

FELSTED PARISH COUNCIL

Minutes of the 1028th Meeting held on 2 March 2016

at 7:30 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Anna McNicoll, John Moore, Alan Thawley, Chris Woodhouse and Stephanie Woodhouse.
District Councillors Marie Felton and Alan Mills and 16 members of the public were also present.

15/229 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Richard Freeman, Frances Marshall, Peter Rose and Country Councillor Simon Walsh. Cllr Chris Woodhouse declared an historic non-pecuniary interest in Item 15/242.

15/230 **Public Forum**

230.1 Catesby planning application – Members noted that over 90 residents had now submitted letters of objection to this application (recorded on the UDC website).

230.2 UDC SHLAA sites – Members explained the SHLAA system, which was part of the Local Plan process, and suggested that the public visit the PC website to access all the information. UDC had asked the Parish Council to report any factual inaccuracies in the submissions within Felsted (see Item 15/249.3 below) and it was noted that there would be a public consultation later in the year.

230.3 Parking on Watch House Green – Members noted that 4 x 4 vehicles were parking on Watch House Green at school peak times. It was agreed to consider this further at the next meeting.

15/231 **Minutes of the Meeting held on 3 February 2016**

These Minutes were approved and signed by the Chairman.

15/232 **Minutes of the Finance Committee meeting held on 24 February and Planning Committee meeting held on 18 February 2016**

Members received and noted the contents of the Finance Minutes which would be formally signed at the next meeting of the Finance Committee. The minutes of the Planning Committee meeting were not yet available so would be noted at the next Council meeting.

15/233 **Matters arising from the February Council meeting**

233.1 EALC Playground Inspection Course (Item 15/213.5) – The Clerk had booked a place for the Village Attendant on the course on 26 May (full day) and Members noted that the cost would be £100.

233.2 Installation of windows in the 2 bus shelters at Watch House Green (Item 15/224) – Members noted that this work was scheduled to be undertaken in the next few days.

233.3 Hollow Road grass triangle (Item 15/228.1) – Members noted that no soil was currently available but the Village Attendant would provide some as soon as possible.

233.4 New street light in Garnetts Lane – Members noted that the power connection to the light had been postponed on 10 February, because of illness, but this was now scheduled for 14 March.

233.5 Transport Representatives February meeting – Bryan Grimshaw had attended this meeting and reported the proposed bus service changes within Felsted to the Council. Members noted that Service 133 would be reduced from every hour to every 2 hours on Sundays (from 17 April) and Service 314 (Willows Green to Braintree twice a week) would be withdrawn from 9 April. There would be no Demand Responsive Transport to replace Service 314 although it had been agreed to review this in the future.

The meeting had also urged residents to use the new shuttle bus service from the Chelmer Valley Park and Ride to Broomfield Hospital to ensure its future retention. The service runs half hourly and costs £3 per day (free to bus pass holders).

15/234 **County and District Council Reports**

234.1 County Councillor's Report – County Cllr Walsh had sent a short report covering:

- Forthcoming traffic control lights to allow for works for sewage pipe installation in Station Road near to Flitch Green.
- Scheduled road repair works at Molehill Green and
- A consultation on the way Children's centres are organised across the county which closes on April 10th.

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

- A Queen's 90th Birthday tea party for Uttlesford residents who are 90 years old in 2016.
- UDC supported 'Increase your profitability' courses for businesses
- New timetable for UDC Local Plan (Nov-Dec 2016 Pre-submission public Consultation / March 2017 Submission of Local Plan to Inspector / Aug-Sept 2017 Hearing sessions / Dec 2017 Adoption of Local Plan by UDC)
- UDC budget proposals for 2016-17 (Proposed 1% increase in Council Tax to enable protection of services).

District Cllr Alan Mills advised that the Gatesby planning application would be decided by the UDC Planning Committee where the public were permitted to attend and speak. He suggested that the Council should send a representative to speak at that meeting.

15/235 **Correspondence**

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

235.1 Localism Act 2011 – Members Registers of Interest – The Clerk drew member's attention to the need to declare all their interests, as detailed in the e-mail from Michael Perry of UDC. All Councillors would review their declarations.

