

**Stisted Parish Council**  
**Minutes of the Annual Parish Council Meeting**  
**held on Tuesday 4<sup>th</sup> May 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 Marc Guy  
Councillor Mark Hughes  
Councillor Hayley Waine  
Councillor Dave Willingham

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

**21/15 ELECTION OF CHAIRMAN**

One nomination for Chairman was put forward and Cllr Burge was duly elected to serve for the forthcoming year. Proposed by Cllr Hughes, seconded by Cllr Waine and all in favour.

Clerk to make arrangements for the signing of the Declaration of Office.

**21/16 ELECTION OF VICE-CHAIRMAN**

One nomination for Vice-Chairman was put forward and Cllr Denley was duly elected to serve for the forthcoming year. Proposed by Cllr Burge, seconded by Cllr Waine and all in favour.

**21/17 DECLARATIONS OF INTEREST**

Cllr Waine declared a non-pecuniary interest in agenda item 23.1(i) – Planning Application (Rectory Road).

**21/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Fisher.

**21/19 PUBLIC PARTICIPATION SESSION**

Rectory Road – Planning Application (21/00822/FUL)

Mr. Robert Steed and Mr. Paul Hopkins were in attendance to answer any questions in relation to the development and planning application:

- Ditch – the ditch will be maintained and remedial works will be made to the road in relation to connections to the site. They are consulting with both ECC Highways and Essex & Suffolk Water and working together regarding drainage and electricity etc. and the works will be amalgamated to restrict upheaval. A photographic survey will be undertaken prior to work commencing to ensure the road is returned to the same (or an improved) state.
- Working Hours – following a request in relation to works traffic by the School at drop off and collection times, it was confirmed that they are aware of the sensitivity of the area and understand these concerns and will take this into consideration when programming works.
- Parking – a site compound will be established for deliveries/parking, although they appreciate there may be times this needs to be managed and are open to discussions to alleviate this (possibly with the Village Hall Committee).

- Timeframe – for a programme of works on a site of this size, it is anticipated that it will be well within a 12 month time period.

Members of the Parish Council thanked Mr. Steed and Mr. Hopkins for attending the meeting.

The following items were raised by members of the public:

- Neighbourhood Watch – Nick Elliot, NW Coordinator, reported that he is receiving growing numbers of reports of cannabis use in the village and steps are being taken to try to eradicate this (i.e. reporting tenancy breaches). The Parish Council were in full support of this and are happy to assist where needed.

### 19.1 County & District Councillor Reports

- County Councillor Mitchell gave a brief report on the following:  
Essex Climate Action and the relaunch of the ECC Highways website.  
On the issue of repairs to the ditch along Kings Lane, this is unfortunately not a priority but is on the schedule of works and he will continue to push for repair.
- District Councillors Walsh and Unsworth were absent from the meeting.

### 19.2 Parish Paths / P3

Footpaths' Officer Robert Powers reported that the pandemic had seen a vast increase of walkers enjoying the local footpaths, however restrictions had meant delays to maintenance and repair works. Many footpaths, bridleways and byways that cross farmland have been cleared and well marked and thanks must go to the local landowners for this.

### 19.3 Village Hall Report

Cllr. Hughes reported that the AGM had taken place and there had been a few committee member changes, together with the launch of a separate Social Committee – the aim of which is to put on and promote events to raise funds to continue the refurbishment work.

### 19.4 Greenfields

Mr. Tandy reiterated the increase of cannabis use and that incidents will continue to be reported to BDC, Eastlight Homes and the Police.

## 21/20 PREVIOUS MEETING MINUTES

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

## 21/21 ANNUAL ADMINISTRATION

### 21.1 Committee & Working Group Membership

- Committee & Working Groups – Current membership reviewed and agreed.
- Footpaths Officer – Mr. Bob Powers agreed to continue in this role for the forthcoming year.
- Tree Warden – Mr. Mark Waine agreed to continue in this role for the forthcoming year.

### 21.2 Financial

- Financial Regulations and Risk Management Policy Statement – Reviewed and agreed.
- Bank Mandate – Existing mandate agreed with no changes required.
- Asset Register and Insurance Details – Reviewed and agreed.
- Internal Auditor – Mrs. Christine Marshall was appointed as Internal Auditor for the 2021/22 financial year.
- Financial Commitments – The annual and monthly financial commitments were confirmed.

