

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Tuesday 6<sup>th</sup> April 2021 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 Mark Hughes  
Councillor Hayley Waine

**In attendance:** Mrs. Melanie Whiteside – Clerk  
County Councillor Robert Mitchell  
Mr. Paul Tandy – Greenfields Representative  
Three members of the public

**21/01 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Guy and Willingham.

**21/02 DECLARATIONS OF INTEREST**

Cllr Burge declared a personal interest in agenda item 08.4(ii) – Use of Playing Field.

**21/03 PUBLIC PARTICIPATION SESSION**

The following items were raised by members of the public:

- CCTV – Following a question regarding installing CCTV, Councillors reported that this is a complex issue in terms of village wide CCTV but are aware that the Church are looking to install cameras around the church building.
- Forthcoming works by Gigaclear – The Council were asked to make contact with the contractor to ensure they are aware that some properties have cellars.

The Chairman, on behalf of the Council, wished to record his thanks to Howard Hollands and Derek Pryke for their work on the Stisted Archives. Thanks were also recorded to Derek Pryke and Colin Saunders for undertaking regular litter picks throughout the parish.

**03.1 County & District Councillor Reports**

- i. County Councillor Mitchell gave a brief report on the following issues:  
Litter, Byways, the Solar Together Scheme, the gritting service, flood scheme proposals and agreed to make enquiries regarding the repair of the ditch along Kings Lane and another similar situation along Water Lane.
- ii. District Councillors Walsh and Unsworth had sent apologies but a written report was read out covering: Local Plan enquiry, Coggeshall Neighbourhood Plan, local elections and applying for postal votes.

**03.2 Parish Paths / P3**

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

**03.3 Village Hall Report**

Cllr. Hughes reported that the AGM had taken place and that the Hall will be opening on a small scale with further opening taking place in line with government guidance.

**03.4 Greenfields**

Mr. Tandy had no issues to report, however parking continues to be an issue.

**21/04 PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 2<sup>nd</sup> March (virtual) were a correct record and it was **AGREED** these would be signed by the Chairman at a later date.

**21/05 CLERK'S REPORT**

The Clerk's report and Projects List were noted and updated as follows:

- Playing Field Fencing – The posts have been collected and a date will be arranged for installation.
- i. **Temporary Delegation Scheme** – in light of the current regulations allowing for virtual meetings coming to an end on 6<sup>th</sup> May 2021, it was **AGREED** to reinstate the Temporary Delegation Scheme previously approved in March 2020 until either the legislation for virtual meetings is extended or in person meetings can resume in a Coved secure building.

**21/06 PLANNING MATTERS****06.1 Planning Applications**

- i. 21/00316/HH – Orchard House, The Street – Siting of Swimming Pool and minor associated ancillary equipment. No objections raised.
- ii. 21/00835/TPOCON - North Lodge Kings Lane - Notice of intent to carry out works to tree in a Conservation Area - Eucalyptus Tree. Comment to be based on the recommendations of the Tree Warden.
- iii. 21/00894/HH - 4 Kentish Cottages Kentish Farm Road - Two storey rear extension, attic conversion and front porch. No objections raised.
- iv. Essex Minerals Local Plan Review – Public Consultation open until 29<sup>th</sup> April.

**06.2 Planning Results**

The following application has been REFUSED:

- i. 20/01401/HH – Orchard Bungalow Priors Green – Retention of 14 meter high amateur radio antenna mast carrying three beam type and one vertical antennas for transmitting and receiving of amateur radio communication signals.

The following applications have been GRANTED:

- ii. 20/01966/HH – The Meadow Water Lane – Single-storey rear extension.
- iii. 20/02063/LBC – 66 Rectory Road – To remove part of a wall between the kitchen and utility room.
- iv. 20/02235/HH – 74 Sarcel – Part single, part two-storey rear extension.

**06.3 Stisted Mill**

The Clerk reported that English Heritage had replied stating the information should be directed to the local planning authority. A Planning Enforcement report had been completed and sent to BDC.

**21/07 LAND OPP. BROOKS FARM (GLADWISH LAND)**

The Chairman reported that BDC have been granted permission to proceed to prosecution. They are also in contact with the landowners to remove the waste.

