

**Stisted Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Wednesday 4 September 2024 at 7.30pm**

**Present:** Councillor Alan Routledge - Chairman  
Councillor Richard White  
Councillor Howard Hollands  
Councillor Bob Powers  
Councillor Geoff Nurse

**In attendance:** Mrs Ruth Jubb – Clerk  
Cllr Dennis Abram  
Cllr Paul Thorogood  
1 member of the public

**65. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Tom Walsh

**66. DECLARATIONS OF INTEREST**

None

**67. PUBLIC PARTICIPATION SESSION**

No items were raised by members of the public

**67.1. County & District Councillors**

**Cllr Abrams** reported that there are concerns about infrastructure and roads throughout the ward. There are many vehicles which cause congestion on the A120 and on B roads. Residents await updates on the Pylon project. Also he queried the numbers of Doctors, schools etc for a growing population. Landscaping and architecture is important when developers plant up sites and this should be monitored. Residents should be aware of future planning applications.

**Cllr Thorogood** updated that the call for sites had resulted in over 300 potential sites with over 130k capacity for new houses if all approved and built. The majority of the sites are in the south of the district (Surrounding Braintree, Witham, etc). The capacity of A120 will remain a concern in this area. There will be a revised timetable published shortly starting with a meeting on 16 Sept, and sites will be reviewed in groups starting with larger towns (Braintree, Witham, Halstead), then mid-size (Coggeshall, Kelvedon etc.) and the final group of sites being smaller parishes. Cllr Thorogood has emailed a report the Clerk will circulate and add to minutes on website. Note that although the new figures for housing are not significantly higher, they do not include New Towns, as they would be additional. Note also many permissions are given, but then builds do not start. This matters as the measure is build completed rather than granted.

County Waste – The Tory ECC Cabinet’s solution to sending waste to landfill is to burn it instead at Rivenhall Airfield in the parish of Kelvedon. For the first year it will be exported to Europe and in summer 2026 will start going to Rivenhall. It is a 7-year contract from April 2025 and will stop landfill before 2028 and has support the Essex Climate Change Commission. However, where there is an incinerator, there is less incentive for recycling. There is currently less methane from landfill than previously as less food waste goes there. Cllr Thorogood notes that Rivenhall is a mid-sized incinerator which is equivalent to 10,000 diesel cars running continuously at 30 mph.

Cllr Thorogood advised that evidence of accidents in relation to deer crossing is required before signs will be provided – deer tend to move so it is rare to have regular crossing points. **ACTION** Cllr Powers to check for records of accidents in the Madgements Road area and advise Cllr Thorogood.

**67.2. Parish Paths**

Path 14 opposite Pond Peartree House is on Mr Dixon-Smith's land and the fallen tree on it has been reported several times. It has now been escalated further. (Note since meeting – tree cleared)

Path 7 – issues with defective bridge opposite Tumblers Green near Gulls Meadow have been reported

Path 24 near the Dolphin and across the car boot sale land has now had some remedial work done to the stile and fence

Byway 10 has 3 unauthorised access points, 2 of which are for vehicles. This has been escalated to BDC and await response. One of these access points now has a permanent camper van on the Gladwish land

**67.3. Village Hall Report inc. Stisted Archives**

- The Friday night bar at the village hall is going well although support has dropped off a little since it first started
- There will be a Village Pantomime on 7<sup>th</sup> December in the Hall with a free matinee for children and an adult performance in the evening. There is already interest in tickets.
- The Archive group will be working with the Montefiore regarding a "Blue Plaque" to be awarded for Cecil Sebag Montefiore to co-incide with a Montefiore artefact exhibition in 2025
- The Church will be having a Heritage open day, and the Archives will be loaning the minutes of the Mothers Union to the church for this
- 2 members of the Archive team will be attending the Essex Heritage Trust AGM

**67.4. Community Shop (no report)**

**67.5. CANS moved from 73.4 to present early**

Report to be attached to the minutes. Key points noted

- Allotments going well with surplus produce going to the village shop for donations towards Essex Air Ambulance
- Wildflower patch did well and provided ideas for future
- Butterfly count being carried out and note 40% less butterflies this year with articles in parish magazine
- Meeting held with Essex Wildlife Trust who manage Rolfe's Nature Reserve near the allotments. CANS donated some bird feeders for this – full article on website
- Budget stable and another fundraiser planned 1st December with a "Make a Christmas Wreath" event, as last year was so popular

**68. PREVIOUS MEETING MINUTES**

It was **RESOLVED** that the minutes of the Parish Council Meeting held on 14th August 2024 were a correct record and would be signed by the Chairman. Proposed Cllr Nurse and 2<sup>nd</sup> Cllr Hollands and approved by all

**69. MEETING ACTIONS REPORT**

The Meeting actions were reviewed and noted.

