

**Stisted Parish Council  
Minutes of the Parish Council Meeting  
held on Tuesday 1<sup>st</sup> June 2021 at 7.30pm**

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

**In attendance:** Mrs. Melanie Whiteside – Clerk  
District Councillor Tom Walsh  
Mr. Stephen Pettit – Estates Coordinator, Eastlight Community Homes  
Mr. Bob Powers – Footpaths Representative  
Mr. Paul Tandy – Eastlight Representative  
One member of the public

The Chairman, on behalf of the Parish Council, offered his condolences to Cllr Fisher following his recent bereavement. Condolences were also offered to Mr. Brian Crow.

**21/32 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Fisher and Guy.

**21/33 DECLARATIONS OF INTEREST**

None.

**21/34 PUBLIC PARTICIPATION SESSION**

**34.1 County & District Councillor Reports**

- i. The new County Councillor, Paul Thorogood, was unable to attend and had sent his apologies.
- ii. District Councillor Walsh gave a verbal report on the following issues:
  - BDC Local Plan - Section 2, with the removal of the 2 garden communities, is out for consultation in July.
  - BDC Climate Change Challenge – Residents are encouraged to give their views on the new interactive engagement tool which runs until 4 July - <https://braintree.districtcouncil.prioritiesimulator.com/>
  - BDC Cycling Strategy – Residents are invited to complete a questionnaire via <http://www.braintree.gov.uk/cyclingstrategy> until midnight on 20 June.
  - Cllrs raised a question relating to safer walking to the A120 which had previously been reviewed by County Cllr Mitchell. District Cllr Walsh offered to discuss this with County Cllr Thorogood.

**34.2 Parish Paths / P3**

Footpaths' Officer Robert Powers reported that 3 stiles on Footpaths 14 & 31 had fallen into disrepair and ECC now have an agreement with the landowners to remove them.

**34.3 Village Hall Report**

No new information to report.

**34.4 Eastlight**

No new information to report, however parking continues to be an issue.

It was unanimously AGREED to bring forward agenda item 39.3 – Parking – to allow for a discussion with Mr. Stephen Pettit.

**39.3 Parking**

Mr. Pettit reported that, following a number of complaints regarding parking in Sarcel, he had met with the Head of Assets to look at any options that may be available to help alleviate the problem. However these are limited due to space available. One suggestion was to create parking spaces on the current green space but this would mean residents paying for a space in order for BDC to recoup some of the costs involved. A leaflet was delivered to a number of properties (not just Eastlight homes) to gather feedback as, due to lockdown, a public consultation had not been possible. There has been a mixed response, with the majority of negative comments around costs. The next step is to collate the responses and see if there is a business case to put forward.

**21/35 PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 4<sup>th</sup> May (virtual) were a correct record and these were subsequently signed by the Chairman. The draft minutes from the Annual Parish Assembly also held on 4<sup>th</sup> May were noted.

**21/36 CLERK’S REPORT & PROJECTS LIST UPDATE**

The Clerk’s report and Projects List were noted.

**21/37 PLANNING MATTERS**

**37.1 Planning Applications**

No planning applications received.

**37.2 Planning Results**

- i. 21/01134/OUT – Horse Shoes, Rectory Road – Outline planning permission for the erection of 1 No. detached dwelling. **WITHDRAWN.**

**21/38 LAND OPP. BROOKS FARM (GLADWISH LAND)**

The Clerk reported that BDC have not specified a timeline for the removal of waste but had an agreement that this would be arranged once the ground dries out – they have provided the landowner with a list of local skip companies. The prosecution report is awaiting some information from another Authority and will then be submitted.

**21/39 SUB-COMMITTEE & WORKING GROUPS UPDATE**

**39.1 Communication**

- i. Website – No further update at this time.
- ii. BDC Climate Change Strategy – It was **AGREED** that any comments to be submitted to the Clerk by the end June.

**39.2 Community Safety & Engagement**

- i. Affordable Housing – The Call for Sites had been published on the website and in the June parish magazine with a deadline of 30 June.

**39.3 Parking**

Following on from the discussion with Mr. Stephen Pettit at the beginning of the meeting, Cllr Hughes reported that he is against giving up any green space for parking and that the Neighbourhood Plan Steering Group are seeking to protect this area as a Designated Green Space and had been unaware it belonged to BDC.

