

FELSTED PARISH COUNCIL

Minutes of the 1026th Meeting held on 6 January 2015

at 7:30 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Frances Marshall, Anna McNicoll, John Moore, Alan Thawley, Chris Woodhouse and Stephanie Woodhouse. District Councillor Alan Mills and 9 members of the public were also present.

15/185 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillor Peter Rose, District Councillor Marie Felton and County Councillor Simon Walsh. There were no declarations of interest.

15/186 **Public Forum**

The Chairman had received a complaint that he had selectively suspended past meetings to allow members of the public to address the Council. He would endeavour to be more consistent in future.

186.1 Footpath 62 – The public noted that this would be covered as an Agenda item later in the meeting. They did not wish to make a comment at this time.

186.2 Planning application for a Nursery Unit at Follyfield, Braintree Road – The Council were asked to take into account potential parking problems when considering this application.

Planning
Committee

15/187 **Minutes of the Meeting held on 2 December 2015**

These Minutes were approved and signed by the Chairman.

15/188 **Minutes of the Planning Committee meeting on 15 December 2015 and the Highways Committee meeting on 9 December 2015**

Members received and noted the contents of these Minutes which would be formally signed at the next meeting of the respective Committee's.

15/189 **Matters arising from the December meeting**

189.1 Incident at Jollyboys Lane North (Item 15/164.2) - The Clerk had inspected the incident site. The contour of the ditch had been disturbed and a number of small trees cut off but she had found only very minimal damage to the surface of Byway 66. Some Councillors had also visited the site and it was agreed that no claim for damages was appropriate.

189.2 Catesby site off Braintree Road (Item 15/164.3) – The Clerk had inspected Jollyboys Lane North and found no substantial damage to the road/byway surface. It was therefore agreed that no claim for damages was appropriate.

189.3 Parking Enforcement visits (Item 15/167.6) – The Clerk had requested the removal of the 'school zig-zags' outside the former FKS Schools buildings but no response had yet been received. A letter had been received from the Primary School Governors requesting help with addressing the escalating parking problems in the area. It was agreed that the Clerk would confirm that Enforcement visits to the Primary School area were always made at peak times (8.45 to 9.15am and 2.45 to 3.30pm) and it was suggested that the Enforcement Officers should drive to the Primary School rather than walking, to make better use of their limited time on site.

Clerk

189.4 Freedom of information Request from Marina Crofts (Item 15/169.3) – The Clerk confirmed that she had provided the requested information to Marina Crofts. After consultation with the Chairman and as a gesture of goodwill, no charge had been levied.

189.5 Request for 20mph speed limit outside Primary School (Item 15/169.4) – Members noted that the Highways Committee had agreed to submit a request for a 20 mph speed limit to the Uttlesford Local Highway Panel for consideration.

189.6 Rodent control programme at allotments (Item 15/172.2) – Members noted that the rodent boxes had now been installed by Command Pest Control.

15/190

County and District Council Reports

190.1 District Councillor's Report – Members noted the report which included:

- an update on the Local Plan process including the Preferred Options: Guidelines and Recommendations document.

– the proposal to create a 'one stop shop' in conjunction with Essex Police, at the UDC offices in Saffron Walden

– promotion of the Essex Energy Switch scheme

– UDC response to the Crossrail 2 public consultation.

190.2 County Councillor's Report – Members noted the brief report which highlighted that:

-The Government settlement will result in a £50 million reduction in grant income for Essex County Council in 2016-17. In addition the changes to the National Living Wage will result in a further shortfall of some £40 million for the County Council budget.

- Primary School admissions are open for children born between 01/09/2011 and 31/08/2012 and must be in by 15 January 2016. See www.essex.gov.uk/admissions for details.

15/191

Correspondence

The list of correspondence was circulated to Councillors (see p7).

191.1 Uncontested election expenses May 2015 – Members noted receipt of an invoice from UDC, in respect of the May 2015 election expenses, totalling £103.37. This would be approved for payment later in the meeting.

191.2 Parish Forum on 22 March 2016 at 5pm at UDC Council Offices – Members agreed to check their availability to attend this meeting.

191.3 Felling of tree with TPO in Station Road, Felsted – Members noted the e-mail from a local resident and expressed concern that the tree was felled, without prior notice, because of alleged drainage problems on the adjacent driveway. It was agreed to write to UDC objecting strongly to the decision and the way in which it had been taken with no local consultation (Clerk and Cllr C Woodhouse to agree wording).

191.4 Essex Fire and Police Service volunteer scheme (Parish Safety Volunteers) – It was agreed to publicise this scheme on the website and in particular to certain local individuals who may be interested in volunteering.

