Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Minutes of the full Parish Council Meeting
held on the 10th March 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 F Kent
Councillor I Killion
Councillor I Leveridge
Councillor P Nutter (Chairman)
Councillor P Read (From Minute Number 3)

In Attendance:
Mrs S Clements – Clerk
District Councillor T Barrett
Five Members of the Public

1. **Welcome and Apologies for Absence –** The Chairman of the Council – Councillor Nutter welcomed everyone to the Meeting. An apology for absence was received from Councillor Besant-Gull (unwell). This was accepted by the Council. The Council noted that regrettably Oliver Acres has today (10th March 2025) resigned from the Council due to time restraints with family and work commitments. He was thanked for his assistance during his term of office. The Clerk will now liaise with the Elections Department of Tendring District Council regarding the required first legal notice.

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
Councillors Halliday and Kent	Pecuniary Interests – Allotment tenant.	Minute Number 8 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 19 – Parish Council Assets.
Councillors Coiley, Cunningham, Kent, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust.	Minute Numbers 8 d) & 19 - Parish Council Assets.
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 the Rotary Club of Manningtree	Minute Number 10 a) Correspondence.

3. **Co-option of Parish Councillor** – The Council received and considered the two applications. Following the vote, it was agreed to co-opt Paul Read. (The Chairman used his casting vote). The Declaration of Acceptance of Office was jointly signed with the Clerk. Councillor Read joined the Meeting and the Council at this point.

   The Council noted that regrettably Oliver Acres has today (10th March 2015) resigned from the Council due to time restraints with family and work commitments. He was thanked for his assistance during his term of office. The Clerk has been int touch with the Elections Department of Tendring District Council regarding the first legal notice.
   https://www.mistleyparishcouncil.gov.uk/council/mistley/PARISH%20Casual%20Vacancy%20Notice%2010.03.25.pdf

4. **Public Voice** – One Member of the Public raised concerns about Harwich Road and parking issues. The Parish Council will report this matter to the North Essex Parking Partnership. The Member of the Public also raised concerns about some misuse of the Disabled Parking space in the Parish Council's Car Park which is being blocked at times. The Parish Council will look into this matter. Another Member of the Public raised the issue of potholes. He was advised that this needs to be reported on Essex County Council's Highways online reporting tool. Speeding issues along Harwich Road was also raised. The Clerk will raise these with the appropriate bodies.

5. **District and County Councillors Reports –** The District Councillors written report and the County Councillor's written report were received and noted. District Councillor Barrett spoke about the Tendring District Council Local Plan Review and the consultation period for "Issues and Options" and the "Call for Sites" which runs from Monday 3rd March 2025 until 5pm on Monday 14th April 2025.

6. **Minutes of the Parish Council Meeting held on the 27th January 2025 –** These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Killion and seconded by Councillor Coiley). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 27th January 2025 –**
   - Minute Number 12 d) Correspondence – Land to the North of Stourview Close - The Council noted that the developer and the District Council has agreed to the name change from Butterfly Avenue to Peacock Avenue for one of the roads.

8. **Councillors Reports on Working Party Meetings/Other Meetings/Site Meetings–**
   a) Allotment Working Group – (Councillors Chaplin, Coiley, and Leveridge.
      - River Reach Plot No. RR0029 –The Council noted that the Working Group will be carrying out a site visit to consider the request for 2 x small orchard type apples trees.
      - Railway Allotments – The Council noted that work is nearly completed on this site with the fencing and gates work. (The Council's Warden is undertaking this).

   b) Bus Working Group – Councillors Besant-Gull and Chaplin – The Council noted that research is ongoing for a suitable replacement bus shelter at Rigby Avenue/Harwich Road.
   c) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter)
      - Tree Pruning – Community Orchards – 22nd February 2025 – The Council noted that this session worked well.
      - Community Tree Planting – Essex County Council – February 2025 – The Council received an update about this project which has been successful.
      - Knobbly – The Council received an update and noted the further professional advice about moving the path outside of the fence, rather than inside the fence and to close the gap off at the bottom. Also to bark the inside area. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Leveridge), this was agreed.

   d) Mistley Village Hall Management Committee – (Parish Councillors Reps - Chaplin and Coiley).
      - Village Hall - Partition in the main hall – Following the vote, (proposed by Councillor Killion and seconded by Councillor Nutter), the Council agreed to the request to remove the folding partition.

