

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Wednesday 1<sup>st</sup> March 2023 at 7.30pm**

**Present:** Councillor Dave Burge – Chairman  
Councillor Philip Fisher  
Councillor Mark Hughes  
Councillor Helen Remfry  
Councillor Hayley Waine

**In attendance:** Mrs. Melanie Whiteside – Clerk  
County Councillor Paul Thorogood  
District Councillor Dennis Abram  
Footpaths' Officer Bob Powers  
Ten members of the public

**136 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Willingham.

**137 DECLARATIONS OF INTEREST**

None.

**138 PUBLIC PARTICIPATION SESSION**

The following items were raised by members of the public:

- King's Coronation – Following requests that an event be organised for the parish, it was agreed to ask residents what type of event they would like and for volunteers to help organise it.
- Overgrown Hedges – King's Lane to Jenkin's Farm – Residents were informed this is the responsibility of the landowners and should be reported via ECC Highways.
- Potholes – These can be reported online via ECC Highways.

**138.1 County & District Councillor Reports**

- i. County Councillor Thorogood reported on the following: Incinerator update, highways maintenance budget information, other highways responsibilities, ECC council tax precept rise, Coggeshall Quarry and the new vehicle booking system trial at recycling centres from March.  
Highway matters for Stisted – National Highways is undertaking its annual review of collisions along the A120 including King's Lane; the LHP signage request to stop Stisted being used as a rat run by HGVs from the A131/120 has been progressed to validation.
- ii. District Councillor Abram reported on the following: Update to 3 major developments within the district.

**138.2 Parish Paths / P3**

Footpaths' Officer Robert Powers reported that he has contacted the Golf Club asking them to repair 3 marker posts and to local landowners to clear footpaths. He also warned walkers to be aware of electric fencing along Pattiswick farms boundary – there is no impingement on the footpaths, but the fencing is live due to livestock movements.

**138.3 Village Hall Report inc. Stisted Archives**

Village Hall – The Cinema Night will take place on 18<sup>th</sup> March.

Stisted Archives – Update given including the creation of an Archive Index, the next planned display topic, funding update and liaison work with CANS. Written report attached.

**139 PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 1<sup>st</sup> February 2023 be signed by the Chairman.

Minutes 1<sup>st</sup> March 2023

Signed as a true record .....

**140 MEETING ACTIONS REPORT & PROJECTS LIST UPDATE**

The updated Actions Report and Projects List were noted.

**141 PARISH ELECTIONS PROCESS**

The Clerk reported that the full information, including dates, has not been issued by BDC yet. It was agreed to publish information to encourage residents to apply.

**142 PLANNING MATTERS****142.1 Planning Applications**

- i. 23/00034/FUL – Great Oaks Rectory Road - Retrospective application for conversion of existing buildings to form 1No. 3-bedroom dwelling together with basement extension, 1No. outbuilding, associated improvements/alterations including attached annexe accommodation and other associated development. ACTION: Cllrs to forward comments to Clerk ASAP.
- ii. 23/00357/FUL - Solar Farm at Kentishes Farm Kentish Farm Road - Retention of security cameras. No objections raised.
- iii. 23/00454/TPOCON - The Red House 52 Back Lane - Notice of intent to carry out works to trees in a Conservation Area: T1 Robinia - Reduce to previous reduction points, i.e. up to 2m maximum - General tree maintenance to safeguard future life of tree. No objections raised (in consultation with the Tree Warden).

**Planning Appeal** – Land north of Brooks Farm – Notification of appeal received. Cllr Hughes to pull together a draft response if any update required to previous representation made by the Parish Council.

**142.2 Planning Results**

- i. 23/00057/DAC – Gleneagles Rectory Road – Application for approval of details as reserved by condition 11 of approved application 22/00764/VAR. GRANTED.

**142.3 Gladwish Land**

Hedges - Cllr Waine reported this is currently with BDC Enforcement and agreed to chase for an update.

**143 FINANCE****143.1 Bank Reconciliation**

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

**143.2 Payments**

It was **RESOLVED** to approve the payments as per the schedule, with one additional invoice from Britlabels.

