MISTLEY PARISH COUNCIL

Minutes of the ANNUAL Parish Council Meeting
of the Parish Council held on Monday 20th May 2024 at Mistley Village Hall

Councillors Present:
Councillor C Besant-Gull
Councillor B Burton
Councillor J Chaplin (Vice Chairman from Minute No.2).
Councillor S Coiley
Councillor P Cunningham
Councillor F Kent
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman from Minute No.1).
Councillor J Robinson
Councillor S Robinson

In Attendance:
Mrs S Clements – Clerk
Seven Members of the Public

Councillor Nutter the current Chairman took the chair for the first item of business.

1. **Nomination of Chairman and Declaration of Acceptance of Office' –** It was proposed by Councillor Killion, seconded by Councillor J Robinson, and agreed following the vote, that Councillor Nutter should continue to serve as the Chairman for the ensuing Council year. Councillor Nutter continued to chair from this point.

2. **Nomination of Vice Chairman and Declaration of Acceptance of Office' –** It was proposed by Councillor Burton, seconded by Councillor J Robinson, and agreed following the vote, that Councillor Chaplin should continue to serve as the Vice Chairman for the ensuing Council year.

3. **Declarations of Acceptance of Office** – Councillors Nutter and Chaplin signed the Chairman and Vice Chairman of the Council respective Declaration of Acceptance of Office forms jointly with the Clerk.

4. **Code of Conduct –** The Council agreed to continue to adopt the Code of Conduct following the vote. (Proposed by J Robinson and seconded by Councillor Cunningham).

5. **Register of Members Interests –** All Councillors agred to review these. The Council confirmed submission by new Councillors.

6. **Welcome and Apologies for Absence –** Councillor Nutter welcomed everyone to the Meeting. There were no apologies for absence.

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

 Signed……Chairman Date……

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Name of Councillor	Details of Interest	Minute Number
Councillors Coiley and Cunningham.	Personal Interests – Members of the Rotary Club.	Minute Number 17 j) Financial Matters – Donation request.
Councillor Burton.	Personal Interest – Sister is a local horse rider.	Minute Number 18 b) Correspondence - Horses
Councillor Burton.	Pecuniary Interest – Sister of Lessee.	Minute Number 20 – Church Meadow.
Councillor Kent.	Pecuniary Interest – Allotment Tenant.	Minute Number 18 c) and d) – Allotments requests.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 25 – Parish Council Assets.
Councillors Coiley, Kent, Leveridge, and Nutter.	Personal Interests – **Current** Trustees of The Welcome Home Trust.	Minute Number 18 g) Car Park and 25– Parish Council Assets.

8. Appointment and Composition of Parish Council Committees & Working Party Groups –

a) Finance Committee – Councillors Chaplin, Coiley, Killion, and Nutter.
b) HR Committee- Councillors Besant-Gull, Chaplin, Kent, Killion, and Nutter.
c) Planning Committee - All Councillors will continue to be Members.
d) Allotment Working Group – Councillors Burton, Chaplin, Coiley, Kent, and Leveridge.
e) Events Working Group – Councillors Besant-Gull, J and S Robinson with the Welcome Home Trustees.
f) Grounds Maintenance & Tree Working Group – Councillors Leveridge and Nutter.
g) Signage Working Group – It was agreed not to continue with this group for now.
h) Other Working Groups – Bus Working Group - Councillors Besant-Gull, Burton, and Chaplin.

9. Appointment of Councillor Representatives –

a) Essex Association of Local Councils (EALC) – Vacant.
b) Footpath Representative - Mr K Garwood – Local Resident and Councillor Besant-Gull.
c) Manningtree District Business Chamber – Councillor Coiley.
d) Mistley Village Hall Management Committee – Councillors Chaplin and Coiley.
e) School Representative – Councillor S Robinson.
f) Tendring District Association of Local Councils – Councillor Cunningham.
g) Transport and Community Rail Partnership - Councillor Nutter is the Representative should this be reinstated.
h) Tree Warden - Councillor Nutter.
i) Tri-Parish Emergency Planning Representative – Councillors Coiley, Kent, Leveridge, J and S Robinson.
j) Trustees of the Rigby and Berry Charity; - Councillor Coiley with Mr Cambridge (Local Resident). (Also, Ex-Officio Rev'd D Turner – Rector Manningtree Benefice).
k) Mistley Village Hall Management Committee Parish Councillor Representatives – Councillors Chaplin and Coiley.
l) Welcome Home Field Trustees - Councillors Besant-Gull, Coiley, Cunningham, Kent, Leveridge, and Nutter.
m) Manningtree Plastic Free Group (with Lawford and Mistley – Councillor Kent.
n) Any other Councillor Representatives – None.

