

Stisted Parish Council
Minutes of the Parish Council Meeting
held on Tuesday 3rd November 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)

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

In attendance: Mrs. Melanie Whiteside – Parish Clerk
County Councillor Mitchell
District Councillor Unsworth
Footpaths Officer Robert Powers
Two members of the public

20/075 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Guy and District Councillor Walsh.

20/076 DECLARATIONS OF INTEREST

None.

20/077 PUBLIC PARTICIPATION SESSION

Stisted Orchard – Whilst it had not been possible to host the Apple Day, the harvest had been successful thanks to a number of volunteers.

Village Archive – The historical village archive will now be housed in the Fairfield Room thanks to an offer made by the Village Hall Committee. They are awaiting the outcome of a grant application. Archive documents continue to be added to the Parish Council website but it would be helpful to know visitor statistics.

BDC Scheme of Delegation – District Councillor Unsworth responded to a question regarding the review of the scheme stating concerns that a larger percentage of applications would be dealt with under delegated powers.

077.1 County & District Councillor Reports

i. County Councillor Report

- COVID19 – Since the last meeting ECC had asked to be voluntarily moved into Tier 2 but Essex was now in a national lockdown for 4 weeks.
- Parking – Lighter touch restrictions have been extended due to the second lockdown regarding parking restrictions and the parking permit schemes.

ii. District Councillor Report

- Land opp. Brooks Farm – The issue has been raised with BDC and a letter has been sent from District Councillor Schmitt. The Parish Council responded that this letter has not been received and requested a copy.
- Safe Walking Route to A120 – No further information as yet but hopes to raise at Full Council. District Councillor Unsworth agreed to liaise with County Councillor Mitchell on this issue.

077.2 Parishes Against Incinerator (PAIN)

- PAIN were unsuccessful in their application for a High Court Judgement but there may be grounds to appeal this decision.
- Currently working with BDC and Anglia Ruskin University to provide monitoring of emissions before and after the opening of the incinerator and may ask for a device to be installed in Stisted in the future.

County Cllr Mitchell and District Cllr Unsworth left the meeting at 7:50 p.m.

077.3 Parish Paths / P3

Footpaths' Officer Robert Powers reported:

- Footpaths continue to be popular and are in good condition. He wished to record his thanks to landowners who have marked out footpaths across their fields early this season.
- China Bridge – Any damage to the bridge should be reported to ECC Highways.

077.4 Village Hall Report

Cllr. Hughes reported:

- The hall will be closed once again for the duration of the second national lockdown and discussion will take place on whether the hall will now reopen before the New Year.
- Village Archive – It was agreed that Stisted Village Hall in future will manage the Village Archive and will provide the space within the Fairhead Room and the Village Hall treasurer will manage the accounts for the Archive. The Village Hall will keep the PC informed by regular reports of its progress and will advise before possibly disposing of any material.

Following discussion it was agreed that there are two archival areas – historical archive of the village and the Parish Council archives. Due to current GDPR regulations the Parish Council archive documentation will not be passed on until a national agreement has been reached in relation to the retention of historical documents.

20/078 PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 6th October (virtual) were a correct record and it was **AGREED** these would be signed by the Chairman at a later date.

20/079 CLERK'S REPORT

The Clerk's report was noted.

20/080 COUNCILLOR CO-OPTION

The Clerk reported that there are two candidates for the position therefore the co-option will be decided by a majority vote as per legislation. One candidate has forwarded apologies as was unable to attend the meeting and the other candidate was invited to speak in support of his application.

- i. Co-Option – Following a vote by a show of hands, Mr Philip Fisher was duly co-opted as Councillor with a majority.
The Chairman wished to record his thanks to Mr Tandy for his interest and application and invited him to attend meetings as the Greenfields Representative to which Mr Tandy agreed.
- ii. Documentation – It was **AGREED** the Clerk would arrange for Mr Fisher to complete and sign the necessary documentation prior to the next meeting.

20/081 PLANNING MATTERS**081.1 Planning Applications**

- i. 20/00350/TPOCON – The Forge, The Street – Notice of intent to carry out works to trees in a Conservation Area. Following advice from the Tree Warden, it was **AGREED** no comment would be made.
- ii. 20/00374/TPOCON - Village Green - Notice of intent to carry out works to trees in a Conservation Area. This is a Parish Council application – the Tree Warden will be informed.
- iii. The Salings Neighbourhood Plan – Whilst no comment will be made, it was noted that this is a concise and well written plan.

