

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Thursday, 18th May 2023 at 8:00pm**

Present: Councillor Dave Burge – Outgoing Chairman
Councillor Mark Hughes – Chairman
Councillor Alan Routledge
Councillor Howard Hollands
Councillor Bob Powers
Councillor Richard White

In attendance: Miss Emily Bamforth-White - Clerk
Mrs. Melanie Whiteside – Outgoing Clerk
Mark Waine - Tree Warden
5 members of the public

14 ELECTION OF CHAIRMAN

One nomination for Chairman was put forward and Cllr Hughes was duly elected to serve for the forthcoming year. Proposed by Cllr Hollands, seconded by Cllr Routledge and all in favour. The Chair signed the Declaration of Office.

15 ELECTION OF VICE-CHAIRMAN

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

16 APOLOGIES FOR ABSENCE

None.

17 DECLARATIONS OF INTEREST

None.

18 PUBLIC PARTICIPATION SESSION

The following items were raised by members of the public:

- Vehicle Activated Speed Signs (VAS) – Requested the introduction of signs around the village continue to be pursued.
- Litter Picks – To continue to maintain standards around the village to keep it clean from litter.
- Defibrillator Training – Resident offered to contact the Golf Club about providing a joint village training session.
- White Gate Signage – Cllr Hughes confirmed installation is delayed whilst permissions are applied for from ECC Highways.

18.1 County & District Councillor

- i. County Cllr Thorogood was absent from the meeting.
- ii. District Cllr Walsh offered his assistance to set up a Community Speedwatch group following concerns raised regarding speeding through the village.

18.2 Parish Paths

Cllr Bob Powers read his report that stated the impact on the footpaths was due to the major weather conditions causing considerable flooding and trees falling, which resulted in a delay in resurfacing Byeway 41.

18.3 Village Hall Report inc. Stisted Archives

- The next Village Hall event will be a Barn Dance on 8th July.
- Current Archive research into Trading and Businesses of Stisted had taken place, which will be the focus of an future exhibition.
- Bellringing – On the King's Coronation, Stisted was featured on BBC Look East and Braintree and Witham Times.

18.4 Climate and Nature for Stisted (CANS)

- 'No Mow May' is taking place on the Village Green.
- CANS donated pots, compost, and sunflower seeds to the Primary School to encourage the children to be involved with nature.

19 PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 5th April 2023 were a correct record and were subsequently signed by the Chairman.

20 MEETING ACTIONS REPORT

The updated Actions Report was noted.

21 PARISH ELECTIONS – CO-OPTION

The Clerk reported that the deadline for applications will be the end of May, and the vacancies will be discussed at the June meeting.

22 ANNUAL ADMINISTRATION

22.1 COMMITTEE & WORKING GROUP MEMBERSHIP

- i. Committee & Working Group Membership - All roles appointed.
- ii. Footpath's Officer - Cllr 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.

22.2 FINANCIAL

- i. Financial Regulations and Risk Management Policy Statement – Approved.
 - ii. Bank Mandate – Cllr Hughes, White, Routledge and Powers approved as new bank signatories.
 - iii. Asset Register and Insurance details – Noted.
 - iv. Internal Auditor - Due to a new conflict of interest, a new Internal Auditor is required. To be discussed at the next meeting.
 - v. Annual and Monthly Financial Commitments – Approved.
- Next Meeting – To discuss returning to the Montefiore Institute to hold the PC meetings.

22.3 REVIEW OF POLICIES

- i. Standing orders – Updates as per NALC 2022 revision agreed.
- ii. Code of Conduct – agreed.

23 PLANNING MATTERS

23.1 Planning Applications

- i. For Information - Notice of planning appeal OS 6335, Greenstead Green Road – no action required.

23.2 Planning Results

- i. None.

24 FINANCE

24.1 Bank Reconciliation

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

24.2 Payments

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

24.3 Section 106 Funding

The Clerk informed the Cllrs of two quotes for a Coronation Bench. It was agreed for the quotes to be sent to the Cllrs to review and discuss at the June meeting. Deadline for the first round of funding (£1,235.97) is 31 August 2023. BDC recommend applications completed by end May.

24.4 Playing Field / Football Pitch

A suggestion was put forward for 'Football Foundation' which provides a 5-year grant to help care for the pitch and surroundings. Cllr Routledge agreed to research this further for the next season.

For the current season, the football team have kindly offered to look after the pitch if the Parish Council provide grass seed and soil.

24.5 Community Shop

There has been success with opening on Saturdays the Community shop will remain open on Mondays 2-4pm and Saturday mornings during June and will then be reassessed Cllrs would welcome an application for a Parish Council grant.

25 COMMUNITY, RECREATION & MAINTENANCE

25.1 Sub-Committee - Neighbourhood Plan

It was reported that another application for a grant will happen as soon as submissions are accepted. A detailed road map has been formed with the tasks required for completion before a draft plan can be produced.

25.2 Working Group – Climate & Nature for Stisted (CANS)

Use of Glyphosate – Cllr Hughes confirmed this is not used by the Grass Contractor. To be further discussed at the next meeting.

Village Compost Store – Further information to be sought from CANS.

25.3 Working Group – Parking

No further update.

25.4 Playing Field

Monthly inspection report noted.

25.5 Assets of Community Value (ACV)

It was agreed to be discussed at the next meeting.

25.6 Tree Guards

Working Party to be arranged to remove tree guards from around the village – to be put on the September agenda.

25.7 Grass Cutting

Cllr Hughes had met with the contractor on site to discuss the changes to the specification. Contract to be reviewed at the end of the cutting season.

Clerk to request a quote for removal of grass cuttings from the Village Green following "No Mow May".

26 PUBLIC PARTICIPATION SESSION 2

The following items were raised:

- Concerns were raised about the effect of 'No Mow May'
- The suggestion for having a recycled material bench rather than wooden for the Coronation bench.
- Suggestion for a park run or similar activity to promote the village green, playing field etc.

27 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

Items for Next Agenda -

- Village Shop – To discuss the possibility of financial assistance.
- Dust Cart – To discuss how to ensure service is used correctly.
- Montefiore Institute – To discuss holding parish meetings at the Montefiore.
- Internal Auditor – To start the process for appointing a new Internal Auditor.

28 NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday 5th June 2023 at 7:30p.m. in the Village Hall.

CLOSE OF MEETING

The meeting closed at 21:45.