191.5 RCCE Rural Crime Forum 'Crime at Village Halls' on 27 January 2016 – The Clerk had forwarded details of this forum to the Memorial Hall Committee and their Chairman hoped to attend.

191.6 Uttlesford Frontline service – Uttlesford CAB had created a website with contact details for all health and wellbeing services available locally. Originally this information had only been available to health professionals but it would now be accessible to all members of the public. It was agreed to publicise this valuable service on the website.

All

Clerk /
Cllr C
Woodhouse

15/192

Finance

192.1 Payments -The list of payments on p8 was approved along with 2 additional payments as follows:

UDC – Uncontested election expenses May 2015 - £ 103.37 (Chq no: 102307) and

E-On – Street lighting electricity 1.10 to 31.12.2015 - £ 669.40 (Direct Debit)

192.2 Receipts – The Clerk had not yet received the December bank statement and was not aware of any receipts.

192.3 Approval of 2016-17 Precept – Members had discussed likely expenditure for 2016-17 at their previous meeting (Item 15/170.3). It was proposed by Cllr Moore, seconded by Cllr Marshall and unanimously agreed to request a total of £70,000 for 2016-17 (Split as £66,679 Precept plus £3,321 LCTS Grant). The Chairman accordingly signed the necessary forms.

192.4 Appointment of External Auditor - The Clerk explained that from April 2017 the government would no longer automatically appoint an External Auditor for all Councils. The SLCC/NALC and ADA (Association of Drainage Authorities), with assistance from the DCLG, have established a "Sector Led Body" to procure audit for Smaller Authorities (income less than £6.5m). The Clerk explained that Councils can either choose to appoint their own External Auditor or can opt in to use the Sector Led Body. Members considered information received to date regarding fees etc and it was proposed by Cllr Moore, seconded by Cllr Thawley and unanimously agreed to use the Sector Led Body.

- 15/193 **Playing Fields**
193.1 Play Equipment repairs – Members noted that the repairs to the roundabout and the zip wire ramp were due to be completed that week.
193.2 Fields in Trust Scheme for the Playing Fields – The Asst Clerk had submitted an application and was awaiting a response, so it was agreed to consider this matter again at the next meeting. Asst Clerk
193.3 Insurance claim for accident on the zip wire in October 2014 - The Chairman informed members that a claim had been received on behalf of Miss Dakota Houlston for injuries caused when she and her sister were using the zip wire together in October 2014 and she fell off. The Chairman and the Finance Committee had been aware of the incident for some months. The claim would be forwarded to the Council's Insurers for them to deal with the matter.
- 15/194 **Allotments**
Members noted that Pleshey Tree Services were not able to undertake the hedge trimming work around the allotments. The Clerk had contacted another recommended contractor but because of illness and the Christmas period no meeting had yet taken place. The matter would be considered again at the next meeting. Clerk
- 15/195 **Diversion of Footpath 62**
The Chairman had spoken to Simon Marriage who owned part of FP62 and was awaiting his e-mail address to send him a map of the proposals for the Bridleway Ring. The public pointed out that the suggested diversion route would involve a longer stretch of Chelmsford Road being included in the proposed Bridleway Ring. This was a busy road and so was far from ideal for horse riders. Members accepted that opposition to the footpath diversion could jeopardise the Bridleway Ring proposal. The footpath diversion application would need to be assessed by an Inspector because objections had been received.
- 15/196 **Proposed Nature Area / Section 106 Agreement with Enodis**
Cllrs C Woodhouse, Moore and Freeman had attended a site meeting on 11 December and reported that they had been quite impressed with the site which would be a positive asset for the village. Further tree/shrub planting had taken place. A path had been constructed through the site but it was agreed to write to the solicitors pointing out that the surface was not fit for purpose and that as part of the Section 106 Agreement the surface should be modified and a restriction to access constructed at its junction with Station Road (to prevent access by motorcyclists). Clerk
Cllr C Woodhouse reported that he had asked the solicitors to include possible use of part of the site as a burial ground in the Section 106 Agreement and also a clause to ensure that the PC would not be held responsible for any contamination problems resulting from past works.
- 15/197 **Future use of Edwards House, Braintree Road (former FKS Schools premises)**
There had been no further developments so it was agreed to consider this again at the next meeting.
- 15/198 **Youth Council**
Cllrs Marshall and Hinde and the Assistant Clerk had visited the Billericay Youth Council the previous evening. They reported that members were in the 13-18 age range and to qualify to be elected to the YC they must either live or go to school in Billericay. The YC set their own Agenda which currently focused on the forthcoming Queen's 90th birthday, the Town Games and a Bake Sale. Their Agenda did not include items under discussion by Billericay Town Council itself. The hour long meeting had a very good atmosphere and the level of enthusiasm from the youngsters was impressive.
It was agreed to set up a Working Party (Cllrs Marshall, Hinde and Asst Clerk) to establish if there was sufficient interest from Felsted youngsters and the schools for such a YC in Felsted. They would arrange to meet up to take this forward and report back to the full Council as appropriate. The Chairman thanked them all for their time. Cllrs Hinde and Marshall and Asst Clerk
- 15/199 **Closed Churchyard proposal**
There had been no further developments and it was agreed to leave this matter until further communication was received.

