

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 1<sup>st</sup> December 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 Philip Fisher  
Councillor Marc Guy  
Councillor Mark Hughes  
Councillor Hayley Waine  
Councillor Dave Willingham

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

**20/088 APOLOGIES FOR ABSENCE**  
Apologies were received from District Councillor Walsh.

**20/089 DECLARATIONS OF INTEREST**  
None.

*Best Kept Garden Competition 2020 - The Chairman announced the winners who will receive their trophies and certificates outside of the meeting.*

*1<sup>st</sup> Place – Mrs. P. Harrington – Sandycroft*

*2<sup>nd</sup> Place – Ms. C. Rayner – Silver Firs*

*3<sup>rd</sup> Place – Mr. & Mrs. Prentice – 39 Sarcel*

**20/090 PUBLIC PARTICIPATION SESSION**  
The following issues were raised: Grants, PC website, Community Involvement, Emergency Plan and Affordable Housing.

**090.1 County & District Councillor Reports**

- i. County Councillor Mitchell reported on the following: A12 current closures and future proposals, emergency access travel funding and the Councillor Locality Fund.
- ii. District Councillor Report – No report due to Councillor absence.

**County Cllr Mitchell left the meeting at 7:57 p.m.**

**090.2 Parish Paths / P3**

Footpaths' Officer Robert Powers reported that some footpaths and bridleways are currently flooded and care is needed when using.

**090.3 Village Hall Report**

Cllr. Hughes reported that the hall has re-opened for regular hirers only.

**090.4 Greenfields**

No report as Mr. Tandy had sent his apologies.

**20/091 PREVIOUS MEETING MINUTES**  
It was **RESOLVED** that the minutes of the Parish Council Meeting held on 7<sup>th</sup> November (virtual) were a correct record and it was **AGREED** these would be signed by the Chairman at a later date.

**20/092 CLERK'S REPORT**  
The Clerk's report was noted.

**20/093 PLANNING MATTERS****093.1 Planning Applications**

- i. 20/01845/FUL – The Onley – Change of use of first floor rear floorspace into a Beauty Treatment Salon. No objections were raised.
- ii. BDC Local Plan – Stisted Map Errors – It was **AGREED** all Councillors would forward comments to the Clerk by 21<sup>st</sup> December.

The following applications had been submitted and published on the BDC planning portal between the circulation of the agenda and the meeting:

- 20/01966/HH – The Meadows, Water Lane – Single storey rear extension – It was **AGREED** to make comment referencing the previous appeal report in relation to this site. *[Cllr Waine declared an interest as a neighbour and took no part in the discussion].*
- 20/01134/OUT – Horse Shoes, Rectory Road – Revised plan – It was noted that the revision relates to the access/parking – It was **AGREED** that previous comments made by the Parish Council are still relevant.

**093.2 Planning Results**

None received.

**20/094 LAND OPP. BROOKS FARM (GLADWISH LAND)**

The Clerk reported that no further update has been received from James Cleverly's office even though a reminder had been sent prior to the meeting.

A response has been received from the Environment Agency (EA) confirming that a cease and desist letter had been sent to the landowner and the suspected offender. The deadline to clear the site has now passed and the EA will be undertaking a site visit to review the situation and agree next actions.

**20/095 SUB-COMMITTEE & WORKING GROUP UPDATES****095.1 Committee & Working Group Membership Update**

The new format of Committee, Working Groups and Areas of Interest, including Councillor membership, was **AGREED**.

**095.2 Communication**

Website – Cllr Willingham gave a verbal update on the work being undertaken on the website.

**095.3 Community Safety & Engagement**

- i. Affordable Housing – Cllr Hughes gave a verbal update on questions raised since the last meeting. He reiterated that the next stage in the process was to investigate the next steps – this is not an agreement to proceed. There are many stages to go through which will include further consultation with residents. It was therefore **AGREED** to the investigation of what the next steps may be.
- ii. Parking – It was felt that this is an issue throughout the parish and should be looked at as such. It was **AGREED** to draft a letter to all residents, including parents of children at the school, in the short term and set up a Working Party in the New Year to continue to investigate ways to alleviate the problems.

**095.4 Neighbourhood Plan**

Steering Group – Cllr Willingham provided an updated action plan against key objectives and reported the group are starting to look at online meetings to encourage public engagement and they are working through the stakeholder engagement responses.

**095.5 Street Maintenance**

- i. Flooding – Continues to be an issue, especially in Kings Lane. ECC Highways will be undertaking drainage work in the area next week (the road will be closed between 9:30-3:30 for three days). It was **AGREED** to continue to review to see if this work has made any difference.

- ii. Consultation on Reduced Frequency of Verge Cutting (BDC) – It was **AGREED** to respond to the consultation and seek clarification on whether a second cut will be made if required in certain areas, i.e. corners/visibility blackspots.

**20/096 FINANCE**

**096.1 Bank Reconciliation**

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

**096.2 Payments**

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

**096.3 Grants**

- i. Grant Funding Policy – Policy updated to include a deadline for applications so that they can be discussed at the same time each year – **AGREED**.
- ii. Christmas Tree – Tree purchased from King & Co at a cost of £140 including delivery (exc. VAT).
- iii. Friendship Kitchen – A group of volunteers will be operating a friendship kitchen from the Church during the period between Christmas and New Year. They will be offering hot food and company to anyone who needs it free of charge. It was **AGREED** to provide a donation to cover the cost of ingredients up to a maximum on £50.
- iv. County Councillor Locality Grant – A couple of projects were discussed and it was **AGREED** to provide the Clerk with ideas and costings ASAP.

**096.4 Golf Club – Captain’s Charity**

Members were delighted to note that the Club Captain for 2020/21 will be having the village as his chosen charity and is proposing to split the fund between the Church, the School and the Parish Council. It was **AGREED** to discuss a suitable project for the funds once more information is received.

**096.5 Budget & Precept 2021-22**

The Finance Working Group have met to discuss a proposed 2021/22 budget and the final version will be presented at the January meeting for approval.

**20/097 PUBLIC PARTICIPATION SESSION 2**

The following issues were raised: PC website, Local Plan review and Affordable Housing.

**20/098 DATE OF NEXT MEETING**

The next meeting of Stisted Parish Council will be held on Tuesday, 5<sup>th</sup> January 2021. Items for inclusion on the Agenda should be sent to the Clerk by noon on Monday, 28<sup>th</sup> December 2020.

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

**20/099 CLOSE OF MEETING**

The Chairman closed the meeting by wishing everyone a very Happy Christmas. The meeting closed at 9:20p.m.