Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Minutes of the full Parish Council Meeting
held on the 12th August 2024 at 7.30pm at Mistley Village Hall

Councillors Present:
Councillor O Acres (from Minute Number 3)
Councillor C Besant-Gull
Councillor J Chaplin (Vice Chairman)
Councillor S Coiley
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor J Robinson
Councillor S Robinson

In Attendance:
Mrs S Clements – Clerk
Mr John Gili-Ross Vice Chair - EALC (Essex Association of Local Councils) (to Minute Number 9 d).
Four Members of the Public (including two applicants under Minute Number 3 below).

Prior to the Meeting commencing Mr John Gili-Ross gave a short presentation and awarded the Parish Council the Certificate for the Quality Gold Award achieved by the Council.

1. **Welcome and Apologies for Absence –** The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting, including John Gili-Ross the Vice Chair from EALC. Apologies for absence were received from Councillor Cunningham (annual leave) and Councillor Kent (work). These were accepted by the Council. An apology was also received from District Councillor Barrett (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 Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 20 – Parish Council Assets.
Councillors Besant-Gull, Coiley, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 20 - Parish Council Assets.
Councillors Chaplin and Coiley.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 e) Councillors Reports.
Councillors J and S Robinson	Personal Interests – Royal British Legion (RBL) Poppy Appeal	Minute Number 9 i) Councillors Reports.

3. **Parish Councillor Co-option Vacancy** - The Council received and considered the three applications. Two of the applicants gave a short presentation. The third applicant could not attend due to being away on holiday. Following the vote, the Council agreed to nominate Oliver Acres who joined the Meeting as a Parish Councillor. The Declaration of Acceptance of Office was jointly signed with Councillor Acres and the Clerk.

4. **Public Voice** – No Members of the Public wished to speak.

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

6. **Minutes of the Parish Council Meeting held on the 1st July 2024 –** The Minutes were received, considered, and approved following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Coiley). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 1st July 2024 –** There were no matters to note.

8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
   a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge).
      - Rules and Regulations – The Council noted that the Working Group will be meeting in September and will report back.
      - Brunswick Allotments – Unauthorised access – The Council noted that children have been accessing the allotments without the adult tenant. It was noted that the Working Group will be meeting in September and will report back on this matter.
      - River Reach Allotment No RR025 – The Council noted the complaint from another tenant about this overgrown plot. The Clerk has written to the tenant. Councillor Chaplin will liaise with the Clerk about other overgrown allotment plots.
      - Railway Allotments – Hedging – The Council agreed to ask its grounds contractor for a quotation for cutting back hedging and overgrown vegetation in this area to bring back to the next meeting for consideration.
   b) Bus Working Group – (Councillors Besant-Gull and Chaplin) – The timetables for the village were noted. A bid has been made for a new bus shelter for Harwich Road/Rigby Avenue via Essex County Council. Details of the outcome of the application are awaited.
   c) Events Working Group - (Councillors Besant-Gull, J and S Robinson with the Welcome Home Trustees). The Council noted the change to the Memorial Service, (details on the website), that Essex County Council will assist with the provision of the Christmas Tree, solar lights will be sourced for the Christmas event and a WhatsApp group for the Events Working Group will be set up shortly. There are already about 10 people who would like stalls at the Fun at The Furze community event scheduled for summer 2025.
   d) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) –
      - The Swan Fountain – The Council thanked Councillor Leveridge for his hard work with clearing and cleaning the Fountain.
      - Bollard – Car Park – The Council noted that the bollard has been removed and that a new, more robust bollard will be ordered and fitted in due course.
   e) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley). Councillor Nutter spoke about a meeting with Mrs Smith regarding various proposals including emergency planning, a tea station, the Council's storeroom, and room bookings.
   f) Other Meetings/Site Meetings – There were no additional meetings to report on.

9. **Financial Matters –** (The Council reclaims VAT).
   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 £13,088.61 plus VAT (£833.20) for 1-31 July 2024 and in the sum of £378.90 plus VAT (£35.40) for 1-9 August 2024. (See end of Minutes). (Proposed by Councillor Killion and seconded by Councillor J Robinson). (Copy in Minute Book and on website).
   b) Bank Reconciliations – July 2024 – These were received, considered, and agreed following the vote. (Proposed by Councillor S Robinson and seconded by Councillor Coiley).
   c) Play Area – Furze Hill - Professional inspection report – The Council considered the report further. It agreed to obtain some repair costs in accordance with the report recommendations.
   d) Three Parish Working Group (Lawford, Manningtree and Mistley) – Representatives - Councillors Coiley and Kent – The Council considered the request. Following the vote, (proposed by Councillor S Robinson and seconded by Councillor Coiley), it was agreed that £400 be made towards the cost of sand for the beach. This will match-fund the contributions made by Lawford Parish Council under the Local Government (Miscellaneous Provisions) Act 1976, s.19**.** (The power to provide a wide range of recreational facilities).

