

FELSTED PARISH COUNCIL

Minutes of the 1031st Meeting held on 1 June 2016

at 7:30 pm in the URC Hall.

Present: Councillors Chris Woodhouse (Acting Chairman), Andy Bennett, Richard Freeman, Frances Marshall, Anna McNicoll, John Moore, Alan Thawley and Stephanie Woodhouse.

County Councillor Simon Walsh (left after item 16/52), District Councillors Marie Felton and Alan Mills (left after item 16/52) and 8 members of the public were also present.

16/46 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Graham Harvey, Nicholas Hinde and Peter Rose. There were no declarations of interest.

16/47 **Public Forum**

47.1 Churchyard maintenance – Members noted that some parts of the churchyard were overgrown with very long grass. The Church relied on a team of volunteers to each cut a section of the churchyard and some had been unable to fulfil their commitments in recent months. The Vicar was aware of the problem. Members of the Council would shortly be meeting the Vicar to discuss the practical arrangements required to maintain the churchyard and he had assured the Council that all maintenance issues would be dealt with before responsibility for churchyard maintenance was transferred to the Parish Council.

47.2 Playing field shrub borders – It was agreed that the Village Attendant would be asked to trim the shrubs and weed and tidy the borders.

Clerk

47.3 Grass cutting contract – Members noted that the recent grass cut had not been up to the normal standard with lots of long grass remaining. It was agreed that the Clerk would point this out to the contractor and request an improvement.

Clerk

47.4 New Nature Area path – Concern was expressed regarding the difficulty of walking on the path surface. This matter had already been taken up with Enodis and discussions were ongoing.

47.5 Chelmsford Road pavement – Members noted that the pavement was overgrown and consequently too narrow for pushchairs. The Clerk would ask the Village Attendant to clear the path.

Clerk

16/48 **Minutes of the Meeting held on 4 May 2016**

These Minutes were approved and were signed by the Chairman.

16/49 **Minutes of the Annual Parish Assembly on 28 April 2016**

Members received and noted the content of the Minutes which would be formally signed at the 2017 Annual Assembly.

16/50 **Minutes of the Finance Committee meeting on 4 May, the Planning Committee meeting on 19 May and the Highways Committee meeting on 25 May 2016**

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

16/51 **Matters arising from the May Council meeting**

51.1 Request for speed restriction in Jollyboys Lane South (Item 16/24.1) - See Item 16/52.1 below.

51.2 Causeway End plot clearance (Item 16/24.2) – Members noted that a second contractor had attended the site and local residents had once again explained the legal implications of clearing the site to them. They had reluctantly left and to date had not returned.

51.3 Rubbish dumped at Willows Green (Item 16/24.5) – Members were pleased to note that the original dumped rubbish (bath etc) had been removed but the tree cuttings remained.

51.4 Defibrillator training session (Item 16/27.3) – Cllr Andy Bennett reported that the training had been very comprehensive and informative.

51.5 Renewal of Council's Insurance Policy (Item 16/33.2) – The Clerk confirmed that she had added the new notice board and street light to the policy and that the premium had

accordingly increased by £26.29 to £1979.74. A cheque would be signed later in the meeting.

51.6 Renewal of Essex Playing Fields membership (Item 16/33.4) – The Clerk had established that the renewal fee was £30. A cheque would be signed later in the meeting.

51.7 Grants for providing drinking water at children’s play areas and improvements to football pitches (Item 16/33.7) - It was agreed that the Clerk would obtain quotations from a plumber to install a drinking water facility either adjacent to the public toilets or within the children’s play area. This would then be considered again at the next meeting. An application would be made for a grant to cover the cost of further drainage works on the football pitches (as undertaken last year).

Clerk

Clerk

16/52 **County and District Councillor Reports**

52.1 County Councillor’s Report -The report included details of a Wastebusters training day on 25 June, the ECC Bus Fare Consultation, half term children’s activities in the Country Parks and plans to surface dress 6 roads in Felsted (Molehill Green Road/ Braintree Road/ Crix Green Road/ Jollyboys Lane South, Leez Lane and Station Road). County Cllr Walsh noted concern about of a permanent large area of water outside Pyes Cottage, Molehill Green which needed to be addressed before the resurfacing works commenced.

In response to a request from the Clerk, County Cllr Walsh informed members that the new Quiet Lanes scheme appeared to have ‘ground to a halt’ because of lack of funding. He would however make further enquiries on this matter and report back to the Clerk.

He agreed to put forward to the ULHP the recent resident’s request (Item 16/24.1 refers) for a speed limit on Jollyboys Lane South. However funding restrictions and problems with enforcement meant that he was not optimistic that it would be approved.