All

235.2 UDC funding for Youth Projects – Members noted that grants of up to £3000 were available but they agreed that the Youth Council project was not far enough advanced to apply this year.

235.3 Queen's 90th Birthday tea party for residents aged 90 in 2016 – Members agreed that the Clerk should contact the Friendship Club, W.I. and Alison Moore to ascertain names of any residents who would be eligible to attend. These would then be forwarded to UDC. Two names were suggested by members.

Clerk

235.4 ECC Consultation on proposal for Strategic Development (Transportation) and Community Infrastructure Pre-Application Advise and Developer Contribution Enquiry Charges – It was agreed to make no comment.

235.5 ECC Replacement Waste Local Plan – The boundary change at Blackley's Quarry, Gt Leighs was noted and also the fact that Rayne Quarry was not being infilled at this time.

235.6 EALC courses on cemeteries – It was agreed that the Clerk should attend courses on 10 May and 4 October to increase her knowledge in this area. Each course would cost £50.

Clerk

235.7 Uttlesford Community Travel request for funding – This would be considered by the Finance Committee when the Donation List was next reviewed.

Finance Committee

235.8 UK Power Networks Priority Services Register – This would be publicised via the Council website and Interface magazine.

Clerk

235.9 Anglian Water Pollution Watch – This would be publicised via the Council website and Interface magazine.

Clerk

15/236 **Finance**

236.1 Payments -The list of payments on p8 was approved.

236.2 Receipts – The February bank statement had not yet been received however the Clerk was not aware of any receipts.

236.3 Approval of revised Asset Register for 2015-16 – The draft Asset Register had been studied by the Finance Committee. It was proposed by Cllr Moore, seconded by Cllr Bennett and unanimously agreed to approve the revised Asset Register.

- 15/237 **Playing Fields**
237.1 Order for playbark (Cushionfall) – The Clerk had received one quotation (from Giffords) to supply the playbark but was awaiting a second quotation from Playdale. It was agreed that the Cushionfall could be transported from the Playing Field car park to the play area using a borrowed/hired telehandler (or similar), with boards to protect the grass if necessary. This work could be undertaken by the Village Attendant with assistance if necessary. The Village Attendant and Chairman would liaise regarding the details. Because of the need to top up the playbark as soon as possible (weather permitting) it was proposed by Cllr Thawley, seconded by Cllr Bennett and unanimously agreed to accept the quote from Giffords unless the Playdale quote was less. Clerk
- 237.2 Fields in Trust Scheme for the Playing Fields** – There had been no further developments so it was agreed to consider this matter again at the next meeting. Asst Clerk
- 237.3 Insurance claim for accident on the zip wire in October 2014** - The Clerk had returned her signed statement to the Assessor acting on behalf of the Council's insurers.
- 15/238 **Allotments**
238.1 Hedge cutting - The Clerk had received a second quotation, from Tamlyn and Son, to undertake the hedgecutting work around the allotments. The quote was for £275 plus VAT to cut the top of the 3 hedges and £247.50 plus VAT to cut the allotment side of the hedges (excluding the stretch behind the Nature Area). The cut branches would be shredded by the contractor and laid along the base of the hedges to act as a mulch. This quote was lower than that received from James Perry and it was proposed by Cllr Hinde, seconded by Cllr Moore and unanimously agreed that this quote should be accepted, subject to the contractor providing confirmation of satisfactory insurance cover. Members noted that the work would be undertaken in the next couple of weeks (weather permitting). Permission had been obtained from the adjacent farmer, for the contractor to use the concrete track on the western side of the allotments to cut the top of the hedge closest to Mill Road. Clerk
- 238.2 Utilising empty allotments** – The Clerk had discussed this suggestion (see Item 15/228.3) with the Allotment Society Chairman. In principal the idea had merit but in practise it would be quite complicated to operate. Allotments were being let all the time but if an existing allotmenteer was cropping a plot it would not be possible to offer it to a new person until the crops were harvested. Allotmentees were also unlikely to want to spend considerable effort to clear and dig an allotment without some security of tenure. In view of these complications members agreed not to pursue this suggestion.
- 15/239 **Highway matters**
239.1 Footpath 80 Enforcement action update – Members noted that the Clerk had contacted Simon Taylor at ECC Highways who confirmed that they were prioritising this matter. The owner of Trewint is apparently reluctant to do anything regarding the footpath but his neighbours are keen for it to be officially diverted. Highways are attempting to reach a compromise with all concerned. It was agreed to review this again in 6 months.
- 239.2 Proposed diversions to Footpaths 16/17, 77 and 116/44/115** - Members studied the ECC proposal to divert these footpaths and agreed to make the following comments:
Footpaths 16 and 17 (Weavers Farm, Braintree Road to Flich Way) – Members had no objection to the proposed diversions.
Footpath 77 (Hole Farm, Willows Green) – Members agreed to oppose this diversion as it was unnecessary and would take the footpath nearer to Hole Farm for more of its length.
Footpaths 116, 44 and 115 (off Stevens Lane, Bannister Green) – Members had no objection to the re-routing proposals for Footpaths 44 and 115. They did however oppose the closure of Footpath 116 from Rayne Road to its junction with Footpath 44 as this would force all walkers to access this footpath network via Stevens Farm instead of across open farmland.
- 239.3 Confirmation of Footpath 22 diversion** – Members noted that this Footpath, between Crix Green and Bartholomew Green, had been officially diverted by ECC.
- 239.4 Accidents on B1417 at Bannister Green Halt bridge** – Members noted that on 21 February another vehicle had left the road at this location and come to rest suspended on bushes part way down the embankment. The Clerk had reported this to ECC Highways and ULHP. ULHP had responded that they had visited the site and established that there is insufficient verge width to facilitate a crash barrier. They are therefore proposing to erect reflector posts to align the road after the bridge so that vehicles can better identify where the edge of the carriageway is. This will be considered by the Uttlesford Local Highway Panel at