   e) 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 £811.89 plus VAT (£38.66) for the 31st January 2025, in the sum of £8996.87 plus VAT (£855.36), from the 1st-28th February 2025 and in the sum of £895.43 plus VAT (£44.53) from the 1st-10th March 2025. (Proposed by Councillor Cunningham and seconded by Councillor Coiley). (Copy in Minute Book and on website within Minutes).
   b) Bank Reconciliations – January and February 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Coiley).
   c) Internal Auditor – Mrs Jan Stobart. This was agreed and confirmed following the vote. (Annual fee £315). (Proposed by Councillor Cunningham and seconded by Councillor Coiley).

d) Invoice to Manningtree and Mistley Welcome Home Memorial Trust Fund – The Council noted the annual invoice from the Trust to the Parish Council in the sum of £950.00. (The Trust's AGM on the 20th January 2025 refers).

e) Parish Information Board – Edme site – The Council received an update and considered the options further. The latest funding position was noted regarding Edme and Manningtree Rotary Club. With regard to funding assistance, the Edme community fund contribution is to be confirmed, and the Rotary Club cannot unfortunately assist with this project on this occasion. The quotations received were considered. Jack Howell has quoted £1057.20 for the steel posts option and £720 for the timber option. CW Fencing has quoted £1690 for the steel posts option and £1202 for the timber option. Design Clark has quoted £1,160 for the steel posts option. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to accept the quotation for £1057.20 from Jack Howell for the steel posts option. It was agreed to provide Edme with an update and check the funding position and final Edme approval of this work (on Edme land), and to establish if planning consent is needed.

f) Additional Grounds Maintenance Work – The Council received and considered the quotation for £420 plus VAT from its grounds maintenance contractor for 12 x cuts at both Community Orchards and the River Reach Allotments Site, 2 x cuts at Furze Hill footpaths near the Secret Bunker, 12 x cuts/maintenance at the Railway Allotments, 2/3 x cuts at Remercie Road (near the School), 2/3 x cuts at Brunswick near the Allotments Site and 2/3 cuts at Mistley Heath for cutting the large bush near to the bus shelter. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to accept this quotation.

g) Dog & Litter Bins – The Council noted that the dog bin at Green Lane is often overflowing. Councillors also noted the issues with 2 x dog bins at the Churchyard where at times, one of the dog bin's is being used for general litter. The cost of servicing dog bins is currently £105.08 per annum, per bin with weekly emptying. The cost of servicing litter bins is currently £108.37 per annum, where the bins are emptied twice weekly. A new dog bin (large size) will cost £225 plus VAT, plus £12.50 plus VAT delivery. A new litter bin (110 ltr) will cost £137.03 plus VAT, plus £12.50 plus VAT delivery. (The costs of emptying services to the District Council will also be payable for any new bins). Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Kent), it was agreed to purchase a larger dog bin (£225 plus VAT, plus £12.50 plus VAT for delivery), for installation at the top of Green Lane. (The existing smaller dog bin will be stored by the Parish Council for future use/alternative sites).

h) Play Area - Gates - Furze Hill, Shrubland Road, Mistley – The Council received and considered the quotation in the sum of £332.59 plus VAT for the repair of the gates. This was agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Leveridge).

i) Welcome Home Field – New Seating Area – Trip Hazard – The Council received and considered the quotation from its grounds' maintenance contractor in the sum of £866.90 plus VAT to remove the rubber wet pour, add top soil and level and seed with grass seed. This was agreed following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Kent).

j) Brantham Parish Council, Suffolk - Request for funding to support Brantham Skate Park – The Council received and considered the request. It was agreed following the vote, not to support this project financially. (Proposed by Councillor Kent and seconded by Councillor Killion).

k) Play Area Inspections (Furze Hill & Welcome Home Field) – The Council received and considered the quotations for the inspections which are due in May 2025 in the sum of £350 plus VAT for both sites. The Council noted that Tendring District Council is no longer arranging these inspections on behalf of Parish/Town Councils. (Email dated the 12th February 2025 refers). Previously the cost for both sites via the District Council was approximately £175 plus VAT. The £350 plus VAT quotation for both sites was agreed following the vote. (Proposed by Councillor Killion and seconded by Councillor Kent).

l) Office Mobile Phone – The Council received an update on the new charging structure. It was noted that the Clerk can no longer receive a free of charge service via her own contract and that in March 2025 the charge will be £10 for the month and thereafter £11.50 per month, with an annual review in March 2026. This includes unlimited telephone calls and texts with 10MB of data via EE. (As the Clerk works from home, her own private Broadband. Wi-fi etc will be used at no cost to the Parish Council). The above contract/service costs were agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Killion).

10. Correspondence –

a. The Rotary Club of Manningtree - Mayflower 10k run and children's fun run – 10th August 2025 – 9am – 5/6pm - The Council agreed to the request to use Furze Hill Field for this fundraising event following the vote. (Proposed by Councillor Halliday and seconded by Councillor Killion)
b. Other Urgent Correspondence – There were no matters.

