

**Stisted Parish Council  
Minutes of the Parish Council Meeting  
held on Wednesday 7<sup>th</sup> June 2023 at 7.30pm**

**Present:** Councillor Mark Hughes – Chairman  
Councillor Alan Routledge – Vice Chairman  
Councillor Howard Hollands  
Councillor Bob Powers  
Councillor Richard White  
Councillor Eleanor McMillan (after co-option – Item 34)

**In attendance:** Miss Emily Bamforth-White - Clerk  
County Cllr Paul Thorogood  
7 – members of the public

**29 APOLOGIES FOR ABSENCE**

None

**30 DECLARATIONS OF INTEREST**

None

**31 PUBLIC PARTICIPATION SESSION**

The following items were raised by members of the public:

- Dog Bins – A member of the public had raised the point that the dog bins were too close to the playground. They asked whether these could be moved. It will be discussed in the July meeting.
- A discussion took place about ‘No Mow May’ and as to why the wildflower patch was mowed. It was explained that the new specification was not properly reviewed. As explained an error that is unfortunate but will be learnt from.

**31.1 County & District Councillor**

- i. County Cllr Thorogood reported on the following: Recent County and District elections, Local Highways Panel, post signs, 30mph roundels, Incinerators, Flood Scheme, and White Gate Signage.  
The remaining 30mph roundel will be completed in July according to Essex County Council.  
Highways were contacted about the White gates, and there is further delay in the process. Further research will need to be taken place to move this forward.
- ii. District Cllr Walsh and Cllr. Dennis Abram were absent from the meeting.

**31.2 Parish Paths**

Cllr Bob Powers reported that Byeway 41 had been resurfaced. He raised concern at the spraying being undertaken by local landowners.

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

- The next Village Hall event will be a Barn Dance on 8<sup>th</sup> July.
- Funding for a designated laptop has generously been provided to the Stisted Archive from Essex Heritage Trust. This is essential to ensure compliance with data protection.
- A member of the Archive team is creating a spreadsheet of all relevant historical material from past issues of the Parish Magazine to make access easier for research purposes.
- Current Archive research into Trading and Businesses of Stisted had taken place, which will be the focus of a future exhibition.
- Bellringing – A thanks was given to those involved with the bellringing which appeared on BBC Look East and Braintree and Witham Times.
- The Orchard was left uncut for ‘No Mow May’. Due to weather conditions the blossom and fruit trees were quite uneven in growth and the late blossom could not coincide with the National Orchard Blossom Day. Essex Orchard Group

(ESORG) wants to hold its next meeting in the Stisted Orchard and potentially with Big Bear Cider.

- HH to attend a conference organised by Orchards East on 'Community Orchards' on 17th June and will report back.
- The next Archives meeting will be held on Tuesday 27<sup>th</sup> June.

### **31.4 Climate and Nature for Stisted (CANS)**

- The meeting held on the 14<sup>th</sup> May was successful. A discussion took place which led the public to express the lack of communication and knowledge of the Parish Council and CANS. A solution to this was to have a face-to-face social gathering to encourage those members of the public to understand and learn about these groups and what they do.
- Once received, the £750 ECC funding (prize money) will be ringfenced for CANS.
- The school have loved the Sunflower plants. It was requested that the Parish Council purchase plant feed to give to the school to help with their plants. This was agreed - CANS to provide further details to the Clerk.

### **31.5 Village Shop**

It was reported that the meeting with the Trustees has yet to take place.

## **32 PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 18<sup>th</sup> May 2023 were a correct record and were subsequently signed by the Chairman.

## **33 MEETING ACTIONS REPORT**

The updated Actions Report was noted.

- Fencing by Swing – Agreed to form a group to fix the fencing.
- Dog bin locations – Need to plan and make suggestions as well as request for more dog bins around the village. Cllr Hughes will send plans for the dog bins to the Clerk.

## **34 PARISH ELECTIONS – CO-OPTION**

After discussion, it was agreed to Co-opt Eleanor McMillan. Further vacancy to be agreed at the July meeting.

## **35 PLANNING MATTERS**

### **35.1 Planning Applications**

- i. None

### **35.2 Planning Results**

- i. None.

