

## FELSTED PARISH COUNCIL

### Minutes of the 1027th Meeting held on 3 February 2016

at 7:30 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Frances Marshall, Anna McNicoll, John Moore, Alan Thawley, Chris Woodhouse and Stephanie Woodhouse.

County Councillor Simon Walsh (left after Item 15/212.1), District Councillors Marie Felton and Alan Mills and 12 members of the public were also present.

15/207 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Andy Bennett, Nicholas Hinde and Peter Rose. Councillors Chris Woodhouse and Stephanie Woodhouse both declared an interest in the planning application for Wilderwick, Hollow Road, Felsted (see Item 15/227.2)

15/208 **Public Forum**

No matters were raised by the public.

15/209 **Minutes of the Meeting held on 6 January 2016**

These Minutes were approved and signed by the Chairman.

15/210 **Minutes of the Planning Committee meeting held on 21 January 2016**

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

15/211 **Matters arising from the January Council meeting**

**211.1 Removal of school zig-zags outside former FKS Schools buildings (Item 15/189.2)**

– The NEPP had responded that the parking restriction (school zig-zags) could only be lifted by going through the legal process to revoke the Parking Order. The ULHP would need to approve the expenditure involved and the process was likely to take a considerable time. It might be possible to erase the markings in the meantime if no other restriction was required on the sites. It was agreed that this matter would be discussed in more detail at the next Highways Committee meeting.

Highways  
Committee

**211.2 Parking Enforcement visits (Item 15/189.3)** – The Clerk read out details from NEPP of each Parking Enforcement visit since October 2015 (day/time/number of tickets issued). Members noted that because Braintree Road covered both the village centre and the Primary School, it was not possible to split the data between the 2 areas. Recent visits had all taken place in the afternoon (because this had been assessed as the most problematic time) but NEPP had already instructed their staff to include some morning visits in future.

**211.3 Parish Forum on 22 March 2016 (Item 15/191.2)** – Cllr Thawley and the Asst Clerk both hoped to attend this meeting at UDC Council Offices at 5pm.

Cllr  
Thawley &  
Asst Clerk

**211.4 Felling of tree with TPO in Station Road (Item 15/191.3)** – The Clerk had written to Ben Smeedon (UDC Tree Officer) expressing the Council's concern at this decision.

**211.5 Litter Pick dates (Item 15/204.4)** – Members discussed changing the Spring litter pick date to co-incide with the Clean for the Queen event but agreed to leave the date unchanged at 9 April 2016.

**211.6 Leighs Lodge signpost (Item 15/206.1)** – Members noted that the fingerposts for Felsted and Great Leighs were now pointing in the correct directions.

**211.7 Car stuck on Bannister Green (Item 15/206.4)** – The Clerk had examined the site and informed members that there were 4 ruts (each up to 2' square) where the car tyres had rotated. It was agreed that the Village Attendant would carry out repairs. If the car continued to park on the Green in future the Clerk would draw the owners attention to the fact that driving/parking on the Green was contrary to Parish Council byelaws.

Clerk

15/212 **County and District Council Reports**

**212.1 County Councillor's Report** – County Cllr Walsh informed members that:

- Because of cuts in central Government funding, ECC were likely to increase their element of

Council Tax for 2016-17 by 1.99% plus a further 2% for Social Care. This would be confirmed at a full Council meeting next week.

– Waste Plan Pre-submission Consultation – The Plan has been agreed by ECC. Blackleys Quarry is included in the Plan, for inert waste and aggregate recycling.

– School Admissions – Residents can submit any appeals online via the ECC website.

– Stocks of salt and grit are good because of the mild winter to date.

– Molehill Green/Hollow Road junction – ECC has no immediate plans to carry out repairs to the road surface at this junction. C Cllr Walsh agreed to meet the Chairman on site to see the problem.

**212.2 District Councillor's Report** – Members noted the report which included details of:

- Garden waste collections – Fortnightly collections at a cost of £40 p.a. Free Green Bin if residents pay for the service before 11 March 2016.

