeting, the Council received and considered the quotations again. Great Oaktree land Services - £1450 plus VAT, Sage Maintenance - £745 plus VAT but this excludes the work to Knobbley and Tendring Tree Surgery - £2010 plus VAT. It was noted that the quotation from Great Oaktree Land Services Ltd. includes the fencing which would be pressure treated softwood post and rail that will be painted/ stained before it is installed. The quotation from Sage Maintenance is for soft wood fencing with two rails going across. The quotation from Tendring Tree Surgery includes for a 2 rail paddock style fence 4 ft high. It will be constructed with 125mm x 75mm 1.8m posts 2ft within the ground, soft wood treated timber. Rails will be 87mm x 37mm. It will be soft wood treated timber. Posts will be positioned every 1.83m's for the fencing. The Council noted that publicity draft details have been prepared and that a Tree Conservation Area (TCA) planning application has been submitted to the Local Planning Authority. It was agreed to look into other options for more substantial wood for the fencing, as opposed to treated soft wood.

i) Precept – The Council noted receipt of the second instalment - £47,391.00.

9. Correspondence –

a) Car Park – The Council discussed the issues being encountered. Following the vote, (proposed by Councillor Walker and seconded by Councillor Leveridge), it was agreed that the Council's Cleaner/Warden should be asked to close and lock the barrier gate, after he has cleaned and locked the public toilet after 6pm with effect from the 9th November 2026. (All official users have the barrier gate code and will be advised).

b) Mistley Rugby Club – The Council considered the request to have drill bore holes at Furze Hill to assist with the pitches. It was agreed following the vote, to support the request in principle, subject to the necessary consents. (It was noted that Tendring District Council has confirmed to the Club that this is not subject to consents from the Environment Agency Water Resources Act 1991 (as amended by the Water Act 2003). Notice of the application for a full licence to abstract (take) water application in accordance with Section 37 of the Water Resources Act 1991 and Regulation 6 of the Water Resources (Abstraction and Impounding) Regulations 2006 is not needed. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

c) The Walls – Vendors – The Council carried out a formal review previously on the 20th April 2026. A request has been received from a vendor to keep tables and chairs out during the winter months. The Council considered the current terms and conditions of the operating licenses, and the current arrangement for each vendor trading at The Walls. This being to have up to 2 tables and 4 chairs (8 chairs in total) at each pitch out on the greensward from 1st March - 31st October each year. For conformity, food vendors have in the past been asked to use tables and chairs in a dark colour and these should not be intrusive or invasive. The arrangement was again considered regarding retaining the tables and chairs during the winter months. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

10. Stourview Academy – The Council noted that there are no new updates.

11. The Green – Memorial Seat – The Council reconsidered the site location and the options for the concrete plinth. Following the vote, it was agreed to proceed with the original site. (Proposed by Councillor Cunningham and seconded by Councillor Nutter).

12. Next Meetings –

- Finance Committee Meeting - Monday 9th November 2026 at 6.30pm – Mistley Village Hall.
- Finance Committee Meeting - Monday 16th November 2026 at 6.30pm – Mistley Village Hall.

- Planning Committee Meeting – Monday 14th December 2026 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 14th December 2026 at 7.30pm at Mistley Village Hall.

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 following the vote, to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

District Councillor Barrett and County Councillor Murray and Members of the Public left the Meeting at this point.

14. **Confidential Minutes of the Parish Council Meeting held on the 21st September 2026 –** The Council is asked to receive, consider and approve the Confidential Minutes.

15. **Update/Matters Arising from Confidential Minutes held on the 21st September 2026–** The Council is asked to receive and note any updates.

16. **Parish Council/Village Assets – (Inc. Leases/Licences)** – The Council is asked to receive legal updates and to consider and agree the next legal stages with the Council's Solicitor.

There being no further business, this part of the public Meeting closed to facilitate the closed part of the Meeting.

Payments 1st-31st August 2026

Date	Payee Name	Total Amount	£ VAT		
01/08/2026	A&J Lighting	236.4	39.4	197	The Walls & New Rd
03/08/2026	Collier & Catchpole	90.59	15.1	75.49	Drain cover & frame
03/08/2026	Jewson	12.78	2.13	10.65	Aggregate - Middlefield Rd
03/08/2026	Mistley Computers	40		40	Councillors email support
03/08/2026	Gt Oaktree Land Services Ltd	228	38	63	Allots & Orchards
				63.5	Allots & Orchards
				63.5	Allots & Orchards
03/08/2026	Mrs S Clements	11.5		11.5	EE office phone
03/08/2026	VCS Websites Ltd.	225		225	Web hosting, Email support
12/08/2026	Jewson	12.16	2.03	10.13	Bus Shelter
12/08/2026	Open Spaces Society	45		45	Annual membership
12/08/2026	Open Spaces Society	1000		1000	Legal opinion Quay
12/08/2026	Manningtree District Business	400		400	Christmas lights contribution
12/08/2026	N Essex Veterans Support Group	400		400	Donation War Mem power
15/08/2026	A&J Lighting	225	37.5	187.5	California Beckford Rds
18/08/2026	Castle Water Limited	17.67		17.67	Swan Fountain
21/08/2026	SSE Energy Solutions	598.31	28.49	569.82	St Lights Electricity

 Signed – Chairman……Date…….

