Mistley Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Minutes of the full Parish Council Meeting
held on the 3rd November 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
Jayne Crowley - Head of School at Stourview Primary Academy
Thirty-Six Members 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 and did not send apologies for absence. Persistent Absence - Local Government Act (LGA) 1972, s 85(1) and (2) and LGA 1972, s 85(1) and automatic disqualification now applies. An apology for absence was received from District and County Councillor Carlo Guglielmi (meeting clash).

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 Walker.	Pecuniary Interest – Allotment tenants.	Minute Number 8 a) Councillors Reports.
Councillor Leveridge.	Personal Interest – Member of the Rugby Club.	Minute Number 16 – Parish Council Assets.
Councillors Coiley, Cunningham, Leveridge and Nutter.	Personal Interests – Trustees of The Welcome Home Trust. .	Minute Numbers 16 - Parish Council Assets.
Councillors Chaplin, Coiley, and Cunningham.	Personal Interests – Trustees of Mistley Village Hall Management Committee.	Minute Number 8 d) Councillors Reports.

3. **Public Voice** –
   - One Member of the Public spoke about the missing "No Parking" highways sign at Pound Corner – The Clerk will ask County Councillor Guglielmi about this. Comments and observations were made about the newly reconfigured lines in the Council's Car Park. Another Member of the Public spoke about the condition of Shrubland Road/California Road, speeding vehicles, a request for additional directional signage to the Secret Bunker dwellings and concerns about overgrown trees/shrubs. Another Member of the Public raised concerns about a dangerous building in the middle of The Maltings near to the Quayside – The Clerk will report this issue to Tendring District Council and its dangerous structures relevant area/department.
   - **MITHRAS (Mistley Thorn Residents Association)** – The Council received a presentation from MITHRAS with the following request to the Council: "That Mistley Parish Council formally approaches Tendring District Council and Essex County Council to request a written statement on:

- The legal status and ownership of the blocked north pedestrian route.
- Essex County Council's (ECC) intentions regarding the future of the Thorn Quay site.
- Any planned short-term safety measures or long-term redevelopment actions.
- A named contact at ECC for Thorn Quay matters".

District Councillor Barrett provided an update relating to both Tendring District Council and Essex County Council and confirmed that the issues are being actively pursued by Essex County Council with Tendring District Council via County Councillor Carlo Guglielmi. The Parish Council thanked District Councillor Barrett for his update and for his support with this protracted and ongoing issue and his responses to MITHRAS at this Meeting. The Council also thanked County Councillor Guglielmi.

Members of MITHRAS left the Meeting at this point.

4. **District and County Councillors Reports –** The District Councillors written report and the County Councillor's written report were received and noted. District Councillor provided an update on the latest local position regarding the Local Government Review (LGR).

5. **Stourview Primary School** – The Council welcomed Jayne Crowley - Head of School at Stourview Primary Academy. She provided a brief update on the new school building and advised that on Friday 12th December 2025 a school fayre will be held and all are welcome.

Jayne Crowley - Head of School at Stourview Primary Academy left the Meeting.

6. **Minutes of the Parish Council Meeting held on the 22nd September 2025 –** These Minutes were received, considered, and approved following the vote. (Proposed by Councillor Cunningham and seconded by Councillor Walker). (Copy in Minute Book and on website).

7. **Update/Matters Arising from Previous Minutes held on the 22nd September 2025 –** 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) –
      - Brunswick Allotments - Side of the Brunswick Gardens approach road – The Council considered the further complaints received from residents of Brunswick Gardens. It was noted that the hedge is cleared twice yearly by the Council's grounds maintenance contractors and that any gardening/weeding needs to be carried out by Volunteers as gardening work falls outside of the grounds contract.
      - Non-Cultivation of Allotments – The Clerk will write to the relevant tenants.

   b) Bus Working Group – (Councillors Chaplin, Halliday, and Walker) – The Council noted that the existing bus shelter at the junction of Harwich Road/Rigby Avenue will be removed from the site on the 10th November 2025 at 12 noon with the new shelter installed on the same day.
   c) Grounds & Tree Maintenance Working Group – (Councillors Leveridge and Nutter with other Councillors/Residents/Other Volunteers and the Council's Warden) – The Council received an update regarding the voluntary clearance work carried out at the Cemetery. Volunteers were thanked for their work. The Council noted that the Sycamore Tree at the Welcome Home Trust's field which was vandalised needs to be replaced. (Entrance – the first tree). Following the vote, (proposed by Councillor Halliday and seconded by Councillor Walker) it was agreed that a new tree should be sourced/purchased and also that suitable hedging be purchased to fill the gap in the hedge that has been purposefully made.
   d) Mistley Village Hall Management Committee – (Parish Councillor Reps - Chaplin and Coiley). The Council noted that the Hall's urn has been damaged, that the solar panels have been installed, that the new kitchen is now completed and there is an increase in bookings.
   e) Road Safety Working Group – (Councillors Chaplin and Walker) - Only one local resident has offered to be a volunteer so far. Speeding is still an issue in the area. Another social media post will be posted seeking volunteers.
   f) Other Meetings/Site Meetings – There were no additional meetings to report on.