With regard to the £400 request towards the Christmas tree lights in the High Street, Manningtree, the Council noted that this is already fully-funded for this year. It was agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor S Robinson) that if this fund falls short, then the Council will consider any future request favourably.

At this point Mr John Gili-Ross the Vice Chair from EALC (Essex Association of Local Councils) left the Meeting.

e) Quarter 1 Report – The Council received and noted this report. (Copy in Minute Book).
f) Internal Controls Statement & Report Councillors Checks – The Council received, considered and agreed the statement and report following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Besant-Gull). (Copy in Minute Book). Councillor S Robinson was thanked for her work with this report.
g) Trinity Road Grounds Clearance Works – Following the vote, the Council considered the quotation in the sum of £1,151 plus VAT as received from its grounds' maintenance contractor. It was agreed that more information is needed and that Councillor Nutter will meet on site with the contractor and the resident. The matter will be considered again at the next meeting.
h) The Walls – Seating – The Council agreed that its Warden will treat and paint these seats.
i) Suspect Giant Hogweed – Furze Hill – The Council noted that this is likely Common Hogweed which has grown up due to the weather conditions. The quotation for its grounds' maintenance contractor was received and considered in the sum of £49 plus vat. Following the vote. (Proposed by Councillor Besant-Gull and seconded by Councillor Coiley), the Council agreed to this work and the quotation.
j) Poppy Appeal – The grant application was received and considered. Following the vote. (Proposed by Councillor Chaplin and seconded by Councillor Coiley), the Council agreed to the £150 request for five wreaths. (Local Government Act 1972, s138b). (Councillors J and S Robinson abstained from the vote given their respective interests in Minute Number 2 above).
k) Furze Hill Play Area – Gate – The Council received and considered the quotation for repair in the sum of £332.59 plus VAT. Following the vote. (Proposed by Councillor Coiley and seconded by Councillor S Robinson), the Council agreed to proceed with this quotation.
l) Urgent Finance Matters –
    - External Audit – The Council was pleased to note the receipt of the External Auditor Certificate 2023/24 and the satisfactory completion for the year ended 31st March 2024 with no matters raised by the External Auditor. (Details on website). Notice of Conclusion of Audit year end 31 march 2024.pdf (mistleyparishcouncil.gov.uk)

10. Correspondence –

a) Notice Board, Old Post Office, High Street – The Council agreed to move this from its current site. It was noted that Edme has agreed in principle for the notice board to be erected on Edme land. Councillor Nutter will be meeting with Edme to agree the precise site and will then report back to the next meeting.
b) Mistley Rugby Club – Mistley Pram Race – Following the vote. (Proposed by Councillor J Robinson and seconded by Councillor Besant-Gull), the Council agreed to the use of its land and play equipment subject to the Rugby Club not using the equipment which has been deemed to be unsuitable currently as detailed in the recent professional safety report. The Council also agreed to the temporary community advertising signage along The Walls, and noted that the signage meets with the guidance by the local planning authority/Tendring District Council. The Council has received and reviewed the written risk assessment, insurance and public liability documentation. The Council raised concerns though about damage to its play equipment when used by adults, due to the current condition of the Burma Bridge etc.
c) Crime and Safety Letter from Resident – The Council received and noted the correspondence and concerns from a resident. The details have been shared with other community stakeholders and the appropriate bodies - including our District and County Councillors, Essex County Council Public Rights of Way, Tendring District Council – the Local Planning Authority, The Anti-social Behaviour/Community Safety Officer at Tendring District Council, the developer, and Essex Police –the Police Constable for Community Safety & Engagement Officer Harwich Police Station.
d) Other Correspondence –

- Mistley Rugby Club – Storage Unit – The Council considered the request to install a container next to the existing container which will be for youth apparatus. This was agreed following the vote, (proposed by Councillor Coiley and seconded by Councillor J Robinson), this was agreed.

