

**Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 1st November 2023 at 7.30pm**

Present: Councillor Alan Routledge – Vice Chairman
Councillor Richard White
Councillor Howard Hollands
Councillor Bob Powers
Councillor Eleanor McMillan

In attendance: Mrs. Ruth Jubb - Clerk
4 members of the public

Parish Notices

Introduction to new Parish Clerk – Ruth Jubb

On behalf of the Parish Council, The Vice Chair wished to record the council's thanks to

- Mr James and his team for their work over the years with the village shop

80 APOLOGIES FOR ABSENCE

Councillor Mark Hughes
Councillor Cheryl Hill-Cottingham
County Cllr Paul Thorogood

81 DECLARATIONS OF INTEREST

None

82 PUBLIC PARTICIPATION SESSION

The following items was raised by a member of the public:

- It was raised that another member of the public was walking dogs off lead recently on the playing field. There is a notice at the Pavilion end of the field saying dogs should be on lead but one could not be seen at the Onley end. If dogs must be on lead, please can this be noted and perhaps published on the village Facebook, or next Parish Magazine etc. Ideally another sign is needed. It was asked if it could be added to the next newsletter. AR suggest another sign be considered. Note: next newsletter may not be until December or January. **ACTION** Cllr Routledge.

82.1 County & District Councillors

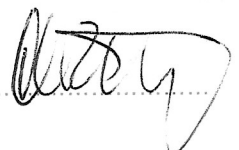
- No comments raised other than to note that Cllr Thorogood sent in a response to the HVO email to say that grants are available to help with the changeover to air source heat pumps and boiler upgrades.

82.2 Parish Paths

- The annual letter from J S Wright was received to remind the village that there is no right of way through the Willow Plantation on Water Lane near to China Bridge. This has been noted.
- Path 19 to the rear of a property in Sarcel has some overgrowing Leylandii - Cllr Powers will meet the resident to discuss cutting back the overgrowth.
- Noted that Essex Highways deal with some footpaths crossing from Stisted to Bradwell. Updates will be provided if any are received.

82.3 Village Hall Report and Stisted Archives

- Cllr Hollands stated that the Roof and Facia repairs are complete. There are 3 vacant allotments. Quiz night on 2nd December in the Village Hall.
- The Archive presentation to Stisted Hall is rescheduled for 14 November.
- Thanks were given to Mr James for assistance with printing with large scale maps



82.4 Community Shop

- As of 31st October, two partners have retired from the shop but due to donations the shop can continue until the new team take over in the near future.
- Formal Thanks were given for the team's efforts over the years.

83 PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 4th October 2023 were a correct record and would be signed by the Vice Chair. (Proposed by Cllr Hollands and 2nd by Cllr POWERS)

84 MEETING ACTIONS REPORT

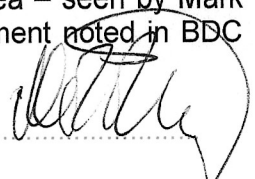
The updated actions report was noted

- Process for obtaining Street Light codes to reduce electricity ongoing. RJ was requested to obtain a copy of the current maintenance contract for the street lights.
ACTION Clerk
- Solar Farm – Cllr Hollands and a resident drafting a letter to progress this with the owner of the Solar Farm. The question of possible areas of financial support for the village have yet to be decided.
- CANS signage – a quote has been received and the intention is to use ECC funding to pay for the signs.
- Heating Oil Alternatives and HVO – 2 responses received from the emails sent to MPs and Councils noting that grants are available for replacement heating systems and the date for prohibition of new oil boilers is moved from 2026 to 2035. Monitor for other responses.
- Carry Forward the need to speak to council about restarting work on Glebe Barns.
- Gladwish Enforcement – ongoing. Notices have been attached to the offending items on the Gladwish land by BDC enforcement. The items may ultimately be removed. Continue to monitor
- Coronation Benches – Fitting stakes need to be arranged. Cllr Hughes can arrange the fitting at no cost to the council. One Bench will be adjacent to the Pavilion and a location – perhaps Priors Green – to be agreed for the other bench on Parish Ground. Add next agenda to discuss and agree location
- **ACTION** – Cllr White to arrange a formal letter of confirmation of appointment to be sent to the new auditor (Mr. Hughes)
- Defibrillator – Clerk has arranged for Cllr White to have access to submit monthly reports online if required. It was noted that repairs will be needed to the door where there is some decayed wood and missing glass but no action required immediately.
- ACV – Cllrs Hughes & Hollands have discussed and **RESOLVED** no further action is required
- Street Signs Permission (from the various councils, Eastlight Community Homes, private residents) is required to put up street signs in The Street, Rectory Road etc. Cllr POWERS and Cllr Hollands have met with Richard Bass on this subject and it was **RESOLVED** not to go ahead with this due to the complications of permissions. The signage for the village gates is still to be reviewed. **ACTION** to consider at next meeting whether to move forward with village gate signage
- In May 2023 villagers requested whether Vehicle Activated Signs could be investigated so this should be carried forward to agree an action at next meeting.
- Noted that no new dog bins are available from the council (see 87.6)

