Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Minutes of the full Parish Council Meeting
held on the 30th June 2025 at 7.30pm at Mistley Village Hall

Councillors Present:
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor P Cunningham
Councillor C Halliday
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Walker

In Attendance:
Mrs S Clements – Clerk
District Councillor T Barrett
One Member of the Public

1. **Welcome and Apologies for Absence –** The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. Councillor Kent was not present.

2. **Resignation of Connie Besant-Gull –** The Council noted this resignation and is aware that the first relevant notice has been displayed regarding the casual vacancy seat. Connie Besant-Gull was thanked for her work during her term of office on the Council.

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

Name of Councillor	Details of Interest	Minute Number
Councillors Halliday and Walker.	Pecuniary Interests – Allotment tenant.	Minute Number 8 a) Councillors Reports.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 d) Councillors Reports.
Councillors Coiley and Cunningham	Personal Interests – Members of Manningtree Rotary Club.	Minute Number 9 i) Financial Matters.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 20 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust. .	Minute Numbers 20 - Parish Council Assets.

4. **Public Voice** – A Member of the Public raised the matter relating to the removal of the damaged barrier near to the Council's car park.

5. **District and County Councillors Reports –** The District Councillors written report and the County Councillor's written report were received and noted. On behalf of Essex County Council, District Councillor Barrett provided a verbal update regarding various highways matters. He also provided an update on the position to date regarding local government reorganisation with further updates in September 2025.

 Signed – Chairman……Date…….

6. **Minutes of the Parish Council Meeting held on the 19th May 2025 –** These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Walker). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 19th May 2025 –**
   - Minute Number 19a) Correspondence – Manningtree Rotary Club – Mistley Walls Shelter – The Council noted that written confirmation has been received from the Local Planning Authority confirming that planning permission is not required for the signage as this falls within permitted development.

8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
   a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge.) – The Council noted that some tenants need to be reminded about cultivating their plots. The signage erected by PACE will be considered by the Working Group and reported back to the next meeting.
   b) Bus Working Group – (Councillors Chaplin, Halliday, and Walker) – Councillor Chaplin provided an update on the bus shelter. An approach will be made to a local business to establish if they can assist with the project.
   c) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) –
      - Tree Work - The Council considered the quotation received from its grounds maintenance contractor for £425 plus VAT. 1 x large red Oak tree at the triangle at the end of Trinity Road/ Long Road and Clacton Road junction where the tree needs some crown lifting and pruning back from the road to show the road sign. 4/5 x trees on The Green need lifting, with grass cutting around the base under the canopy. This was agreed following the vote, subject to any necessary planning consents being in place for the trees at The Green which are in the Tree Conservation Area. (The red Oak tree at Trinity Road/Long Road and Clacton Road is outside of the Tree Conservation Area). (Proposed by Councillor Coiley and seconded by Councillor Halliday).
   d) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley) – The Council received an update regarding the solar panels project and noted that a grant application will be submitted to Mistley Parish Council for some of the funding. The Council noted that one of the Management Committee's regular hirers who has a licence has had an additional 8 years added to their licence in order to assist with a grant application for a new kitchen at the Village Hall. It was noted that the CCTV needs some repairs, and that some repairs to the toilet door in the Iris Peacock Lounge are required.
   e) Road Safety Group – (Councillors Chaplin and Walker) – There were no new updates. The Council noted that speeding vehicles are still an issue in particular during evenings and at weekends.
   f) Other Meetings/Site Meetings –
      - Lawford - Councillor Nutter reported on this attendance with Councillor Chaplin to the Official opening of the new Community Hub & Celebration of the 10-year anniversary of the LHET (Lawford Housing Enterprise Trust).

9. **Financial Matters –** (The Council reclaims VAT).
   a) Schedules of Accounts for Payment – The schedules were received, considered, and agreed following the vote, for payments since the last Meeting in the sum of £890.63 Plus VAT (£44.53) from the 29th-30th April 2025, £13,566.86 Plus VAT (£232.40) from the 1st-31st May 2025 and £6342.73 Plus VAT (£486.43) from the 1st – 30th June 2025. (Proposed by Councillor Nutter and seconded by Councillor Coiley). (Copy in Minute Book and on website within Minutes).
   b) Bank Reconciliations – April and May 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Leveridge).
   c) Internal Audit Report 2024-2025 – Annual Governance and Accountability Return (AGAR) – The Council received, considered, and agreed/resolved to accept the Internal Auditor's Report for the year-end, including the recommendations following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
   d) Annual Return for the Year Ended 31 March 2025 **–** Annual Governance and Accountability Return **–**