– Essex Active to help sports clubs secure funding

- New law requiring all dogs to be microchipped by 6 April 2016 – UDC organising free microchip sessions locally

- Weekend GP appointments now available in Uttlesford at Dunmow Community Centre (Book via your own GP).

## 15/213 Correspondence

The list of correspondence was circulated to Councillors (see p6).

**213.1 Former Dunmow Skips site – suggested road names** – Members noted that Ainsworth, Harrisons and Oliver had been put forward but they expressed no preference as to which 2 of the names should be used. It was agreed to ask UDC to ensure that the road outside this site is swept regularly.

**213.2 Uttlesford Clean Up After Your Dog campaign** – Members agreed that the Clerk should put up the posters on Notice Boards and Cllr Marshall agreed to put a poster up in the lane beside the Primary School.

**213.3 Letter of thanks from Felsted Rovers FC** – The Clerk read out a letter from the football club thanking the PC for the recent improvements made to both the pitch and the pavilion and also the Council decision to waive payment of the pitch rental for 2015-16. A couple of years ago the club was in danger of folding but now it is flourishing and it won the league last year. The support received from the Council has contributed to this success.

**213.4 Replacement of 2 potted trees outside the Memorial Hall** – Betty Smith had requested permission to replace the existing 2 small trees, which were becoming misshapen. The new trees would be purchased with funds remaining after the Felsted Garden Club closed. The Chairman of the Memorial Hall Committee welcomed the suggestion and the Council agreed to accept this kind offer.

**213.5 Future EALC course on Playground Inspections** – It was agreed that the Village Attendant should attend this course. Details of date and cost were still awaited from EALC.

Clerk /  
Cllr  
Marshall

## 15/214 Finance

**214.1 Payments** -The list of payments on p7 was approved along with 2 additional payments as follows:

Acumen Wages Service – January salary admin £24.00 (Chq no:102316)

Felsted Neighbourhood Plan Steering Group– Grant from Locality £3000.00 (Chq no:102317)

**214.2 Receipts** – £3000 had been received from Locality (Grant for Felsted Neighbourhood Plan).

## 15/215 Playing Fields

**215.1 Play Equipment repairs** – Members noted that the repairs to the roundabout and the zip wire ramp had been completed.

**215.2 Fields in Trust Scheme for the Playing Fields** – The Asst Clerk had submitted an application and was awaiting a response. It was agreed to consider this matter again at the next meeting.

**215.3 Insurance claim for accident on the zip wire in October 2014** - The Clerk had met with an Assessor acting on behalf of the Council's insurers. A draft statement had been prepared for signature by the Clerk. The Chairman had examined this statement and it was agreed to incorporate 2 amendments prior to signing.

