

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 6th September 2023 at 7.30pm**

Present: Councillor Mark Hughes
Councillor Alan Routledge – Vice Chairman
Councillor Howard Hollands
Councillor Bob Powers
Councillor Richard White
Councillor Eleanor McMillan
Councillor Cheryl Hill-Cottingham

In attendance: Miss Emily Bamforth-White – Clerk
County Cllr Paul Thorogood
Cllr Tom Walsh
6 – members of the public

54 APOLOGIES FOR ABSENCE
None

55 DECLARATIONS OF INTEREST
None

56 PUBLIC PARTICIPATION SESSION

The following items were raised by members of the public:

- The suggestion of Dog bins was brought up to be moved on the playing field away from the play equipment. It was at item 61.8 in the meeting this was properly discussed.
- A member of public had contacted the Golf Club to combine them along with the Parish Council to provide Defibrillator training to the Village. This will be put in the Parish Newsletter to advertise the training to the Village.
- The Street lighting that had recently been installed has been an overall success amongst the village. The new lights have encouraged the wildlife to come out as the lights are directed to helping the wildlife around the Village. However, there were certain lights that have been brought up to be reviewed as they seem to be angled towards the houses.
- Speeding had been brought up as it had been worrying some of the Villagers. County Cllr Thorogood enlightened the members of public that this problem has been addressed but will take time to be sorted as it is a slow process, however if the Parish council could pay for the speed surveys, it would cost depending on the area between £300-£900.

56.1 County & District Councillor

i) County Cllr Paul Thorogood read his report aloud and informed the Cllrs and members of public about the current state of, in particular, Honeywood School. 22 classrooms have been affected, along with 22 other rooms also out of action. Years 7 and 11 are being prioritised having a blend of remote and in-school learning up to half term. The trust had indicated that the time to install support props will take around 25 weeks (up to Easter). A group of parents, with consent, have set up a working group to support and fundraise items for teachers. Details can be found on the Coggeshall Facebook page.

Nation Highways will be carrying out planned maintenance and improvements on the A120 between Marks Farm and Marks Tey from early October to January 2024. The work will be carried out on weeknights only.

An application for 'Concealed Entrances' signs in Kings Lane has been submitted after a request from the Footpaths Officer, Cllr Bob Powers. As the process will be very slow, Cllr Thorogood has suggested to Cllr Powers that residents could put up "Concealed Entrances" signs on Private land with the permission of the Landowner, however they cannot go on county Highways land or be attached to Essex Highways Street furniture.

ii) Cllr Tom Walsh had read aloud his report explaining the River Blackwater flood alleviation Scheme had an application was expected by the end of July. However, up until recently it has been said that it will be delayed and potentially take up to the end of the year. The Rivenhall Incinerator has now been designated as a nationally significant infrastructure policy, as they want to have 62 megawatts. It will be reviewed by Secretary of State. The green bin charge Subscription scheme which is £27.50 by the 30th of November. The discount is one year, then the second year will go up.

56.2 Parish Paths

Cllr Powers had nothing to report on the footpaths.

56.3 Village Hall Report inc. Stisted Archives

- The roofing and outside work is being repaired.
- A Christmas Quiz night with food and drink is being held on Saturday 2nd December.
- The annual meeting of the Essex Heritage Trust on the 7th September which the Archives will be represented by Cllr Hollands.
- On the 24th of October, the archives are holding a presentation at Stisted Village Hall for residents.
- A visit from Essex Orchard Group was helpful as they gave suggestions about 'No Mow May' which has been discussed with CANS.

56.4 Community Shop

- A verbal report was given expressing that shop had been struggling and are looking for interest in someone taking over. There will be a meeting in the Montefiore Institute at 7pm on Tuesday 26th September for members of public to express their interest in taking over the shop.

57 PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 6th September 2023 were a correct record and were subsequently signed by the Chairman.

58 MEETING ACTIONS REPORT

The updated Actions Report was noted.

59 PLANNING MATTERS

59.1 Planning Applications

- i. The Land opposite 1 to 4 Jenkins Farm has been reported to BDC Planning.
- ii. Solar panels – No comments made.

59.2 Planning Results

- i. None.

60 FINANCE

60.1 Bank Reconciliation

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

60.2 Payments

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

60.3 Section 106 Funding

- The Clerk updated the Cllrs that the coronation benches have been delayed in delivery due to the Bank Holiday. Therefore, the Clerk contacted them for a new delivery date. The Cllrs decided to put the Benches on the Playing Field and Tumblers Green.

