

FELSTED PARISH COUNCIL

Minutes of the 1043rd Meeting held on 7 June 2017

at 7:00 pm in the URC Hall.

Present: Councillors Richard Freeman (Acting Chairman), Andy Bennett, Nicholas Hinde, John Moore, Malcolm Radley and Chris Woodhouse.

7 members of the public were also present plus District Councillors Alan Mills (left after Item 17/59) and Marie Felton.

17/57 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Graham Harvey, Frances Marshall, Peter Rose and Stephanie Woodhouse plus County Councillor Simon Walsh and Youth Representative Poppy Mifsud. There were no Declarations of Interest.

17/58 **Public Forum**

The following matters were raised by the public :

58.1 Village floral display – Members agreed to place an item in Interface thanking all the volunteers who had planted bulbs and the flower tubs and highlighting the number of complimentary letters that had been received from residents and village organisations.

58.2 Grass cutting at the Churchyard – It was noted that the initial cut had taken place in the middle of May and the formal contract commenced from June 2017. It was requested that the hedges also be cut on a regular basis going forward.

58.3 Partial closure of Footpath 44 – Because this footpath was partially routed through a private garden the view was expressed that the closure of this length was reasonable.

17/59 **District Council Matters**

It was agreed to consider part of this item at the start of the meeting because D Cllr Alan Mills needed to leave early because of other commitments.

UDC Local Plan - D Cllr Mills explained that UDC were carrying out Members Briefings, on the Regulation 18 Consultation, on 15 and 19 June prior to its consideration at the PPWG meeting on 22 June. It was expected that the Regulation 18 Consultation would be approved by full Council on 11 July.

Members noted that the Catesby planning appeal decision was expected in the next 10-14 days. Cllr Mills offered to discuss potential topics with those Parish Councillors involved in the forthcoming meeting with UDC Cllr Howard Rolph (see Item 17/62.3).

17/60 **Minutes of Meeting 1042 held on 3 May 2017**

These Minutes were approved and were signed by the Chairman.

17/61 **Minutes of the Planning Committee meeting on 16 May and the Highways Committee meeting on 17 May 2017**

These Minutes were noted. The Minutes would be formally approved at the next meeting of the respective Committees.

17/62 **Matters arising from the May Council meeting**

62.1 Storage of Council records (Item 17/33.1) – Hill and Abbott were moving office and had requested that the collection of the records be postponed until the move was complete.

62.2 Approval of planning application at Aylands, Bannister Green (Item 17/33.2) – The Asst Clerk had spoken to District Councillor Mills regarding this matter but it was agreed that he should officially write to both our District Councillors and Roger Harborough (UDC Chief Planning Officer) expressing the Council's dissatisfaction with this decision.

62.3 Meeting with UDC Leader Howard Rolfe (Item 17/33.3) – The meeting had been arranged for 16 June at 2pm in the UDC Offices and Cllrs Andy Bennett and Malcolm Radley confirmed that they would attend (Cllrs Chris Woodhouse and Richard Freeman would also join them if possible). Matters to be raised would include: Chelmer Mead Scoping Application (FPC not informed officially in 2014 and again in 2016 when the application was updated to 3500 houses) : Catesby Planning Appeal (UDC vulnerable because of shortfall in 5 year housing supply and their inability to complete housing data in a timely manner) : UDC Call for Sites process (system causes considerable local unrest and encourages developers) :

Cllr C
Woodhouse

Asst Clerk

Cllrs Bennett
and Radley

Highway Rangers (need to improve communication process with parish councils) : Fly tipping (increase in problem locally).

62.4 Flooding/damaged road surface at Molehill Green/Hollow Road junction (Item 17/33.4) – It was agreed to inform County Cllr Walsh that the problem was ongoing and request that he raise the matter again with the NRSWA inspector.

62.5 Repair of pothole in Woodleys car park (Item 17/42) – The Clerk had checked the site and subsequently accepted the quotation from Anderson and Co.

62.6 Purchase of new laptop (Item 17/51.3) – Members noted that the new laptop had been purchased but that the new printer and data backup device were still to be sourced.