**39.4 Recreational Activities**

- i. Village Event – The Clerk reported contact had been made with one of the organisers to provide them with information received from the Insurers.
- ii. Playing Field – Cllrs noted the Safety Inspection Report received from ROSPA. It was **AGREED** that Cllrs Denley & Burge would take ownership of the report and look at maintenance works required to ensure these are actioned.
- iii. Playing Field Fencing – Cllrs Burge and Denley had undertaken an inspection and, whilst some maintenance work is required (i.e. repair and painting of existing fence), the Council cannot justify the expenditure required to install a high fence around the tennis court but other options may be available.

- iv. Trees – Following suggestions put to the Council by the Tree Warden in his Annual Report, it was AGREED to pass his contact details onto BDC and request they include him in any correspondence relating to trees in the parish. It was also AGREED to invite him to the next meeting to discuss the Queen’s Green Canopy – a tree planting initiative as part of the Queen’s Jubilee.

#### **395 Neighbourhood Plan**

- i. Steering Group – Cllr Willingham reported that a public meeting has been preliminarily set for Monday, 28 June.

#### **39.6 Street Maintenance**

- i. School Safety Crossing Zone – It was AGREED that Cllr Burge would gather quotations/design prior to seeking permission from ECC Highways and landowners.
- ii. BDC Verge Cutting Trial – Cllrs noted that the trial has been extended to include the whole district until April 2022. Cllr Hughes reported that the licence application for a wildflower area is ready to be submitted.

Painting of White Gates – Cllr Denley reported that the work had been delayed due to the weather but it is anticipated this will start in the next few weeks.

### **20/40 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020-21**

The Clerk as Responsible Financial Officer (RFO) presented the finalised accounts for the year ending 31 March 2021 and it was **RESOLVED** to accept and approve these for signing.

#### **40.1 Annual Internal Audit Report**

Members noted the Internal Audit Report signed by the Auditor, together with the written report to the Council.

#### **40.2 Annual Governance Statement 2020-21**

It was **RESOLVED** to approve the Annual Governance Statement 2020-21 and for this to be signed by the Chairman and Clerk of the meeting.

#### **40.3 Annual Statements 2020-21**

It was **RESOLVED** to approve the Accounting Statement 2020-21 and for this to be signed by the Chairman of the meeting.

#### **40.4 Certificate of Exemption**

As neither gross income nor expenditure for the authority exceeded £25,000 it was **RESOLVED** to approve the Certificate of Exemption 2020-21 and for this to be signed by the Chairman of the meeting and RFO.

The Clerk reported that the Period of Electors Rights would run from 7 June to 16 July – this is the period of time that allows for any resident on the electoral role to put forward questions on the accounts to the external auditor, PKF Littlejohn.

### **21/41 FINANCE**

#### **41.1 Bank Reconciliation**

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

#### **41.2 Payments**

It was **RESOLVED** to approve the payments as per the schedule attached with the addition of an invoice received today from MD Landscapes.

#### **41.3 Transfer of Funds**

The transfer of £6,000 from General Reserves into an Earmarked Reserve “Projects” as the end of the 2020-21 financial year was formally **RESOLVED** as per the report from the Internal Auditor (discussed under item 40.1 above).

**21/42 PUBLIC PARTICIPATION SESSION 2**

- Parking – A resident stated that the possibility of losing a green space affects more than just those who live in that area, it has a wider impact on others in the village.
- Wildlife Reserve behind the Allotments – following a statement that this is not a recognised area, Cllr Willingham responded that he has made contact with BDC on this issue and is awaiting a response.

**21/43 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA**

Items for the July meeting:

- Road signs around the village.
- Playground Equipment Fencing
- Trees – Queen’s Green Canopy

**21/44 MEETING VENUE**

It was AGREED to hold Parish Council meetings at the Village Hall for the foreseeable future.

**21/45 DATE OF NEXT MEETING**

The next Parish Council meeting will be held on Tuesday, 6<sup>th</sup> July 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, 25<sup>th</sup> June 2021.

**21/46 CLOSE OF MEETING**

The meeting closed at 8:50p.m.