



STISTED PARISH COUNCIL

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Braintree
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Chair: Councillor Mark Hughes
Clerk: Ruth Jubb
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Councillors: You are hereby summoned to attend the **Parish Council Meeting** on **Wednesday 1st May 2024** at **8:00pm** in the **Village Hall, Stisted** for the purpose of transacting the following business.

Ruth Jubb
Clerk to the Council

Members of the press and public are welcome to attend

AGENDA

ITEM	LEAD	BUSINESS	OUTCOME
24-25/12	Chair	ELECTION OF CHAIR (Vote to be taken) The current Chair to open the Meeting. Members to vote & elect a Chair. The newly elected Chair to sign the Declaration of Office and take the Chair's position immediately.	RESOLUTION
24-25/13	Chair	ELECTION OF VICE-CHAIRMAN (Vote to be taken) Members to vote & elect a Vice-Chairman.	RESOLUTION
24-25/14	Chair	APOLOGIES FOR ABSENCE Members are reminded that the LGA1972, s85, states that apologies for absence must be received prior to a meeting.	RESOLUTION
24-25/15	Chair	DECLARATION OF INTERESTS To declare any disclosable pecuniary, pecuniary, or non-pecuniary interests relating to items on the agenda and having taken appropriate advice (where necessary). All Councillors declare an interest in agenda items related to the Neighbourhood Plan but have dispensation to discuss and vote in respect of matters relating to that Plan.	ACTION
24-25/16	Chair	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST The maximum time allowed for the public to participate at this point in the meeting, as stated in the Stisted Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting. 16.1 County & District Councillors i. Cllr. Paul Thorogood - Essex County Council ii. Cllr. Tom Walsh & Cllr. Dennis Abram – Braintree District Council 16.2 Parish Paths / P3 To note the report from the Footpaths' Officer as per annual parish meeting 16.3 Village Hall Report inc. Stisted Archives To note the report on the Village Hall and Stisted Archive as per the annual parish meeting	INFORMATION INFORMATION
24-25/17	ALL	PREVIOUS MEETING - RESOLUTION: To approve the minutes of the meeting held 3rd April 2024.	RESOLUTION
24-25 / 18	Clerk	MEETING ACTIONS REPORT To receive the Report on actions undertaken since last meeting and note outstanding actions	INFORMATION
24-25 / 19	All	PLANNING MATTERS	
	19.1	Planning Applications no new ones to 22 April To consider all recent applications received from BDC detailed below and any other planning applications submitted and published on the BDC planning portal between the circulation of this agenda and the meeting.	ACTION

STISTED PARISH COUNCIL- Agenda May 2024

	19.2	Recent Planning Results / Pending i. Poly Tunnel- Land Opposite Brooks Farm Tumblers Green, Status: Pending ii. Dog Walking Field Land North of Kings Lane, Stisted, Status: Pending iii. Certificate of Lawfulness for Storage Container Land at Burnt Gardens Greenstead Green Road Stisted. Status: Pending iv. Glebe House Rectory Road Stisted, Glazing, radiators, demolitions etc. Pending	INFORMATION
24-25 / 20	ALL	ANNUAL ADMINISTRATION COMMITTEE & WORKING GROUP MEMBERSHIP i. To review/update membership to Committees and Working Groups (last review Nov 2023, V16) ii. To re-appoint Footpath's Officer for the forthcoming year. iii. To re-appoint Tree Warden for the forthcoming year. FINANCIAL i. To review and agree current Financial Regulations (NALC Model 2019) and Risk Management Policy Statement. (Note a new version is due shortly and will need reapproval at that point) ii. To update existing bank mandate as required. iii. To review and confirm Asset Register and Insurance details. iv. To appoint Internal Audit for the 2024/25 financial year. v. To confirm annual and monthly financial commitments. REVIEW OF POLICIES To review and agree all policies previously adopted: i. Standing Orders (2018 V2 updated April 2022) ii. Code of Conduct – new version from NALC / LGA 2020) iii. Transparency Code for Smaller Authorities (Department for Communities and Local Government – issue Dec 2014, unchanged) iv. Complaints Policy – unchanged adopted 2015 v. Data Protection Policy Updated to NALC 2020 Template vi. Grant Funding Policy – unchanged, adopted April 2016 vii. General Reserves Policy – adopted April 2024, no change viii. Internal Control Policy – adopted April 2024, no change ix. Risk Management Policy – new version for approval	RESOLUTION RESOLUTION RESOLUTION
24-25 / 21	CLERK	FINANCE 21.1 Bank Reconciliation To receive Bank Reconciliation to 24 April 21.2 Payments To approve payments as per schedule. 21.3 Update Audit Progress	INFORMATION & Resolutions
24-25 / 22		COMMUNITY, RECREATION & MAINTENANCE 22.1 Neighbourhood Plan To receive a verbal progress update if required after Annual Parish Update 22.2 Playing Field Note inspection report, progress for equipment / repairs & quotes and pending RoSPA visit 22.3 Emergency Plan – final updates required 22.4 Discussion on Wooden fence around Brickwall Farm Greensward - Update 22.5 Update on Requirement for new Website (.gov extension) 22.6 S106 – Gym Equipment – discussion re ideas and obtain quotes	INFO/ACTION A Routledge INFO & ACTION ACTION INFORMATION INFORMATION ACTION
24-25 /23	All	INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA	INFORMATION
24-25 /24	All	NEXT PARISH COUNCIL MEETING The next meeting of the Parish Council will be 5 th June 2024 in the Montefiore Institute at 7.30 p.m. - Items for inclusion on agenda - sent to Parish Clerk by 24/05/24	INFORMATION
24-25 /25	All	CLOSE OF MEETING	