62.7 Trimming of trees in Braintree Road opposite West Brackendale (Item 17/56.1) – It was agreed to consider this further at the September meeting after the bird nesting season.

62.8 Ravens Crescent Play Area (Item 17/56.2) – Members noted that the CCTV signs had been erected and to date there had been no recurrence of the vandalism.

62.9 Councillor Training Courses – Cllr Malcolm Radley had been booked onto Councillor Training Days 1 and 2 in June and Cllr Frances Marshall would be attending the same courses in November.

17/63 **County and District Councillor Reports**

63.1 County Councillor's Report – Members noted the report from County Cllr Simon Walsh which included the following: Details of the newly elected ECC Cabinet members, the ECC Consultation on Pharmaceutical Services (deadline 14 June), '10 Library things to do before you're 5', ECC's extensive grass verge cutting programme, £8 million investment in local bus services and The Essex Crowd Fund (new crowdfunding platform to fund community projects)

63.2 District Councillor's Report – The District Councillor's report included the following matters: Appointment of Cllr Geoffrey Sell as UDC Chairman for 2017-18, deadline of 15 June for Community Grants Scheme applications, bogus Council workers alert, private landlord prosecuted over poor housing conditions and UDC to purchase 50% share in Chesterford Research Park.

17/64 **Correspondence**

Members noted the Correspondence received (see p7) including the following:

64.1 ECC Winter Salt Bag Partnership Scheme – It was agreed not to request any further salt stocks as previous mild winters had resulted in the Council having sufficient supplies.

64.2 Buckingham Palace Garden Party nominations for 2018 - It was unanimously agreed to nominate former Chairman John Drury.

64.3 Cobblers Green extension of water main – Members noted a request from a resident for Anglian Water to lay a new water main across the Green and along the verge of Byway 64 to serve Potash Farm and Long Barn residential properties. They had no objections to this work providing that the disturbed grassed areas were made good on completion of the works. The Council also had no objection to the erection of temporary scaffolding at Potash Farm, providing ECC Highways were consulted and were in agreement.

64.4 Request for additional play equipment at Willows Green – The Clerk read out a letter from a young resident requesting more play equipment. It was agreed that she would thank the youngster for raising the matter and ask for suggestions as to what type of equipment would be preferred.

64.5 Search by Anglian Water for Private Pumping Stations – It was agreed to publicise this in Interface and on the website.

17/65 **Resignation of Cllr Anna McNicoll**

Members noted that Cllr Anna McNicoll had tendered her resignation from the Council for personal reasons. They wished to record their thanks to her for the valuable contribution that she had made during her time as a Councillor. The Clerk had informed UDC accordingly and the relevant Vacancy notices had been posted on the notice boards. The Vacancy Notice would also be put on the website.

17/66 **Finance**

66.1 Payments -The list of payments on p8 was approved along with a cheque to Play Safety Ltd for carrying out the annual safety inspection of the playground equipment (cheque number 102510 for £348.60).

Members noted that the May payment to Keith Schorah (cheque number 102491 for £144) had been lost by his bank. A replacement cheque (number 102505) was accordingly issued.

Members noted and approved the payment of an additional £3 per cut to JCM Services to include the grass verge in Braintree Road (under the Village Crest) in the current grass cutting contract.

66.2 Receipts – Members noted the receipt of £13.50 Allotment rent, £3787.24 VAT refund for the period 1 October 2016 to 31 March 2017 and £1690 LCTS Grant from UDC.

66.3 UDC Community Project Grant Scheme for 2017-18 - The Clerk was in the process of obtaining the necessary figures to submit the application to UDC.

66.4 Renewal of the Council's Insurance Policy – Members unanimously agreed to renew the Insurance Policy at a cost of £2131.49. A number of items had been added to the policy during the last year, including most recently the new play equipment at Ravens Crescent Play Area.

17/67 **Playing Fields**

67.1 Fields in Trust application - There had been no further developments. This would therefore be considered again at the next meeting.

Asst Clerk

67.2 Purchase of additional playpark and 2 new dog bins – The Clerk explained the need to top up the playpark annually to keep it at an acceptable level and members unanimously agreed to do so, at a likely cost of around £1200. Members also agreed to replace the broken dog bin on Bannister Green and order a second 'spare' dog bin at the same time to minimise delivery charges.