**143.3 Year End – Transfer of Funds**

- i. Bank Accounts - It was agreed to transfer £5,000 from the Current account into the Savings account.
- ii. Funds – It was agreed to transfer £5,000 from year end General Reserves into the Earmarked Reserve “Projects” for the 2023/24 financial year.

**143.3 Street Lights - LEDs**

Cllrs Hughes reported he is still awaiting quotations from contractors.

**144 COMMUNITY, RECREATION & MAINTENANCE****144.1 Sub-Committee - Neighbourhood Plan**

No update in Cllr Willingham’s absence.

**144.2 Working Group – Climate & Nature for Stisted (CANS)**

Cllr Remfry gave a verbal update including biodiversity and wellbeing, public engagement, new Facebook page and a recent meeting with Wivenhoe (written report attached).

It was agreed to sign up to the Essex Wildlife Trust “Wilder Towns, Wilder Villages Agreement” with Cllr Remfry as the Lead Councillor.

### 144.3 Working Group - Parking

No update in Cllr Willingham's absence.

Next Agenda: 20's Plenty Campaign / Zig Zags opposite School / 3PR Initiative.

### 144.4 Playing Field

Monthly inspection for February noted.

- Re-seeding Football Pitch – Cllr Fisher is meeting with a contractor this week.
- Leveling of the Playing Field – Discussion took place on how this could be achieved. Regular rolling of the field is required but time/costs could be prohibitive. It was agreed to seek quotations for this.
- Damage to Wooden Shelter – Cllr Hughes reported the Village Hall Committee are happy to re-home this once repaired.

### 144.5 Litter Pick & Dust Cart

- Litter Pick – Suggested date: Saturday, 18<sup>th</sup> March. Clerk to check if equipment can be supplied by BDC before advertising the event.
- Dust Cart – Suggested date: Saturday, 8<sup>th</sup> April. This is Easter Saturday so Clerk to check availability and seek permission from Church prior to advertising the event.

### 144.6 Assets of Community Value (ACV)

No update in Cllr Willingham's absence.

### 144.7 Village Shop

Written report from the Community Partnership - Footfall is limited as the shop is only able to open on a Monday afternoon, therefore, as a not-for-profit organisation they will soon struggle to cover their basic running costs. They will be opening the shop on a Saturday morning through March to try to increase usage but any suggestions for maintaining this service would be welcome.

### 144.8 Tree Guards

Cllr Hughes reported that the tree guards from the trees that were planted by the Parish Council 10-15 years ago are now coming off as the trees have grown. It was agreed to set up a working party later in the year to collect/remove the guards as part of a litter picking day. Action: May Agenda.

### 144.9 Village Green Bollards

Now that the bollards have been delivered, it was agreed to set up a series of dates for installation and ask for volunteers to assist.

### 144.10 Parish Council Records

The Clerk is currently looking for a company that can safely dispose/recycle the old laptop and printer, together with a company that could digitalise/archive the old paperwork. It was agreed to remove the hard drive from the laptop.

## 145 PUBLIC PARTICIPATION SESSION 2

The following items were raised:

- Fencing of Play Equipment – Following a question on this, the Chair reported that quotations were received but the cost of installation and maintenance for the parish is prohibitive.

## 146 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

Items for Next Agenda -

- CANS – Agreement of PC not to use glyphosate and to seek an alternative to improve biodiversity.

## 147 NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday, 5<sup>th</sup> April 2023 at 7:30p.m. in the Village Hall.

## 148 MOTION TO EXCLUDE PUBLIC FROM THE MEETING

It was unanimously **RESOLVED** to exclude members of the public from the meeting to allow Councillors to discuss matters related to employment.

**149 CLERK RECRUITMENT**

The Personal Committee reported on the recent interview and it was unanimously agreed to offer the position of Clerk and Responsible Financial Officer to Miss Emily Bamforth-White with a start date of 1<sup>st</sup> April. It was further agreed to a two-month handover with the existing Clerk, with Mrs. Whiteside's employment finishing on 31<sup>st</sup> May 2023.

**150 CLOSE OF MEETING**

The meeting closed at 21:30.