their April meeting. It was agreed to request re-instatement of the 20 mph advisory speed limit sign on the approach to the bridge from Watch House Green and temporary 'Accident Black Spot' signage.

Clerk

15/240 **Bi-annual Parish tree survey**

Members noted that this was due and the Clerk had instructed Pleshey Tree Services to undertake the survey. It was agreed that the verges of Stebbing Road and Braintree Road would not be included this time as these were the responsibility of ECC Highways.

15/241 **Proposed Nature Area / Section 106 Agreement with Enodis**

The Section 106 Agreement had been received by the Council but Enodis had not yet agreed to the Council's requests to include a burial ground as a suitable use for part of the site and to modify the surface of the new path across the site and construct a restriction at the path's junction with Station Road. Discussions via the solicitors were ongoing and it was agreed not to sign the document until these had been concluded. Flitch Green PC were aware of the situation.

15/242 **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.

15/243 **Youth Council Working Group**

The Working Group (Cllrs Marshall, Hinde and Asst Clerk) were making arrangements to meet with John Starr from UDC.

The NP Group had sent out a Youth Survey along with their recent Housing Needs Survey. These were sent to every house in the village. The Youth Survey aimed to establish the priorities of youngsters in Felsted but also gave them the opportunity to express an opinion on the Youth Council. 19 youngsters had indicated that they might be interested in joining a Youth Council (or similar group) and this information had been forwarded to the Youth Council Working Group. Members expressed their thanks to the NP Group for their efforts to obtain this information.

Cllrs Hinde
and
Marshall
and A/Clerk

15/244 **Future Production of Felsted News**

Cllr Moore had approached the producers of Interface and they were keen to develop a dialogue with the Council and the matter would be discussed further by the Parochial Church Council. Cllr Harvey and the Asst Clerk had not yet spoken to Cllr Thawley regarding the practicalities of producing Felsted News but they would do so shortly. It was agreed to consider this matter again at the next meeting.