The Council received, considered, and approved/resolved following the vote, the Accounts, Annual Return and Annual Governance and Accountability Return 2024-2025, along with the supporting documents and authorised the Chairman to sign the Return on behalf of the Council. (Proposed by Councillor Coiley and seconded by Councillor Walker).

e) Financial Regulations – NALC – (National Association of Local Councils) model – The Council agreed to adopt these following the vote. (Procurement update re Internal Auditor recommendations). (Proposed by Councillor Halliday and seconded by Councillor Walker).

f) Parish Council Car Park – The Council considered the suggested, improvement changes to the draft plan. The updated drawing details were approved. (Proposed by Councillor Cunningham and seconded by Councillor Walker) including some cross-hatching for the provision of the footpath near to the car park.

g) FSCS (Financial Services Compensation Scheme) – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Killion), it was agreed to give the notice for transferring £3,000 from the Nationwide Building Society to Metro Bank. (Via Barclays Bank-nominated Nationwide account).

h) Parish Information Board – The Council received an update and considered the matter further. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Halliday), the Council agreed that the previously agreed work can now proceed. (J Howell contractor has already been advised that the work can commence after obtaining any necessary planning consents which are not now required), and subject to Edme agreeing for commencement.

i) Rotary Club - Grant Application for the Christmas Market on 6th December 2025 – The Council received and considered the request. It was noted that £350 was granted last year and £1,600 is remaining in the budget. Following the vote, it was agreed to offer a donation of £350. (This was proposed by Councillor Killion and seconded by Councillor Walker).

10. Correspondence –

a) Cadets Training Request – The Council considered the request for the use of Furze Hill and the Welcome Home Field – Summer training Monday and Wednesday parade evenings 7pm – 9pm – sports, navigation training, low level fieldcraft and Duke of Edinburgh training. No objections have been raised from paying tenants. (18/6/25, 30/7/25, 20/8/25, 17/9/25 and 22/10/25). The public toilet at Furze Hill will be kept open for these dates until 9pm.The requests were agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion).

b) Armed Forces Day 2026 - 27th June 2026 - Furze Hill – The Council noted that there are no known clashes with Mistley Rugby Club and Ramsey and Mistley Football Club who have leases. The Council would also need to see an insurance/public liability certificate with sufficient cover, a copy of a robust risk assessment and reassurance that any damage to the ground etc would be reinstated together with rubbish removed from the site. Subject to the foregoing, the request was agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Cunningham).

c) PACE – The Council considered the request for two PACE volunteers to access the Community Orchard during August 2025) to facilitate a short Film. This was not agreed following the vote, as the Orchards were a Parish Council project with Essex County Council and PACE were not involved in the project. The Clerk will phone PACE to explain the full rationale.

d) Mistley Rugby Club – Fenn Wright temporary signage along The Walls re; the Pram Race – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), the Council agreed to the temporary signage.

11. Stourview Primary School – The Council noted that there are no new updates.

12. Bespoke Councillor Training – Councillors noted the details – Monday 18th August 2025 7pm – 9.15pm – Mistley Village Hall.

13. Policing - Chief Inspector Stuart Austin - Manningtree, Tuesday 22nd July - Manningtree Fire Station, 4 Quay Street - 1pm – Discuss Local Community Matters – The Council noted the event.

14. Annual Professional Inspection Reports – The Council received and considered the two reports for Furze Hill Play Area and The Welcome Home Field.

15. **ICT Policy** – This Policy was adopted following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion). SAPPP – (Smaller Authorities Proper Practices Panel).

16. **Next Meetings** –

- Planning Committee Meeting – Monday 11th August 2025 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 11th August 2025 at 7.30pm at Mistley Village Hall.
- Schedule of Meetings 2026 – The Council received and agreed the schedule following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Killion).

17. **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).

At this point District Councillor Barrett and the Member of the Public left the Meeting.

18. **Confidential Minutes of the Parish Council Meeting held on the 19th May 2025 –** The Council is asked to receive, consider and approve the Confidential Minutes.

19. **Update/Matters Arising from Confidential Minutes held on the 19th May 2025–** The Council is asked to receive and note any updates.