- 15/200 **'Road with no name'**
The Clerk reported that the new regulation had been drafted and was currently being proof read prior to being submitted to the Cabinet for a decision (possibly in February). It was agreed to consider this again at the April meeting.
- 15/201 **Tour de France Memorial Projects**
There had been no developments but members asked the Clerk to ascertain progress on arranging the training session for the defibrillator. It was agreed to consider this matter again at the next meeting. Clerk
- 15/202 **Felsted Neighbourhood Plan**
Members noted that Catesby Estates had been unable to attend the December NPSG meeting because of traffic delays. They would therefore give a presentation at the next meeting on 11 January. NPSG meetings for 2016 would be held on the second Monday of each month at 4pm. The Clerk was completing the due diligence process which was required by Locality before confirmation of the £3000 grant. The Housing Needs Survey was being finalised and should be sent out towards the end of January.
- 15/203 **Parish Plan Actions update**
The Clerk went through the Parish Plan 'Actions' section and members noted progress on those matters that remained outstanding. It was agreed to consider setting up a group to produce future issues of Felsted News, at the next meeting.
- 15/204 **Clerk's Matters**
204.1 Emergency Plan – The Asst Clerk agreed to actively pursue this matter before the next meeting. A/Clerk
204.2. Weekly Police Crime Lists – It was noted that a car had been broken into at The Copse, Bannister Green.
204.3 Village of the Year Prize money – It was suggested that the agreed signs should also incorporate a reference to "Community Speed Watch area". However after some discussion it was agreed that the signs should remain as agreed at the December meeting and that separate signs should be purchased saying "Community Speed Check Area" to be placed in combination with the existing 30mph signs as you enter the village. Clerk
204.4 Meeting Dates for 2016 – Members noted the 2016 meeting dates (including confirmation that future Planning Committee meetings would be held on the third Thursday of each month at 7.30pm). It was also agreed to hold 2 Litter Picks in 2016 on Saturdays 9 April and 22 October. Clerk
204.5 Reprint of the Footpath Map – It was agreed that this matter would be considered again at the next meeting.
204.6 Assets of Community Value – The Clerk had received independent notification from the Land Registry that the Council owned Playing Fields had been registered as Assets of Community Value.
204.7 Green waste skips for 2016 – The Clerk informed members that a green waste collection for 37 weeks during 2016 (Saturdays 9-10am at Bannister Green) would cost £2442. It was proposed by Cllr Moore, seconded by Cllr McNicholl and unanimously agreed to continue with this very popular service.
204.8 NATS Decision – Cllr Bennett informed members that, despite considerable local opposition, the CAA had agreed to the NATS proposal to re-route outgoing flights onto the Clacton route with effect from 4 February. This would greatly increase the number of planes overflying the village at a comparatively low altitude. The Chairman thanked Cllr Bennett for all the detailed work that he had put into compiling objections to this proposal on behalf of the Council.
- 15/205 **Planning Decisions and New Applications**
205.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING
 UTT/15/2089/DFO **Land off Tanton Road, Flitch Green**
 Details following outline application UTT/14/0005/OP - Details of appearance, landscaping, layout and scale.
Permission Granted 18 December 2015.

UTT/15/3162/PAP3Q **Building at Long Barns, Cobblers Green, Felsted**
Prior notification of change of use of agricultural building to dwelling.
Prior approval not required 12 December 2015.