85 PLANNING MATTERS

85.1 Planning Applications

- 23/02396/TPOCON - Hall Farm, tree works in conservation area – seen by Mark Waine (Tree Warden) and acceptable as work required. Comment noted in BDC portal



- ii. 23/02422/TPOCON - Seven Winds - tree works in conservation area – seen by Mark Waine (Tree Warden) and acceptable as work required. Comment noted in BDC portal
- iii. 23/02415/FUL Conversion of 2 redundant barns to residential accommodation at Boultwoods Farm. The planning was supported. Proposed by Cllr Holland and 2nd by Cllr McMillan. **ACTION:** Cllr Routledge to draft a comment ready for upload to the portal by the clerk.
- iv. The hearing for the Kings Coven was attended by Cllrs Routledge and Powers and was a fair hearing. We await the outcome.

85.2 Planning Results

- i. None.

86 FINANCE

86.1 Bank Reconciliation

- The Clerk presented the updated bank reconciliation to 20 October.
- There are several sub accounts / pots in the budget and these have been reviewed to reallocate funds where necessary. The largest expenditure has been the street lighting in the Projects section, taking it over budget. There are funds available in both Street Cleaning and Election Reserve that need to be reviewed. **ACTION** – Clerk to investigate
- It was **RESOLVED** to transfer funds to and from the general account to the other accounts in the budget in line with details presented in the support papers.
- 2nd tranche of the precept has been received.
- The Precept budget needs to be set next month to agree and submit in January. Cllr White requested that **all Councillors consider any projects that may be required** with associated costs so that these amounts can be included in the budget. Note: a key change will be electricity charges since LED lights are now fully installed. Add Budget to next Agenda
- Grant Applications were discussed and invitations to apply will be circulated and added to the Parish website. These are due to be returned by 30 November for review in December – Add to next Agenda. **ACTION** Clerk to advise those bodies who applied for a grant in the previous year and put a notice on the website inviting applications. It was noted that the church itself may not be eligible for a grant.

86.2 Payments

- It was **RESOLVED** to approve the payments as the schedule except for the invoice for EALC for a playground course. **ACTION** Clerk to query the training invoice.

86.3 Section 106 Funding

- A discussion is needed regarding the remaining S106 funding from 2023 to be spent early next year. In addition, the details for the new Potential Open Spaces plan have just been received. The council must review the Stisted entries to ensure they can do as much as possible with the next round of funding. The entries for other local parish councils should be reviewed to provide further input for the Stisted application as they include items such as landscaping, path clearance, work on ponds etc. **Action** The Clerk will circulate the details on email to discuss and prepare our entry in the December meeting.

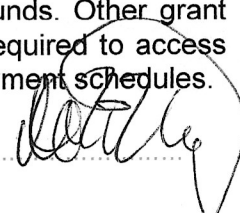
87 COMMUNITY, RECREATION & MAINTENANCE

87.1 Working Group - Neighbourhood Plan

- No update in Mr. Willingham's absence other than to confirm that the grant of £5050 has been applied for and funds received in bank

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

- K Hughes gave a verbal update:
 - A application made to ECC for £750 for biodiversity funds. Other grant applications will be considered. Draw down approval required to access funds. Receipts should be sent to the clerk to add to payment schedules.
 - The Plan for Nature will be circulated to Councillors



- Pub, Pizza and Nature night due 11 November.
- Essex Wildlife Trust - river champions. Volunteers can help report pollution and clean up the river. There was a river survey along the river bank on 24 October - the river is in relatively good condition – but parts need work. A report will be due soon –probably to A Ratnage first to be circulated and include recommendations for work. The Squires Pond was included and recommended that the surface is skimmed and vegetation cut back
- EWT do provide a number of courses that we can access for free e.g., hedge laying, Pond restoration etc.
- K Winch & J Bailey continue with the butterfly survey - CANS to publicise.
- CANS wish to support / object to planning applications re the “net zero” view – CANS to establish how to add to the planning comments
- Free native tree packs are due from the Woodland Trust via Cressing Temple. Ideas are welcome regarding how / where these should be used.
- The last Parish Magazine had an article on hedgehogs and the next will have an article on LED street lights / light pollution and the effect on wildlife.
- CANS are speaking to the golf club to repurposing old pallets to insect habitats rather than burning them.
- CANS are hoping to have an allotment plot for community use

87.3 Playing Field

- Cllr Powers is in discussion with Caloo regarding repairs to the multiplay play equipment as mentioned in the RoSPA report
- A request for a repair quote for the obstacle course has been sent to Wicksteed
- There is a need for fencing around the Play Equipment. **ACTION** Cllrs MH, AR, RP to arrange for repair of fencing

87.4 Working Groups

- Responsibilities updated – new schedule available on request
- **ACTION:** – clerk to circulate last emergency plan for review and update (Cllr Powers for Emergency Plan Sub Group)

87.5 Parish Council Website

- Cllr Hollands has received a quote of £749 + VAT for a new website or £55 to modify the existing website. It was felt by Parish Council Websites co. that the current website is acceptable and we should consider amending it. It may be that the navigation can be improved. Perhaps training would be of benefit. The Clerk noted that she is able to update some of the navigation if required. Derek Pryke sometimes finds it difficult to upload archive images. **ACTION** Clerk and Cllr Hollands to review content and notices to update

87.6 Dog Bins

- Cllr Powers conducted a survey in Sarcel for a new Dog Poo Bin. There were 17 residents for, 4 against. **ACTION** Cllr Powers to continue to research a site near Sarcel
- If a new bin is required, it will mean moving one from the playing field near the play equipment as there are no new ones available from BDC.

