



# STISTED PARISH COUNCIL

Chairman: Councillor David Burge  
Parish Clerk: Mrs Melanie Whiteside  
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**Councillors:** You are hereby summoned to attend the **Parish Council Meeting** on **Wednesday 1<sup>st</sup> February 2023** at **7:30pm** in the Village Hall for the purpose of transacting the following business.

M. Whiteside

**Clerk to the Council**  
**26<sup>th</sup> January 2023**

Members of the public and press are welcome to attend.

## AGENDA

ITEM	LEAD	BUSINESS	OUTCOME
22-23 / 122	Chair	<b>APOLOGIES FOR ABSENCE</b> Members are reminded that the LGA1972, s85, states that apologies for absence must be received prior to a meeting.	RESOLUTION
22-23 / 123	Chair	<b>DECLARATION OF INTERESTS</b> To declare any disclosable pecuniary, pecuniary or non-pecuniary interests relating to items on the agenda and having taken appropriate advice (where necessary). <i>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.</i>	ACTION
22-23 / 124	Chair	<b>COUNCILLOR VACANCY</b> To discuss/agree co-option process.	
22-23 / 125	Chair	<b>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</b> 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. <i>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.</i>	INFORMATION
	125.1	<b>County &amp; District Councillors</b> i. Cllr. Paul Thorogood - Essex County Council ii. Cllr. Tom Walsh & Cllr. Dennis Abram - Braintree District Council	INFORMATION
	125.2	<b>Parish Paths / P3</b> To receive a verbal report from Footpaths' Officer Robert Powers	INFORMATION
	125.3	<b>Village Hall Report inc. Stisted Archives</b> To receive a verbal report from the Village Hall Representative	INFORMATION
22-23 / 126	All	<b>PREVIOUS MEETING RESOLUTION:</b> To approve the minutes of the Parish Council meeting held on 4 <sup>th</sup> January 2023.	RESOLUTION
22-23 / 127	Clerk	<b>MEETING ACTIONS REPORT &amp; PROJECTS LIST UPDATE</b> To receive the Report on actions undertaken since the last meeting and note actions still outstanding, together with an update of Projects.	INFORMATION

22-23 / 128	<p><b>All</b></p> <p><b>128.1</b></p> <p><b>128.2</b></p> <p><b>128.3 DB/HW</b></p>	<p><b>PLANNING MATTERS</b></p> <p><b>Planning Applications</b> 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.</p> <ul style="list-style-type: none"> <li>i. 23/00031/HH - Columbia House The Street - Erection of single-storey rear extension.</li> <li>ii. 23/00050/FUL - Drovers Cottage Greenstead Green Road - Proposed conversion of workshop to self-contained annexe and conversion of self-contained annexe to workshop. Erection of single storey side extension. Raising of roof ridge height and addition of 7No. roof lights to create first floor accommodation.</li> <li>iii. 23/00121/HH - Stone Cottage Rayne Hatch Lane - Single storey rear extension and front porch extension.</li> </ul> <p><b>Planning Results</b></p> <ul style="list-style-type: none"> <li>i. 22/03190/FUL – Boulwoods Farm Rayne Hatch Lane – Application for conversion of 2 redundant barns to residential accommodation, ancillary annexe, office/workshop and cart lodge. <b>WITHDRAWN.</b></li> <li>ii. 22/02806/FUL - Jenkins Farm Kings Lane - Demolition of 2 agricultural buildings and erection of 2 new buildings to provide 6 commercial units (Class B2) with ancillary car parking. <b>WITHDRAWN.</b></li> <li>iii. 22/02229/HH - North Lodge Kings Lane Stisted - Single-storey detached log cabin. <b>GRANTED.</b></li> <li>iv. 22/03141/OUT - OS 6335 Greenstead Green Road Stisted Essex - Outline planning application with all matters reserved except access, for the erection of 1No. self-build dwelling. <b>REFUSED.</b></li> </ul> <p><b>Gladwish Land</b> Update - to include regarding re-planting of hedge and email received from ECC regarding illegal signage on Highway.</p>	<p>ACTION</p> <p>INFORMATION</p>
22-23 / 129	<p><b>Clerk</b></p> <p><b>129.1</b></p> <p><b>129.2</b></p> <p><b>129.3</b></p> <p><b>129.4</b></p>	<p><b>FINANCE</b></p> <p><b>Bank Reconciliation</b> To receive Bank Reconciliation to end January.</p> <p><b>Payments</b> To approve payments as per schedule.</p> <p><b>Street Lights - LEDs</b> To discuss quotations received, approve contractor and agree to submit application to BDC to release S106 funding for this scheme.</p> <p><b>Laptop Upgrade</b> To agree to purchase a replacement laptop and approve maximum budget.</p>	<p>INFORMATION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
22-23 / 130	<p><b>130.1 DW</b></p> <p><b>130.2 HR</b></p> <p><b>130.3 DW</b></p> <p><b>130.4 PF</b></p> <p><b>130.5 All</b></p> <p><b>130.6 DW</b></p> <p><b>130.7 Clerk</b></p> <p><b>130.8 All</b></p> <p><b>130.9 HR</b></p>	<p><b>COMMUNITY, RECREATION &amp; MAINTENANCE</b></p> <p><b>Sub-Committee - Neighbourhood Plan</b> To receive an update from Cllr Willingham (Lead Councillor)</p> <p><b>Working Group - Climate and Nature for Stisted (CANS)</b> To receive an update from Cllr Remfry (Lead Councillor)</p> <p><b>Working Group – Parking</b> To receive an update from Cllr Willingham (Lead Councillor)</p> <p><b>Playing Field</b> To note the monthly inspection report.</p> <p><b>Grass Cutting Specification</b> To discuss/approve changes to the specification.</p> <p><b>Assets of Community Value</b> Update</p> <p><b>Storage of Parish Council Documents</b> To discuss ongoing storage of documents at the Montefiore Institute.</p> <p><b>Dog Bin Locations</b> To discuss current locations and possible additional locations for bins.</p> <p><b>Village Shop</b></p>	<p>INFO/ACTION</p>

<b>22-23 / 131</b>	<b>Chairman</b>	<b>PUBLIC PARTICIPATION SESSION 2</b>	<b>INFORMATION</b>
<b>22-23 / 132</b>	<b>All</b>	<b>INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA</b>	
<b>22-23 / 133</b>	<b>All</b>	<b>CLERK RECRUITMENT</b> Update	
<b>22-23 / 134</b>	<b>All</b>	<b>NEXT PARISH COUNCIL MEETING</b> The next meeting of the Parish Council will be held on Wednesday, 1 <sup>st</sup> March 2023 at 7:30p.m. in the Village Hall. Agenda items to be sent to the Parish Clerk no later than 12 noon on Friday, 17 <sup>th</sup> February 2023.	
<b>22-23 / 135</b>	<b>All</b>	<b>CLOSE OF MEETING</b>	