Cllr Moore,
Cllr Harvey
and Asst
Clerk

15/245 **Queen's 90th Birthday celebrations**

No-one had so far come forward to organise the suggested evening bonfire on 21 April but George Bellingham-Smith was willing to advise and provide technical assistance regarding the construction of the actual bonfire. The Clerk would approach the Football Club as a matter of urgency. The matter would be discussed again at the next meeting.

Members noted the availability of commemorative medals but because the Primary School role included a mix of children from Felsted and from surrounding villages it was not deemed appropriate to only give medals to Felsted children. No medals would therefore be purchased.

Clerk

15/246 **Purchase of an External defibrillator and training**

Members noted that Essex Ambulance Service were no longer providing defibrillators free of charge. The cost of a defibrillator, including a heated cabinet, would be around £2000. To date contributions of £500 each had been offered by Felsted Events Committee, Felsted United Charities, District Cllr Marie Felton (UDC Members Grant) and by Linsells shop. Whilst members very much appreciated the gesture from Linsells shop to contribute £500 towards the defibrillator it was felt that the machine would benefit all residents so should be purchased with 'public funds'. It was accordingly proposed by Cllr C Woodhouse, seconded by Cllr Bennett and unanimously agreed to pay £500 towards the defibrillator, in place of the contribution from Linsell's shop. It was suggested that the defibrillator currently located inside Linsell's shop should be moved to other public premises in the village.

Members noted that Richard Silcock had arranged a training session covering the use of the defibrillator on 16 May at 7pm in the Smylie Hall. Numbers were limited but the Clerk agreed

Clerk

to put forward the names of the 5 people who had expressed an interest at the last meeting (see Item 15/224). The Clerk would publicise the training session on the website/notice boards.

15/247 **Felsted Neighbourhood Plan**

Members noted that the response rate to the Housing Needs Survey had been in the region of 30% which was better than expected by RCCE. The results would be analysed by RCCE and the data published on the NP website in due course.

The Group had also undertaken traffic and car park surveys and the final results of these would be available shortly.

15/248 **Clerk's Matters**

248.1 Emergency Plan – The Asst Clerk agreed to ensure that this matter was progressed before the next meeting.

248.2. Weekly Police Crime Lists – It was noted there had been one burglary of offices/containers and that tools had been stolen. The specific location had not been given.

248.3 Village of the Year Prize money – Members noted that the signs were being delivered the next day and would be erected by the Village Attendant.

248.4 Reprint of the Footpath Map – In view of the large number of Footpath diversion orders being submitted within the village, it was agreed to delay printing of the new map for 2 months. This would be considered again at the May meeting.

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

Asst Clerk

248.6 FPC website activity report – Cllr Bennett informed members that there had been a total of 6727 views of the website since it was set up in January 2015. There were an average of 750 views per month (25 views per day) and the numbers were increasing steadily. This emphasized how important the website had become as a communication tool for the Council. Numbers of people 'Registering for Updates' were still low but they had increased significantly in the last couple of weeks following a publicity campaign to draw residents attention to the facility. The natural next steps would be to ensure that future items were always worded to ensure 'search engine optimisation' and to consider setting up a Facebook account. Members discussed the latter but concluded that at the present time this would not be practical because of the increased workload involved (providing instant responses) and the difficulty of controlling such an account. The Chairman thanked Cllr Bennett for the update and for all the work that he had personally put in to developing and updating the website.

15/249 **Planning Decisions and New Applications**

249.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

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.

Listed Building Permission Refused 12 February 2016: (*"The proposed works would cause harm to the setting of the principal Grade II listed building, Hartford End Mill House, through the transformation of an unremarkable utilitarian building to a new dwelling of domestic character. There are no public benefits which outweigh this harm so the proposal conflicts with the National Planning Policy Framework and Policy ENV2 of the Uttlesford Local Plan (adopted 2005)"*).

UTT/15/3744/FUL **Courtauld House, Braintree Road, Felsted**

Proposed erection of a single storey ancillary office building for a temporary period of 5 years. **Permission Granted 9 February 2016.**

UTT/15/3803/HHF **Fairmile, Jollyboys Lane South, Felsted**

Proposed first floor and porch extensions. Conversion of carport to garage, existing garage to living space and alterations to windows and doors.