Asst  
Clerk

- 15/216 **Allotment hedge cutting**  
The Clerk had arranged to meet another contractor next week but was struggling to secure a second quotation because of the specialised nature of the work. The work needed to be completed before the Spring and it was therefore proposed by Cllr Thawley, seconded by Cllr Marshall and unanimously agreed that the quote from James Perry should be accepted if no lower quote was forthcoming. It was noted that the adjacent landowner was using a hedgecutter on his land and it was agreed that the Clerk would ascertain if he was able to undertake the work (Chairman to provide Clerk with his contact number).  
Clerk /  
Cllr  
Harvey
- 15/217 **Proposed Nature Area / Section 106 Agreement with Enodis**  
The Clerk had requested that the Council's solicitor ask Enodis to modify the surface of the new path across the site and construct a restriction at the path's junction with Station Road (to prevent access by motorcyclists). Members noted that ruts had been left when vehicles had accessed the site to carry out further tree planting. However at the December site meeting members had been informed that the whole site would be re-levelled in the Spring.
- 15/218 **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.
- 15/219 **Youth Council Working Group**  
The Working Group (Cllrs Marshall, Hinde and Asst Clerk) would meet as soon as Cllr Hinde was available.  
Cllrs Hinde  
and  
Marshall  
and A/Clerk
- 15/220 **Meeting with Felsted School on 11 January 2016**  
The Chairman and Cllr Hinde had attended this meeting along with representatives from the NPSG and Felsted School. Parking and traffic problems had been discussed in detail and each organisation had then explained what actions they were taking to improve the situation. This dialogue was very useful and it was agreed that future meetings would take place every 6 months to share information.
- 15/221 **Future Production of Felsted News**  
Cllr Thawley had produced Felsted News for the last 16 years but would shortly be moving out of the village so could no longer continue the task. The Chairman thanked Cllr Thawley for all the time and effort that he had devoted to this project over the years. Felsted News was a very important communication tool for the Council and various options were considered to ensure its continuation. Cllr Moore agreed to make enquiries to ascertain if it would be possible for the PC to subsidise the Interface magazine (to enable it to be delivered to every house in the village) and submit an article for inclusion each month. Cllr Harvey and the Asst Clerk agreed to speak to Cllr Thawley regarding the practicalities and consider taking on the task. It was agreed to consider this matter again at the next meeting.  
Cllr Moore,  
Cllr Harvey  
and Asst  
Clerk
- 15/222 **Queen's 90<sup>th</sup> Birthday celebrations**  
Members noted that the Events Committee had decided not to organise any event to mark this significant milestone. The possibility of having an evening bonfire on 21 April (to co-incide with the national beacon event) was discussed and members agreed to try and recruit villagers/groups (Cubs/Scouts/Football Club?) to help with the organisation. The matter would be discussed again at the next meeting.  
All
- 15/223 **External defibrillator and training**  
The Clerk was investigating the possibility of a defibrillator being available from Essex Ambulance Service and had discussed this with Richard Silcock. It was agreed that the Clerk would expedite arrangements for the training and 4 Councillors and 1 member of the public expressed an interest in attending the training session.  
Clerk
- 15/224 **Installation of windows in 2 bus shelters at Watch House Green**  
The Clerk had contacted Phillip Reeve and established that the cost of one window in each bus shelter was likely to be in the region of £385-400. It was proposed by Cllr Moore, seconded by Cllr Freeman and unanimously agreed to go ahead with this work, which was expected to take place in the next 3-4 weeks.  
Clerk

15/225 **Felsted Neighbourhood Plan**

Members noted that a grant of £3000 had been received from Locality. The Group had sent out the Housing Needs Survey, to every house in the village, at the end of January. This was an important part of the NP process and residents were encouraged to return the questionnaire by the 21 February deadline.

15/226 **Clerk's Matters**

**226.1 Emergency Plan** – The Asst Clerk agreed to actively pursue this matter before the next meeting.

Asst Clerk

**226.2. Weekly Police Crime Lists** – It was noted there had been two attempted shed burglaries at Hartford End and Causeway End.

**226.3 Village of the Year Prize money** – The Clerk had measured up for all the signs and would be submitting an order shortly.

Clerk

**226.4 Reprint of the Footpath Map** – Members noted that the Clerk had produced a draft of the required alterations to the Footpath Map and was awaiting confirmation that these could be made manually.

**226.5 Assets of Community Value** – The Asst Clerk was in the process of submitting the applications for the Halls and Public Houses in the village.

15/227 **Planning Decisions and New Applications**

**227.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

UTT/15/0726/FUL **Former Ridleys Brewery, Mill Lane, Hartford End**

Part demolition and part conversion of former brewery complex to provide 8 No. apartments and 14 No. detached Dwellings, open space, garages, parking and service roads.

**Permission Granted 15 January 2016.**

UTT/15/3333/FUL and UTT/15/3334/LB **The Bury, Bury Chase, Felsted**

Insertion of timber framed side hung casement window into first floor north elevation. Structural floor repairs within basement. Insertion of internal partition to bedroom. Insertion of internal partition to new office and new lightweight partitions to new wc facility on first floor. Insertion of raised and field door to existing opening on ground floor to Reception Room 1. Structural fire upgrade.

**Applications withdrawn 7 January 2016.**

UTT/15/3465/CLP **2 Park View, Hartford End**

Single storey side extension.