Clerk

67.3 Annual Play Equipment Safety Inspection – The Clerk had received the 2017 Safety Report that morning. She had not yet had an opportunity to read it in detail but had ascertained that it did not include any high priority urgent matters. It did however comment on the design of the new play tower at Ravens Crescent and the danger of children climbing onto the flat roof at the top of the structure. It was agreed that the Clerk should raise this with Sovereign. This would be considered further at the next meeting.

Clerk

17/68 **Highway matters**

68.1 Bridleway Ring – The proposed meeting with Simon Marriage on 7 June had again been postponed and an alternative date was awaited. This would be considered further at the next meeting.

68.2 Proposal to close part of Footpath 44 and divert Footpath 116 at Stevens Lane, Bannister Green – The Clerk had consulted with the Footpath Warden and Members considered his views. It was agreed to respond to ECC that the Council objected to the closure/diversion as proposed but would suggest that alternative solutions should be considered. These could include the linking of Footpaths 44 and 45 or the re-siting of the footpath along the internal boundary of the property through which it currently passes, so that the line of the path could be fenced and be less intrusive for the landowner. The Council also considered that it was important to re-open the path, on its current line, whilst discussions on future alternatives took place.

68.3 Proposal to divert part of Footpath 59 and other footpath amendments in the vicinity of Felsted Mill - The Clerk had consulted with the Footpath Warden and Members took his views into account. It was agreed to respond to ECC that the Council objected strongly to the proposal because it would replace a length of riverside path with walking on a narrow public road increasing the danger to walkers and detracting from the character of the walk.

Clerk

17/69 **'Road with no name' at Bannister Green**

Members noted that the UDC Scrutiny Committee had until July 2017 to legally deal with this matter.

17/70 **Greens and Open Spaces Working Group**

The Clerk reported that the Village Attendant had now commenced work on the painting and repair work at Willows Green, Ravens Crescent and Bannister Green.

The Working Group would meet again in July to consider other Greens and Open Spaces in the village and this would be considered again at the next meeting.

Cllrs
Moore &
Freeman

17/71 **Churchyard Working Group**

Members noted that Felsted School had confirmed that they regularly cut the hedge between the churchyard and Lime Walk. The School had also informed the PC Chairman that they would be in touch regarding the possible removal of the grass cuttings heap. A resident had offered to clear overgrown graves. The Clerk would arrange for 'Wildlife Area' signs to be

Clerk

erected and the Working Group would meet again in July.

