

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 3<sup>rd</sup> April 2018 at 7.30pm in The Montefiore Institute**

**Present:** Councillor Alan Moor – Chairman  
Councillor Xavier Hodgetts  
Councillor Richard Hughes  
Councillor Stuart Tyler  
Councillor Hayley Waine

**In attendance:** Mrs Christine Marshall – Parish Clerk  
Footpaths' Officer, Bob Powers  
District Councillor Lynette Bowers-Flint  
Six members of the public

**18/046 WELCOME AND APOLOGIES**

The Chairman opened the meeting and welcomed all attendees.  
Apologies were recorded on behalf of Councillor Melissa Hewitt and Councillor David Burge – Vice-Chairman.

**It was resolved** to accept these apologies.

**Proposed: Cllr Moor, Seconded: Cllr Waine, all in favour**

The Chairman had prepared a statement in respect of comments made to some Councillors about the increase in the Precept, which for 2018/19 has risen by 34.1%. He explained that:

- This is the first increase since 2014/15
- This is the last year of payment under the Localism Fund (in 2014/15 this has been £2,613 but had been reducing for each of the years since)
- A full breakdown of the Precept request can be seen on the council's website, in the Newsletter distributed to every house during March or by contacting the Parish Clerk
- External funding is sought for any project or work that falls outside the general operating costs of the Parish Council

Cllr Hughes, the RFO, further explained how the budget had been managed and balanced through utilising some of the financial reserves held. The increase in Precept would avoid the need to use reserves for general costs.

The Chairman also explained the events in the village that, although attended by Parish Councillors, are not financially supported by the Parish Council, nor organised by them.

A member of the public thanked the Chairman for the explanation but was surprised that it had been necessary.

**18/047 DECLARATIONS OF INTEREST**

There were no disclosable pecuniary interests. Members of the council are subject to the Local Authorities Code of Conduct Order 2007 (SI 2007/1159) (The Revised Code) with the additional, non-mandatory, section 12(2).

All Councillors declare an interest in agenda items 18/055, but have dispensation to discuss and vote in respect of matters relating to the Neighbourhood Plan.

**18/048 PUBLIC PARTICIPATION SESSION**

- i. Request for speed limit along Water Lane and Kings Lane to be reduced.  
**Action: Clerk to raise with County Cllr Mitchell**
- ii. Some large maps need to be scanned for inclusion in the Archive section of website. A member of the public present (Mr Simon James) offered to undertake this. The Chairman thanked Mr James for his offer.  
**Action: Mr Simon James**

#### **REPORT OF COUNTY AND DISTRICT COUNCILLORS**

Cllr Bowers-Flint advised:

- i. how the Council Tax is allocated.
- ii. An extra day allocated for BDC Local Plan was due to developer of proposed Monks Wood scheme had submitted documents to Colchester Borough Council and not Braintree by mistake.
- iii. Waiting to hear if Section 1 of the Local Plan can proceed before Section 2 is completed.
- iv. No news on Golf Club application, but it is likely to go for Committee decision – Cllr Bowers-Flint reminded the meeting that anyone can attend the Committee Meeting and request to speak in public time. Agenda will be published on BDC website in due course.

#### **18/049 MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>TH</sup> March 2018**

**It was resolved** that the Minutes of the Parish Council Meeting held on 6<sup>th</sup> March 2018 were a correct record and were duly signed by the Chairman.

**Proposed: Cllr Hughes, Seconded Cllr Waine, all in favour  
The Minutes were signed by the Chairman**

#### **18/050 FINANCE REPORT**

- a. Cllr Hughes, the RFO presented his end of year report. There were no matters of concern.
- b. Review of grass cutting contract – the Clerk is continuing to prepare the draft ITT as resolved at the March meeting, but further detail is required.  
**Action: Clerk to present draft for discussion**
- c. Account to be opened with The Landscape Centre, Stanway – the RFO has completed the application form, but the meeting was reminded that even though an account was being opened, any expenditure had to be approved through the usual process of obtaining three quotations for consideration.

#### **18/051 GRANTS**

The grant application received from the Stisted Village Hall Charity for £200 towards cost of replacement of fencing and gates at the Orchard/allotments was discussion. As these were for the benefit of residents, a motion was proposed to agree. Following a unanimous vote, **it was resolved** to provide a grant of £200.

**Proposed: Cllr Hughes, Seconded Cllr Hodgetts, all in favour  
Action: Cllr Hughes to issue cheque**

#### **18/052 PARISH FOOTPATHS/P3**

The Footpaths Officer presented his report:

- i. A number of off-road vehicles are using bridleway 39 and bye-way 41 causing two deep track indentations and numerous deep ruts to the ground, rendering it almost impassable by bike or foot. The FO is requesting Essex County Council for some restriction signs for the bridleways.

**Action: Clerk to report repairs needed to ECC**

**18/053 HIGHWAYS**

The Clerk requested the locations of all street lights that are the responsibility of the Parish Council. After discussion, it was agreed that a plan should be produced to include locations of other street furniture, e.g. dog bins, to aid reporting of any faults.

**Action: Clerk to produce map  
Chairman to ask Cllr Burge to undertake this**

The Clerk also reported that an invitation has been extended to Essex Highways to attend a meeting to discuss road surfaces and repairs, but no response yet received.

