

Stisted Parish Council
Minutes of the Parish Council Meeting
held on Tuesday 10th March 2020 at 7.30pm in The Montefiore Institute

Present: Councillor Dave Burge – Chairman
Councillor Mark Hughes
Councillor Hayley Waine
Councillor Dave Willingham

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

20/024 WELCOME AND APOLOGIES

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

20/025 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.

Cllr Hughes declared an interest in agenda item 032.4 Grant Application as a Trustee of the Village Hall.

20/026 PUBLIC PARTICIPATION SESSION

- i. Blocked Gullies – A resident had kindly mapped the position of the gullies within the village and indicated those that were blocked. A copy of the map was given to County Cllr Mitchell who offered to pass it onto Highways.
- ii. Drainage – Concern was raised state of the road edging on the stretch of road by the Golf Course. Cllr Burge to investigate. **Action: Cllr Burge**

026.1 County & District Councillor Reports

- i. County Councillor Report
 - Nunns Bridge, Coggeshall – A survey has been undertaken and the bridge will be repaired/renovated.
 - Report It – ECC Highways online reporting tool – Beta test being undertaken on the potholes section.
 - Locality Funding – 1 year pilot commencing April – Further information will be provided shortly.
 - Parking Issues outside the School – It was agreed Cllr Burge to send details to see if the Parking Partnership could assist. **Action: Cllr Burge**
- ii. District Councillor Report
 - Cllrs Unsworth and Walsh were absent from the meeting.

026.2 Parish Paths / P3

Footpaths' Officer Robert Powers had sent his apologies as was unable to attend the meeting.

026.3 Village Hall Report

Cllr Hughes as the Village Hall Representative reported:

- The AGM will be held on 25 March at 7:30p.m.
- They are looking to undertake a large refurbishment project and seeking volunteers to assist on extra committees.

20/027 PREVIOUS MEETING

It was resolved that the minutes of the Parish Council Meeting held on 4th February 2020 were a correct record and were duly signed by the Chairman.

20/028 CLERK’S REPORT
The Clerk’s report was noted.

20/029 PLANNING MATTERS
029.1 Planning Applications

- i. 20/00207/HH – The Meadow, Water Lane – Erection of two-bay, single storey detached cart lodge. No Comments raised on this application.
- ii. 19/02129/ELD – Gowers Farm, Tumblers Green – Application for a Lawful Development Certificate for an Existing Use – To establish that planning permission 06/01741/COU and 06/01742/LBC are extant for the: re-use and renovation of existing maltings and agricultural buildings for use by Meditec as offices and workshop. It was agreed to ask BDC for a timescale for when the work will be undertaken and report that the buildings have fallen into disrepair once again.

029.2 Planning Results

- i. 19/02187/HH – Conkerbells, Rectory Road – Erection of single storey front and side extensions, together with the conversion of garage to habitable accommodation - GRANTED.

029.3 Appeals

- i. Gulls Meadow – At the time of the meeting there was no outcome from the Planning Inspectorate following the recent appeal hearing.

20/030 SUB-COMMITTEE & WORKING GROUP UPDATES

030.1 Communication

- i. Annual Parish Assembly – It was agreed to keep the format of the meeting the same.

030.2 Neighbourhood Plan

- i. Steering Group Meeting - report
 - Steering Group Chair – Mr Willingham has been appointed as the new Chair of the Steering Group.
 - Housing Survey – Deadline for responses is 14 March.
 - Strategic Environmental Assessment – currently being assessed as to whether this is required.

030.3 Recreational Activities

- i. Village Green Bollards – Three quotations were received and in line with the resolution made at the February meeting the Clerk and Cllr Hughes had looked at these and agreed to appoint a contractor for the work.
- ii. Pavilion Lighting – This item has been put on the agenda following a request from a sporting group. It is looking like they will shortly be moving to another field but it was felt it would be a good idea to research feasibility and costs. Cllr Burge agreed to action. **Action: Cllr Burge**

030.4 Street Maintenance

- i. Village Spring Clean – Litter pick arranged for this coming Sunday.

20/031 VILLAGE OF THE YEAR COMPETITION

It was agreed to enter this year’s competition – deadline 24 April. **Action: Cllr Burge**

20/032 FINANCE

032.1 Bank Reconciliation

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

032.2 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 (Feb)	£38.80

A&J Lighting	Street lighting repairs	£198.12
Mrs. Whiteside	Clerk Salary (Feb)	£403.92
Mrs Whiteside	Expenses	£53.26
Stisted FC	Grant	£200.00
Brit Labels	Newsletter printing	£50.00
Tiger Supplies	Litter bag openers	£262.80
EALC	Clerk Training	£84.00
Liz Lake Assoc	NHP Stages 1&2	£4,494.14
Liz Lake Assoc	NHP Stages 3-6	£3,901.06
RCCE	NHP Housing Needs Survey	£1,403.26
E-On	Street Lighting Power (Feb)	£116.30
	TOTAL	£11,329.98

032.3 Neighbourhood Plan

- i. Direct Debit Instruction for NHP Website Hosting – It was agreed to sign the DD instruction so that these payments can be made via the Parish Council.
- ii. Payment of Invoices – All invoices relating to the grant have now been received and approved for payment.

032.4 Grant Application

It was **Resolved** to approve the grant applications received from the Village Hall for contributions towards maintenance and the installation of a new compost bin area. In light of this, and to keep the payments within the current financial year, the following two payments were approved:

Village Hall	Grant - Maintenance	£300.00
Village Hall	Grant – Compost Bins	£200.00
	TOTAL	£500.00

20/033 PUBLIC PARTICIPATION SESSION 2

- Shopper Bus – It was reported that there were no passengers on Saturday. The cost has also increased to £4.00 per journey for those without a bus pass. A discussion on how best to advertise or expand the service took place.
- Coronavirus – There will be a need to ensure that vulnerable residents are looked after with one idea to utilise the Neighbourhood Watch group to ask people to check on their neighbours.
- Litter Pick – It was reported that a few residents have already undertaken litter picks and washing of the village gates as they cannot get to the planned pick on Sunday. Residents were thanked for taking time out to help keep the village clean.
- Entrance to Church Walk – It was felt that this area has become messy with a number of signs erected and could this be tidied up as it is an important part of the village.

20/034 MOTION TO EXCLUDE THE PUBLIC FROM THE MEETING

Proposed Cllr Waine, seconded Cllr Hughes. The Chairman of the meeting declared the meeting closed to the public and press at 9:05p.m. to enable Councillors to hold a closed meeting regarding matters related to personnel/employment.

20/035 PERSONNEL MATTERS

035.1 Contract and Holiday Entitlement of Clerk

The Contract of Employment was approved and signed. It was agreed that holiday entitlement would run April to March alongside the financial year.

035.2 Freedom of Information Request

FOI request and response noted. It was agreed to send an additional response.

035.3 Letter from Resident

Contents of letter noted. Clerk to draft response for approval.

Action: Clerk

20/036 DATE OF NEXT MEETING

The next meeting of Stisted Parish Council will be held on Tuesday, 7 April 2020 at 7.30pm at The Montefiore Institute.

Items for inclusion on the Agenda should be sent to the Clerk by noon on Monday 30 March 2020.

The meeting closed at 9.20pm.