UTT/15/3183/HHF and UTT/15/3184/LB **The Watch House, Watch House Green, Felsted**
Loft conversion with 1 no. dormer window, 1 no. rooflight, 1 no. window and new staircase.
Blocking up of hatch door above tie beam. New access drive from highway.
Permission Refused 27 November 2015: (*"The proposed development has the potential to cause significant harm to bats, a protected species. Insufficient information has been provided to describe the level of harm so it cannot be concluded that the development complies with Policy GEN7 of the Uttlesford Local Plan (adopted 2005) and the National Planning Policy Framework (2012)."*)

UTT/15/3198/HHF **Cromwells, Watch House Green, Felsted**
Proposed first floor extension.
Permission Refused 8 December 2015: (*"The proposed extension by reason of size, massing, design, siting and scale will result in development that would not be sympathetic to the original dwelling. The formation the front gable as proposed would result in the introduction of a dominating feature to the front of the dwelling, out of character with the existing dwelling."*)

UTT/15/3252/LB **Abrahams Farm, Main Road, Willows Green**
Installation of new window within existing opening.
Permission Granted 23 December 2015.

UTT/15/3257/HHF **Keepers, Molehill Green Road, Felsted**
Erection of single storey extensions and demolition of existing garage.
Permission Granted 8 December 2015.

UTT/15/3465/CLP **2 Park View, Hartford End**
Single storey side extension.
Certificate of Lawful Proposed Development Granted 31 December 2015.

Tree work decision received:

UTT/15/3297/TPO **Mariskalls, Mill Road, Felsted**
Remove 2 no. lowest limbs 1 no. Ash.
Permission Granted 11 December 2015.

205.2 APPLICATIONS TO BE CONSIDERED AT THE JANUARY PLANNING MEETING

UTT/15/3397/FUL **Felsted School, Braintree Road, Felsted**
Construction of new nursery, 2 no. staff flats and additional parking. (Former Follyfield site).

UTT/15/3696/FUL and UTT/15/3697/LB **Hartford End Mill, Hartford End, Felsted**
Demolition of lean-to extension and erection of two storey side extension and the raising of the roof-height. External alterations including installation of metal stove flue, installation of timber louvre to loft area in southern and northern elevations and alterations to fenestration. Further changes and alterations to roof and wall materials. Internal alterations to allow the conversion of the building into a single dwelling annexed to Mill House.

UTT/15/3744/FUL **Courtauld House, Felsted Prep School, Braintree Road, Felsted**
Proposed erection of a single storey ancillary office building for a temporary period of 5 years.

UTT/15/3792/FUL **Land adjacent to B1417 near to A120 junction, Braintree Road**
Erection of detached poultry shed utilising permitted improved access (ref. UTT/13/2057/FUL) provision of yard, and landscaping.

Cllr C Woodhouse informed members that he would shortly be submitting a planning application for Wilderwick, Hollow Road, Felsted for an extension to the garage and a single storey extension. He and Cllr S Woodhouse will declare an interest when this application is considered by the Council and will leave the room whilst it is being discussed.

205.3 UDC/BDC Call for Sites – There had been no further developments from UDC. Members noted that BDC had contacted all Parish Councils in their District and requested comments from them on sites within their parish which had been submitted to the Call for Sites. BDC had not contacted Felsted despite previous assurances that they would do so. It was agreed that the Clerk/Asst Clerk would write to the BDC Director of Planning pointing out this oversight and asking for the opportunity to comment on the site which crosses the District boundary and enters Felsted parish. They would also ask to be kept updated in future.

205.4 Chelmsford City Council Local Plan Consultation – Cllr Bennett had attended a Consultation meeting and studied the relevant parts of the extensive Consultation document. Members noted that the Consultation included a proposal to build up to 2000 houses on the Great Leighs racecourse. Cllr Bennett had drafted a response objecting to development on this site because it was in Green Belt and also on a Mineral Deposits site (both criteria used in the NPPF). Members agreed that this response should be submitted.

15/206 **Urgent Matters and items for the next Agenda**

206.1 New Leighs Lodge signpost erected – Members were delighted to learn that a new signpost had been erected at this junction after the previous one was destroyed by a vehicle some 3 years previously.

206.2 Meeting with Felsted School – Members noted that the Chairman and Cllr Hinde would meet with the School and members of the NPSG on 11 January to discuss highway issues.

206.3 Queen's 90th Birthday – It was agreed to place this matter on the Agenda for discussion at the next meeting.

206.4 Car stuck on Bannister Green – Members noted that a car had become stuck on Bannister Green that afternoon and had required assistance from the AA to be winched off. Cars are not permitted to drive onto the Green. It was agreed that the Clerk would ascertain if any damage had been caused to the grass surface and consideration be given to making a claim if repairs are required.

206.5 Bus shelters at Watch House Green – It was agreed to consider the installation of side windows in these 2 bus shelters at the next meeting.