25/08/2026	Gt Oaktree Land Services Ltd	228	38	63	Allots & Orchards
				63	Allots & Orchards
				64	Allots & Orchards
25/08/2026	S C Strunkey	120		120	Locum Cleaner
25/08/2026	Jewson	5.16	0.86	4.3	Bags weed Swan Fountain
25/08/2026	Mr P Nutter Exp	9.95		9.95	Pressure sprayer pump
25/08/2026	Brian Forrester	627.41		627.41	Aug 26 & 6 extra hrs
25/08/2026	Mrs S Clements	1441.69		1441.69	Aug 26
25/08/2026	Mrs S Clements	83.45		83.45	Aug 26 Exp
25/08/2026	Essex Pension Scheme	504.53		504.53	Aug 26
		6562.6	201.51	6361.09	

Payments from 1 - 30th September 2026

Date	Payee Name	£ Total Amount	£ VAT		
01/09/2026	A&J Lighting	2030.88	338.48	1692.4	Maintenance 26-27
02/09/2026	Mrs S Clements	11.5		11.5	EE Phone Aug 26
21/09/2026	SSE Energy Solutions	726.74	34.61	692.13	Electricity St lights
22/09/2026	Castle Water Limited	10.46		10.46	Swan Fountain
28/09/2026	Clear Councils	2807.59		2807.59	Annual Ins
28/09/2026	Gt Oaktree Land Services Ltd	228	38	75	Allots & Orchards
				75	Allots & Orchards
				40	Allots & Orchards
28/09/2026	Gt Oaktree Land Services Ltd	228	38	70	Allotments all
				70	Allotments all
				50	Allotments all
28/09/2026	Gt Oaktree Land Services Ltd	192	32	50	Footpaths
				70	Footpaths
				40	Footpaths
28/09/2026	Jewson	186.81	31.14	155.67	R Reach footway
28/09/2026	Essex Pension Scheme	504.53		504.53	Sept 26
28/09/2026	Mrs S Clements	1441.49		1441.49	Sept 26
28/09/2026	Brian Forrester	627.41		627.41	Sept 26 & 6 hrs
28/09/2026	Mrs S Clements	70		70	Exp Sept 26
28/09/2026	Suffolk Assoc Local Councils	201.6	33.6	168	Payroll services
28/09/2026	Mrs Marie Snell	57.4		57.4	Locum 21.09.26 meetings
28/09/2026	Mr P Nutter Exp	29.31		29.31	Bleach & Tissues
28/09/2026	Gt Oaktree Land Services Ltd	2691.98	448.66	560.83	Quarter invoice all areas
				560.83	Quarter invoice all areas
				560.83	Quarter invoice all

					areas
				560.83	Quarter invoice all areas
	Total Payments:	**12045.7**	**994.49**	**11051.2**	

Payments from 1-31 October 2026

Date	Payee Name	£ Total Amount	£ VAT		
01/10/2026	A&J Lighting	351.6	58.6	293	California Rd & New Rd
07/10/2026	HMRC	2608.1		2608.1	Q2 Tax & NI Staff
07/10/2026	Essex Green Shoots Pest Cont	95		95	The Green wasp nest
12/10/2026	Amberol Limited	566.4	94.4	472	Bin The Walls
13/10/2026	Gt Oaktree Land Services Ltd	510	85	425	Hedge cutting Shrublands Rd
13/10/2026	McAfee	95.99	16	79.99	McAfee prot (Barclaycard)
14/10/2026	Gt Oaktree Land Services Ltd	228	38	75	Allots & Orchards
				75	Allots & Orchards
				40	Allots & Orchards
16/10/2026	TW Logistics Ltd	25		25	Rent 01/10/26 to 31/03/27
21/10/2026	SSE Energy Solutions	857.3	40.82	816.48	Elect St Lights
21/10/2026	Castle Water Limited	43.59		43.59	Swan Fountain
22/10/2026	Essex Pension Scheme	504.53		504.53	Oct 26
22/10/2026	Mrs S Clements	1441.69		1441.7	Oct 26
22/10/2026	Brian Forrester	627.41		627.41	Oct 26 & 6 Hrs
22/10/2026	Mrs S Clements	70		70	Oct 26
22/10/2026	Mrs S Clements	11.5		11.5	EE Sept 26 office phone
22/10/2026	Mrs S Clements	11.5		11.5	EE Oct 26 Office Phone
		8047.61	**332.8**	**7714.8**	