

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 4th May 2022 at 8.00pm**

Present: Councillor Dave Burge – Chairman
Councillor Philip Fisher
Councillor Helen Remfry
Councillor Hayley Waine
Councillor Dave Willingham

In attendance: Mrs. Melanie Whiteside – Clerk
Footpaths Officer Bob Powers
Five members of the public

The Chairman explained the process of the meeting and rules of the Public Forum to those present. He also wished to record the thanks of the Parish Council to Cllr Hughes of Big Bear Cider for the work undertaken to get supplies to help the people of Ukraine.

13 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 Waine, seconded by Cllr Fisher and all in favour. The Chair signed the Declaration of Office.

14 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 Fisher, seconded by Cllr Waine and all in favour.

15 DECLARATIONS OF INTEREST

None.

16 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllrs Denley and Hughes.

17 PUBLIC PARTICIPATION SESSION

The following items were raised by members of the public:

- Petition for Traffic Calming/Speed Restrictions – In conjunction with the County Councillor, a group of residents have collected over 230 signatures in just 3 days. The petition will be handed over to County Cllr Thorogood who will present to ECC.

17.1 County & District Councillor Reports

- i. County Councillor Thorogood will be late and it was agreed to postpone this item until he arrived.
- ii. District Councillors Walsh and Unsworth were absent from the meeting.

17.2 Parish Paths / P3

Footpaths' Officer Robert Powers had presented his annual report at the Parish Assembly held prior to this meeting.

17.3 Village Hall Report

Mr. Hughes was absent from the meeting.

18 PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 6th April 2022 were a correct record and these were subsequently signed by the Chairman.

19 ANNUAL ADMINISTRATION

19.1 Committee & Working Group Membership

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

19.2 Financial

- i. Financial Regulations and Risk Management Policy Statement – Reviewed and agreed.
- ii. Bank Mandate – Existing mandate agreed with no changes required.
- iii. Asset Register and Insurance Details – Reviewed and agreed.
- iv. Internal Auditor – Mrs. Christine Marshall was appointed as Internal Auditor for the 2022/23 financial year.
- v. Financial Commitments – The annual and monthly financial commitments were confirmed.

19.3 Review of Policies

The following policies and procedures were approved with no changes, except where noted below:

- 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 – Updated to include a maximum grant of £200.
- xvii. Training Policy

20 MEETING ACTIONS REPORT & PROJECTS LIST UPDATE

The updated Actions Report and Projects List were noted.

21 PLANNING MATTERS

21.1 Planning Applications

- i. 22/00918/FUL – The Leys Coggeshall Road – Two-storey side extension, single storey rear extension and remodelling to rear elevation of existing dwelling, erection of garage/cartlodge, erection of farm machinery and vehicle storage barn, demolition of outbuildings, with associated development and landscaping – No Comment.
- ii. 22/00764/VAR - Land Off Rectory Road - Variation would allow: - Plot 1: Remove window to garage on front elevation. Replace central double pile roof with crown roof. - Plot 2: Alterations to side elevation of garage. Reposition door and remove window. Replace lower flat roof and double pile with central crown roof. - Plot 3: Remove window to garage on front elevation – No Comment.
- iii. Feering Neighbourhood Plan – Consultation document can be found on the BDC website.

21.2 Planning Results

None.

21.3 Gulls Meadow

A Planning Enforcement application has been made to BDC to investigate and ensure that regulations are being followed at this site and we are awaiting the formal outcome from this.

21.4 Stock Street Farm Barn

Members discussed the recent removal of the licence by BDC and subsequently agreed to write a letter in support of the venue.

21.5 Section 106 Funding

It was agreed postpone this discussion until the new Open Spaces Plan has been released by BDC.

22 SUB-COMMITTEE & WORKING GROUPS UPDATE

22.1 Communication

- i. Climate Change – Cllr Remfry will be attending an EALC workshop shortly.

22.2 Community Safety & Engagement

- i. Queen's Platinum Jubilee Weekend (2-5 June 2022) – Cllr Waine gave an update on how the plans are progressing for the Sunday village event.
- ii. Litter Pick – Purchase of new warning signs – Following discussion on the style/material of new signs, it was agreed to purchase cones with solid plastic signs.
- iii. Neighbourhood Plan – Deadline for completion is March 2023. The Steering Committee are meeting with the RCCE shortly to confirm what is required and whether it is conceivable to complete the project in the time remaining.

22.3 Parking

- i. School parking – A copy of the newsletter highlighting traffic concerns was sent out to all parents at the school. The next step is to liaise with County Cllr Thorogood on an application for a Traffic Regulation Order.

22.4 Recreational Activities

- i. Playing Field – Monthly inspection reported noted.
- ii. Pavilion – Members agreed to purchase new matting and janitorial equipment required.

22.5 Street Maintenance

- i. Village Green Bollards – A sample bollard has been installed and it was agreed to proceed with the purchase of replacement bollards in hardwood at a cost of £40 (+VAT) each.

23 FINANCE

23.1 Bank Reconciliation

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

23.2 Payments

It was **RESOLVED** to approve the payments as per the schedule, including the payment of two invoices received after the publication of the schedule.

24 PUBLIC PARTICIPATION SESSION 2

- Iron Tree Bench – A resident wished to record his thanks to Cllr Fisher for work undertaken to repair the tree bench.

25 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

- June Agenda - September Meeting – To consider Clerk cover or date change.

County Councillor Paul Thorogood arrived and gave the following report:

17.1 County & District Councillor Reports

- Petition for Traffic Calming/Speed Restrictions – The petition will be presented to ECC Highways to highlight the issues faced within the parish.
- Local Highways Panel – Next meeting will decide which schemes will be validated.

26 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Wednesday, 1st June at 7:30p.m. in the Village Hall.

27 CLOSE OF MEETING

The meeting closed at 21:05.