20. **Parish Council Assets – (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 from 29/04/25 to 30/04/2025

Date	Payee Name		£ Total Amount	£ VAT		
30/04/2025	SSE Energy Solutions		935.16	44.53	890.63	St lights
		Total Payments:	**935.16**	44.53	**890.63**	

Payments from 01/05/25 to 31/05/2025

Date	Payee Name	£ Total Amount	£ VAT		
01/05/2025	A&J Lighting	526.8	87.8	439	LED Oxford Rd
16/05/2025	Caster Water Limited	269.54		269.54	Brunswick Allotments
20/05/2025	Caster Water Limited	66.94		66.94	Railway Allotments
20/05/2025	Caster Water Limited	7.35		7.35	Swan Fountain
21/05/2025	Gt Oaktree Land Services Ltd	228	38	70	Orchards & Allotments grass
				70	Orchards & Allotments grass
				50	Orchards & Allotments grass
21/05/2025	Gt Oaktree Land Services Ltd	228	38	63	Orchards & Allotments
				63	Orchards & Allotments

 Signed – Chairman……Date…….

					64	Orchards & Allotments
21/05/2025	Jewson		8.15	1.36	6.79	Postfix
21/05/2025	Jewson		8.15	1.36	6.79	Postfix - Furze
21/05/2025	Gt Oaktree Land Services Ltd		58.8	9.8	49	Footpaths Furze
21/05/2025	Manningtree & District Com Bus		500		500	S137 Grant
21/05/2025	Barclaycard		6.96		6.96	PO stamps
21/05/2025	Zoom Video Comms Inc		77.94	12.99	64.95	Annual subscription
21/05/2025	McAfee		49.99		49.99	McAfee subscription
21/05/2025	Mistley Computers		35		35	Cllr Leveridge
21/05/2025	Mr P Nutter Exp		31.59		31.59	Emulsion (Screwfix)
21/05/2025	Essex Pension Scheme		499.52		499.52	May 25
21/05/2025	Mrs S Clements		93.76		93.76	Exp May 25
21/05/2025	Mrs S Clements		1376.72		1376.72	May 25
21/05/2025	Brian Forrester		22		22	Exp fuel mower/strimmer
21/05/2025	Brian Forrester		789.04		789.04	May 25 & 6 hrs
27/05/2025	Metro Bank A/c 357		8000		8000	Barclays to Metro re FSCS
28/05/2025	Mrs S Clements		10		10	EE office mobile May 25
29/05/2025	SSE Energy Solutions		905.01	43.09	861.92	St Lighting Elec
		Total Payments:	**13799.26**	**232.4**	**13566.86**	

Payments from 01/06/25 to 30/06/2025

Date	Payee Name	Reference	£ Total Amount	£ VAT		
18/06/2025	Castle Water Limited	DD	7.59		7.59	Swan Fountain
24/06/2025	Gt Oaktree Land Services Ltd	BACS	228	38	64	Allots Maintain
					63	Allots Maintain
					63	Allots Maintain
25/06/2025	Mrs J Stobart	BACS	315		315	Int Audit 2025
25/06/2025	Gt Oaktree Land Services Ltd	BACS	228	38	70	Allots & Orchards
					50	Allots & Orchards
					70	Allots & Orchards
25/06/2025	The Play Inspection Co. Ltd	BACS	420	70	350	Annual Furze & Welcome
25/06/2025	The National Allotment Society	BACS	84	14	70	The National Allotment Society
25/06/2025	Amazon	BACS	9.39	1.57	7.82	2026 Diary
25/06/2025	Footprint Land Registry Plans	BACS	110		110	Wildflower Land

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25/06/2025	Mistley Computers		BACS	35		35	Cllr Halliday email set up
25/06/2025	Essex Pension Scheme		BACS	499.52		499.52	June 25
25/06/2025	Brian Forrester		BACS	789.04		789.04	June 25 & 6 add hrs
25/06/2025	Mrs S Clements		BACS	1376.52		1376.52	June 25
25/06/2025	Mrs S Clements		BACS	70		70	June 25
25/06/2025	Gt Oaktree Land Services Ltd		BACS	192	32	160	Extra seasonal
25/06/2025	Mrs S Clements		BACS	10		10	EE office mobile June 25
26/06/2025	Gt Oaktree Land Services Ltd		BACS	1489.99	248.33	248.33	Q3 contract
						248.33	Q3 contract
						248.33	Q3 contract
						248.34	Q3 contract
						248.33	Q3 contract
26/06/2025	Mr P Nutter Exp		BACS	29.95		29.95	Swan Fountain chemicals
30/06/2025	SSE Energy Solutions		DD	935.16	44.53	890.63	St Lights Electricity
		Total Payments:		**6829.16**	**486.43**	**6342.73**	

6 Signed – Chairman……Date…….