11. **Mistley Norman Primary School** – The Council noted the latest information, updates, plans, letters and the next meeting date.

12. **Community Litter Pick** - Saturday 17th August 2024 10am – 11am – The Council noted the reminder and the arrangements for the event.

13. **Risk Assessments** – All Areas – The Council received and considered these. It noted that the Council's Warden will carry out visual and written risk assessments on the Cemetery and two Closed Churchyards in readiness for the next Meeting. The Allotment Working Group was asked to look at the three allotments assessments.

14. **Email, Text and WhatsApp Policy** – The Council noted that with regard to its social media accounts and new Facebook page that these have been changed. The updates to the policy were agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor J Robinson). The Council noted that its Facebook page is clear that contact should be made directly to the Clerk via email or telephone regarding questions about the Parish Council and that the Facebook page follows the Council's policies and procedures and is mostly for posting information about the community events and activities of the Parish Council, whilst making it clear the areas of responsibility of our District and County Councils to avoid conflicts of interest and confusion.

15. **LCAS (Local Council Award Scheme) Achieved - Quality Gold Award** – The Council were delighted to receive this award. This recognises that the Council is at the cutting edge of good practice in governance, community engagement and Council improvement, going beyond its legal obligations in continuously seeking opportunities to improve and innovate. For example, the Council is statutory consultee in planning and development and has regular planning committees, it provides additional facilities and services to the local community such as Litter Picking, the Pram Race, Party in the Park and the creation of two Community Orchards. The Council also ensures that it delivers good value for money and that it is transparent with all expenditure.

16. **Next Meetings** –

- Planning Committee Meeting – Monday 23rd September 2024 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 23rd September 2024 at 7.30pm at Mistley Village Hall.

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 S Robinson and seconded by Councillor J Robinson).

18. **Confidential Minutes of the Parish Council Meeting held on the 1st July 2024 –** The Council is asked to receive, consider and approve the Confidential Minutes.

19. **Update/Matters Arising from Confidential Minutes held on the 1st July 2024–** 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.

Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Date	Payee Name	Reference	£ Total Amount	£ VAT		
01/07/2024	A&J Lighting	DD	253.8	42.3	211.5	Station, Norman Rd
05/07/2024	Gt Oaktree Land Services Ltd	BACS	1489.99	248.33	200	1st quarter grounds
					200	1st quarter grounds
					200	1st quarter grounds
					200	1st quarter grounds
					220.83	1st quarter grounds
					220.83	1st quarter grounds
05/07/2024	Tendring District Council	BACS	69.6	11.6	58	Prof play area
05/07/2024	Tendring District Council	BACS	69.6	11.6	58	Prof play area
05/07/2024	Cllr S Robinson	BACS	30.95		30.95	War Memorial
05/07/2024	Cllr. I Leveridge	BACS	49.8		49.8	Swan Basin
24/07/2024	S C Strunkey	BACS	255		255	Locum Cleaning
24/07/2024	Gt Oaktree Land Services Ltd	BACS	582	97	485	Furze Trees
24/07/2024	Assoc Tendring District Local	BACS	20		20	Aff. Fee
24/07/2024	Amazon	BACS	9.99	1.67	8.32	2025 Diary B/Card
24/07/2024	Gt Oaktree Land Services Ltd	BACS	84	14	70	River Reach allots
24/07/2024	Brian Forrester	BACS	744.41		744.41	Jul 24 & 6 hrs
24/07/2024	Mrs S Clements	BACS	1315.46		1315.46	Jul 24
24/07/2024	Mrs S Clements	BACS	79.9		79.9	Jul 24
24/07/2024	Essex Pension Scheme	BACS	475.04		475.04	Jul 24
24/07/2024	Jewson	BACS	35.77	5.96	29.81	Railway Allots
24/07/2024	Jewson	BACS	23.64	3.94	19.7	R Reach Allots
30/07/2024	SSE Energy Solutions	DD	8332.86	396.8	7936.06	1/10/23 - 30/6/24 St lights
	Total Payments:		13921.81	833.2	13088.61	

Date	Payee Name	£ Total Amount	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre		
01/08/2024	VCS Websites Ltd.	166.5					166.5	6 months web & emails
01/08/2024	A&J Lighting	212.4		35.4			177	The Walls & High St
	Total Payments:	378.9	0	35.4			343.5	

5 Signed – Chairman……Date……..

6 Signed – Chairman……Date……..

7 Signed – Chairman……Date……..