

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 6<sup>th</sup> March 2018 at 7.30pm in The Montefiore Institute**

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

**In attendance:** Mrs Christine Marshall – Parish Clerk  
  
County and District Councillor Robert Mitchell  
Five members of the public

**18/030 WELCOME AND APOLOGIES**

The Chairman opened the meeting and welcomed all attendees.

Apologies were recorded on behalf of Councillor Melissa Hewitt, District Councillor Lynette Bowers-Flint and Footpaths' Officer, Bob Powers

**It was resolved** to accept these apologies.  
**Proposed: Cllr Moor, Seconded: Cllr Waine, all in favour**

**18/031 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 18/041, but have dispensation to discuss and vote in respect of matters relating to the Neighbourhood Plan.

**18/032 PUBLIC PARTICIPATION SESSION**

No items were raised.

**18/033 MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>TH</sup> FEBRUARY 2018**

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

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

**18/034 FINANCE REPORT**

a. Review of grass cutting contract  
Cllr Hughes referred to the existing grass cutting contract that will be due for renewal in 2019. **It was resolved** to issue an invitation to tender.

**Action: Clerk to prepare draft for discussion**

b. Account to be opened with The Landscape Centre, Stanway  
Cllr Burge advised of discussion and confirmed invoices will be issued on day of delivery, providing 30 days' credit. **It was resolved** to proceed with opening an account.

**Proposed: Cllr Burge, seconded: Cllr Hodgetts, all in favour.**  
**Action: Cllrs Burge and Hughes**

**18/035 GRANTS**

Cllr Hughes explained that the annual budget provides for grants to be paid to All Saints Church towards the upkeep and maintenance of the graveyard, and to the Village Hall and Allotments towards maintaining roadside views in a clean and tidy fashion. As these grants had not been made, Cllr Hughes proposed that payments of £300 to each organisation should be made prior to financial year end. **It was resolved** to make a payment of £300 to All Saints Church and £300 to Stisted Village Hall.

**Proposed: Cllr Hughes, Seconded Cllr Burge, all in favour**  
**Action: Clerk to advise**

Cllrs queried the procedure for when the graveyard is full and ownership/upkeep passes to the Parish Council. It was acknowledged that full responsibilities needed to be known and an inventory and condition statement would be required for each grave when appropriate.

Cllr Hughes advised that electricity costs for street lighting will be rising.

Councillors queried whether it was possible to obtain further supplies of salt/grit pending the supply for winter 2018/19. The Clerk explained the process through Braintree District Council but will make enquiries elsewhere.

**Action: Clerk to make enquiries**

**18/036 PARISH FOOTPATHS/P3**

In the absence of the Footpaths Officer there was nothing to report.

**18/037 HIGHWAYS**

Cllrs to provide the Clerk with responses to ECC Highways questionnaire.

**Action: All Councillors**

**18/038 EMPLOYMENT COMMITTEE**

Cllr Tyler reported on the recent meeting of the Employment Committee and performance review of the Parish Clerk. This showed that the contract needed to be reviewed in line with the amount of work being undertaken. **It was resolved** to increase the Clerk's hours to 32 per month (currently 6 per week) and to increase the hourly rate to reflect the Clerk's recent qualification under CiLCA in line with NALC/NJC agreed rates.

**Proposed: Cllr Tyler, seconded: Cllr Hodgetts, all in favour**  
**Action: Clerk to prepare contract for signature**

**18/039 SUB-COMMITTEE REPORTS**

i. Communications – Cllr Hodgetts reported on progress and presented screenshots of the proposed design for comment. Councillors agreed the colour scheme and identity created by the segmentation of the village sign that can be used as icons to navigate the site. It was agreed this design created a “branding” that is synonymous with the village and can be used in other documentation.

The Chairman asked members of the public for their opinions. They collectively agreed with the views of the Councillors. Mrs Hunt advised that Anglia TV were preparing a report on the effect of development in Hatfield Peverel. Cllr Hodgetts will view this to see how it may be used in Stisted. Mr Pryke offered to share the presentation to be exhibited at All Saints Church commemorating WW1.

**It was resolved** to approve the design and proceed to completion of the website.

**Proposed: Cllr Moor, seconded Cllr Waine, all in favour**  
**Action: Clerk to issue formal letter**

County Councillor Robert Mitchell joined the meeting.

- ii. Community Engagement  
Youth Club – Cllr Burge confirmed that the Youth Club was cancelled on 2<sup>nd</sup> March due to weather conditions. **It was resolved** that the Parish Council would continue to provide support to the Youth Club by paying the hire charges for the Village hall during 2018.

**Proposed: Cllr Burge, seconded Cllr Waine, all in favour**

- iii. Community Safety & Awareness  
Speedwatch to be re-scheduled due to adverse weather.

Due to his other commitments, the Chairman invited County Cllr Mitchell to give his report.

Cllr Mitchell advised that the Essex Highways Portfolio meeting had agreed to reintroduce the reporting of incidents by email. They will also be issuing a more comprehensive method of providing updates to those issues.

County Cllr Mitchell left the meeting.

