

Stisted Parish Council
Minutes of the Parish Council Meeting
held on Wednesday 3 July 2024 at 7.30pm

Present: Councillor Alan Routledge - Chairman
Councillor Mark Hughes – Vice Chairman
Councillor Bob Powers
Councillor Geoff Nurse

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

Introduction. Cllr Routledge introduced Cllr Geoff Nurse who has been co-opted as a new councillor.

41. APOLOGIES FOR ABSENCE

Councillors White, Hollands and McMillan sent Apologies, and District Cllr Thorogood sent apologies

42. DECLARATIONS OF INTEREST

None

43. PUBLIC PARTICIPATION SESSION

Reminder from Cllr Hughes that there can be no political canvassing during the meeting
The following item was raised by the public:

- A resident noted that the hedges had been cut at the end of Water Lane to make visibility easier when driving. She gave thanks for the person who did it.

43.1. County & District Councillors

- Cllr Walsh updated that BDC are carrying out a one-year review of the local plan. Neighbourhood plans can be reviewed. He stated that the most recent of a Neighbourhood plan and a local plan has the higher status. There will be a consultation towards the end of 2024 through to the beginning of next year to look at the local plan. It will be finished by June of 2025. It will be a relatively focussed review looking primarily at housing and jobs.
- The councillor grant for the village shop has been increased from £200 to £400.
- There are queries on the north Essex pylons with the consultation extended to the 26th of July due to the election. There is a webinar on the 16th of July for which you must register on the National Grid website or by writing to FREEPOST N TO T.
- The link to register is <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury/public-consultation-and-programme>
- Cllr Abrams noted that there is a Fly Tipping problem at Bradwell. He advised that there is a consultation on 11 July with the Coggeshall Surgery aimed at improving the practice. Many Stisted residents use the surgery.

43.2. Parish Paths

- Footpath 38 opposite Jenkins is blocked by overhanging vegetation and this has been reported to Highways. Their response is that it is in the cutting schedule. The interactive cutting schedule can be seen here: <https://www.essexhighways.org/vegetation-cutting>. This schedule now includes path 19 near 24/25 Sarcel. It was noted that the path opposite Pond Pear Tree (path 14) has a fallen tree and this has been reported but may be landowner responsibility to clear.
- Footpath numbers can be seen on the interactive map at <https://www.essexhighways.org/prow-interactive-map>
- The work on the Byway 10 near Brooks farm is underway. There is some unsightly scrap metal there that needs to be reported and removed.

43.3. Village Hall Report inc. Stisted Archives

The Friday evening Village Hall bars are generating income to replace that lost from the cancelled Dance Bookings in the Hall. They are making profit, but need to run for several months to gauge ongoing support. There is a pantomime booked for 7 December to be run by villagers. Cllr Hollands has sent apologies but noted that there is still a lot of archive material for classification and filing. There was a request to Archives from Historic England for nominations for long deceased villagers for blue plaque status

43.4. Community Shop

The village shop is doing well and there has been a meeting with the Montefiore trustees looking at the future. The shop managers extend their thanks to Cllr Walsh for the increased grant

There was a query regarding Broadband for the Village Shop - the Montefiore are happy to allow this and the Shop queried if the Parish Council would share the cost of broadband to be able to use for Parish Meetings – It was noted and the Parish Council may be interested but it would depend upon the cost

44. PREVIOUS MEETING MINUTES

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 5th June 2024 were a correct record and would be signed by the Chairman. Proposed by Cllr Powers, 2nd by Cllr Hollands and agreed by all

45. MEETING ACTIONS REPORT

- The bench outside the Montefiore will be restored in good weather after the election
- Emergency Plan has been updated and after addition of the new councillor will be sent to BDC for their records
- Cllr Hughes has found that it will be too difficult to set up and manage a community FaceBook so this can be closed
- The Kissing Gate by the churchyard has been noted to remove from assets at the year-end update and insurers will be advised accordingly
- Close the action regarding the signs about Dogs on Leads on the Playing Field as there are signs at both ends

46. PARISH ELECTIONS – CO-OPTION

Councillor Geoff Nurse was co-opted as a Councillor prior to the meeting and signed the relevant Declaration of Acceptance. The clerk will email the Register of Interests form for completion