**21.3 Review of Policies**

The following policies and procedures were approved with no changes:

- i. Standing Orders
- ii. Code of Conduct
- iii. Communication Policy
- iv. Complaints Procedure
- v. Data Protection Policy
- vi. Emergency Plan
- vii. Equality & Diversity Policy
- viii. Expenses Policy
- ix. Freedom of Information Publication Scheme
- x. Grievance & Disciplinary Procedure
- xi. Health & Safety Policy
- xii. Illegal Encampments Policy
- xiii. Information Security
- xiv. Privacy Notice
- xv. Retention of Documents
- xvi. S137 Grant Awarding Policy
- xvii. Training Policy

**21/22 CLERK’S REPORT & PROJECTS LIST UPDATE**

The Clerk’s report and Projects List were noted.

**21/23 PLANNING MATTERS**

**23.1 Planning Applications**

- i. 21/00822/FUL – Land off Rectory Road – Proposed erection of 3 No. dwellings and associated development. In addition to comments previously made on the Outline application, it was AGREED to request the 30mph limit and sign to be moved to outside 66 Rectory Road.
- ii. 21/00886/ELD – The Laurels, 59 The Street – Application for Certificate of Lawfulness for existing development – For information only.

**23.2 Planning Results**

The following applications have been GRANTED:

- i. 21/00835/TPOCON – North Lodge, Kings Lane – Notice of intent to carry out works to a tree in a Conservation Area.
- ii. 05/2021/TPO – Horseshoes, Rectory Road – TPO confirmed.

**21/24 LAND OPP. BROOKS FARM (GLADWISH LAND)**

The Clerk reported that BDC have contacted Gladwish to suggest they arrange to clear the land and then provide BDC with the receipts to put through to the courts – they have advised they will consider this once the ground dries up. BDC are awaiting additional information for the prosecution file and their legal team are aware of this. It was AGREED to seek clarification from BDC of a timeframe for the removal of the waste.

**21/25 SUB-COMMITTEE & WORKING GROUPS UPDATE**

**25.1 Communication**

- i. Website – Cllr Willingham reported that work is ongoing and anticipates the work will be completed by the next meeting. He added that the current system is very cumbersome to use and this has hampered efforts to bring the site in line with the Accessibility regulations and it would be worthwhile investigating alternatives.

**25.2 Community Safety & Engagement**

- i. Affordable Housing – A draft advertisement had been received from RCCE today and the wording will need to be agreed prior to publication.

**25.3 Parking**

- i. Working Group – A draft parking notice had been reviewed by the Working Group and it was AGREED this is a good first step.

**25.4 Recreational Activities**

- i. Village Event – The Clerk reported on information received from the Insurance company and it was AGREED to bring the event under the umbrella of the Parish Council. Clerk to liaise with organisers to assist with requirements.
- ii. Football Pitch – Maintenance of the pitch - It was AGREED to allocate a maximum of £300 for the purchase of topsoil/grass seed to repair the pitch once the season has ended.
- iii. Playground Equipment – It was AGREED to postpone this to the July meeting.
- iv. Playing Field Fencing – Cllrs Burge and Denley to inspect the current fencing and report back at the next meeting.

**25.5 Neighbourhood Plan**

- i. Steering Group – Cllr Willingham reported that progress is heavily reliant on input from residents, which has been hampered due to the lockdown. The committee continue to meet regularly and work is ongoing.

**25.6 Street Maintenance**

- i. Painting of White Gates – Cllr Denley reported that the contractor approved at the last meeting is unable to complete the work until the autumn. So that the painting can be undertaken later this month, it was RESOLVED to award the contract to Mark Johnson from the quotations list.
- ii. School Safety Crossing Zone – Members discussed parking outside the school and the safety of pupils. The installation of two planters was tabled and it was AGREED Cllr Burge will research design and costs for further discussion at the next meeting.

**21/26 FINANCE**

**26.1 Bank Reconciliation**

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

**26.2 Payments**

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

**21/27 PUBLIC PARTICIPATION SESSION 2**

Fingerpost outside The Onley – The Clerk confirmed that the Parish Council are aware of the damage done to the post by contractors and Gigaclear have confirmed they will arrange for this to be replaced.

**21/28 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA**

None.

**21/29 MEETING DATES 2021/22**

Confirmed as: 1<sup>st</sup> June / 6<sup>th</sup> July / 7<sup>th</sup> Sept / 5<sup>th</sup> Oct / 2<sup>nd</sup> Nov / 7<sup>th</sup> Dec / 4<sup>th</sup> Jan (2022) / 1<sup>st</sup> Feb / 1<sup>st</sup> Mar / 5<sup>th</sup> Apr / 3<sup>rd</sup> May

**21/30 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on Tuesday, 1<sup>st</sup> June at 7:00p.m. in the Village Hall. *Please note that due to Covid19 restrictions there will be a maximum of 20 people allowed inside the hall.*

Items for inclusion on the Agenda should be sent to the Clerk by noon on Friday, 21<sup>st</sup> May 2021.

**21/31 CLOSE OF MEETING**

The meeting closed at 8:45p.m.