Following the vote, the Council agreed the above representatives and appointments under Minute Numbers 8 and 9.

10. Terms of Reference – Committees – These were received, considered/reviewed, and then agreed for the ensuing year following the vote, subject to the quorum being a third of membership for all Committees. (Proposed by Councillor Coiley and seconded by Councillor J Robinson).

 Signed……Chairman Date……

a) HR Committee.
b) Finance Committee.
c) Planning Committee.

11. **Annual Review of Policies –** These were received, considered/reviewed, and then agreed/resolved following the vote for the ensuing Council year. (Proposed by Councillor Burton and seconded by Councillor S Robinson).

12. **Standing Orders and Financial Regulations –** These were received, considered/reviewed, and agreed following the vote for the ensuing Council year. No changes were agreed apart from the updated Financial Regulations following recent legal updates. (Proposed by Councillor S Robinson and seconded by Councillor Killion).

13. ***Public Voice*** *– One Member of the Public advised that there is still loose glass next to the glass recycling bottle banks. He also spoke about the bollard near to Brunswick Gardens which needs some attention. Another Member of the Public spoke about horses and safer riding in the village. The Council raised no objections to the signs being put out slightly earlier at the War Memorial.*

14. **District and County Councillors Reports –** The District Councillors and County Councillor written reports were received and noted.

15. **Minutes of the Parish Council Meeting held on the 22nd April 2024 –** These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Coiley and seconded by Councillor Besant-Gull). (Copy in Minute Book and website)

16. **Update/Matters Arising from Previous Minutes held on the 22nd April 2024 –** There were no new updates or matters arising.

17. **Financial Matters -** (The Council reclaims VAT).

a) Schedule of Account for Payment – The schedules were received, considered, and agreed following the vote, for payments in the sum of £3592.73 plus VAT - totalling £3762.31 for April 2024 and £3729.59 plus VAT – Totalling £4203.03. (Proposed by Cunningham and seconded by Councillor S Robinson). Please see the end of these Minutes for payment details.

b) Annual Internal Audit Report 2023-2024 – 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 Burton and seconded by Councillor S Robinson).

c) Annual Return for the Year Ended 31 March 2024 **–** 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 2023-2024, along with the supporting documents and authorised the Chairman to sign the Return on behalf of the Council. (Proposed by Councillor Burton and seconded by Councillor S Robinson).

d) Bank Reconciliations – April 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor Burton and seconded by Councillor S Robinson).

e) Bank Signatories – Following the vote, it was agreed that Councillors Killion and Nutter will continue as a bank signatories' and that Councillors Coiley and Cunningham will become signatories also.

f) Locum Cleaner Arrangements – The Council agreed retrospectively following the vote, the Locum Cleaner arrangements from the to the 10th, 11th, 12th, and 13th May 2024. (In budget). The hourly rate including travel is £15 with a total of £60. (Proposed by Councillor Burton and seconded by Councillor J Robinson).

g) Furze Hill – Tree Conservation Area (TCA) consent – The Council received and considered further quotations following the request regarding TCA consent and the cost of work to a Willow Tree. (Dedham Vale Tree - £500 plus VAT, Sage - £595 and J F Tree £600).

 Signed……Chairman Date……

Following the vote, (proposed by Councillor Coiley and seconded by Councillor J Robinson), it was agreed to accept the lower quotation in the sum of £435 plus VAT from Gt Oaktree Land Services. The Council noted the TCA application is pending and that the work needs to be undertaken outside of birds nesting.

h) VAT Receipt – The Council noted receipt of £7,445.96 from HMRC on 22nd April 2024.

i) Swan Fountain – The Council noted the clearance work carried out by volunteers. It noted that three quotations were sought, but only one was received from Tendring Pool and Spa. Following the vote, the Council agreed to defer this matter until the Council's Warden has had the opportunity for a hand-over meeting with the previous volunteer.

j) Manningtree Rotary Christmas Market Saturday 7th December 2024 2pm to 7pm – Donation – The Council noted last year's £250 donation. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Burton), a donation of £350 was agreed.

k) Urgent Finance Matters –

- Flag-Pole – The Council agreed following the vote, to purchase this for its War Memorial at a cost of approximately £30. (Proposed by Councillor Burton and seconded by councillor Coiley).