47. PLANNING MATTERS

47.1. Planning Applications

- i. The Kings Barn, Jenkins Farm, Kings Lane, Stisted. There were no objections to this application for Erection of a Garden Room
- ii. Gulls Meadow, Woodhouse Farm Road, Pattiswick - request for retrospective permission to retain an agricultural storage barn. It was noted that this is the only building on the meadow and it can be seen from the road. It is a large barn. After consideration of the report, including photographs and history, the council felt that this would not be supported with response for submission by 15 July
- iii. Braintree Golf Club. There were no objections to the tree works from the council. The Ttree Warden also supports the application.
It was **RESOLVED** to support the application at Kings Barn and the golf course but not to support the Gulls Meadow application. Proposed by Cllr Routledge, 2nd by Cllr Powers and agreed.

47.2. Planning Results

- i. HerbDell, 84 Folly Green, refused (this was extending the house footprint)
- ii. Oil tank and fire barrier at Seven Winds, permitted

- iii. The Old Post Office Stisted - fencing regularised when the planning application for change of use to business for the Wellness studio was approved

48. FINANCE

48.1. Bank Reconciliation

- Reconciled correctly so Approved

48.2. Payments & Transfers

- The Payment Schedule was approved. It was agreed to transfer £200 from the Street Cleaning Reserve to General Reserve to enable payment of £200 to the Village Hall to cover the monitoring and cleaning of the bottle banks near the Village Hall

48.3. Financial Regulations

- The updated Financial Regulations were noted. These had been reviewed in detail by both the clerk and the chair. These will be posted on the website and be effective immediately

It was **RESOLVED** to approve the bank reconciliation, payments and updated Financial Regulations. Proposed Cllr Routledge, 2nd Cllr Hughes and agreed by all

49. COMMUNITY, RECREATION & MAINTENANCE

49.1. Playing Field

- Cllr Powers has received the RoSPA report for the annual inspection of the playing field. There are no serious issues. The repair to the multigym needs to be followed up. **ACTION** Cllr Powers to arrange a visit with Cllr Hughes to assess work and obtain quotation

49.2. Neighbourhood Plan Update

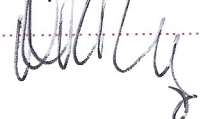
- The Regulation 14 consultation is now complete with 9 responses received (7 were in support). Two maps need to be added to show the Village Envelope and the Conservation area. BDC requested one minor amendment. This will now be handed to the external consultant to finalise before passing to BDC for final examination

49.3. Decision on Approval to build new Website and email (.gov extension), including storage for Archive images

- The need for a new website to meet accessibility requirements and have a .Gov extension had been discussed previously. A meeting was held two weeks ago to discuss some of the details and it was agreed in the meeting (Cllr Routledge, Cllr Hollands, Clerk and a member of the public) that it would be sensible to move the website to a new domain using CloudNext and rebuild the website using their partner – Eyelid Productions. They are experienced with Parish Council websites and were a good price. The transparency fund will pay for almost half of the build cost, leaving a small amount needed from the miscellaneous budget in the general fund. The Councillors chose the fixed banner of photographs at the top of the page rather than scrolling images for the site
- It was **RESOLVED** that the Parish Council should move to a .GOV webdomain in line with JPAG guidelines, and that the website should be rebuilt to meet accessibility and improved manageability requirements using CloudNext and Eyelid Productions. Proposed by Cllr Hughes, 2nd by Cllr Routledge and an approved by all.

49.4. S106 – Gym Equipment – Approval for Purchase of 3 Pieces of Equipment and Decision on Siting

- It was noted that quotes have been obtained to use the S106 money that is available for the council to use on Open Spaces this year. Quotes were obtained for fencing around the junior Multigym but these are all in excess of £6k so too expensive. As discussed at the last meeting, Caloo will install 3 pieces of adult gym equipment for £4,000 (just over the £3,499 available via S106). They will be carrying out a site visit on 4 July to confirm the quote details. The possible



locations for the new equipment were discussed and it was agreed that in the centre, near the table tennis table and the multigym and benches would be the best location. This is subject to survey and confirmation there are no underground services that would be an issue. It was **RESOLVED** that the Clerk should attend the survey on 4 July and order the 3 pieces of Gym Equipment from Caloo for installation August / September on the Playing field. Proposed Cllr Hughes, 2nd Cllr Powers and agreed by all