61 COMMUNITY, RECREATION & MAINTENANCE

61.1 Sub-Committee - Neighbourhood Plan

- The grant has been released, so the NHP can now get the draft plan out after speaking with their advisor.



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

- CANS received a grant application from Cllr Abrams to develop wildflowers areas.
- The signage of wildlife has been designed but is waiting to be printed.
- CANS stall at the Autumn Fayre on Saturday 16th September. There will be photos of birds, flowers, and the benefit of no mow may.
- There will be education talks in the Montefiore Institute to raise awareness about nature.

61.3 Playing Field

- Monthly inspection was reported verbally. However, Cllr Powers had made clear that the equipment is rotting. The Clerk found out that the company who installed the equipment was Wickstead, so details are to be passed on to Cllr Powers.
- Cllr Routledge explained his research into Football Foundation, and he has to record a video of the football pitch and to be sent with the application.

61.4 Assets of Community Value (AVC)

- No further update, other than Cllr Hollands and Cllr Hughes need to discuss the Land Registry.

61.5 Playing Field booking form

- The booking form was AGREED on and can now be used for companies/individuals who wish to use the Playing Field.

61.6 Internal Auditor

- A formal agreement needs to be made by the next meeting in October.

61.7 Parish Council Website

- A member of public had suggested someone who designs websites to get in contact with. As well as this, Cllr Hughes has to contact companies. All Cllrs to research into different websites creators.

61.8 Dog Bins

- It was suggested to put a dog bin at the entrance on the footpath leading up to Rectory Road. Another suggestion was to put a dog bin on Sarcel Green. Cllr Hughes to enquire.

61.9 Street Lighting

- As mentioned previously in the meeting, most streetlights have been successful. The chosen LEDs are not harmful to wildlife and are different shades and bulbs from what might have been originally chosen. Certain lights are to be checked after having complaints.

61.10 Affordable Housing

- A meeting with the Cllrs needs be arranged with RCC to walk around the Village to discuss appropriate places.

61.11 BDC Map

- Cllrs are to mark up where they want the verges cut and return to Cllr Hughes.

61.12 Street Signs

- All signs and roundels have been replaced and completed. It was suggested to have updated signs from The Street to Kings Lane by BDC. It needs to be decided whether to have brand new designed signs or older/traditional designed signs. Cllr Powers is to research and look into the signage. Cllr Hughes is to do complete surveys/measurements of the White Gates to proceed with application forms.

61.13 Parish Newsletter

- No further updates, therefore, will be put on the October agenda.

61.14 Grass Cutting Contract

- No further updates, other than the contract must be reviewed by all Cllrs and CANS, so an agreement can be made at the October meeting. As well as Cllr Hughes to contact Grass Cutting Company to discuss why certain sections were not cut.

61.15 Heating Oil alternatives

- As explained by a member of the public – new boilers will be banned by 2026, therefore an alternative to Hydrotreated Vegetable Oil (HVO) has been suggested as it is much more sufficient. It was AGREED to contact and write a formal response to Cllr Thorogood to push this forward.

61.16 Tree Guards

- It was AGREED that the tree guards cannot be removed until verges have been cut.

62 PUBLIC PARTICIPATION SESSION 2

The following items were raised:

- It was mentioned that the tree on the Village Green has died. CANS and the Parish Council cannot pinpoint what the cause was. It was decided to remove the tree, allow the ground to rest, and potentially plant another tree next year.

63 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

Items for Next Agenda –

- Street Lighting – To discuss the lights.
- Internal Auditor – To finalise the process for appointing a new Internal Auditor.
- Dog Bins – Placement of bins around the Village.
- Map from BDC – To discuss where the Councillors wants the verges to be cut.
- Street Signs – To receive updates on the process of getting BDC street signs for The Street to Kings Lane.
- Parish Newsletter – To discuss the Newsletter
- Grass Cutting Contract – To agree on the Contract

64 MOTION TO EXCLUDE PUBLIC FROM THE MEETING

All members of public were asked to leave the room to discuss employment matters.

65 EMPLOYMENT MATTERS – CLERK RECRUITMENT

It was discussed that there have been a few applicants come forward, but the process of finding a new clerk will continue.

66 NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday 4th October 2023 at 7:30p.m. at the Montefiore Institute.

CLOSE OF MEETING

The meeting closed at 21:40pm.