- Pavilion still needs repair and paint before bad weather
- The new door for the Defib kiosk is due to be ordered shortly.
- The S106 Gym equipment is in hand and due to be fitted 5<sup>th</sup> & 6<sup>th</sup> September with money claimed from BDC after payment of invoice. BDC would like to do a publicity article on this once installed
- Kissing Gates to be removed from asset register and gym equipment added and insurers notified.
- Still to book light maintenance review with A&J
- Please Drive Slowly signs now fitted to the White Village gates so this can be closed

## 70. PARISH ELECTIONS – Co-option

There have been no applications to date and the vacancy continues to be advertised with a closing date of 23 September

## 71. PLANNING MATTERS

### 71.1. Planning Applications

- i. 24/01781/TPOCON Copper Beech. This is the application requested by the parish council to prune the tree adjacent to the Onley Arms and is in line with our request
- ii. 24/01706/PLD Application for Certificate of Lawfulness for a shed at the Old Post Office – for information only and no comment required
- iii. The Barn Tumblers Green Stisted Essex CM77 8AZ – notification of an appeal to convert agricultural use building to residential. This was previously supported by the parish council and there is no change in their opinion as there are no specific comments or objections
- iv. Installation of solar photovoltaics (PV) equipment on the roof at Village Hall – For Information only

After discussion, it was **RESOLVED** to approve the pruning of the Copper Beech and support the appeal for the Barn at Tumblers Green. Proposed Cllr White and 2<sup>nd</sup> Cllr Hollands and approved by all

### 71.2. Planning Results

- i. Open sided mini shelter for school – withdrawn
- ii. Application for a Certificate of Lawfulness for an existing use or development - Erection of building. Great Oaks Rectory Road. Application Granted
- iii. Agricultural storage barn. Gulls Meadow. Application Refused
- iv. Clematis Cottage various works. Application Granted

## 72. FINANCE

### 72.1. Bank Reconciliation

- The Bank reconciliation up to 27<sup>th</sup> August was agreed as correct

### 72.2. Payments & Transfers

- The Payment Schedule was reviewed and accepted. This includes the payment for the Village Signs which includes agreed contribution from earmarked reserves as follows £31.80 from paths, £142.1 from Village of the Year and £356 from Street reserve – this is because these signs are about safety and slow speed in the village for people on paths and roads
- A late addition to the schedule of payments was for the clerk to pay £450 by debit card for the CiLCA training starting in September (this is written into the Clerk employment contract to take this course)
- Noted that we need to pay for the gym equipment when invoiced and only when it is paid will BDC release the S106 funds
- Schedule agreed

### 72.3. Budget Update

The budget figures were reviewed in preparation for the next year's budget. Key points

- There is only approx. £2k left in the general budget funds for this year if we go ahead with the defib kiosk door and spend money on the playground repairs. This is an estimate as we do not yet know the cost of the playground repairs. Our reserves are low (approx. 4 months at the start of the financial year) so we do not have much capacity (JPAG recommend that smaller councils carry up to 12 months of reserves depending on their activity level and size of precept)

- Cost of training may go over budget with Clerk CiLCA fees as the bursary will not be paid until the qualification is passed
- We need to set aside the additional £500 for adult gym equipment that is in XS of the S106 money – in miscellaneous
- The budget still has a line for grants as anticipated expenditure to end of financial year (£750 allowed)
- Advice for next budget – the cost of electricity will likely increase after current fixed rate expires. Our current supplier will no longer provide unmetered supplies so we may need an out of contract rate with another supplier. Our usage is too small to attract good rates. Standing Charges per day could triple. Also to investigate cost of solar street lights but they cost about £1,000 per light. Clerk investigating

**72.4. Bank Mandate Changes**

- To be signed in closed section of Agenda. It was agreed that the Clerk should be made an authorised signatory as well as an authorised user now that there are more active bank users. The proposal to remove 2 users no longer with the council was agreed. A further authorised signatory is required to retain 4 Councillors on the bank mandate. After discussion it was agreed Geoff Nurse should be added to the bank mandate