The meeting closed at 9.30 pm

Next Planning Committee Meeting: Thursday 21 January in the URC Hall at 7.30 pm

Next Council Meeting : Wednesday 3 February in the URC Hall at 7.30 pm

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Chairman 3 February 2016

FELSTED PARISH COUNCIL

Meeting 6 January 2016, Agenda Item 7 — Correspondence

Councillors wishing to see any of these documents, please contact the Clerk.

1. UDC - Local Plan Update 3 (circulated to Councillors on 9 December 2015) - Uncontested Election Expenses for May 2015 (£103.37)
2. ECC - Greater Essex Devolution update – Second issue (circulated to Councillors 4 January - Making the Links Bulletin – December issue
3. E-mail from resident complaining that a mature tree with TPO has been cut down in Station Road, Felsted (near bungalow at 1 Bury Fields). UDC are aware of the circumstances.
4. EALC – County Update – November/December 2015 -Legal Update – December 2015 (circulated to Councillors 4 January)
5. Letter from Turley (on behalf of Countryside Properties) – Detailing a proposed Business Park Development on land to the west of the A131 at Great Notley
6. The Woodland Trust – ‘Thank you for planting the trees’
7. Action for Family Carers – Charity to support unpaid family carers in Essex – Increase awareness of their service
8. Fields in Trust – December update
9. Stop Stansted Expansion – Campaign Update December 2015
10. CVSU – Funding newsletter – December 2015
11. Essex Fire Service and Police volunteering scheme for parishes (Parish Safety Volunteers) – Recruit 2 volunteers for each parish to conduct home safety visits, fit smoke alarms and deliver crucial fire and crime prevention advice. Training will be given. Apply to PSV@essex-fire.gov.uk
12. Uttlesford Frontline service - Uttlesford CAB have created a website with contact details for all health and wellbeing services available locally – now available for public use
13. Parish Forum on 22 March 2016 at 5pm at UDC Council Offices
14. Dunmow Leisure Centre – Classes/activities being held

Unpaid List – January 2016

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	11/12/2015	28887	Repair to street light in JBLN	458.40	
Total A & J Lighting Solutions				458.40	102297
Acumen Wages Service					
	04/12/2015	13174	November salary admin	24.00	
	04/01/2016	13254	December 15 salary admin	24.00	
Total Acumen Wages Service				48.00	102298
BT					
	14/12/2015	Q036VJ	Telephone - Rental to 29 Feb 16 plus calls	121.07	
	21/12/2015	Q035GC	Broadband 1.12.15 to 29.2.2016	57.00	
Total BT				178.07	DD
D M B Smith					
	31/12/2015		Dec 2015 - Clerks mileage (£10.80) and expens	152.41	
	04/01/2016		Clerk's salary - Dec 2015	643.50	
Total D M B Smith				795.91	102299 *
Janus Contract Services Ltd					
	11/12/2015	30610	Wooden poles and post mix for 'small pavilion' (98.28	
	11/12/2015	30483	Spurs, post mix and fixings for 'small pavilion' (36.90	
Total Janus Contract Services Ltd			(Q payable to D M B Smith)	135.18	102299 *
EON					
	14/12/2015	H125440C6D	Electricity for MUGA - 13.11 to 13.12.15	28.33	
	14/12/2015	HEB7F8E27	Electricity for pavilion - 13.11 to 13.12.15	18.83	
Total E-On				172.08	DD
Felsted Poppy Appeal					
	07/12/2015		Wreath and donation (LGA 1972 s 137)	50.00	
Total Felsted Poppy Appeal				50.00	102300
HM Revenue and Customs					
	04/01/2016		Income Tax - Oct to Dec 2015	74.00	
Total HM Revenue & Customs				74.00	102301
Keir MG Ltd					
	17/12/2015	169869	Erection of street light column in Garnetts lane	745.93	
Total Keir MG Ltd				745.93	102302
OfficeTeam Ltd					
	07/12/2015	10020802	Ink cartridges	98.30	
	14/12/2015	10029129	High capacity ink cartridge	63.93	
Total OfficeTeam Ltd				162.23	102303
Peter J Watson					
	31/12/2015		Asst Clerk's mileage for Dec 2015	4.50	
	04/01/2016		Asst Clerk's salary - Dec 2015	232.80	
Total Peter Watson				237.30	102304
R Chapman					
	31/12/2015		Unlocking toilets etc 30.11 to 3.1.2016 (5 weeks	100.00	
Total R Chapman				100.00	102305
S P Barnard					
	04/01/2016		Village Attendant - December 2015	550.00	
Total S P Barnard				550.00	102306
TOTAL				3,707.10	
* Add together - DMB Smith £931.09 (Cheque number 102299)					