

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 1<sup>st</sup> September 2020 at 7.30pm via Zoom**

(as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) due to the COVID19 Coronavirus crisis)

*Those present were informed that the meeting would be recorded for the purpose of drafting the minutes, at which point the recording would be deleted.*

**Present:** Councillor Dave Burge – Chairman  
Councillor Neil Denley – Vice Chairman  
Councillor Mark Hughes  
Councillor Dave Willingham

**In attendance:** Mrs. Melanie Whiteside – Parish Clerk  
County Councillor Robert Mitchell  
District Councillor Tom Walsh  
Footpaths Officer Robert Powers  
One member of the public

As this is the first proper virtual meeting of the full council, the Chairman wished to record his thanks to the community for coming together as one to help each other during lockdown and to the owner and staff of The Onley for providing an additional village shop which proved to be a vital service to residents. He also wished to record his thanks to the Clerk for keeping the Council informed and up-to-date.

**20/049 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Guy and Cllr Waine.  
Cllr Poulton was absent from the meeting with no apologies received.

**20/050 DECLARATIONS OF INTEREST**

None.

**20/051 PUBLIC PARTICIPATION SESSION**

Nothing raised.

**051.1 County & District Councillor Reports**

i. County Councillor Report

- Over the last six months, Essex County Council (ECC) has been run virtually via Teams. This has increased interest and need for superfast broadband and there is now a good infrastructure in place with around 96% having access.
- As part of the Greener, Healthier Schemes safer walking and cycling in major towns is now being discussed country wide. Cllr Mitchell is involved in an off grid cycle route from Earls Colne to Kelvedon Station. Councillors raised the issue of there being no safe route from the village to Bradwell (a route used by school children to access the buses). Cllr. Mitchell stated that whilst it is difficult for rural areas to connect safely, he will investigate this issue.
- A12 – The preferred route (Option 2) has been announced. Following a question relating to finance and connection to the A120, Cllr. Mitchell reported that ECC are looking to co-ordinate with the final design/build of the A12 to build the junction at Kelvedon ready for the A120. Currently there is no definitive timescale for the A120 but funds are in place for the A12 route.

- Member led pothole scheme – Nothing of a significant size noted on a tour of districts. Parish Council are asked to highlight a maximum of 10 (inc. any on footpaths) for consideration.

**Cllr Mitchell left the meeting at 8:00 p.m.**

- ii. District Councillor Report
  - Rivenhall Incinerator – Parishes Against Incinerator (PAIN) has launched a bid against the Environment Agency’s decision and are looking for a judicial review and would welcome any donations to assist with this process.
  - Local Plan – It is hoped that BDC will modify the plan, not withdraw it.
  - Grant Funding – Small grants available (£200-£400) to organisations and groups to support local projects and initiatives that will benefit the people of the Braintree District.
  - Land opp. Brooks Farm – Had attended site meeting with Councillors this morning. The issue has been put forward to be included on the agenda for the next BDC full council meeting (5<sup>th</sup> Oct).

**051.2 Parish Paths / P3**

Footpaths’ Officer Robert Powers reported:

- i. Prior to lockdown had met with the Rights of Way Officer regarding Bridleway 39-41. All are now clearly marked and re-signed.
- ii. Footpath 7 has had the marker post renewed and the footbridge damage has been reported.
- iii. Lockdown has seen an increase of footpath usage.
- iv. Byway 10 – tree across byway has been reported.

*Councillors wished to record their thanks to Bob for the work undertaken every month – this has benefitted many during lockdown.*

**051.3 Village Hall Report**

Cllr. Hughes reported that the reopening of the hall has been delayed until 14 September and will be available to existing hirers only to start with. As per the Risk Assessment the capacity will be limited to 24 people inside. The Committee are hoping to set up a sub-committee to look at putting on social events for residents on a regular basis.

**20/052 PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meetings held on 10<sup>th</sup> March, 18<sup>th</sup> March (extraordinary meeting) and 7<sup>th</sup> July (virtual) were a correct record and it was agreed these would be signed by the Chairman at a later date.

**20/053 COVID19 – ACTIONS TAKEN UNDER DELEGATED AUTHORITY**

Actions taken under delegated authority as provided in legislation due to COVID19 as noted in Appendix A (attached) were formally recorded.

**20/054 PLANNING MATTERS**

**054.1 Consultation to Reform the Planning System**

It was **AGREED** to draft a response for approval at the next meeting.

**054.2 Planning Applications**

- i. 20/00240/TPOCON - 37 The Street - Carry out a 2 metres crown reduction to a Maple, Copper Beech and Silver Birch tree, Fell to ground level 2 Ash trees and Carry out a 1 metre crown reduction to 1 Yew tree.
- ii. 20/00269/TPOCON – Braintree Golf Club - Remove dead wood and weight reduction 1-2 meters in places (1st Tee), Remove Conifer Tree to ground level (16th Tee), Remove Poplar Tree to ground level (14th Tee) Reduce 2 x Poplar Trees to Pollard - by 20 meters (13th Tee), Reduce hedge to fence height - 4 meters (9th Tee).