87.7 Affordable Rural Housing

- There was a meeting 27 October with RCCE and Hastoe. The purpose was to consider feasibility and fact finding. No decisions were made. Hastoe will report back on viability via email. If plans move ahead, there will be an open event for consultation with the village. There was a survey 3 years ago identifying a need for affordable rural housing at that time.



87.8 Parish Newsletter

- The last newsletter on the website was November 2022. Cllr McMillan said there should be liaison with the church to combine efforts to deliver the magazine and the newsletter at the same time with next one being end of November. However, it was felt that a newsletter could not be ready before January.

87.9 Grass Cutting Contract

- The revised plans and maps were accepted. Three quotes should be obtained as per the plan. Proposed Cllr McMillan and 2nd Cllr Hollands. **ACTION** clerk
- There was some discussion about the mound in Sarcel – can responsibility to maintain it be given to the local residents? – but it is within the current contract, so it should remain in the contract for now due to it being a small area.
- It was felt that one grass cut had been missed in the last contract and Cllr Hughes is following up on this.

87.10 Tree Guards / Litter Pick & Dust Cart dates

- The litter pick is 11 November at 9.00 am to 11.00 am. Mr. Bass from the council will deliver necessary equipment to Cllr Hollands. An update will be placed on Facebook by Cllr Hollands.
- The tree guards may need to be cut from the trees. **ACTION** Cllr Routledge to check whether any clippers or similar are required to cut the tree guards from the trees.
- Dust Cart – it was confirmed by Lloyd Andrews from BDC that all contents of the dust cart will go to landfill. There is a large list of exclusions e.g. tyres, wood, building materials, oils, paints & resins, sofas & textiles, electrical items and some garden waste etc. Many items that can be accepted should be recycled at kerbside or in local glass recycling bins. The main aim for the dust cart is to help those villagers unable to go the local recycling centre. The earliest date a dust cart would be available is January. However, the viability for a dust cart in the village was queried due to the limitations of what can be accepted and the need to monitor what is placed in it. All restrictions would need to be advertised at the time if a dust cart were to be booked
- The dust cart is liked by villagers so an alternative solution must be considered if there is to be no dust cart this autumn. Add to December agenda to discuss options including e.g.
 - arrange a dust cart
 - own local collections made around the village and taken to the recycling centre on behalf of those who cannot go to the council recycling centre themselves. Discuss in more detail in December
 - a chipper at the allotments for garden waste
- It was also noted that there is the potential for increased fly tipping of garden waste when the free of charge green bin collections end.
- The final decision will need to be advertised after the next meeting.
- Fly Tipping to be added to next Agenda

87.11 RCCE PC Membership

- It was approved to renew the membership for 2023 -2024 year. Proposed Cllr White and 2nd Cllr Powers. Clerk to ACTION



87.12 Stisted Garden Trophy

- Cllr Hollands has details of the winners of the trophy and they should be invited at 7.30 pm to the December meeting for their award. There is a trophy but a new base is required to engrave the name of the winner.
- The parish council will need to review the criteria for the award in the future, especially with local environmental and inclusion questions.
- Cllr Hollands will check with Linda Barnes (exiting co-ordinator) for the names of the new people to be involved with the award.
- **ACTION** Cllr Hollands to check how the trophy can be engraved / have new base, invite the winners to next meeting for 7.30 and research names of new people to manage the award if it continues in this or a new form. Due to the time limit on the meeting, this issue is to be carried forward to the next meeting.

87.13 Fibre Broadband

- No update required – remove from agenda

87.14 Rural England Prosperity Funding

- Add to next Agenda

88 PUBLIC PARTICIPATION SESSION 2

The following items were raised:

- It was queried whether the parish council can give a grant to the church - from the individual's memory, money has been given for grass cutting in the past. **ACTION** Clerk to investigate

89 INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

- Items raised as per these minutes are to be added to the next agenda, including any of the regular December items as per the timetable

90 MOTION TO EXCLUDE PUBLIC FROM THE MEETING

At 9.25 the meeting was closed to the public

91 ANY CLOSED ITEMS REQUIRED

Various items were discussed. A member of the public offered to contact relevant parties. **RESOLVED** that the council will follow up for a response to an earlier email on the same topic and send letters as required if no improvement is seen.

92 NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday 6th December 2023 at 7:30p.m. at the **Montefiore Institute**.

CLOSE OF MEETING

The meeting closed at 21:45 pm.