**Planning Appeals** – 3 Appeals were discussed.

- Kings Lane
- Tumblers Green
- Greenstead Green Road

## **36 FINANCE**

### **36.1 Bank Reconciliation**

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

### **36.2 Payments**

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

### **36.3 Accounts for the year ending 31 March 2023**

- The Clerk as Responsible Financial Officer (RFO) presented the finalised accounts for the year ending 31 March 2023 and it was **RESOLVED** to accept and approve these for signing.

### **36.4 Section 106 Funding**

- The Cllrs reviewed and discussed the two quotes given by the Clerk. It was agreed to use the money to purchase two wooden benches. Deadline for the first round of funding (£1,235.97) is 31 August 2023 – Clerk to complete application.

### **36.5 BALC – Subscription**

- Cllrs agreed to continue the subscription for a further year.

### **36.6 Community Shop**

- No meeting had taken place with the Trustees in time for the June meeting.

## **37 Annual Governance & Accountability Return 2022-23**

### **37.1 Annual Internal Audit Report**

- Members noted the Internal Audit Report signed by the Auditor.

### **37.2 Annual Governance Statement 2022-23**

- It was **RESOLVED** to approve the Annual Governance Statement 2022-23 and for this to be signed by the Chairman and Clerk of the meeting.

### **37.3 Annual Statements 2022-23**

- It was **RESOLVED** to approve the Accounting Statement 2022-23 and for this to be signed by the Chairman of the meeting.

### **37.4 Certification of Exemption**

- As neither gross income nor expenditure for the authority exceeded £25,000 it was **RESOLVED** to approve the Certificate of Exemption 2022-23 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 Monday, 12 June to Friday, 21 July – this is the period that allows for any resident on the electoral role to put forward questions on the accounts to the external auditor, PKF Littlejohn.

## **38 COMMUNITY, RECREATION & MAINTENANCE**

### **38.1 Sub-Committee - Neighbourhood Plan**

- Cllr Routledge reported that there was no further consultation till the grants were available. However, they are hopeful that there will be some progress in the next couple of weeks.

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

- Use of Glyphosate – Cllr Hughes confirmed this is not used by the Grass Contractor.
- Village Compost Store – Church wanted to help building a Compost Store, to be discussed by CANS with the Church.

### **38.3 Playing Field**

- Monthly inspection report noted.

### **38.4 Assets of Community Value (ACV)**

- ACVs were discussed and there was some doubt as to whether the Onley was still listed as an AVC. However, the example of the Old School Room owned by the Church has historical value, as well as the Community Orchard could merit recognition for community value. It was AGREED that HH would circulate the list of possible locations produced by the Stisted Archive

### **38.5 Tree Guards**

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

### **38.6 Grass Cutting**

- A quote was received from JPB landscapes by the Clerk of £275.00. This would be to collect the grass cuttings from the playing field and village triangle, and to leave those grass cuttings near Pavilion. The quotes were AGREED.
- The contract will be reviewed at the October meeting.

### **38.7 Internal Auditor**

- Suggestions were put forward – Cllr White and the Clerk to make initial contact with those named to discuss role and interest.

### **38.8 Montefiore**

- It was AGREED to move the meetings to Montefiore. Clerk to contact to check availability and arrange.

### **38.9 Dust Cart**

- It was addressed that items that should not be recycled are the only items to be put in the Dust Cart. The council have agreed to be more hands-on next time, making sure it is used correctly, if not, a decision may need to be taken to remove the service.
- It was also agreed to have more publicity about the Dust Cart service to make it a more popular choice, and what can and cannot be put in it.

## **39 PUBLIC PARTICIPATION SESSION 2**

The following items were raised:

- Following a question regarding the weight limit and signage to deter lorries using Water Lane, it was agreed the Clerk would liaise with the County Councillor.

## **40 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA**

Items for Next Agenda –

- Village Shop – To discuss the possibility of financial assistance.
- Street Lighting – To continue the process.
- Internal Auditor – To start the process for appointing a new Internal Auditor.
- Highways – An update on Water Lane
- CANS - Plant feed – quotes for the PC to discuss.
- CANS – Social Village meeting to inform residents of the work of CANS.
- Dog Bins – Placement of existing bins and to discuss site for additional bins.
- Affordable Housing – To discuss at next meeting.

## **41 NEXT PARISH COUNCIL MEETING**

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

### **CLOSE OF MEETING**

The meeting closed at 21:15pm.