**Certificate of Lawful Proposed Development Granted 31 December 2015.**

UTT/15/3587/HHF **35 Station Road, Felsted**

Proposed two storey rear extension and single storey front extension.

**Permission Granted 22 January 2016.**

UTT/15/3467/FUL **Land adjacent to Three Horse Shoes, Bannister Green**

Erection of 1 no. two bedroom dwelling with associated access.

**Permission Refused 11 January 2016:** (*"The proposal would cause harm to the setting of the adjacent listed building, 'Three Horseshoes', and this harm would not be outweighed by any public benefits. The proposal would cause harm to the character and appearance of the surrounding area. It has not been demonstrated that the proposed development could take place without causing harm to a valuable tree protected by a Tree Preservation Order."*)

UTT/15/3649/HHF **Four Jays, Causeway End Road, Felsted**

Proposed single storey rear and garage extensions and first floor extension over garage.

**Permission Granted 27 January 2016.**

## 227.2 APPLICATIONS TO BE CONSIDERED AT THE FEBRUARY PLANNING MEETING

### UTT/16/0081/HHF **Wilderwick, Hollow Road, Felsted**

Proposed single storey rear extension to dwelling and single storey extension to detached garage.

### UTT/16/0123/HHF **Littlehame, Bannister Green, Felsted**

Proposed single storey rear extension.

### UTT/16/0142/LB **The Bury, Bury Chase, Felsted**

Internal alterations, insertion of partitions and screens, together with associated works and repairs.

### UTT/16/0146/LB **Mill House, Hartford End, Felsted**

Proposed part demolition of garage/barn.

### UTT/16/0149/HHF **Brookfield, Frenches Green, Felsted**

Proposed cart lodge, side and rear extensions and alterations.

### **Tree work application:**

### UTT/16/0217/TCA **Cromwell Park, Chelmsford Road, Felsted**

Prune 1 no. Field Maple.

**227.3 UDC/BDC Call for Sites** – There had been no further developments from UDC. The Clerk reported that the ‘Parish Council consultation’ by BDC actually included all Local Plan matters affecting each parish not just the Call for Sites information. All the Local Plan matters for each parish would then be discussed at a BDC Planning Sub Committee in turn. The Asst Clerk agreed to contact the multi Council Group for an update regarding the BDC process.

Asst Clerk

## 15/228 **Urgent Matters and items for the next Agenda**

**228.1 Hollow Road grass triangle** – Members noted that a car had driven over the triangle and left deep ruts in the grass. If soil could be provided Cllr Woodhouse would fill the ruts.

Clerk

**228.2 Car accidents on B1417 at Bannister Green Halt** - The Clerk reported that 3 vehicles had left the road at the former railway line bridge in the last 15 days. After consulting with the Chairman, the Clerk had reported this to ECC Highways and asked them to investigate why so many accidents had occurred in such a short period (greasy/muddy road surface perhaps?). Previous accidents had normally occurred during icy weather but that was not a factor this time. Temporary ‘Slippery road surface’ signs had been requested. The matter had also been reported to the ULHP who are currently considering a PC application for a safety barrier at this location.

**228.3 Empty allotments** – A resident had contacted Cllr Marshall and drawn her attention to the number of empty plots which were overgrown. It was suggested that it might be better to encourage allotmenters to take on a second allotment (free or at a reduced cost) and thus avoid the unused allotments becoming overgrown and unruly. Members broadly supported this suggestion and it was agreed to consider the matter fully at the next meeting. In the meantime the Clerk would discuss this idea with the Allotment Society Chairman.

Clerk

**228.4 Footpath 80** – A number of residents had asked members for an update on this footpath which was currently unusable. It was agreed that the Clerk would obtain an update from Adam Jenkins at ECC Highways and the matter would be considered at the next meeting.

