

MISTLEY PARISH COUNCIL

Minutes of the full Parish Council Meeting held on Monday 16th March 2020 in the Village Hall, Shrubland Road at 7.30pm



Councillors Present:

Councillor C Howell (*Chairman of the Council*)
Councillor J Chaplin (*Vice Chairman*)
Councillor J Cambridge
Councillor G Carter
Councillor S Coiley
Councillor F Kent (*From Middle of Minute Number 4*)
Councillor C Smith

In Attendance:

Mrs S Clements – Parish Clerk/Responsible Financial Officer
Two Members of the Public were present

1. **Welcome and Apologies for Absence** – The Chairman welcomed everybody to the Meeting. Apologies for absence were received from Parish Councillors Burton, (daughter unwell), Frost, (high risk group – Coronavirus), Nutter (unwell) and Peacock (unwell). Also, District Councillor Coley.
2. **Declarations of Interest** – Councillor Carter declared a non-pecuniary interest under Minute Number 10 and the Mistley Rugby Club.
3. **Public Voice** – No Members of the Public wished to speak.
4. **County and District Councillors Reports** – There was no written County Councillor Report. The written District Councillors Report was received and noted. The Report contained details on the Coronavirus, Planning and Development, Council Tax bills, the Pride of Tendring Awards 2020 including awards to Mr Richard Horlock and Mr Robert Horlock, the Tree Planting (Carbon Capture), and the Proposed Zebra Crossing at Long Road, Lawford.
5. **Minutes of the last full Parish Council Meeting held on the 17th February 2020** – These were received, considered and approved following the vote. (Proposed by Councillor Cambridge and seconded by Councillor Carter). (Copy in Minute Book).
6. **Update/Matters Arising from Previous Minutes held on the 17th February 2020** – There were no new updates.
7. **Councillors to Report on External Meetings Attended** – Brief verbal updates were received as follows:
 - a) **Meeting with ICT Contractor** – Councillor Cambridge advised that this had been postponed.
 - b) **Pride of Tendring Awards Evening** – 28th February 2020 – The Council noted that Councillors Chaplin (Vice Chairman) and Howell (Chairman) had attended and that although they were delighted that Mr Richard Horlock and Mr Robert Horlock received Awards, that input into potential nominees from the Parish Council would be desirable – given that they are at the closest level with these valued community members and groups.
 - c) **VE Working Group Meeting** – Councillor Chaplin advised that concerns were raised about the Corona Virus especially with the proposed gathering of local people in public places.

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Pupil numbers were still be confirmed from Manningtree High School and that prior to starting to pay towards this event – a meeting will be held in a few weeks time if in the interim period the VE celebrations are not cancelled in light of the Corona Virus.

- d) Manningtree Region Business Chamber Meeting – 2nd March 2020 – In the absence of the Parish Council's formal representative (Councillor Nutter), - Councillor Coiley advised the Council that the Sailing Club had attended the Meeting, that Rose Builders had produced a Homeowner's Welcome Pack following the company building new houses at Lawford and are asking if local companies would like to include a discount voucher within the Pack, that some accountancy work had been undertaken to sort out the Chamber's Finances, that the Markets will continue, but that the Antiques Market is not part of the Regatta and that the next Meeting of the Chamber is likely to consider Corona Virus more fully.
- e) Open Spaces Working Party – Councillor Chaplin advised that she had looked at the old signs with the working party and will now look at the proposed new wording for new signage – including at the Welcome Home Field.
- f) Meeting with Mistley Institute – 22nd February 2020 - Councillor Howell advised the Council that she had met with one member of this group regarding St Mary's Church Hall, New Road and his concerns about limitations on hiring the Hall – which is currently only hired out to specific groups in the Community. The Council noted the position and the fact that the Hall was historically purchased for the Village in perpetuity.
- g) *Archive Documents Meeting with Councillor Howell, the Clerk and Mr A Lee – 7th March 2020 – The Council received an update regarding cataloguing of Parish Council documents. It considered the payment (previously agreed) and future storage options for historic Parish Council Minutes/Archive documents. (See 8. c) below).
- h) Other Meetings – There were no other Meetings to report on.

