

MISTLEY PARISH COUNCIL



Mistley Parish Councillors are hereby summoned to the
Meeting of the full Parish Council to be held at the Village Hall,
Shrubland Road on Monday 11th March 2019 commencing at 7.30pm

A G E N D A

1. **Welcome and Apologies for Absence** – To receive.
2. **Declarations of Interest** – To receive.
3. **Public Voice** – To facilitate members of the public / press to address the Council to a maximum of three minutes per person and up to 15 minutes for the session
4. **District and County Councillors Reports** – To note written reports and to clarify any points from the said reports. (To follow).
5. **Minutes of the last full Parish Council Meeting held on the 28th January 2019** – To receive, consider and approve. (Minutes attached).
6. **Update/Matters Arising from Previous Minutes held on the 28th January 2019** – To receive and note any updates.
7. **Report on External Meetings attended** – To receive a brief verbal or written update including:
 - a) Emergency Planning Meeting – To receive any verbal updates from Councillor Chaplin following attendance at the Meeting on the 5th February 2019 with Mr A Lee. (Notes attached). To receive a verbal update from the Clerk following the Meeting on the 6th March 2019.
 - b) Lawford Housing Enterprise Trust – To receive a verbal update following the meeting and viewing of the Trust Houses on the Hopkins Homes site on the 23rd February 2019.
 - c) Mistley Place Park – To receive any new updates.
 - d) Mistley Allotment & Leisure Gardners' Association Annual General Meeting (AGM) – To receive a verbal update from the Clerk following this Meeting on the 4th March 2019. To consider and agree any matters in relation to Allotments or New Allotments in Mistley, including a Working Party Meeting.
8. **Parish Council Standing Orders and Financial Regulations** – To receive a progress update.
9. **HR Policies – Staff Handbook** - To consider and agree/adopt. (Copy attached).
10. **Document Retention Policy** – To receive, consider and agree amendments. (Copy attached). (Deferred from last Meeting on 28th January 2019).
11. **Assets Register (in conjunction with Insurance Policy)** – To receive, consider and agree amendments. (Copy attached). (Deferred from last Meeting on 28th January 2019).
12. **Community Engagement Policy** – to receive, consider and agree. (Copy attached).
13. **Manningtree Library** – To receive an update from the Chairman of the Council following the closed Meeting and to consider any proposals further, in partnership with Manningtree Town Council and Lawford Parish Council.
14. **Clerk and RFO (Responsible Financial Officer) Matters**
 - a) Schedule of Accounts for Payment – To receive, consider and agree payments to date (and any bank transfers), since the last Meeting and any other urgent payments after the issue of this agenda. (To follow);
 - b) Internal Auditor – 3rd Quarter – To receive an update;
 - c) Appointment of Internal Auditor – To consider and agree this appointment for the new Council year;
 - d) Internal Councillor/s Checks – To consider and agree (best practice). (Chairman and RFO to complete at Meeting and sign). (Copy attached).
 - e) Insurance Claim – Street Light – Harwich Road – To receive an update.
 - f) Finance Matters – To consider and agree any urgent finance matter after the agenda has been sent.
15. **Casual Parish Councillor Vacancy** – To receive, consider and agree the co-option application/s. (Resume attached).
16. **Council's Website** – To consider and agree an upgrade.
17. **Shrubland Road Car Park Barrier** – To consider and agree the request received from a Councillor. (Details available at the Meeting).
18. **Parish Council Notice-Boards** – To consider and agree upgrading/removing Notice-boards around the Village.
19. **Correspondence** – To note the following:
 - a) Essex Energy Switch 2019 – Scheme via the County Council to help reduce energy bills. (Details displayed on website and around the Village. Registration deadline was 12th February 2019).

- b) Manningtree Community First Responders – To receive and note the annual update on how the community has been supported during 2018 and the invitation for a Councillor to attend a future Meeting. (The Group meet every Monday from 7pm – 9pm (excluding bank holidays) at the St John Ambulance Hall in Manningtree).
 - c) Essex County Council – Highways – Mistley Footpath Number 7 – To note that the diversion of this footpath came into force on the 7th February 2019.
 - d) Essex County Council – Highways – Diversion of Footpaths 10 and 11, Mistley - came into force on the 18th January 2019.
 - e) Friends of Historic Essex – To note the AGM on Saturday 6th July 2019 and to consider and agree the annual membership subscription of £12.00 and the Essex on the Edge one day conference on Saturday 18th May 2019 in Chelmsford which is £30 per person which includes a light lunch.
 - f) Welcome Home Field Hire Request - To consider and agree this request and the responses from the Trustees.
 - g) Manningtree Town Council – Community Governance Review request - To consider and agree this review further as requested by Manningtree Town Council in readiness for the District Council's full Meeting on the 26th March 2019. (Mistley Parish Council already resolved that it is not in favour of this Review).
20. **Dates of Next Meetings**- 7.30pm in the Village Hall. Planning Committee – Thursday 21st March 2019 and Mistley Annual Parishioners Meeting – Tuesday 23rd April 2019 at 7pm., followed by full Parish Council Meeting at 8pm.
 21. **Resolution to Exclude the Public and the Press** – The Public Bodies (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102. The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.
 22. **Confidential Minutes of the full Parish Council Meeting held on the 28th January 2019** – The Council is asked to receive, consider and agree the Minutes. (Confidential Minutes attached – Parish Councillors only).
 23. **Update/Matters Arising from the Confidential full Parish Council Minutes held on the 28th January 2019** – The Council is asked to receive and note any matters.
 24. **Staffing Restructure** – To receive an update from the Village Hall Management Committee.
 25. **Staffing National Salary Awards** – To consider and agree the recommendations from NJC (National Joint Council), NALC (National Association of Local Councils) and EALC (Essex Association of Local Councils). (Effective from 1st April 2019).



Susan Clements (Assoc. CIPD) CILCA (FSLCC) - Parish Clerk
5th March 2019