



Great Maplestead Parish Council

Ms Dee Ellison (Parish Clerk)
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MINUTES OF A MEETING OF GREAT MAPLESTEAD PARISH COUNCIL, HELD ON 17th September 2025 7.30PM AT GREAT MAPLESTEAD VILLAGE HALL

Present: Cllr S Harris, Cllr S Last, Cllr R Brudenell, Cllr J Newton, Cllr I Johnson,
Cllr P Schwier

Chair: Cllr S Harris

Clerk: Ms D Ellison

Also Present: Members of the Public: One

1. APOLOGIES & REASONS FOR ABSENCE

1. **Cllr D Weight** – ill health
2. **Cllr B Vincent** – Business matters

2. MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting held on 14th May 2025 were accepted as a true and accurate account of the proceedings of that meeting.

Proposed: Cllr S Harris **Seconded:** Cllr S Last **Vote in Favour:** Unanimous by those present

3. DECLARATIONS OF INTEREST

None

4. COUNTY & DISTRICT MATTERS

Cllr P Schwier shared his apologies for joining shortly after meeting had opened, but was able to brief the Council and residents on several items, most importantly;

- the progress being made on the Local Government re-organisation. Residents are strongly encouraged to refer to the website: <https://www.braintree.gov.uk/news> for current updates.
- Reductions to pothole reporting had significantly reduced as a result of the extensive work undertaken to make repairs.
- Highways focusing now on drain clearance, and the monitoring of damaged trees causing risk.
- Review of local plans being revisited for councils that had put forward sites for review being revisited.

5. OFFICER REPORTS & INFORMATION EXCHANGE

No business decisions may be made.

5.1 Monthly Playground Inspection- Previous month inspection was undertaken by Cllr Weight, who was not present to report an update but her report stated no action required. It was agreed that September inspection would be undertaken by Cllr S Harris. It was also noted that Sports England had been in touch regarding an outstanding audit, and that Clerk would contact Ann on her return to understand the requirements.



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5.2 Officers Reports

Transport: Dart 3 Bus Service proposals were detailed within Chairs report. It was agreed that Cllr Last and Cllr Brudenell could respond on behalf of the Parish Council.

Repairs to Playing field: Cllr Johnson reported that the expanding foam has proven successful on repairing the path, with no risk of slips trips or falls as a result of the slight collapse, but the continued repair must take place to sustain the paths lifecycle. He requested approval to spend £140.00 to purchase the expanding foam. **Proposed:** Cllr Johnsons, **Seconded:** Cllr Newton, **Vote in favour:** Unanimous

Policing Issues: Cllr Johnson reported on a variety of incidents not related to Gr Maplestead. It was agreed that the hyperlink to these reports would be provided at the next meeting to allow residents to access the details for their own research purpose

Local Plan Review: Cllr S Last agreed to monitor the changes and sites that had been proposed, and report to the council any local impact.

Community Litter pick: Cllr Brudenell reported that the litter pick, as required by BDC agreement, would take place on the 1st November 2025. The usual risk assessment would be undertaken, and communication on the usual social media platforms.

Church: No update

Footpaths: Cllr Newton reported that the footpath with the fallen tree (FP12, past the lake) had been cleared, and he would continue with the clearance. The tree on the playing field is still awaiting inspection as detailed on the highways website.

Communication: Cllr Harris reported the Clerks mobile had been purchased, and the number was shared, and will be included on communication going forward.

6. CORRESPONDENCE:

6.1 PKF Littlejohn had emailed regarding the Conclusion of the Audit, but no documentation released as yet. When received the notification will be posted on the website and notice boards.

7. PUBLIC QUESTION TIME

With respect to items on the agenda and other matters of mutual interest
No questions were raised.

8. PROGRESS UPDATES

Clerk confirmed the mobile number had been activated
Grant application required further information. Clerk to contact Cllr Vincent
Clerk to reach out in person to village school to discuss parking challenges in the area, and ask Head to remind all those who use the car park for the purpose of school drop offs.

9. BUSINESS ITEMS

9.1 To agree the website hosting provider

Netwise UK had provided a comprehensive explanation of the services and costs they would provide. Which included providing and hosting of a Gov.uk domain, and 8 email addresses. Selected mailing address was:
xxxxxxx@greatmaplestead-pc.gov.uk

Proposed: Cllr Harris **Seconded:** Cllr Johnson **Vote in favour:** Unanimous



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9.2 To agree dates for draft budget activities

It was agreed that the Clerk would draft and issue 3 options in October, based on spend year to date, and to include updated NI, website and mobile phone costs, with the full council meeting in December finalising the proposals.

9.3 Wigwag Lights: Cllr Johnson reported that the cost of purchasing the programming software with the Council undertaking the reprogramming task was £180.00. **Proposed:** Cllr Johnson **Seconded:** Cllr Brudenell, **Vote in favour:** Unanimous

10. PLANNING

- a. Notice of intent to carry out works to tree protected by Tree Preservation Order 1/98 Linden Tree- Remove dead branches, crown lift of 5-6 lower branches in order to provide approximately 20 ft clearance to the ground
- b. Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 1/98 Oak within G1 -Reduce over hanging laterals over path by 8 meters. Reduce remaining stem by 4 to 5 meters.
- c. Laundry Cottage Monks Lodge Road Great Maplestead Essex CO9 2RL
No objections on items a & b, noted that there was a delay on item c

11. FINANCE

11.1 Current Bank Balances

11.2 Reconciled Receipts & Payments

11.3 Payments & Receipts for Authorisation

11.4 Bank Transfers Made

Clerk advised that reconciliation had taken place to the point of transfer of funds to the new Unity account. All accepted as correct and signed by Cllr Harris and Cllr Last. Clerk to transfer balance of savings to the T2 account in October

12. CONTENT FOR e-NEWSLETTER

Content was shared by Chair and confirmed that the Magna Carta will be released as usual by end of the month.

13. ITEMS FOR NEXT AGENDA

Note: No decisions can lawfully be made under this item, LGA 1972 section 12, 10(2)(b) states that business must be specified, therefore the Council cannot lawfully raise matters for decision.

14. Meeting to the public declared closed, Council proceeded to "In Committee" session.

Content in relation to public response statement was discussed and agreed. Chair to issue via email to Clerk. Clerk to issue within 48 hours

15. DATE OF NEXT MEETING

Ordinary Council Meeting: 19th November 2025 at 7.30pm

Meeting closed at 20.58.