8. Clerk and RFO (Responsible Financial Officer) Matters

- a) *Schedule of Accounts for Payment – The schedule of accounts was received and considered. It was proposed by Councillor Cambridge seconded by Councillor Kent and agreed following the vote, that the accounts in the sum of £3.704.91 be paid. (Copy in Minute Book).
- b) Land South of Harwich Road – The background and legal position regarding this and the Section 106 Developer Agreement between the Developer and the Local Planning Authority, i.e. Tendring District Council was noted. An informal dialogue is continuing with the contractors who are still working on site between the Parish Council and MALGA (Mistley Allotment and Gardeners Association) regarding Phase 2 of the Allotment Land and the Playing Field Land being fit for purpose as far as practicable. The Parish Council voiced its concerns about its disappointment with the District Council regarding this matter.
- c) *Archive/Cataloguing Work –
 - The Council considered and agreed following the vote, (proposed by Councillor Howell and seconded by Councillor Cambridge) to pay Mr Lee £400 for the archiving and cataloguing work. Mr Lee was thanked for his extensive and valuable assistance.
 - The Council considered the purchase of a lockable cupboard for storage of the historic Minutes (1906 to 2011) (Cost £75-£95 and within the Budget/Precept for 2020/2021). It was agreed to ask the Village Hall Management Committee if the Committee is still able to assist with storing the cupboard/s and documents, where previously it was agreed that the Council could store two cupboards. The purchase of the cupboard will be deferred for now, subject to confirmation from the Village Hall Management Committee. It was noted that the storage space will need to be cleared and that a working group could be set up to assist the Management Committee once the Corona Virus situation is more under control.
- d) Parish Council Office – Laptop – The Council received and considered the specifications and costs. The Clerk will ask Mistley Computers to also provide specifications and costs. The Council considered and agreed following the vote, (proposed by Councillor Carter and seconded by Councillor Smith), to purchase a laptop at an approximate cost of up to £800. Recommended by EALC (Essex Association of Local Councils) – Best Practice and GDPR (General Data Protection Regulation).
- e) Other Finance Matters – Notice Board – Harwich Road/Rigby Avenue – The Council noted that its part-time Warden is currently looking at repairing this following recent wind damage.

9. Correspondence –

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- a) Policing Update – Councillors noted the update received from PCSO Pat Smith and the latest crimes in Mistley since the last report. The Council noted that entry was gained to a new build in Heathview Close via a window and 2 power tool batteries were stolen. Criminal damage – two car tyres were slashed where the vehicle was parked in Stourview Avenue, and an unknown dog owner allowed his dog to bite a victim at Seafield Avenue. The crime reports for Lawford, Little Bentley, Manningtree and Tendring were also noted.
 - b) Head of Democratic Services & Elections – Tendring District Council – The Council received and noted the update regarding the formal letter from Lawford Parish Council to the District Council regarding the proposed Community Governance Review.
 - c) Rural Community Council of Essex 2020 Essex Village of the Year Competition – The Council considered the details received from the RCCE (Rural Community Council of Essex) and decided following the vote, to enter the Competition.
 - d) Holly Tree – 86 Harwich Road – The Council received and considered the request received from a local resident to extend new fencing up to the new pavement to avoid damaging or removing the Holly Tree. Following the vote, this request was deferred because the Council is currently in legal discussions about this land and the contractors are still on site.
 - e) Other Correspondence – The Council received, noted and considered the following items received after distribution of the agenda:
 - Furze Hill Play Area – Basket Ball Court – The Council received and noted the request received from one local resident. The Clerk has already advised the resident that there is no budget provision for this. The District Council may be able to assist with funding. The basket ball facilities in Manningtree were noted.
 - Essex Child and Wellbeing Team – The request for permission to hold an outdoor family walk and book event at Furze Hill Woods between the 13th and 16th April 2020 was received and considered. Following the vote, it was agreed that this could take place, but only between the 14th and 16th April as the 13th April being the Easter Bank Holiday may mean the area is being used by local residents.
 - Trinity Road Graveyard – The request from Pastor Phillingham to make use of a portion of the Graveyard for various Church events was received and noted, including the assistance towards the grounds maintenance. Following the vote, this request was agreed, as in previous years.
 - Office of the Traffic Commissioner – The Council noted the correspondence relating to TW Logistics, Port of Mistley, 40 High Street where the Traffic Commissioner will be convening a Public Inquiry to consider the application due to environmental concerns raised relating to the Goods Vehicles (Licensing of Operators) Act 1995 and the operator Balcas Timber Ltd.
10. **Mistley Rugby Club** – The Council noted that there were no new updates.
11. **Community Litter Pick Event** – Councillors noted the unfortunate cancellation of the event originally scheduled for Saturday 21st March 2020 due to Corona Virus concerns.
12. **Dates of Next Meetings** – The following were noted.
- Mistley Annual Parishioners Meeting – Monday 27th April 2020 – 7-8pm in the Village Hall.
 - Full Parish Council Meeting – Monday 27th April 2020 at 8pm in the Village Hall.
 - Planning Committee – Thursday 2nd April 2020 at 7.30pm in the Village Hall.
13. **Resolution to Exclude the Public and the Press** – The Public Bodies (Admission to Meetings Act 1960) amended (2014) and the Local Government Act 1972 (s.1) (2). The Council is asked to consider and agree to exclude the Public (and the Press if present), since publicity would legally prejudice commercial sensitivity and confidentiality.
14. **Staffing** – The Council is asked to consider the additional three contracted hours for the Clerk effective from April 2020 from 18 hours per week to 21 hours per week. (Within Budget/Precept for 2020/2021).

There being no other business, the Chairman closed the Meeting to facilitate the closed/confidential part of the Meeting.

Signed

Chairman

Date