Clerk

The meeting closed at 8.58 pm

**Next Planning Committee Meeting: Thursday 18 February in the URC Hall at 7.30 pm**  
**Next Finance Committee Meeting: Wednesday 24 February in the URC Hall at 5 pm**  
**Next Council Meeting : Wednesday 2 March in the URC Hall at 7.30 pm**

.....  
 Chairman 2 March 2016

FELSTED PARISH COUNCIL

Meeting 3 February 2016, Agenda Item 7 — Correspondence

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

1.	UDC - Queen's 90 <sup>th</sup> Birthday Beacons – 21 April 2016 – Invitation to participate
	<ul style="list-style-type: none"> <li>- 'Clean for the Queen' Litter Pick on 4-6 March 2016</li> <li>- Former Dunmow Skips site – Proposed road names for new development</li> <li>- Green waste bins – Bins free if residents join the UDC scheme before 11 March 2016 (Cost £40 for fortnightly collections between April 2016 and March 2017)</li> <li>- Clean Up After Your Dog campaign</li> </ul>
2.	ECC - Temporary Road Closure Orders:
	<ul style="list-style-type: none"> <li>B1417 Hartford End – 1 February for 5 days</li> <li>Stevens Lane, Bannister Green – 18 January for 4 days</li> <li>- Wastebuster volunteer scheme in Uttlesford – Training day</li> <li>- Making the Links Bulletin – January issue</li> </ul>
3.	Felsted Rovers – Letter of thanks for Council support of the club
4.	Tubs at Memorial Hall – Request for approval to replace the 2 evergreen trees in the tubs by the main doors
5.	EALC – County Update – January 2016
	<ul style="list-style-type: none"> <li>- Training course on 'Playground Inspections'</li> </ul>
6.	Workplace Pension regulations – Staging date 1 February 2017 - Update
7.	NHS – Weekend GP appointments available in Uttlesford
8.	Lower Thames Crossing Consultation 2016
	Deadline 24 March 2016
9.	The Essex Playing Field magazine – Autumn 2015
10	SLCC The Clerk magazine – January 2016

## Unpaid List – February 2016

	Date	Num	Memo	Open Balance	Cheque number
<b>Affinity Water(formerly Veolia)</b>					
	16/01/2016		Water supply (Mill Road) - 9.10.13 to 11.1.16	305.50	
Total Affinity Water(formerly Veolia)				305.50	DD
<b>Command Pest Control Ltd</b>					
	08/01/2016	150825	Allotment rodent control - 10 bait boxes	510.00	
	19/01/2016	754548	Rodent control - Quarterly fee Jan- April 16	54.00	
Total Command Pest Control Ltd				564.00	102308
<b>D M B Smith</b>					
	01/02/2016		Clerk's salary - January 2016	643.50	
	01/02/2016		Clerk's expenses (£63.90) and mileage (£9) - J	72.90	
Total D M B Smith				716.40	102309
<b>EON</b>					
	14/01/2016	H12717D9FC	Electricity for MUGA - 13.12 to 13.1.16	37.85	
	14/01/2016	HEC1240A0	Electricity for pavilion - 13.12.15 to 13.1.16	18.19	
Total EON				56.04	DD
<b>Frances Marshall</b>					
	25/01/2016		Cllrs mileage- 45 miles to Billericay (w with passer	22.50	
Total Frances Marshall				22.50	102310
<b>Peter J Watson</b>					
	01/02/2016		Asst Clerk's salary - January 2016	232.60	
	01/02/2016		Asst clerk's mileage (10 mls) - January 2015	4.50	
Total Peter J Watson				237.10	102311
<b>Playdale Playgrounds Ltd</b>					
	22/01/2016	26786	Repair of zip wire ramp and roundabout	1,863.62	
Total Playdale Playgrounds Ltd				1,863.62	102312
<b>R Chapman</b>					
	01/02/2016		Unlocking toilets/car park 3 to 31 Jan 2016	80.00	
Total R Chapman				80.00	102313
<b>S P Barnard</b>					
	01/02/2016	89	Village Attendant - January 2016	450.00	
Total S P Barnard				450.00	102314
<b>Uttlesford District Council (as supplier)</b>					
	07/01/2016	54157	Green waste skips for 2015 (37 weeks)	1,991.71	
Total Uttlesford District Council (as supplier)				1,991.71	102315
<b>TOTAL</b>				<b>6,286.87</b>	