It was **RESOLVED** to accept the bank reconciliation, the payment schedule including use of relevant reserves, and to change the bank mandate as stated in 72.4. Proposed by Cllr White and 2<sup>nd</sup> by Cllr Powers and agreed by all

**73. COMMUNITY, RECREATION & MAINTENANCE**

**73.1. Grants**

There are 2 grants the parish council can apply for in September,

- A small grant for £3k to £4k for community orchards, gardens and open spaces – the council will apply for funding towards the adult gym equipment and play repairs as well as a contribution for the outdoor photographic event. There will be many applicants so not confident of positive outcome. Closing date 13 September.
- Community Grant from Essex County Council for up to £10,000. The council could apply for up to £10,000 for something like fencing for the play area. Indicative quotes have been obtained already in preparation. This may require match funding and does require evidence of village demand and support. It is likely to be competitive and oversubscribed as small fund available. Closing Date in October

It was **RESOLVED** that the Clerk should complete and submit applications where possible. Proposed Cllr White & 2<sup>nd</sup> Cllr Powers. **ACTION** Clerk to submit grants

**73.2. Website**

- The new website that fully complies with accessibility requirements and has a .gov website is now built and ready. There are few extra descriptive areas to be enhanced. It does have a calendar that can be used for the village activities, and will allow us better stats to monitor traffic and usage
- The new website is live at <https://stisted-pc.gov.uk/>
- New Councillor email addresses can now be set up through the website
- We should begin to divert traffic from the current website but the current site will remain live for the Archives. We have been unable to transfer the Archive images to the new site but are looking for a grant for a new Archive website. Cllr Hollands accepts that there will be work to transition to any new site
- The new site brings better security with hosting than the current one
- **ACTION** for clerk to start the diversion so that there is no need to maintain 2 websites. It is not possible to remove the old website from the server for various reasons

It was **agreed** by all to transition from the current to the new website as soon as possible

### 73.3. Planning Committee

It has been suggested on email that we could have a separate Planning Committee that can meet to respond to urgent planning requests. We are not a busy Council but we do need cover for the month of August and for any items that come through with dates prior to our next Council meeting. It would need to meet a minimum of once or twice per year or as required. The committee can take decisions on behalf of the council if required. However, where there are few applications, a meeting may not be required

This needs to be set up before it is needed, rather than calling an additional full meeting. It will still be a public meeting

**ACTION** – Clerk to circulate a draft Terms of Reference for the group ready to approve at the next meeting and appoint committee members

### 73.4. Climate & Nature for Stisted (CANS)

See earlier in minutes

### 73.5. Parish Magazine

- It has been suggested that when the Parish Magazine is handed to the new committee from the Church, it should become a bi monthly magazine and it will be free. In the past collecting subscriptions has been a problem. It will be delivered to every house in the village – there are some people in Bradwell who will deliver the magazine. This is all detailed inside the September Parish Magazine.
- Charges for advertising are still to be agreed and printing costs checked. It will require a contribution of about £100 per month/ issue from each of the 2 parishes involved.
- It is likely that images on the cover will not be of the church and that church notices will move to the centre of the magazine. Choice of cover image to be discussed
- It is expected that it will remain with colour images.
- More details are to be agreed and then it will be publicised further
- It was noted that some quarterly meetings between the 2 parishes for sharing of information may be of benefit

### 73.6. Village Gate Painting

- CML confirmed White Barn Paint was used on the gates last time painted.
- The gates need to be washed and painted and some small areas of repair required
- We need volunteers so carry forward to next agenda – we will need to advertise for help
- May consider gravel or other substance around the base of the gates to keep tidy and prevent so much need for strimming
- Perhaps the Council could find a business to Sponsor to cover the gate care (Note need to check if it is possible to put advertising sign on gate)

### 73.7. Defibrillator Kiosk Door

- Clerk to order a kiosk door for delivery and then transport to Forrester Hughes to have glass panels put in (note as clerk has holiday soon it may need to be ordered after holiday so available for delivery). To include glass pane in order

## 74. INFORMATION EXCHANGE AND ITEMS FOR THE NEXT AGENDA

- White gates - volunteers
- General Repairs to play equipment and maintenance of area
- Litterpick arrangements for 2 November
- Dust cart – arrangements for 26 October
- Fly tipping and reporting

**A motion was proposed by the chair to temporarily suspend the Standing Orders at 21.30 to allow conclusion of closed section of meeting. Agreed by all**

**75. Closed Section for Non Public Business**

Discussions were held regarding the granting of Freedom of the Parish and the format to use. It was agreed that Cllr Hollands and Cllr McMillan could finalise the design and produce the documents suggested for later Resolution

Discussion on date of next meeting was held, regarding time to prepare and council availability

**The chair proposed a motion to resume Standing Orders at 21.38 to close meeting. Agreed by all**

**76. NEXT PARISH COUNCIL MEETING**

The next meeting of the Parish Council will be held on Wednesday 9<sup>th</sup> October 2024 at 7:30p.m. at the **Montefiore Institute**.