Permission Granted 16 February 2016.

Tree work decision:

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

Prune 1 no. Field Maple.

No objection 8 February 2016.

249.2 APPLICATIONS TO BE CONSIDERED AT THE 17 MARCH PLANNING MEETING

UTT/16/0377/HHF **Pump Court, Mill Road, Felsted**

Proposed demolition of existing outbuilding and erection of replacement outbuilding for recreational use.

UTT/16/0390/FUL **Lindens, Mill Road, Felsted**

Proposed demolition of existing dwelling and construction of replacement dwelling and detached garage. (Revised scheme to that approved under UTT/15/2281/FUL).

UTT/16/0520/HHF **Cromwells, Watch House Green**

Proposed first floor extension. (Previous application UTT/15/3198/HHF refused).

249.3 UDC Call for Sites – The Council had been asked to study the SHLAA sites and inform UDC of any inaccuracies in the ‘facts’ presented by the landowners. It was agreed that members would study the information provided for the sites in their immediate neighbourhood and use their local knowledge to inform the Clerk of any inaccuracies by 20 March. These would then be collated and submitted to UDC.

249.4 BDC Call for Sites - The Asst Clerk had confirmed that BDC would shortly be commencing a series of Local Plan Sub-Committee meetings. All matters relating to the Local Plan (Call for Sites/ designation of areas of visually important open space/ playing fields etc) would be agreed separately for each village in the BDC area in turn. The Council would need to monitor when the villages affected by the ‘Andrewsfield’ site (Gt Saling/Rayne) were due to be discussed.

Clerk

15/250 **Urgent Matters and items for the next Agenda**

250.1 New notice board outside Linsells shop – Members noted that this had now been constructed and would be erected by David Norfolk and the Village Attendant shortly.

250.2 Annual Assembly for 2016 – Members noted that this would take place on Thursday 14 April in the URC Hall at 7.30pm It was agreed to invite the Fire Service to the meeting to discuss the lack of water pressure in the village and also include an update from the Neighbourhood Plan Steering Group on the Agenda.