**18/054 SUB-COMMITTEE REPORTS**

i. Communications – Cllr Hodgetts reported on progress of the website and confirmed that it will be uploaded and available for content by the end of April. Cllr Hodgetts and the Clerk will discuss the process for populating the site.

**Action: Cllr Hodgetts and the Clerk**

ii. Community Engagement

Youth Club – In his absence, the Chairman reported from Cllr Burge’s emailed update. It was agreed that financial reports will be provided at 3 monthly intervals, but a brief verbal report on progress will still be required monthly. Cllr Burge had not reported on progress for Charitable status and is requested to report on this at the May meeting.

**Action: Cllr Burge**

iii. Community Safety & Awareness

The recent speed watch exercise showed two drivers travelling more than 40mph in the 30mph zone. Whilst the current equipment works, the reports are not acceptable to Essex Police. Cllr Burge has requested that enquiries are made to purchase a new speed device, in partnership with Greenstead Green Parish Council, and the possibility of obtaining funding, as this will produce acceptable evidence for prosecution.

**Action: Clerk to obtain costs**

iv. Contingency Planning

- a. Defibrillator – The Clerk advised final connection is expected shortly.
- b. Emergency Plan – Cllr Waine has arrange a meeting of the sub-committee to review on 16<sup>th</sup> April.

**Action: Cllrs Waine and Moor and Clerk**

v. Events

- a. Dust cart on 21<sup>st</sup> April.

vi. Recreational maintenance

- a. Cllr Tyler provided his report. Net to the basketball hoop has been replaced. Mats under the table tennis table have been fitted. Only two bats are now available and no balls. Cllr Tyler will arrange for a sign advising users to bring their own equipment.

**Action: Cllr Tyler**

- b. Cllr Burge has indicated in his report that he will purchase the shed once the account with The Landscape Centre is operational. The Clerk reminded the meeting that until three quotations has been received and considered, this purchase could not take place, so whilst this was agreed in principle at the January meeting, proper process must be followed.

**Action: Cllr Burge**

- c. The playing field sign to be tabled at the May meeting

**Action: Cllr Burge**

vii. Street Maintenance

- a. Directional finger post remains in need of repair. The Clerk to speak to County Cllr Robert Mitchell to enquire whether a portion of the cost could be met by the Parish Council to ensure this gets replaced.

**Action: Clerk**

- b. Cllr Burge had advised in his report of further faulty streetlights. The Clerk reminded the meeting that unless details are provided these cannot be repaired.

- c. Cllr Burge had also reported that he had asked a local company to look at replacement of the door to the telephone kiosk. This was discussed and it was considered that only one portion needed repair. The Clerk also reminded the meeting that if work is needed, the process for quotations must be adhered to.

**Action: Cllr Burge**

- d. Cllr Burge to report on village gates at May meeting.

**Action: Cllr Burge**

#### **18/055 NEIGHBOURHOOD PLAN**

- i. In Cllr Hewitt's absence, the Clerk reported on the Steering Group Meeting held on 15<sup>th</sup> March and explained that Topic Groups have now begun planning for data collection.
- ii. SWOT questionnaires had been included in the Newsletters distributed in March and it was hoped that a good response will be received in the two boxes for communications to the Parish Council.
- iii. Banners and posters are being looked at.
- iv. The next meeting of the Steering Group will take place on 19<sup>th</sup> April with Community meetings on Wednesday 16<sup>th</sup> May at 7.30pm and 14<sup>th</sup> July at 2.30pm in the Village Hall

#### **18/056 PLANNING MATTERS**

- i. 18/00250/FUL | Erection of new detached dwelling together with associated new access from Hall Drive, detached outbuilding, garden amenity space, car parking and associated development (Re-submission of planning application ref: 17/01261/FUL formally withdrawn on 13th October 2017) | Land Off The Street Stisted Essex – **it was agreed** that the objection previously submitted should be repeated.

**Action: Clerk**

- ii. Enforcement Notice Appeal: HM Planning Inspectorate ref: APP/Z1510/C/18/3193521, BDC ref16/00999/VAR | Application for variation of Condition 4 of approved application 14/00961/FUL - Amended parking layout | The Onley Arms The Street Stisted Essex CM77 8AW – **it was agreed** that the objection previously submitted should be repeated.

**Action: Clerk**

#### **18/057 PUBLIC PARTICIPATION SESSION 2**

- i. The Parish Council was congratulated on its initiative to host a joint meeting with representatives of the Village Hall, Stisted Academy and All Saints Church.
- ii. People have shown an interest in providing information for the Neighbourhood Plan, therefore when questionnaires are presented they should be received favourably.

#### **18/058 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT PARISH COUNCIL MEETING**

The Clerk advised that a new Street Cleaning Agreement had been received from Braintree District Council for 2018/19. Their contribution this year will be £784.44.

**Action: Clerk**

**18/059 DATE OF NEXT MEETING**

The Annual Parish Assembly will be held at 7.00pm on Tuesday 1<sup>st</sup> May 2018 in the Montefiore Institute.

The next Annual meeting of Stisted Parish Council was confirmed for Tuesday 1st May 2018 commencing at 19.30 in the Montefiore Institute and will be followed immediately by the ordinary meeting of the Parish Council.

Items for inclusion on the Agenda should be sent to the Clerk by noon on Monday 23<sup>rd</sup> April 2018.

The meeting closed at 9.45pm.