9. **Financial Matters –** (The Council reclaims VAT). (The Council has the General Power of Competence - GPC under the Localism Act 2011 ss 1 to 8).

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 £5499.80 plus VAT (£38) - 23rd – 30th September 2025 and in the sum of £12,509.76 plus VAT £1347.76 - 1st – 31st October 2025. (Proposed by Councillor Killion and seconded by Councillor Cunningham). (Copy in Minute Book and on website within Minutes).

b) Bank Reconciliations – September and October 2025 – These were received, considered, and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Cunningham

c) External Audit – The Council was pleased to note the receipt of the External Auditor Certificate 2024/25 and the satisfactory completion for the year ended 31st March 2025. (Details on the website and a notice board).

d) Mistley Cricket Club – The Council received and considered the application. The Council noted the legal limit for grants/donations is currently £11.10 per elector and that £950 remains in the budget up until the 31st March 2026. Following the vote, (proposed by Councillor Killion and seconded by Councillor Coiley), it was agreed to ask the Cricket Club for details about the project deadline dates and bring the matter back to the next Meeting.

e) Metro Bank – Following the last Meeting, the Council noted that Suffolk Building Society cannot open accounts for Parish/Town Councils currently. (Metro Bank with effect from the 1st December 2025 will charge £3 monthly fee). Following the vote, (proposed by Councillor Killion and seconded by Councillor Cunningham), the Council agreed the alternative option with Unity Trust Bank – Instant Access Account 2.12% gross. Instant Access Business Savings Account | Ethical Savings The Council noted that Unity Trust Bank are recommended by NALC (National Association of Local Councils), and understand the banking needs of Parish/Town Councils.

f) Metro Bank – Welcome Home Trust - Following the last Meeting, the Council now noted that Lloyds Bank has declined the application. Following the vote, (proposed by Councillor Coiley and seconded by Councillor Walker), the Council agreed on behalf of The Trust to the alternative option to open up a feeder bank account with Barclays Bank.

g) Green Lane Dog Bin – Replacement – Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Leveridge), the Council agreed to buy a replacement bin at £268.09 plus VAT.

h) Poppy Appeal Request via North Essex Veteran's Group - Purchase - £100 – Wreaths x 5 – Following the vote, (proposed by Councillor Killion and seconded by Councillor Walker), the purchases totalling £100 were agreed.

i) Precept – 2nd instalment – The Council noted receipt of £53,113 on the 9th October 2025.

j) Beech Tree, Churchyard, Trinity Road – The Council noted that the Local Planning Authority's Tree and Landscape Officer has inspected the tree, and the Officer does not consider works necessary for the continued good health of the tree. An application to reduce the crown of the tree by approximately 20% and rebalancing works would likely be considered favourably though. Following the vote, (proposed by Councillor Cunningham and seconded by Councillor Coiley), it was agreed to advise the resident in Trinity Road that the Clerk could apply for a tree conservation area planning application and obtain quotations for the resident, but that the Council has no budget for the work required by the resident.

k) Barclays Bank – Following the vote, (proposed by Councillor Coiley and seconded by Councillor Cunningham), it was agreed to transfer £15,900 to Metro Bank or the new Unity Trust Bank (depending on timescales) re: FSCS (Financial Services Compensation Scheme).

l) Shrubland Road/California Road – The Council received details about the issues raised by local residents along this private, unadopted road. It noted that a vulnerable resident has fallen a number of times because of the condition of the road and that fuel and other delivery drivers – including the District Council's bin collection contractors refuse to use the access due to its condition The District Council's contractors have deemed the road unsafe for its collection vehicles to drive down parts of the road and for wheeled bin collections. This is due to the risk of damage to their vehicles and/or injury to their operatives when wheeling bins across such an uneven surface, and the difficulty in operating vehicle lifts correctly when the vehicle is on an uneven surface. To ensure residents still receive a service where possible, the contractors have made alternative arrangements with Tendring District Council. It is possible that the ambulance services could also refuse to use certain areas of the road/s.

A discussion ensued. However, the Council advised some of the residents who attended the Meeting that they will need to make their own private arrangements to maintain the road, or investigate bringing the road up to the required standard with a view to getting the road adopted by Essex County Council Highways.