49.5. Kiosk Door

- The village defibrillator is in the Kiosk at the end of Church Walk and the door is in poor repair. The clerk has obtained quotes for a new door or just a new door frame. After discussion it was felt that a door frame would be sufficient with the glazing and bars being re-used. It was proposed that the frame should be ordered with more paint for the rest of the kiosk, and that this should all be delivered to Cllr Hughes who would then arrange for relevant repairs and fitting of the door. Proposed by Cllr Routledge 2nd by Cllr Powers and agreed by all. **ACTION** Clerk to order door frame later in July from X2 connect for £487.56 inc VAT)

49.6. Eastlight Land in Sarcel

- Cllr Powers had a meeting with Eastlight regarding the footpath between 24/25 Sarcel where Eastlight have some responsibility for pruning vegetation. There is a section of land in this area that was the responsibility of BDC. Cllr Powers will check ownership as it may be possible for the parish council to obtain temporary stewardship to have as an area for planting / wildlife etc
- It was noted that the Eastlight grass cutting contractor only does "cut and leave" with no grass collection

49.7. Tree Pruning on Recreation Ground (tree Behind Onley)

- A quotation has been received from Mr Whitehead (tree surgeon) that includes applying for relevant tree pruning permission in a conservation area as well as the selective thinning of the tree in Autumn. It was **RESOLVED** to accept this quotation and instruct the tree surgeon to start the work. Proposed by Cllr Nurse and 2nd by Cllr Powers and agreed by all. **ACTION** Clerk to advise Mr Whitehead of the decision


49.8. White Gates

- Cllr Hughes advised that the relevant licences are in place for the Village Gates. We can now go ahead with attaching the signs. It requires a permit to do the work which must be submitted 24 hours in advance. The council has previously agreed the contractor for this work and they will continue with the application and request for permit.
- The gates should be cleaned and painted before attaching the signs and the council will ask for volunteers to "adopt" and care for each set of gates. Cllr Hughes will check with CML what paint was used previously so that we can use oil or water based as required and order the paint

50. PUBLIC PARTICIPATION SESSION 2

The following items were raised:

- A resident queried whether a water supply would be provided for the Pavilion in the future. It was advised that this too expensive using the S106 money available so it was being used to provide 3 pieces of Adult Gym Equipment instead
- One resident suggested that it may be helpful if there could be signs on the road to say that the road is unsuitable for heavy vehicles. The authorities will not put up signs of this type without carrying out a survey and there has been resistance to this in the past



51. INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

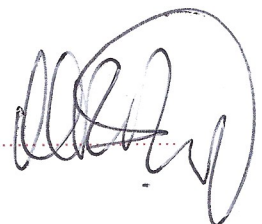
- J S Wright have issued their annual notice that there is no right of way through the Willow Plantation on Water Lane – **ACTION** Clerk to put the notice on the website.
- There have been issues raised by a resident about overhanging vegetation on the roads around Stisted where it is obstructing visibility for pedestrians and road users. This was discussed and it was noted that it is the responsibility of Highways or Landowners to cut verges and hedges. The Parish Council does not have the authority to cut hedges or arrange for contractors to cut hedges that are privately owned. There will be many landowners around the village, and it is not always readily apparent who the landowner may be, so it is not possible to write to all landowners. The council can put a reminder on their website to residents, farmers etc. reminding them to cut hedges back.
- Highways act 1980 says that where a hedge, tree or shrub overhangs a highway or any other road or footpath to which the public has access so as to endanger or obstruct the passage of vehicles or pedestrians or obstructs or interferes with the view of drivers of vehicles or the light from a public lamp, that the vegetation should be lopped or cut to remove the cause of the obstruction. A competent authority can require the owner to cut the obstruction with the competent authority in Essex being Highways or the relevant district council

52. NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council will be held on Wednesday 4th September 2024 at 7:30p.m. at the **Montefiore Institute**.

53. CLOSE OF MEETING

The meeting closed at 21:25 pm.

A handwritten signature in black ink, appearing to be 'A. H. W.', is written over the signature line.