

Stisted Parish Council
Minutes of the Parish Council Meeting
held on Tuesday 4th February 2020 at 7.30pm in The Montefiore Institute

Present: Councillor Dave Burge – Chairman
Councillor Neil Denley
Councillor Mark Hughes
Councillor Hayley Waine [arrived at 19:55]
Councillor Dave Willingham

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

20/013 WELCOME AND APOLOGIES

The Chairman welcomed those present.
Apologies were received from Cllr Guy. Cllr Poulton was absent from the meeting.

20/014 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.

20/015 PUBLIC PARTICIPATION SESSION

- i. Weekend road closure of High Garrett – It was reported that a number of traffic accidents had occurred on local roads mainly due to motorists using the village as an alternative route. Replying to a query County Cllr Mitchell reported that ECC are unable to implement a 30mph limit on interconnecting routes following a diversion.
- ii. Development Signs – Concern was raised at the installation of signs advertising a new housing development in Earls Colne and questioning why they would route people through the village. The Clerk reported information from ECC Highways states that “*developers are allowed to put up temporary yellow directional signs to assist with finding new developments. Signs should be removed following completion of the development*”.

015.1 County & District Councillor Reports

- i. County Councillor Report
 - 30mph Limit – In response to a question on whether a 30mph limit can be moved, County Cllr Mitchell reported that criteria must be met and this can be a costly process if it were to be approved.
 - Report It – ECC Highways are in the process of updating their online reporting tool.
- ii. District Councillor Report
 - Cllrs Unsworth and Walsh were absent from the meeting.

015.2 Parish Paths / P3

Footpaths’ Officer Robert Powers reported:

- i. Baines Cottage – Mr Powers wished to record his thanks to the owners of Baines Cottage for the work undertaken to improve the footpaths on their property.
- ii. China Bridge- It was reported that the removal of the stile and fencing had been undertaken by the Golf Club.
- iii. Bridle Way – It is anticipated that a works project, in conjunction with the PROW Officer, is in the pipeline with regards to stopping vehicles using certain bridleways.

20/016 MINUTES OF THE PARISH COUNCIL MEETING HELD 7th JANUARY 2020

It was resolved that the minutes of the Parish Council Meeting held on 7th January 2020 were a correct record and were duly signed by the Chairman.

Proposed: Cllr Hughes. Seconded Cllr Willingham. Unanimously agreed.

20/017 CLERK'S REPORT

The Clerk's report was noted and a verbal update given on each outstanding item.

20/018 PLANNING MATTERS**018.1 Planning Applications**

- i. 20/00015/TPOCON – Seven Winds, 12 The Street – Notice of intent to carry out works to trees in a Conservation Area – HC1 – Horse Chestnut. No Comments raised on this application.

018.2 Planning Results

- i. 19/02156/HH – 1 Baines Farm Road – Part single, part two-storey rear extension, front porch, internal alterations and refurbishment, and external re-rendering, together with the demolition of existing single-storey elements - WITHDRAWN.

20/019 SUB-COMMITTEE & WORKING GROUP UPDATES**019.1 Communication**

- i. Newsletter – Has been delivered to all houses in the parish. Clerk to check if the glossy paper this is produced on can be recycled. **Action: Clerk**

019.2 Neighbourhood Plan

- i. Steering Group Meeting - report
 - A representative from Liz Lake Associates had met with members of the Steering Group to discuss the requirements of the Landscape Assessment. Following this a request for sites and favourite views has been put to residents. It was stressed that this is an integral part of the production of the Plan and does not mean there is any planned development within the parish.
 - Steering Group Chair – Mrs Hewitt has recently stepped down from the role and a new Chair will be appointed shortly.
The Council wished to record their thanks to Cllr Willingham for his work to move the Plan forward.