10. Correspondence –

a) Seating request - The Green – The Council received and considered the request from MITHRAS, (Mistley Thorn Residents Association) including receipt of confirmation emails from Tendring District Council's Planning and Development/Heritage Team and Essex County Council Highways confirming that no consents are required for the proposed memorial seat. The Council agreed to MITHRA's request and noted that MITHRAS will pay for the concrete base and the bench, that MITHRAS will also ensure that the bench is maintained, with any trimming of grass under/around the seat to be maintained by MITHRAS. (Proposed by Councillor Walker and seconded by Councillor Chaplin).

b) Mistley Rugby Club – Community Fun Day - Sunday 24th May 2026 - 2pm till 11pm (with live music) – This was agreed following the vote. (Proposed by Councillor Walker and seconded by Councillor Cunningham), provided that the Rugby Club carries out a robust risk assessment, ensures that there is ample public liability insurance in place, that the necessary licenses are in hand, that any rubbish will be cleared from the site and the ground reinstated if there is any damage and that the football pitch should not be used.

c) Natural Water Course - California Road – The Council considered the issues raised by some residents via District Councillor T Barrett. Councillors noted that this matter falls outside of the legal remit of the Parish Council.

11. Grounds Maintenance Contract – The Council received an update regarding overgrown boundaries at the churchyard. Councillors noted that the Clerk has written to the contractor regarding these issues.

12. Next Meetings –

- Finance (Budget) Committee Meeting – November 2025 – at 6.30pm at Mistley Village Hall.
- Planning Committee Meeting – Monday 15th December 2025 at 7pm at Mistley Village Hall.
- Parish Council Meeting – Monday 15th December 2025 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).

14. Confidential Minutes of the Parish Council Meeting held on the 22nd September 2025 – The Council is asked to receive, consider and approve the Confidential Minutes.

15. Update/Matters Arising from Confidential Minutes held on the 22nd September 2025– The Council is asked to receive and note any updates.

16. 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.

Date	Payee Name	£ Total Amount	£ VAT		
23/09/2025	Clear Councils	2554.52		2554.52	Ins 2025/26
23/09/2025	Gt Oaktree Land Services Ltd	228	38	70	All Allots
				70	All Allots

 Signed – Chairman……Date…….

				50	All Allots
23/09/2025	Brian Forrester	10		10	Key cut toilet
23/09/2025	Essex Pension Scheme	499.52		499.52	Sept 25
23/09/2025	Brian Forrester	789.04		789.04	Sept 25 & 6 hrs
23/09/2025	Mrs S Clements	1376.72		1376.72	Sept 25
23/09/2025	Mrs S Clements	10		10	EE Office Phone
23/09/2025	Manningtree District Frankenberg	50		50	Sept 25 Membership
23/09/2025	Tendring District Local History	20		20	Donation
		5537.8	**38**	**5499.8**	

Date	Payee Name	£ Total Amount	£ VAT		
01/10/2025	A&J Lighting	523.8	87.3	436.5	New Rd Towers Anchor Lne
10/10/2025	Collier & Catchpole	10.6	1.77	8.83	Play Area Furze
10/10/2025	TW Logistics Ltd	25		25	Railway Allots
10/10/2025	Barclaycard	6.96		6.96	Postage stamps
13/10/2025	HMRC	1798.12		1798.12	Q2 NI & Tax Staff
13/10/2025	PKF Littlejohn LLP	504	84	420	Ext Audit 31.03.25
13/10/2025	Gt Oaktree Land Services Ltd	1489.99	248.33	248.33	Quarter Grounds All
				248.33	Quarter Grounds All
				248.33	Quarter Grounds All
				248.33	Quarter Grounds All
				248.34	Quarter Grounds All
13/10/2025	Suffolk Assoc Local Councils	86.4	14.4	72	6 months payroll services
13/10/2025	D Line Markings Ltd	1050	175	875	Line marking Furze
15/10/2025	A&J Lighting	276	46	230	Rigby, New Rd various
20/10/2025	Castle Water Limited	19.37		19.37	Swan Fountain
23/10/2025	Glasdon UK Limited	303.16	50.53	252.63	Litter Bin Pound Corner
23/10/2025	Ashtons Legal	3063	503	2560	Wildflower legal
23/10/2025	Gt Oaktree Land Services Ltd	228	38	70	Allots grass maintain
				70	Allots grass maintain
				50	Allots grass maintain
23/10/2025	Essex Pension Scheme	499.52		499.52	Oct 25
23/10/2025	B Forrester	789.04		789.04	Oct 25 & 6 hrs
23/10/2025	Mrs S Clements	1376.52		1376.52	Oct 25
23/10/2025	Mrs S Clements	70		70	Oct 25
23/10/2025	Mrs S Clements	10		10	EE Office Phone Oct 25

29/10/2025	SSE Energy Solutions	726.74	34.61	692.13	Aug St Lights Elect
29/10/2025	SSE Energy Solutions	857.3	40.82	816.48	Sept St Lights Elect
31/10/2025	Gt Oaktree Land Services Ltd	144	24	120	Remercie & Mistley Heath
		13857.52	**1347.76**	**12509.76**	