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

a) Lawford Parish Council – The Council considered the request for Lawford Parish Council to maintain the grounds at Phase 4 Lawford Green, Long Road, (Frontage in Mistley). Following the vote, the Council agreed to defer this pending information from District Councillor Barratt.

b) Horses – Council Land – The Council received and considered the correspondence from one resident. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), it was agreed to monitor to establish if there are further complaints and to find out more about the process of bridleways via Essex County Council PROW – (Public Rights of Way).

Two members of the public left the meeting at this point.

c) Allotments – River Reach Site RR0010 – The Council received and considered the poly tunnel request. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), this was agreed.

d) Allotments – River Reach Site RR0035 – The Council received and considered the shed request. Following the vote, (proposed by Councillor Burton and seconded by Councillor J Robinson), this was agreed, provided that the shed is located in the corner in line with the other tenant's shed.

e) Mysteries of Mistley – Saturday 29th June 2024 – Furze Hill – The Council considered the request for local businesses not to make a £20 donation to the Welcome Home Memorial Trust. The Council asked if Edme could consider a donation to the Trust. This will be reviewed again for future events. Following the vote, (proposed by Councillor Killion and seconded by Councillor J Robinson), this was agreed.

f) Street-Light – Overgrown Greenery – California Road/Shrubland Road – The Council noted that this has been completed.

g) Welcome Home Car Park – The Council noted that the Bowls Club contributed half of the renovation costs, with the Cricket Club paying the other half.

h) Other Correspondence – None.

19. **Three Parish Working Group (Lawford, Manningtree and Mistley**) – Councillors Coiley and Kent advised that the meeting has been postponed.

20. **Church Meadow License** – The Council received, considered, and agreed this following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Besant-Gull).

21. **Parish Council Meetings** – The Council noted the following Meetings:

- Planning Committee Meeting – Monday 1st July 2023 at 7pm – Mistley Village Hall.

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- Parish Council Meeting –Monday 1st July 2023 at 7.30pm – Mistley Village Hall.

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

The two remaining five Members of the Public left the Meeting at this point.

23. **Confidential Minutes of the Parish Council Meeting held on the 22nd April 2024 –** The Council is asked to receive, consider, and approve the Confidential Minutes.

24. **Update/Matters Arising from Confidential Minutes held on the 22nd April 2024–** The Council is asked to receive and note any updates.

25. **Parish Council Assets – (Leases/Licences)** – The Council is asked to receive updates from working group meetings and to consider and agree the next legal stages in conjunction 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.

Date	Payee Name		Reference	£ Total Amount
24/04/2024	Gt Oaktree Land Services Ltd		BACS	84
24/04/2024	Gt Oaktree Land Services Ltd		BACS	84
24/04/2024	Brian Forrester		BACS	744.41
24/04/2024	Essex Pension Scheme		BACS	475.04
24/04/2024	Mrs S Clements		BACS	79.9
24/04/2024	Mrs S Clements		BACS	1315.46
24/04/2024	Manningtree & District Franken		BACS	100
29/04/2024	Jewson		BACS	22.44
29/04/2024	Jewson		BACS	47.06
29/04/2024	Ashtons Legal		BACS	810
		Total Payments:		3762.31

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Date	Payee Name		Reference	£ Total Amount
01/05/2024	A&J Lighting		DD	2408.22
03/05/2024	Welcome Home Trust Nationwide		BACS	450
09/05/2024	Jewson		BACS	53.09
09/05/2024	Jewson		BACS	22.44
09/05/2024	Zoom Video Comms Inc		BACS	77.93
09/05/2024	Amazon		BACS	14.97
09/05/2024	McAfee		BACS	49.99
13/05/2024	Nationwide BS		BACS	500
15/05/2024	A&J Lighting		DD	264
17/05/2024	Mrs J Stobart		BACS	300
17/05/2024	Mr P Nutter Exp		BACS	8.4
17/05/2024	Mr P Nutter Exp		BACS	53.99
		Total Payments:		4203.03

 Signed……Chairman Date……