It was **AGREED** to seek advice from the Tree Warden prior to making a response.

**20/055 LAND OPP. BROOKS FARM (GLADWISH LAND)**

The Chairman gave a report of the recent incident and the following actions undertaken by the Council. The incident took place and escalated very quickly with Councillors in constant contact with adjoining land owners, BDC, Police and the Environment Agency.

- The Council wished to record their thanks to Stuart Thompson, BDC, for his quick response and assistance.
- BDC and the Environment Agency compiled evidence and this will be used to assist them in a prosecution of the people involved.
- Adjoining landowners have been given permission by BDC to dig a 2m trench on their land to help stop further access onto the site.
- Letters have been sent to James Cleverly MP, and County and District Councillors and Mr Cleverly met with Council representatives and residents from both Stisted and Greenstead Green and has taken a number of actions away and has agreed to respond by the end September.
- The Chairman has made contact with Mr Gladwish who has offered to remove the rubbish from the land – this must be in accordance with instructions set out by BDC.
- A joint meeting will be set up with Greenstead Green Parish Council to put plans in place to work together.

**20/056 FINANCE****056.1 Bank Reconciliation**

The Clerk/RFO presented the bank reconciliation report to the end of August.

- White Gates – it was **AGREED** to put an item on the Facebook page to see if any local painters would be interested in providing a quote to repaint the gates.
- Small Salt Spreader – It was **AGREED** to research costs of purchasing a small salt spreader.

**056.2 Payments**

It was **RESOLVED** to approve the payments as per the schedule attached.

**056.3 Business Debit Card**

It was **RESOLVED** to approve and sign the application for a debit card to assist in the purchase of items required for parish council business.

**056.4 Expenditure**

A discussion took place on putting a budget costing in place to assist with remedial work as agreed with BDC at land opp. Brooks Farm under LGA 1972 s111.

It was **AGREED** to research costs for proper signage indicating the land is subject to an Article 4 directive and look at the budget further at the next meeting.

**20/057 SUB-COMMITTEE & WORKING GROUP UPDATES****057.1 Communication**

- i. Website – Councillors discussed the work required to comply with the Accessibility Regulations. It is hoped that the majority of the work can be done in-house and additional software has been purchased to assist with this.
- ii. Newsletter – Due to current COVID19 regulations it was **AGREED** not to produce a paper copy of the newsletter but publish it on the website and in the parish magazine. All items for inclusion to be sent to the Clerk by 11<sup>th</sup> September.

**057.2 Community Safety & Engagement**

- i. Parking – Councillors noted that a site meeting has been set up with a Greenfield representative on Tuesday, 8 September.
- ii. Litter Pick – Will take place on Sunday, 13 September.
- iii. Dust Cart – Booked for Saturday, 10 October.

**057.3 Contingency Planning**

- i. BDC Emergency Plan – It was **AGREED** to inform BDC that no updates were required.

**057.4 Neighbourhood Plan**

- i. Steering Group – The Housing Needs Survey results have been received, together with the Landscape Character Assessment. The Steering Group will discuss these and start to form policies at the next meeting. A public meeting is planned for the end of October.
- ii. Affordable Housing – Results from the Housing Needs Survey indicate there may be a need for further affordable housing within the village. It was **AGREED** to discuss this further at the next meeting.

**057.5 Recreational Activities**

- i. Golf Course – It was reported that the meeting between the Parish Council and Golf Club had been very open and positive and it was **AGREED** to include a report in the newsletter.

**Cllr Walsh left the meeting at 8:00 p.m.**

**057.6 Street Maintenance**

- i. Village Green Bollards – Replacement of damaged bollards is ongoing.

**20/058 PUBLIC PARTICIPATION SESSION 2**

- Resident wish to record their appreciation for work undertaken by Councillors, especially in response to the incident on land opp. Brooks Farm.

**20/059 MOTION TO EXCLUDE PUBLIC FROM THE MEETING**

Proposed Cllr Burge, seconded Cllr Denley. The chairman of the meeting declared the meeting closed at 9.15pm to enable Councillors to hold a closed meeting regarding matters related to personnel/employment.

**20/060 PERSONNEL MATTERS**

**060.1 Pay Award**

Councillors noted the conclusion of the 2020/21 NJC pay award, backdated to April 2020, as per staff contract.

**060.2 Holiday**

Councillors approved the Clerk's holiday request.

**060.3 Appraisal**

It was **AGREED** the annual appraisal of the Clerk will take place once regulations are updated to allow for in-person meetings.

**20/061 DATE OF NEXT MEETING**

The next meeting of Stisted Parish Council will be held on Tuesday, 6 October 2020. *Please note all meetings will be virtual until such time as legislation allows face to face meetings.*

Items for inclusion on the Agenda should be sent to the Clerk by noon on Wednesday, 23 September 2020.

**20/062 CLOSE OF MEETING**

The meeting closed at 9:25p.m.