- 17/72 **Review of rodent control measures at the Allotments**
The rodent control programme had been very successful to date and the last 2 scheduled visits by Command Pest Control had reported minimal rodent activity. Members were pleased to note the success but felt that if the control measures were removed a recurrence of the problem was likely. The Clerk would speak to Command Pest Control regarding the frequency of future visits. Clerk
- 17/73 **Proposed Nature Area / Section 106 Agreement with Enodis**
Holmes and Hills had written requesting details of all outstanding matters, as Enodis were now keen to progress the transfer to the PC. It was agreed that the Clerk would respond that the single most important issue was that the PC should receive confirmation from UDC that they are satisfied with the contamination levels on the site and that no future enforcement action will be taken against the PC in this regard. The unsuitable surface on the path was also outstanding and whilst the original planting/seeding was acceptable the passage of time had resulted in the condition of the planting/seeding deteriorating in the interim. Clerk
- 17/74 **Felsted Neighbourhood Plan**
Members noted that the NPSG would be holding important Consultation Events on the draft policies on 7 July (7pm) and 8 July (10am) in Felsted Primary School. It was agreed that the PC would meet with the NPSG on 28 June at 7pm (URC Committee Room) to be updated on progress and for a preview of the Consultation documents. All
The NPSG had commissioned consultants to provide an independent professional opinion on potential sites for the proposed Community Hub in Felsted. Members considered a request that the PC pay the cost of this report direct, in lieu of making a grant to the NPSG this financial year. It was proposed by Cllr Richard Freeman, seconded by Cllr John Moore and agreed (5 in favour with 1 abstention) that the council should pay this invoice (£5750 plus VAT), when received.
- 17/75 **Recording Felsted's History**
The Working Group had met and begun compiling a list of Felsted's longstanding residents who they would contact to provide information for the project. This would be considered again at the next meeting. Cllr Harvey, Cllr Marshall & Cllr Moore
- 17/76 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**
Members noted that the NATS Review was now underway and the outcome would be known in approximately 6-8 weeks.
Stansted Airport had submitted a Scoping Document to UDC, prior to the submission of a full planning application in the autumn, to increase passenger numbers from 23 million to 44 million a year. Cllr Andy Bennett was discussing an appropriate response with Stop Stansted Expansion and (if appropriate) he would draft the response to the Scoping Document. Cllr Bennett had met with the Conservative Party candidate in the forthcoming General Election and members noted that her local action plan included Stansted noise problems.
- 17/77 **Chairman's matters**
In the absence of Cllr Graham Harvey no matters were raised.
Members noted that the Chairman and Vice Chairman had met with both Felsted School and Abbeyfield in recent weeks and reports of these meetings would be given at the next Council meeting. Cllr Harvey
- 17/78 **Youth Representative matters**
Members noted that Felsted School had forwarded details of another student who had expressed an interest in becoming a Youth Representative on the Parish Council. Cllr Frances Marshall would make contact and invite the student to attend a future meeting. Cllr Marshall
- 17/79 **Felsted Youth Club equipment / Purchase of Outdoor Table Tennis (OTT) table**
The Clerk and Cllr Graham Harvey had inspected the former youth club equipment and concluded that the condition of most of the items did not make them suitable for sale. However they could be offered to other local youth clubs or similar organisations.
The Asst Clerk had produced a short list of Outdoor Table Tennis tables and had visited the supplier in Great Dunmow. Members discussed the options and agreed that the Asst Clerk

should view the 2 new OTT tables at Flitch Green and obtain supplier and costing details for comparison. Approval was given to purchase one OTT table from Playcrete, coloured blue, at a cost of £1450 plus delivery (ideally reduced combined delivery charge if practical) unless the Flitch Green OTT tables seemed preferable.

17/80 **Clerk's Matters**

80.1 Weekly Police Crime Lists – Members noted that there had been two incidents during May namely, a metal farm gate had been stolen on the B1256 and an attempted outbuilding burglary had occurred at Milch Hill Lane.

80.2 Emergency Plan – The next meeting was scheduled for the following week and it was expected that Hazel Fox, Richard Silcock and Simon Woolley would attend.

80.3 Assets of Community Value – There had been no further developments so it was agreed to consider this further at the next meeting.

80.4 Future Production of Felsted News – The volunteer Editor had indicated that she would prefer to be part of an editorial team rather than undertake the work alone so it was agreed to seek further volunteers to provide assistance.

80.5 Community Speedwatch Group – The Group was continuing to undertake regular monitoring sessions with on average 5-7 vehicles being reported to the Police after each session. Three further residents had recently expressed an interest in joining the Group.

80.6 Felsted Market Cross

The Clerk had been unable to arrange a date for a further meeting so it was agreed to consider this again at the next Council meeting.

Cllr Harvey
/Asst Clerk

Asst Clerk

Clerk

17/81 **Planning Decisions and New Applications**

81.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/17/0379/HHF **Spinney, Gransmore Green, Felsted**

Proposed demolition of outbuildings and erection of three bay cart lodge.

Permission Granted 4 May 2017.

UTT/17/0630/FUL **Land adjacent Brooklands, Stebbing Road, Felsted**

Erection of 2 no. detached dwellings together with associated landscaping and 2 no. new accesses.

Permission Refused 25 May 2017: (*"The proposed development of two new residential houses would be situated in the open countryside and outside any settlement boundary and as such is contrary to Local Plan Policy S7."*)

UTT/17/0922/LB **Elwyns House, Felsted School**

Proposed re-roofing and associated minor alterations.

Listed Building Permission Granted 24 May 2017.

UTT/17/1035/HHF **Acorn Cottage, Chelmsford Road, Felsted**

Proposed two bay carport.

Permission Granted 25 May 2017.