Clerk

The meeting closed at 9.34 pm

Next Highways Committee Meeting: Wednesday 9 March in the URC Hall at 5 pm

Next Planning Committee Meeting: Thursday 17 March in the URC Hall at 7.30 pm

Next Council Meeting : Wednesday 6 April in the URC Hall at 7.30 pm

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Chairman 6 April 2016

FELSTED PARISH COUNCIL

Meeting 2 March 2016, Agenda Item 7 — Correspondence

1.	UDC - Localism Act 2011 – Reminder of the obligation for parish councils to publish members' Registers of Interest (or a link to them) on their website [Clerk's Note: FPC compliant] and for members to declare all their interests. - UDC Funding opportunity for Youth Projects (up to £3000) Deadline 31 March 2016 - Former Dunmow Skips site – Road names agreed as Ainsworth Drive and Harrisons Road - Byelaw (Alternative Procedure) Regulations 2016 came into effect on 12 Feb - Shuttle bus service from Chelmer Valley Park and Ride to Broomfield Hospital - New Multi-Agency information trailer will provide 'Roadshow' for Council services - Queens 90 th Birthday tea party for residents aged 90 in 2016
2.	ECC - Consultation on Proposal for Strategic Development (transportation) and Community Infrastructure Pre-application Advise and Developer Contribution Enquiry Charges (Comments invited on proposal to introduce charging for pre-application advise on transport and community infrastructure matters which is currently given free of charge) Deadline 14 March 2016 - Replacement Waste Local Plan – Event on 1 March (details circulated to Councillors on 17 February). To note boundary change for Blackleys Quarry, Gt Leighs (smaller area to exclude parts of the site currently used for racecourse). - Making the Links Bulletin – February issue - Road closure orders in Felsted
3.	EALC - Rural Planning Review by DCLG/DEFRA – Call for Evidence on how the planning system can better support sustainable rural life and businesses. Deadline 21 April 2016 - Local Police Conference on 15 March (Foakes Hall, Gt Dunmow 10.30 – 3pm) - County Update – February 2016 - Courses during 2016 (including 2 on 'Cemeteries')
4.	PKF Littlejohn LLP – Initial details (via EALC) of arrangements for 2015-16 Audit process
5.	Essex Police – Letter from District Commander Craig Carrington re proposed changes
6.	Essex Fire and Rescue Service – Consultation on their 'future shape and role' – Events at Dunmow Library 7 March and Braintree Library 17 March Deadline 25 April 2016
7.	E-mail from 'We are Residents for Uttlesford' urging the Council to respond to the UDC Local Plan SHLAA preliminary assessment of the Call for Sites (accuracy of information submitted)
8.	FOI request from Shine TV (Channel 4) regarding the number of CCTV camera's in the parish and how frequently they are monitored.
9.	BT – Notification of increase in business line rental/broadband/call packages from 1 May 2016
10	E-mail from Local History Recorder re Felsted Old Market Cross investigation
11	CVSU – Opportunity for 1 to 1 appointments with the Grants Officer from Essex Community Foundation (ECF) to discuss possible future grant applications – at Gt Dunmow on 28th April.
12	E-mail from Farleigh Hospice suggesting a meeting with them to explain all the services provided by the Hospice and the vital role of community fundraising.
13	SLCC – Change to the Society's legal status to include the creation of The Association of Local Council Clerk's (a "trade union" which in future will offer employment advise and support to Clerk's) - Essex Branch Training Day and AGM on 17 March 2016 in Chelmsford
14	UK Power Networks – Priority Services Register for vulnerable residents
15	Anglian Water – Pollution watch

Unpaid List – March 2016

	Date	Num	Memo	Open Balance	Cheque number
Acumen Wages Service					
	18/02/2016		Salary admin - February 2016	24.00	
Total Acumen Wages Service				24.00	102318
Affinity Water(formerly Veolia)					
	08/02/2016		Water supply to allotments 1.10.15 to 31.3.16	50.28	
Total Affinity Water(formerly Veolia)				50.28	DD
D M B Smith					
	23/02/2016		clerk's salary - February 2016	643.50	
	29/02/2016		Clerks mileage (£22.50) & expenses (£54.24) -	76.73	
Total D M B Smith				720.23	102319*
EON					
	14/02/2016	H129562EFE	Electricity for MJGA - 13.1 to 13.2.16	24.81	
	14/02/2016	HECCEF50F	Electricity for pavilion - 13.1 to 13.2.16	57.48	
Total EON				82.29	DD
Graham (The Plumbers Merchant)					
	17/02/2016	0278/0236589	New disabled toilet seat for public toilets	163.68	
Total Graham (The Plumbers Merchant)			Q payable to D M B Smith	163.68	102319*
Travis Perkins					
	19/02/2016		6" sq post for playground gate (to replace exist	42.00	
Total Travis Perkins			Q payable to D M B Smith	42.00	102319*
OfficeTeam Ltd					
	08/02/2016	10110784	Stationery - Copier paper	42.19	
Total OfficeTeam Ltd				42.19	102320
Peter J Watson					
	23/02/2016		Asst clerk's salary - February 2016	232.80	
	23/02/2016		Asst Clerk's mileage - February 2016	4.50	
Total Peter J Watson				237.30	102321
R Chapman					
	23/02/2016		Unlocking toilets/car park - 1 to 29 February 20	80.00	
Total R Chapman				80.00	102322
S P Barnard					
	29/02/2016		Village Attendant - February 2015	450.00	
Total S P Barnard				450.00	102323
TOTAL				1,891.97	
CLERK'SNOTE: * Add together - DMB Smith £ 925.91 (Cheque number 102319)					
PLUS: A & J Lighting Solutions	02/03/2016		Repair to street light in Causeway End Roa	90.60	102324
Sign Team International	02/03/2016		Village of the Year signs	294.00	102325