- iv. Contingency Planning
  - a. Defibrillator – The Clerk advised the power supply to the telephone kiosk has been restored and subject to a qualified electrician issuing a safety inspection certificate, UK Power Networks will make the supply live. As this will enable the defibrillator to be made available, **it was agreed** to schedule familiarisation and training sessions at the end of April and early May (one evening, one weekend afternoon). The Golf Club has confirmed they are willing to display a sign advertising location of the defibrillator.

**Action Clerk to arrange**

- b. Emergency Plan – Cllr Waine to arrange a meeting of the sub-committee to review.

**Action: Cllr Waine**

- v. Events
  - a. Litter pick on Saturday 24<sup>th</sup> February collected approximately 40 bags of rubbish with several “odd” items being collected. There were many discarded beer cans and bottles. A display will be made of these to advertise the next litter pick. **It was agreed** that an approach to the local fast-food establishments should be made with a view to seeking their co-operation in reducing litter.

**Action: Clerk to write**

- b. Stisted Best Kept Garden requires no input from the Parish Council until the judges’ decisions have been made in late summer.

- vi. Recreational maintenance
  - a. Cllr Tyler provided his report. A replacement basketball net will be fitted when the weather permits. A spare will be kept stored. The ground mats under the table tennis table will be fitted soon by Cllrs Tyler, Moor and Burge.

**Action: Cllr Tyler to arrange date**

- b. The storage shed will be purchased from The Landscape Centre once the account has been opened.

**Action: Cllr Burge**

- c. The playing field sign will be re-designed to follow the shape/design of the village sign as represented on the new website.

**Action: Cllr Burge**

- d. Cllr Burge advised the meeting that the owners of Brooks Farm had kindly offered to fund signs for erection on the gates. Cllr Burge will approach the school with a view to pupils designing these, with a prize being donated to the school. It was also suggested that residents could “adopt” a gate and be responsible for it.

**Action: Cllr Burge**

- e. The village sign needs further cleaning and Cllr Tyler will attend to this.

**Action: Cllr Tyler**

vii. Street Maintenance

- a. The light outside the school has broken cover.

**Action: Clerk to arrange repair**

- b. The Clerk reported that Greenfields had agreed to provide a salt bin to Sarcel and it was agreed to position this on one of the green spaces. The bin will be locked with a security code for opening to prevent misuse.

**Action: Clerk to advise Greenfields**

**18/040 SATURDAY SHOPPER BUS**

Cllr Hodgetts reported on conversations with BDC’s Transport Manager who confirmed the service began in April 2011 and is unique within the Braintree district. The service is classed as a Section 22 route, thus concessionary bus passes can be accepted. If the route within Stisted is changed, no application is required, however if extended to include Greenstead Green, Pattiswick and Bradwell a new application for the route will be needed. BDC did consider that the fare charged was too low.

Cllr Hodgetts will review routes and if these prove popular will look at operating a weekly service. The view of all volunteers will be sought on any new proposals. Another volunteer has come forward to assist. The Clerk was asked to make enquiries if the service was of interest to Bradwell and Pattiswick residents.

**Action: Cllr Hodgetts and the Clerk**

Cllrs expressed the reservations of some volunteers in respect of child passengers and it was considered that one way to alleviate these concerns may be to fit a camera inside the bus.

**18/041 NEIGHBOURHOOD PLAN**

- i. In Cllr Hewitt’s absence, the Clerk reported that the attendance on 24<sup>th</sup> February had been disappointing, however all those attending found it interesting and volunteered for specific topic groups.
- ii. The Clerk confirmed that extending the conservation area had been incorporated within the Environment topic group.
- iii. Cllr Hodgetts offered to discuss with the NP Communications group ways of engaging others to join in the work.
- iv. The next meeting of the Steering Group is 15<sup>th</sup> March.

**18/042 PLANNING MATTERS**

18/00050/TPOCON | Notice of intent to carry out works to trees in a Conservation Area - Reduce 2 Copper Beech trees by 25% and thin upper crowns | Orchard House The Street Stisted Essex CM77 8AW -there were no comments.

**18/043 PUBLIC PARTICIPATION SESSION 2**

- i. Gulls Meadow – it has been noticed that a further caravan has been placed on site and there have been reports of large amounts of scrap and rubbish being burnt late evening.

**Action: Clerk to raise with BDC**

- ii. Land opposite Brooks Farm – Concerns remain about fence posts and trees on the site.

**Clerk to seek advice**

- iii. A motorist has been seen speeding through the village every afternoon, mainly along Rectory Road. Cllr Burge advised that a speedwatch exercise will be scheduled for this area in the near future.
- iv. Speed limits in the village – to be discussed with Essex Highways.

**Action: Clerk to arrange for a meeting**

**18/044 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT PARISH COUNCIL MEETING**

There was nothing to note.

**18/045 DATE OF NEXT MEETING**

The next meeting of Stisted Parish Council was confirmed for Tuesday 3<sup>rd</sup> April 2018 commencing at 19.30 in the Montefiore Institute.

Item for inclusion on the Agenda should be sent to the Clerk by noon on Monday 26<sup>th</sup> March 2018.

The meeting closed at 9.35pm.