81.2 APPEAL DECISION RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/2827/OP **Land between Wytewais & Hawthorns, Gransmore Green**

Outline application with all matters reserved except access for the erection of 1 no. dwelling with garage/outbuilding and related infrastructure.

Permission Refused 7 December 2016. Appeal lodged 27 February 2017.

Appeal Allowed 17 May 2017. (*"... The proposed development would provide a suitable location for housing having regard to the character and appearance of the area. Thus, it would accord with Policy S7 of the Local Plan which seeks to only permit development if it protects or enhances the particular character of the part of the countryside within which it is set. It would also accord with Policy GEN2 ...[and] ... would also meet the aims of the National Planning Policy Framework ..."*).

81.3 APPEAL LODGED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/3469/FUL **Land rear of Langhams, Bakers Lane, Felsted**

Change of use from agricultural land to domestic garden.

Permission Refused 7 February 2017 under Policy S7. Appeal launched 3 May 2017.

81.4 APPLICATIONS TO BE CONSIDERED AT THE 20 JUNE PLANNING COMMITTEE

UTT/17/0981/FUL **Walnut Tree, Cobblers Green, Causeway End Road**
Proposed field barn for storage of tractor, trailer and hay storage.

UTT/17/1196/HHF **Courtlands House, Station Road, Felsted**
Proposed erection of a detached indoor hydrotherapy pool and gym.

UTT/17/1368/HHF and UTT/17/1369/LB **The Barn, Evelyn Road, Willows Green**
Conversion of existing cart lodge garage, first floor accommodation for home office use inc. extension for access and boot room.

UTT/17/1432/OP **Edwards House, Braintree Road, Felsted**
Outline application (with all matters reserved) for demolition of the former school buildings and erection of two dwellings (Class C3).

UTT/17/1470/FUL **Orchard End, Braintree Road, Felsted**
Proposed change of use from residential annexe to form separate dwelling.

17/82 **Local Plan updates**

82.1 Uttlesford – UDC had published its timetable for the Local Plan (see Item 17/59 above).

82.2 Braintree – Members noted that BDC Cabinet had approved the draft Local Plan on 5 June and that the draft included the proposed West of Braintree Garden Community. A 6 week Consultation Period on the final draft Plan would follow and BDC hoped to submit the Local Plan to the Inspector in Autumn 2017.

82.3 Chelmsford Borough Council – Members noted that the Asst Clerk had submitted the Council's comments on the Preferred Options Consultation.

17/83 **Request for meeting with Phase2 Planning re land west of Bury Farm**

Phase2 Planning had submitted a request to meet with the Council to discuss their proposals for land to the west of Bury Farm in Felsted. The Council had initially considered this request at the May Planning Committee. The Council had previously had a policy not to meet with developers until a planning application had been submitted but it was agreed that this view was no longer appropriate given the changes in the planning system. It was agreed that the Council should in future listen to developers proposals but not necessarily provide any official response to those proposals. The Council were aware that such meetings could be misconstrued by residents so all such meetings would be open to the public. Arrangements would be made to meet Phase2 Planning as part of the Public Forum of the 20 June Planning Committee meeting as this would enable the public to attend if they wished. The meeting would be fully minuted and would be publicised on the website. [The NPSG would separately meet with Phase2 Planning at their monthly meeting on 12 June during the Public Forum].

17/84 **Urgent Matters and items for the next Agenda**

None.