Members expressed their disappointment that only 1 of the 7 schemes submitted to the ULHP for 2016-17 had been approved with 2 others being placed on the Reserve List. County Cllr Walsh stressed that there was a lot of competition for funding from the ULHP but they did continually review projects and replace any that were subsequently deemed not viable.

52.2 District Councillor’s Report – The report included details of the ongoing partnership work (UDC/Police and other partner agencies) to tackle criminal challenges in Uttlesford, the decision that NEPP Enforcement Officers should use body-worn video cameras to reduce the incidence of aggressive incidents, the appointment of Cllr John Davey as Chairman of UDC, the availability of UDC Community Grants and details of two local residents who had been successfully prosecuted for Council Tax fraud and unauthorised works on a Listed Building respectively.

District Cllr Mills reported that the Local Plan Working Group would next meet on 9 June and the Planning Committee would now consider the ‘Catesby planning application’ (55 houses south of Braintree Road) on 29 June at 2pm (postponed from 1 June). Members were very disappointed that Planning Officers were recommending approval of the application. Cllr Chris Woodhouse would speak at the Planning meeting and it was agreed to co-ordinate the response with the District Councillor who would also speak against the application.

16/53 **Correspondence**

Members noted the Correspondence received (see p7).

Members thanked David Gregory for giving each of them a book which commemorates the Queen’s 90th Birthday.

The Clerk agreed to speak to UDC regarding the nomination submitted for their tea party to commemorate the Queen’s 90th Birthday.

Cllr John Moore reported that a Felsted resident would be 100 years old on 10 June 2016. Members unanimously agreed to mark this milestone birthday by presenting the lady with a card and flowers.

Clerk

Asst Clerk

16/54 **Finance**

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

54.2 Receipts – Members noted the following receipt: £27 Allotment rent.

54.3 Confirmation of Audit Return - Members noted that the Internal Auditor had checked the Audit Return and completed and signed the relevant section. One minor amendment had been recommended by the Auditor. That the figure in Section 2, 2014-15 Column, Box 4 be rounded up from £10,611 to £10,612 so that the column added up correctly. It was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to make this amendment and the alteration was initialled.

54.4 Final Internal Audit Report – Members noted receipt of the report and its recommendations. Approval of the Accounts/Audit Return would now take place at the May meeting each year (Item 1). The Clerk would study the new Model Financial Regulations to ascertain if further amendments were required to the Council’s Financial Regulations (Item 2 and Recommendation 1). The Clerk had reviewed the Fidelity Guarantee at year end and found it satisfactory (Item 5). The Asset Register had been updated and agreed with the insurance policy (Item 6 and Recommendation 3). The Council had considered its legal duties regarding the provision of workplace pensions and none were required at this time (Recommendation 2).

54.5 Increase in Clerk’s salary scales w.e.f. 1 April 2016 – Members noted that the NJC had agreed a 2 stage increase in Clerk’s salary scales. The recommended hourly rate for SCP 20 had increased to £9.999 from 1 April 2016 and a further increase to £10.099 would be effective from 1 April 2017. It was proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman and unanimously agreed to increase the Clerk and Asst Clerk’s salaries accordingly for the next 2 years, the first increase being backdated to 1 April 2016.

16/55 **Playing Fields**

55.1 Order for playbark (Cushionfall) – After the last meeting the Clerk had contacted Giffords and established that their machine for producing playbark had broken down several weeks previously and that repairs had not yet been completed. Once the machine was operational the Council’s order would be supplied 3-4 weeks later. Because of safety considerations members had accordingly agreed to order the playbark from Playdale instead at a cost of £3185 plus VAT, to include both delivery and installation of the playbark on the play area. Playdale would aim to deliver the playbark by the middle of June.

55.2 Insurance claim for Zip wire accident in October 2014 – There had been no further developments so it was agreed to consider this matter again at the next meeting.

55.3 Fields in Trust Scheme for the Playing Fields – The Asst Clerk needed to confirm the Council’s ownership of Bannister Green. The fact that the Land Registry shows the Council as the owner of the land should be sufficient for this purpose. The Asst Clerk agreed that this work would be completed for the next meeting.

Asst
Clerk

55.4 Request for additional play equipment at Ravens Crescent play area – The Clerk and Cllr Stephanie Woodhouse had suggested a number of meeting dates to the representatives of the Watch House Green Residents Group but to date no mutually convenient date had been confirmed.

Cllr
Stephanie
Woodhouse
/ Clerk

55.5 Request for Outdoor Gym equipment at the main playing field – Because of the high cost of this Outdoor Gym equipment members wished to establish exactly what type of equipment was required (Trim Trail or aerobic apparatus) and how many residents might use it. It was agreed that the Clerk would contact the resident who requested the equipment and ask for his thoughts on this. It was also suggested that a public survey could be undertaken at the playing field to obtain this information.