019.3 Recreational Activities

- i. Village Green Bollards – One quotation has been received for the supply of metal sleeves to protect the bollards and two further companies have been approached.
Resolution: It was agreed to delegate authority to the Clerk and Cllr Hughes to receive all three quotes and approve a company for the supply of sleeves so that this work can be moved forward prior to the next council meeting.
Proposed: Cllr Denley. Seconded: Cllr Waine. Unanimously agreed.

019.4 Street Maintenance

- i. Repair to Highway following work undertaken to repair water main burst by Anglian Water – An online report has been made to ECC Highways.
- ii. Village Spring Clean – It was agreed to sign up to the Great British Spring Clean (20 March-13 April). The Village Litter Pick will take place on Sunday 15 March and the Dustcart will be available on the morning of Saturday 28 March.
- iii. Litter Picking Equipment – it was agreed to purchase 20 bag openers and 2 tripod style safety signs. **Action: Clerk**
- iv. Parish Tree Warden – Councillors wished to record their thanks to Roy Edwards who has stepped down as Tree Warden. Mark Waine has agreed to take over this role.
- v. Village Gates – A suggestion was made to start the process of looking for contractors now so that work can start straight away in April with the new budget. It was agreed to approach local painters/decorators to see if they would be interested in quoting for this work. **Action: Clerk**

- It was agreed to measure the posts so that metal sleeves can be purchase for protection from strimming (to include in Village Green Bollards quotes).
 It was also agreed to research purchasing additional safety signs such as “Please drive carefully through our village” to install on the gates. **Action: Clerk**
- vi. China Bridge – The PROW Officer had undertaken a Land Registry search on the council’s behalf which had determined the owner of the land either side of the bridge adding that the bridge itself is unlikely to be the landowners responsibility. It was reported that Essex & Suffolk Water had previously undertaken work on the bridge – Clerk to make contact to enquire. **Action: Clerk**
 - vii. Playground Safety Sign – Draft sign approved. **Action: Cllr Burge**

20/020 POLICIES & PROCEDURES

020.1 Policy Reviews

The following policies were reviewed and approved with no changes:

- Code of Conduct Policy
- Communication Policy
- Complaints Policy

20/021 FINANCE

021.1 Bank Reconciliation

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

021.2 Payments

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

E-On	Street lighting power (Jan)	£124.32
A&J Lighting	Street lighting maintenance (Dec)	£38.80
A&J Lighting	Street lighting repairs	£260.58
Mrs. Whiteside	Clerk Salary (Jan)	£403.92
Bradwell PC	Condolence Sheets (part costs)	£128.77
Montefiore Inst.	Hall Hire 2019	£57.00
Montefiore Inst.	Hall Hire (NHP)	£6.00
EALC	Retirement donation	£25.00
Mr Willingham	NHP Website hosting fees	£102.41
	TOTAL	£1,146.80

021.3 Grant Application

As agreed at the September meeting, the Football Club have re-submitted their grant application for discussion. The RFO reported that this has been included in the end of year forecast figures and the grant was therefore approved with a clause added that the line marking machine be kept clean and in working order. **Action: Clerk**

021.4 Electricity Supply – Street Lights

Confirmation received that the contract with Opus commenced on 1 February 2020.

021.5 Training

It was agreed to approve two training courses for the Clerk at a cost of £140.00 – 75% of which will be refunded after attendance via the Clerk’s Bursary.

20/022 PUBLIC PARTICIPATION SESSION 2

- Electric Cars- With the announcement by the Government that all new cars will be electric by 2035, a resident raised the issue of plug in points in rural locations.

20/023 DATE OF NEXT MEETING

The next meeting of Stisted Parish Council will be held on Tuesday, 10 March 2020 at 7.30pm at The Montefiore Institute. [NB: This is the second Tuesday of the month] Items for inclusion on the Agenda should be sent to the Clerk by noon on Monday 2 March 2020.

Agenda Items:

- Great British Spring Clean – Schedule for village clean up
- Village Hall – Report and regular agenda item
- Annual Parish Assembly – Meeting schedule and attendees

The meeting closed at 9.15pm.