**21/08 SUB-COMMITTEE & WORKING GROUPS UPDATE****08.1 Communication**

- i. Website – Work is continuing to update the site.

**08.2 Community Safety & Engagement**

- i. Affordable Housing – Following a lengthy discussion on the way forward, during which a number of reservations were expressed, the following steps were **AGREED**:

- Preliminary investigation, feasibility study and an open and transparent site finding exercise.
- Preliminary plans to be drawn up based on preferred site and identified need.
- Public consultation/referendum with the community and the outcome of this will form the basis of any final decision.

- ii. Portable Speed Signs – The Clerk reported that Greenstead Green Parish Council had not installed the signs in their village on private land due to insurance issues, they had been installed by the local Greenwatch group. It was therefore **AGREED** to contact ECC Highways to request the initial speed surveys required once lockdown restrictions have been lifted.

**08.3 Parking**

- i. Working Group – It was **AGREED** to consider a draft parking notice at the next meeting.

**08.4 Recreational Activities**

- i. Village Event – Following a request, it was **AGREED** to allow the use of the playing field on Saturday, 12<sup>th</sup> September for a village event, post lockdown. Following discussions on issues such as insurance cover, it was **AGREED** to look at whether it would be beneficial to bring the organisation of the event under the ownership of the Parish Council via a Sub-Committee.
- ii. Use of Playing Field – It was **AGREED** to allow Gt Bradford U11's football team to use the field for training sessions (mainly Tuesday evenings) until 31<sup>st</sup> August. A nominal fee of £5/match was agreed, however Cllrs Denley and Hughes kindly offered to cover this cost.
- iii. Football Pitch – Maintenance of the pitch was discussed and it was **AGREED** to research costs for topsoil to repair the pitch once the season has ended.
- iv. Play Equipment – The Clerk reported that the annual inspection will take place in May.

**08.5 Neighbourhood Plan**

- i. Steering Group – Work on the Action Plan is continuing.

**08.6 Street Maintenance**

- i. Painting of White Gates – Cllr Denley reported that five companies had been approached, with only three providing quotations. Of these, only one had visited the site and had also worked with other Parish Councils. Following consideration of all three quotes, the Council **RESOLVED** to accept the quotation from JCS External Solutions.
- ii. Village Green Bollards – Following a review of the design, it was reported that the brackets are in production.
- iii. Kings Lane – As there is some confusion over who is responsible for the repair of the ditch, County Councillor Mitchell will check with ECC Highways.

**21/09 FINANCE**

**09.1 Bank Reconciliation**

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

**09.2 Payments**

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

**09.3 Street Cleaning Agreement**

It was **AGREED** to approve the 2021/22 Street Cleaning Agreement with BDC.

**09.4 Golf Club – 2021 Captain's Donation**

Following discussion, it was **AGREED** to use the donation on refurbishing the play area.

**21/10 ANNUAL PARISH ASSEMBLY**

The Clerk reported that the APA will be held on Tuesday, 4<sup>th</sup> May at 7:00p.m. (prior to the next Parish Council meeting). As this year's event will be virtual, organisations that normally attend have been contacted asking for a written report – these can then be read out at the meeting and then compiled into a village newsletter.

**21/11 PUBLIC PARTICIPATION SESSION 2**

The following issues were reported: Affordable Housing, Compost and the Community Shop.

Councillors took the opportunity to thank Simon James for his dedication to the Village Hall following his stepping down at the AGM.

**21/12 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA**

- Community Engagement Police Officer – It was **AGREED** to invite PC James Draper to future meetings.
- Topsoil for Football Pitch – To discuss/agree quote for delivery of topsoil.

**21/13 DATE OF NEXT MEETING**

- i. Annual Parish Assembly – Tuesday, 4<sup>th</sup> May at 7:00p.m.
- ii. Annual Parish Council Meeting - Tuesday, 4<sup>th</sup> May 2021 at 7.30p.m.

Items for inclusion on the Agenda should be sent to the Clerk by noon on Friday, 23<sup>rd</sup> April 2021.

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

**21/14 CLOSE OF MEETING**

The meeting closed at 9:25p.m.