The meeting closed at 9.28 pm

Next Planning Committee Meeting: Tuesday 20 June in the URC Hall at 7.30pm

Next Council Meeting : Wednesday 5 July in the URC Hall at 7.00pm

..... Chairman
5 July 2017

FELSTED PARISH COUNCIL

Correspondence List – June 2017

1. UDC – Youth Services Grant scheme	Deadline 9 June
2. ECC – Winter Salt Bag Partnership scheme 2017-18 <ul style="list-style-type: none">- Transport Representative meetings (8 June Saffron Walden/14 June Braintree)- Passenger Transport Review and tender process - Update- Bus Passenger News – May/June Edition (no changes affecting Felsted services)- Making the Links (May and June editions)	Deadline 23 July
3. EALC – New Data Protection Regulations w.e.f. May 2018 <ul style="list-style-type: none">- Buckingham Palace Garden Party nominations for 2018 (Past or present Chairman)- County Update – May 2017	Deadline 9 July
4. Invitation from Great Dunmow Town Council to the Mayor’s Civic Service (25 June at 3pm at St Mary’s Church, Gt Dunmow)	RSVP by 15 June
5. Letter from resident requesting approval for Affinity Water to extend water main across Cobblers Green and along verge of Byway 64 to Potash Farm/Long Barn and for the erection of temporary scaffolding on Potash Barn	
6. Letter from young resident requesting additional play equipment at Willows Green play area	
7. Anglian Water – Search for Private Pumping Stations	
8. Family Mosaic – Local drop in sessions	
9. West Essex CCG – Healthier Future Event (18 July - Foakes Hall, Gt Dunmow 12- 4.30pm)	
10 Uttlesford Community Transport AGM on 14 June at Farmhouse Inn, Monk Street, Thaxted at 2pm	
11 Superfast Essex – BT delivery update	
12 Seafarers UK – Merchant Navy Day on 3 September – Fly the Flag (Red Ensign)	
13 SLCC – The Clerk Magazine – May 2017	
14 Clerk’s and Councils Direct Newsletter – May 2017	

Unpaid List – June 2017

	Date	Num	Memo	Open Balance	Cheque number
Acumen Wages Service					
	30/05/2017	14503	Salary admin - May 2017	24.00	
Total Acumen Wages Service				24.00	102496
B & H M Baker					
	30/05/2017	0522	21 boxes of bedding plants	94.50	
Total B & H M Baker				94.50	102497
Came and Company					
	18/05/2017		Insurance renewal for 2017-18	2,131.49	
Total Came and Company				2,131.49	102498
D A Dempsey					
	31/05/2017		New 6' flower trough	41.95	
Total D A Dempsey				41.95	102499 (part)
D M B Smith					
	01/06/2017		Clerk salary - May 2017	656.44	
	01/06/2017		Clerk's mileage (£17.10) & expenses (£38.07) -	55.17	
Total D M B Smith				711.61	102500
E A L C					
	17/05/2017	8227	Police Conference on 7 June (G Harvey)	25.00	
	24/05/2017	8321	Councillor Training Day 2 (Malcolm Radley)	80.00	
	24/05/2017	8305	Councillor Training Day 1 (Malcolm Radley)	80.00	
Total E A L C				185.00	102501
E.ON					
	02/05/2017	H146300CEA	Street light electricity - April 2017	234.80	
	25/05/2017	H14754A790	MUGA Electricity - May 2017	16.53	
Total E.ON				251.33	DD
Felsted U R C					
	01/06/2017		Office rent - Jan-June 2017	750.00	
Total Felsted U R C				750.00	102502
G M Harvey					
	24/05/2017	003/17	New laptop computer for Clerk	594.00	
Total G M Harvey				594.00	102503
JCM Services					
	24/05/2017	6036	Grass cutting (4 cuts)	2,030.40	
	01/06/2017	6050	One off grass cut for churchyard	216.00	
Total JCM Services				2,246.40	102504
Keith Schorah					
	08/04/2017	dw eb1104-i0010	12 mths website hosting	144.00	
Total Keith Schorah			(Replaces lost cheque 102491)	144.00	102505
Paul Chapman					
	01/06/2017		Erecting fence posts at Bannister Green play area	140.00	
Total Paul Chapman				140.00	102506
Peter J Watson					
	01/06/2017		Asst Clerk salary - May 2017	245.97	
	01/06/2017		Asst Clerk mileage - May 2017	4.50	
Total Peter J Watson				250.47	102507
R Chapman					
	01/06/2017		Unlocking toilets etc - 1 May to 4 June 2017	100.00	
Total R Chapman				100.00	102508
S P Barnard					
	18/05/2017		Village Attendant - May 2017	600.00	
Total S P Barnard				600.00	102509
Wyvale Garden Centre					
	30/05/2017		22 bags of compost (Q payable to D Dempsey)	88.00	
Total Wyvale Garden Centre				88.00	102499 (part)
TOTAL				8,352.75	