

Stisted Parish Council
Minutes of the Parish Council Meeting
held on Tuesday 12th November 2019 at 7.30pm in The Montefiore Institute

Present: Councillor Dave Burge – Chairman
Councillor Marc Guy
Councillor Hayley Waine

In attendance: Mrs. Melanie Whiteside – Parish Clerk
County Councillor Robert Mitchell
Ten members of the public

19/154 WELCOME AND APOLOGIES

The Chairman welcomed those present.
Apologies were received from Cllrs Denley, Hughes and Poulton.

19/155 DECLARATIONS OF INTEREST

All Councillors declare an interest in agenda items relating to the Neighbourhood Plan but have dispensation to discuss and vote in respect of matters relating to such. There were no other pecuniary or disclosable pecuniary interests to record.

The Chairman awarded the trophies and certificates to the winners of the 2019 Best Kept Garden competition as follows:

- 1st Place – Ms. C. Rayner – Silver Firs*
- 2nd Place – Mrs. P.Harrington – Sandycroft*
- 3rd Place – Mrs. Parker – 42 Sarcel*

19/156 PUBLIC PARTICIPATION SESSION

- i. Water Lane – New railings – A suggestion that signage is required to inform drivers of the new railings be installed. District Cllr Mitchell replied that the railings would have been installed as per Highway regulations.

156.1 County & District Councillor Reports

- i. County Councillor Report
 - Footpath at Sarcel – work completed.
 - A12 Consultation – underway.
- ii. District Councillor Report
 - Cllrs Unsworth and Walsh were absent from the meeting.

156.2 Parish Paths / P3

Footpaths' Officer Robert Powers reported:

- i. In contact with ECC regarding registration to Public Paths Partnership (P3).
- ii. Bridleway/Byways – ECC have reported that works requests made regarding lack of signage are not a current priority. Cllr Mitchell agreed to look into these.

19/157 COUNCILLOR VACANCY

Following confirmation from BDC that the period for calling an election has ended, it was agreed to advertise the post with a deadline of end November for co-option at the December meeting. **Action: Clerk**

19/158 MINUTES OF THE PARISH COUNCIL MEETING HELD 3rd SEPTEMBER 2019

It was resolved that the minutes of the Parish Council Meeting held on 1st October 2019 were a correct record and were duly signed by the Chairman.
Proposed: Cllr Waine, Seconded Cllr Guy.

19/159 CLERK'S REPORT

The Clerk's report was noted.

19/160 PLANNING MATTERS**160.1 Planning Applications**

19/01809/FUL – Land West of Water Lane – Use of field to provide grazing for ponies, together with the construction of field shelter and new three bar fence around with entrance gate on eastern side.

The following comments/conditions to be made to BDC:

- Should the site cease being a grazing field it will be returned to agricultural land.
- Site of the entrance gate to be clarified to ensure that access to the church is not impeded.
- Reiterate recommendation from the Public Health & Housing Team that there shall be no burning of manure, bedding, straw or other materials associated with the keeping of horses on the site at any time.

160.2 Planning Results

None.

19/161 SUB-COMMITTEE & WORKING GROUP UPDATES**161.1 Communication**

- i. Parish Council Website – New domain www.stisted-pc.co.uk is now live and will be advertised on the Facebook page. The site is currently being updated.
- ii. Blue Plaque at Columbia House – The meeting were informed that an application for a blue plaque has been made to acknowledge the contribution to art and village life of Michael Rothenstein, former resident of Columbia House and member of the ‘Great Bardfield Group’ of artists. The eligibility criteria has been met and the Braintree Society have agreed to fund the cost of the plaque. Members of the Parish Council were happy to fully support this initiative.
- iii. Archiving of Parish Council documents – A filing cabinet of historical council documents has been located at the Village Hall. Cllrs Burge & Waine agreed to go through the papers prior to archiving them. **Action: Cllrs Burge/Waine**

161.2 Neighbourhood Plan

- i. Steering Group Meeting Report - Grant application form has been submitted and a decision is expected shortly.

161.3 Recreational Maintenance

- i. Village Green Bollards – In the absence of Cllrs Huges and Poulton, it was agreed to discuss this at the next meeting where alternative options made need to be discussed. **Action: Clerk**
- ii. Playground Signage – Final draft approved with the addition of the parish email. Clerk to order in conjunction with Cllr Burge. **Action: Clerk/Cllr Burge**

19/162 TREES**162.1 Village Green Replacement Tree**

The Clerk reminded members that the deadline for utilizing the grant from BDC for the purchase of a replacement tree for the Village Green is approaching. Clerk to purchase a flowering cherry blossom (as previously agreed). **Action: Clerk**

149.2 Village Christmas Tree

It was agreed to purchase a Christmas tree to be sited on the triangle opposite the School, together with a number of ‘colour-in’ baubles that can be given to children in the village to decorate the tree. **Action: Clerk**

19/163 FINANCE**163.1 Bank Reconciliation**

The Clerk/RFO presented the bank reconciliation report to the end of October. There were no queries.

162.2 Payments

It was Proposed Cllr Guy, Seconded Cllr Waine and **Resolved** to approve the following payments:-

E-On	Street lighting power (Oct)	£120.31
A&J Lighting	Street lighting maintenance (Oct)	£38.80
Mrs. Whiteside	Clerk Salary (Oct)	£403.92
MD Landscapes	Grass Cutting (Aug)	£144.00
MD Landscapes	Grass Cutting (Oct)	£120.00
C.Heartbeat	Defibrillator pad replacements	£54.00
BDC	Dustcard hire	£275.00
P.L.Barnes	Best Kept Village – Trophies	£50.87
Mrs Whiteside	Office expenses	£19.84
	TOTAL	£1,226.74

163.3 Tree Works Quotations

Two quotations have been received for work on a tree in the playing field which is overhanging a residential garden. However, it was reported that there is a need to contact BDC to ascertain if there is a Tree Preservation Order (TPO) on this tree before any works can be undertaken. Clerk to contact BDC. **Action: Clerk**

163.4 Training & Publications

It was agreed to approve the cost of £99.00 for the Clerk to undertake the Introduction to Local Council Administration course, together with the purchase of the 2019 Clerk's Manual at a cost of £67.50.

163.5 Budget & Precept 2020-21

Initial draft budget figures considered, however these cannot be finalised until the 2020 tax base figure has been released by BDC. It was therefore agreed to delegate the budget discussion/agreement to the Finance Committee prior to final approval at the January meeting. **Action: Finance Ctte**

19/164 POLICIES AND PROCEDURES

164.1 Standing Orders

Updated Standing Orders approved.

19/165 PUBLIC PARTICIPATION SESSION 2

- i. Stisted Orchard – A resident reported that an apple pruning course is being considered for the orchard in conjunction with the University of East Anglia.

19/166 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT PARISH COUNCIL MEETING

- i. Gulls Meadow – Appeal has been made – deadline for comment 11 December.

19/167 MOTION TO EXCLUDE THE PUBLIC FROM THE REMAINDER OF THE MEETING

Proposed Cllr Burge, seconded Cllr Waine. The chairman of the meeting declared the meeting closed at 8.50pm to enable Councillors to hold a closed meeting regarding matters related to personnel/employment.

19/168 DATE OF NEXT MEETING

The next meeting of Stisted Parish Council will be held on Tuesday, 3rd December 2019 at 7.30pm at The Montefiore Institute.
Items for inclusion on the Agenda should be sent to the Clerk by noon on Monday 25th November 2019.

The meeting closed at 9.15pm.