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

12. **The Walls – Vendors**– The Council carried out a formal review in readiness for March/April 2025 to October 2025. It considered the current terms and conditions of the operating licenses, and the 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. Following the vote, (proposed by Councillor Killion and seconded by Councillor Kent), it was agreed to continue with this arrangement.

13. **Risk Assessments** – The Council received an update and noted that the following work will be completed on Sunday 16th March 2025 by the Council's Warden.

- Railway Allotments – Litter Bin – This will be completely removed from the site.
- Furze Hill Play Area – Benches – The Warden will pressure wash the moss and paint with wood treatment.
- Furze Hill Play Area - Stride Jumps – The Warden will sand down the areas with splinters.

14. **North Essex Veterans Group** – The Council agreed following the vote to the Group using the public toilet for the Great Tommy Sleep event from 11th April 2025 4pm to 12th April 8.30am. (Proposed by Councillor Coiley and seconded by Councillor Kent).

15. **Next Meetings** –

- Annual Parishioners Meeting – Monday 14th April 2025 at 7pm at Mistley Village Hall.
- Planning Committee Meeting – Monday 28th April 2025 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 28th April 2025 at 7.30pm at Mistley Village Hall.

16. **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 and District Councillor Barrett, since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Coiley and seconded by Councillor Cunningham).

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

17. **Confidential Minutes of the Parish Council Meeting held on the 27th January 2025 –** The Council is asked to receive, consider and approve the Confidential Minutes.

18. **Update/Matters Arising from Confidential Minutes held on the 27th January 2025–** The Council is asked to receive and note any updates.

19. **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.

20. **PDP (Personal Development Plans)** – Staff – The Council is asked to note that these have been completed.

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

Payments 31/01/2025

Date	Payee Name	Reference	£ Total Amount	£ VAT		
31/01/2025	SSE Energy Solutions	DD	811.89	38.66	773.23	St lights

4 Signed – Chairman……Date…….

Total Payments:	**811.89**		**38.66**	**773.23**	

Payments
01/02/2025 – 28/02/2025

Date	Payee Name	Reference	£ Total Amount	£ VAT		
03/02/2025	A&J Lighting	DD	237.9	39.65	198.25	New Rd & The Green
03/02/2025	A&J Lighting	DD	208.8	34.8	174	Heath Rd
10/02/2025	HMRC	BACS	1290.33		1290.33	Q3 NI & Tax Staff
12/02/2025	HMRC	BACS	4.8		4.8	Add NI & Tax Q3
15/02/2025	A&J Lighting	DD	526.8	87.8	439	Trinity Rd new LED
20/02/2025	Caster Water Limited	DD	7.14		7.14	Swan Fountain
25/02/2025	Gt Oaktree Land Services Ltd	BACS	180	30	150	Furze tree work
25/02/2025	Gt Oaktree Land Services Ltd	BACS	3600	600	3000	Trinity Rd tree etc
25/02/2025	VCS Websites Ltd.	BACS	264		264	Domain, Web & Emails
25/02/2025	Society Local Council Clerks	BACS	275		275	2025 membership
25/02/2025	Footprint Land Registry Plans	BACS	120		120	Rugby Club
25/02/2025	Gt Oaktree Land Services Ltd	BACS	211.2	35.2	176	W/Home Play
25/02/2025	Jewson	BACS	31.12	5.19	25.93	Railway Allots
25/02/2025	Gt Oaktree Land Services Ltd	BACS	120	20	50	Furze & R/Way allots
					50	Furze & R/Way allots
25/02/2025	Essex Pension Scheme	BACS	499.52		499.52	Feb 25
25/02/2025	Brian Forrester	BACS	789.04		789.04	Feb 25 & 6 extra hrs
25/02/2025	Mrs S Clements	BACS	1376.52		1376.52	Feb 25
25/02/2025	Mrs S Clements	BACS	93.76		93.76	Feb 25
28/02/2025	Jewson	BACS	16.3	2.72	13.58	R/Way Allots
		Total Payment:	**9852.23**	**855.36**	**8996.87**	

Payments
01/03/2025-10/03/2025

Date	Payee Name		Reference	£ Total Amount	£ VAT		
03/03/2025	SSE Energy Solutions		DD	935.16	44.53	890.63	Elec St lights
04/03/2025	HMRC		BACS	4.8		4.8	Q3 NI & Tax under
		Total Payments:		**939.96**	**44.53**	**895.43**	

5 Signed – Chairman……Date…….