081.2 Planning Results

The following planning applications have all been granted:

- i. 20/00338/LBC – 25 The Street - Single storey rear extension.
- ii. 20/00794/HH – Columbia House, The Street - Construction of a detached open carport/garage for two vehicles with WC and canopy roof over existing oil storage tank.
- iii. 20/00893/FUL – The Onley, The Street - Internal re-configuration to replace rear restaurant with two additional suites for holiday accommodation (net total of 6) with associated external works.
- iv. 20/00964/HH – 72 Sarcel - Demolition of existing front porch and erection of a single-storey front extension.
- v. 20/01150/HH – 5 Sarcel – Single-storey front, two-storey side and part single, part two-storey rear extension.

081.3 BDC Scheme of Delegation

It was **AGREED** to seek clarification on when Parish Councils would be informed of applications prior to draft a response before the deadline.

20/082 LAND OPP. BROOKS FARM (GLADWISH LAND)

- i. A response has been received from James Cleverly's office stating they are in the process of setting up a virtual meeting with the relevant parties – the Clerk stated that no further information regarding possible dates has been received.
 - It was **AGREED** to draft information for the website and research ways of making this high on a search engine using key words.
 - The site has yet to be cleared by Gladwish as previously agreed. It was **AGREED** to contact the Environment Agency requesting further information and requesting a deadline date for removal.
- ii. Signage – Quote received from Apogee Prints – it was **AGREED** to order 4 A3 signs.

20/083 SUB-COMMITTEE & WORKING GROUP UPDATES**083.1 Communication**

- i. Website – Cllr Willingham presented a report of the current website in relation to the accessibility regulations in particular. It was **AGREED** to compile and publish an accessibility report and contact the web provider and two others for a quote for the work required to achieve compliance with the regulations. To expedite this it was **RESOLVED** to give delegated authority for the Clerk and Cllr Willingham for expenditure up to £500 (quotes to be emailed to all Councillors prior to final agreement).
Following discussion it was **AGREED** to research options to move the website to an independent hosting provider – this would also allow for a discussion on the provision of dedicated Councillor emails.

083.2 Community Safety & Engagement

- i. Safe Walking Route to A120 – Awaiting further advice and guidance from County Cllr Mitchell and District Cllr Unsworth.
- ii. Affordable Housing – The conclusion of the Housing Needs Survey indicates that there is an identified need for two 2 bed units. [NB: It was noted that of the replies received, only nine could be assessed due to answers given and actual need requested was for one 1 bed bungalow and one 3 bed house]. It was stated that this is an action point as an identified need of the process and would not be part of the planning policy of the Neighbourhood Plan. Discussion took place on the need for provision, the benefit of existing or future affordable housing to residents, turnover of existing units, comparison to similar sized parishes and clarification of next steps should the Council agree in principle to the identified need.
It was **AGREED** to forward questions/concerns to Cllr Hughes for further discussion at the next meeting.

083.3 Neighbourhood Plan

- i. Steering Group – Four responses have been received following the recent request for sites. Following advice from the RCCE the next stage will be to engage a Planning Consultant – four have been approached for quotes. It was **AGREED** to provide an updated action plan against key objectives at the next meeting.

20/084 FINANCE

084.1 Bank Reconciliation

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

084.2 Payments

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

084.3 Budget & Precept 2021-22

In preparation for the setting and agreement of the 2021-22 budget and precept, it was **AGREED** that members of the Finance Committee would meet, via Zoom, to discuss and formulate a draft budget.

20/085 PUBLIC PARTICIPATION SESSION 2

- Affordable Housing – A resident expressed concern that all residents need to be represented and that the survey did not ask a specific question on whether residents wanted additional housing. He was asked to put his views in writing so that this may be taken into consideration.

20/086 DATE OF NEXT MEETING

086.1 Next Meeting

The next meeting of Stisted Parish Council will be held on Tuesday, 1st December 2020. Items for inclusion on the Agenda should be sent to the Clerk by noon on Friday, 20th November 2020.

086.2 Meeting Dates to March 2021

The following meeting dates were approved: January 5th / February 2nd / March 2nd. The schedule of dates for the 2021-22 meetings to be agreed at the January meeting.

Please note all meetings will be virtual until such time as legislation allows face to face meetings.

20/087 CLOSE OF MEETING

The meeting closed at 9:25p.m.