



STISTED PARISH COUNCIL

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Stisted
Braintree
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Chair: Councillor Alan Routledge
Clerk: Ruth Jubb
stistedparishcouncil@yahoo.co.uk
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Councillors: You are hereby summoned to attend the **Parish Council Meeting** on **Wednesday 5th June 2024** at **7.30pm** in the **Montefiore, 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 |
|---------------|-------|---|--------------------------------|
| 24-25/26 | Chair | ELECTION OF VICE-CHAIRMAN (Vote to be taken) Members to vote & elect a Vice-Chairman (carried from May). | RESOLUTION |
| 24-25/ 27 | Chair | APOLOGIES FOR ABSENCE Members are reminded that the LGA1972, s85, states that apologies for absence must be received prior to a meeting. | RESOLUTION |
| 24-25/28 | 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 |
| 24-25/29 | 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. 29.1 County & District Councillors i. Cllr. Paul Thorogood - Essex County Council ii. Cllr. Tom Walsh & Cllr. Dennis Abram – Braintree District Council 29.2 Parish Paths / P3 To receive a report from the Footpaths' Officer 29.3 Village Hall Report inc. Stisted Archives To receive a verbal report on the Village Hall and Stisted Archives 29.4 Community Shop – Report To receive verbal report on the community shop | INFORMATION INFORMATION |
| 24-25/ 30 | ALL | PREVIOUS MEETING - RESOLUTION: To approve the minutes of the meeting held 1 st May 2024. | RESOLUTION |
| 24-25 / 31 | Clerk | MEETING ACTIONS REPORT To receive the Report on actions undertaken since last meeting and note outstanding actions. | INFORMATION |

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| 24-25 / 32 | All | PARISH ELECTIONS – CO-OPTION / Election To hear the outcome of advertising the Casual Vacancy (deadline of 4 June) and call election or follow co-option as required. | ACTION |
| 24-25 / 33 | All 33.1 | PLANNING MATTERS Planning Applications 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. <ol style="list-style-type: none"> i. Notice of intent to carry out works to trees in a Conservation Area: T1 - Willow Tree - Reduce to a pollard - maintain lower growth. Thatched Cottage Water Lane. 24/01056/TPOCON Due 14 June. Passed to Tree Warden ii. Erection of two storey front extension. Herbdell 84 Folly Green FF Reply by 31 May 24/00940/HH Discussed in May iii. Replacement oil tank & fire barrier, Seven Winds 12 The Street FH 24/00879/HH Discussed in May. Reply by 13 June iv. Application for Certificate of Lawfulness for an existing use or development – Erection of building Great Oaks Rectory Road Stisted 24/00951/ELD Discussed in May. Expiry 6 June but extn to 7 June v. Replacement of single storey extension to Western elevation. Internal alterations to include removal of modern partitions, kitchen ceiling and replace with a vaulted ceiling. Replacement of porch, windows & render to Southern Elevation. Extension to chimney height. Solar panels to garage roof. Clematis Cottage 76 Madgements Road reply by 29 May FF 24/00826/HH. NB this is in twice vi. <i>Any further applications as notified on the planning portal up to date of meeting may be given early comment</i> | ACTION |
| | 33.2 | Recent Planning Results / Pending <ol style="list-style-type: none"> a) Poly Tunnel- Land Opposite Brooks Farm Tumblers Green, Status: Refused b) Dog Walking Field Land North of Kings Lane, Stisted, Status: Permitted c) Certificate of Lawfulness for Storage Container Land at Burnt Gardens Greenstead Green Road Stisted. Status: Refused d) Glebe House Rectory Road Stisted. Glazing, radiators, demolitions etc. Pending e) Change of use of part of ground floor from residential to commercial (wellness studio) Old Post Office – Permitted | INFORMATION |
| 24-25 / 34 | CLERK 34.1 34.2 34.3 34.4 | FINANCE 34.1 Bank Reconciliation To receive Bank Reconciliation to 24 April 34.2 Payments To approve payments as per schedule. 34.3 Accounts for the year ending 31 March 2024 To approve the accounts for the year ending 31 March 2024. 34.4 Update on Bank Arrangements and new Financial Regulations – new regulations updated in draft pending final review for sign off next month. | INFORMATION & RESOLUTION |

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| 24-25 / 35 | CLERK | ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023-24 | RESOLUTION |
| | 35.1 | To receive and note the Annual Internal Audit Report | |
| | 35.2 | To approve the Annual Governance Statement 2023-24 (AGAR S1) | |
| | 35.3 | To approve the Accounting Statements 2023-24 (AGAR Section 2) | |
| | 35.4 | To approve the Certificate of Exemption | |
| | 35.5 | Following Resolution of approval of above, the Chairman and Clerk of the meeting to sign the relevant sections of the AGAR and set the commencement date for the exercise of public rights. | |
| 24-25 / 36 | | COMMUNITY, RECREATION & MAINTENANCE | INFO/ACTION |
| | 36.1 | Playing Field Note annual inspection visit, progress for equipment / repairs & quotes. | INFO & ACTION |
| | 36.2 | Emergency Plan – final updates required | ACTION |
| | 36.3 | Update on Requirement for new Website and email (.gov extension), and accessibility requirements. | INFORMATION |
| | 36.4 | S106 – Gym Equipment – discussion re ideas and obtain quotes. Survey on opinion for new Equipment to apply for grants. | ACTION |
| | 36.5 | White Gates around Village | DISCUSSION |
| | 36.6 | Community Facebook Page | DISCUSSION |
| | 36.7 | Entrance Area to Church Walk | DISCUSSION |
| | 36.8 | Kissing Gate Updates | DISCUSSION |
| | 36.9 | RCCE and Affordable Housing Update | DISCUSSION |
| | 36.10 | Village of the Year Application | UPDATE |
| | 36.11 | Request to Prune Tree on Recreation Ground (tree Behind Onley), and further grass cutting queries and discussion on frequency of cutting with wet weather. | ACTION |
| 24-25 / 37 | | PUBLIC PARTICIPATION SESSION 2 | INFORMATION |
| 24-25 /38 | All | INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA | INFORMATION |
| 24-25 /39 | All | NEXT PARISH COUNCIL MEETING The next meeting of the Parish Council will be 3rd July 2024 in the Village Hall at 7.30 p.m. - Items for inclusion on agenda - sent to Parish Clerk by 25/06/24 | INFORMATION |
| 24-25 /40 | All | CLOSE OF MEETING | |