**77. CLOSE OF MEETING**

The meeting closed at 21:40 pm.

Details of Report From Cllr Thorogood

**DISTRICT NEWS**

**LOCAL PLAN REVIEW:** Braintree District Council (BDC) is reviewing its Local Plan which will roll forward the Plan from 2033 to 2041. Even though the current Plan was only adopted two years ago, all councils have to complete reviews within five years, and so given the time it takes for a review, the Local Plan Committee (LPC) decided to get one under way.

Residents, parish and town councils and communities were submitting comments to the review, up to the recent deadline on 16th August. Earlier this year BDC conducted a 'Call for Sites' which resulted in 319 sites being submitted for potential housing in the new Local Plan. All of the submitted sites can be studied via the BDC interactive map - Kelvedon is surrounded by potential sites. Only a fraction of the sites will make it into the Local Plan.

Nevertheless, amount to circa 130,000 houses. The Local Plan Committee at BDC met on 15th August .This concentration of meetings to look at over 300 proposed sites plus reviews of the Local Plan policies and evidence base would have strained everyone's ability to properly assess all the reports.

However, the LPC meeting of 15th August heard that the new Government is making changes to the planning system, including moving back the deadline for having new Local Plans in place, which gives BDC more time. So the LPC is setting out a new timetable for the process to be discussed at the next LPC meeting on 16th September.

\*\*\*\*Housing provision will be looked at for the main towns (Braintree, Witham and Halstead), smaller towns and key service villages such as Kelvedon and Sible Hedingham, and smaller villages and hamlets such as Stisted. It is very important that during the timetabling of the Local Plan committee meetings that Stisted is considered as a small village and not an extension of Braintree. \*\*\*\*

This district may need to find sites for another (approx.) 10,000 houses, on top of the 14,000 already in the current Local Plan. I&G councillors stated at the LPC meeting of 15th August that given that reality, calling it a "refresh" is not really accurate. The process ahead, whatever timetable is agreed on 16th September, will be of great importance. The new Government is saying each council area can decide where development goes, but not the numbers - which they are going to hand down with mandatory targets.

COUNTY NEWS:

IWMF Rivenhall Waste Incinerator - The Tory ECC Cabinet's solution to sending waste to landfill is to burn it instead at Rivenhall Airfield in the parish of Kelvedon (it was not decided by Full Council). The winning bidder for Essex County Council's new medium-term residual waste treatment contracts was confirmed last month. With current contracts due to expire on 31 March 2025, the new contracts will run for seven years from 1 April 2025. The contract includes an option to extend for up to a further seven years. The estimated total value of the contract over the potential 14 years could be over £1bn subject to changes in law that will impact the waste industry.

As part of the tender, the council set a requirement that landfill could not be used from 1 January 2028. This is two years ahead of the recommendation from the Essex Climate Action Commission to send zero waste to landfill by 2030 (but did they agree it should be incinerated instead?). In response to the council's requirement, the winning bidder has committed to move away from landfill by 1 October 2025. ECC estimate that the delivery of all four lots combined will result in a reduction in greenhouse gas (CO2 equivalent) emissions of circa 30% when compared to ECC's current landfill disposal arrangements (I have doubts over these figures). This equates to the saving of over 540,000 tonnes of carbon dioxide (equivalent) across the initial seven-year contract term.

Through the contracts, much of Essex's waste will be used for a short period to generate heat and electricity in an energy from waste plant on the continent and in the longer-term electricity in an Essex-based facility. From 1 October 2025 the new contractor has committed to contributing to the Waste Strategy for Essex recycling ambitions through the removal of metals and the recycling of ash produced by the energy from waste process. The new contracts will ensure residual waste treatment arrangements are in place for the medium term. For the longer term, it is expected that the new Waste Strategy for Essex will be considered for adoption by all Essex city, district and borough councils over the coming weeks. The air pollution from the mid-size Rivenhall incinerator is the equivalent of 10,000 diesel cars being permanently driven at 30mph.