Clerk

16/56 **Highway matters**

56.1 Parking outside Linsells shop – Richard Silcock had attended the 25 May Highways Committee meeting where this matter was discussed in detail. It was suggested that Mr Silcock should initially put up restrictive signs on the 3 parking spaces adjacent to the shop and fronting Bury Chase car park. This matter would be considered by the Highways Committee in future.

Highways
Committee

56.2 Closure of Mill Lane on 12 June 2016 (pm) – Members noted a Road Closure Order for a local street party on the above date. The organiser, Lucy Beaufrere, had been in touch with the Clerk and members agreed to offer practical assistance (cones etc) but were unable to offer any financial contribution. It was agreed that the Clerk should recommend to the organisers that adequate insurance is obtained for this event.

Clerk

16/57 **‘Road with no name’ at Bannister Green**

The Asst Clerk reported that UDC Cabinet had agreed to alter the percentage of residents required to be in agreement with a new road name, from 100% to 66%. A new survey of residents will be required and UDC will assist with this. It was suggested that a choice of names should be offered (Wood Farm Lane / Smithy Lane or Horseshoes Lane). The Clerk would contact UDC to progress this survey.

Clerk

- 16/58 **Bi-annual Parish tree survey**
 A second quotation for the tree works was still awaited so it was agreed to consider this matter again at the next meeting.
 Members agreed that the Clerk should report a dead tree over the footpath from Alderton Close to Chaffix, to the UDC Tree Officer. Clerk
- 16/59 **Proposed Nature Area / Section 106 Agreement with Enodis**
 The Chairman, Cllr Chris Woodhouse and the Clerk had met David Whipps of Holmes and Hills and the Section 106 Agreement had been signed. The Agreement will only be exchanged when all outstanding matters are resolved. Clerk
- 16/60 **Reprinting of Footpath Map**
 The Clerk reported that she still had a supply of the Footpath Maps (half a box) so it was agreed to monitor stocks and hopefully delay reprinting the map until the current Footpath diversion applications had been decided.
- 16/61 **Youth Council Working Group**
 Cllr Frances Marshall reported that she had received expressions of interest in the Youth Council from 3 girls at Felsted School but she had received no further contact from members of the Church youth group or the NP youth survey individuals. It was agreed that the Clerk would inform the 3 volunteers that it was expected to arrange a meeting in July. Cllr Marshall would contact everyone again after the exam period. Helena Romanes School had agreed to distribute a flyer in their regular Newsletter. The Asst Clerk would check that this had been done. Cllr Marshall
 A/Clerk
- 16/62 **Felsted Neighbourhood Plan**
 The Group had held the Housing Needs Public Consultation event on Saturday 14 May which had been attended by around 80 residents some of whom were quite vocal. It had been decided to carry out a further short survey of every house in the parish, asking residents if they supported the suggestion of funding improved amenities by foregoing affordable housing numbers in favour of compensatory payments from any developers.
- 16/63 **Renewal of Street light maintenance agreement**
 Members noted that the existing 3 year contract expired on 30 September 2016. A quote had been received from the current suppliers, A & J Lighting, but the cost had increased significantly. It was therefore agreed to obtain a second quotation and also ask A & J Lighting if they would reconsider their charges. Clerk
- 16/64 **Clerk's Matters**
- 64.1 Weekly Police Crime Lists** – Members noted that a house burglary at Bannister Green had not yet appeared on the weekly lists.
- 64.2 Emergency Plan** – The Asst Clerk reported that he was getting names together before arranging a meeting which would hopefully take place during June. Asst Clerk
- 64.3 Assets of Community Value** – The Asst Clerk was still attempting to verify ownership details of the next group of assets (public houses and halls) before submitting the application to UDC. Members agreed that this application should now be submitted to UDC as a matter of urgency (within the next 4 weeks). It would be considered again at the next meeting. Asst Clerk
- 64.4 Future production of Felsted News** – The Clerk had met Kitty Drury (Editor of Interface) and Rev. Colin Taylor last week to further discuss the proposed insertion of a PC Supplement into Interface 3 or 4 times a year. The PCC were very much in favour of the idea but needed to ensure that the proposal was financially viable for both parties. It would cost £720 per issue for the PC to pay for the Interface print run (approx.1200 copies). Three issues would total therefore total £2160 and four issues £2880. The cost could be reduced pro rata if fewer insertions were agreed.
 This represented a substantial increase in costs compared to producing Felsted News (max £1000 per annum for four issues) at a time when electronic communication with residents was increasing. Members accordingly agreed to consider this further at the next meeting including the possible setting up of a Working Group. Clerk
- 64.5 Felsted Market Cross** – Because of holidays a date had not yet been set for this meeting.

64.6 CAA changes to Stansted Flightpaths – Cllr Andy Bennett reported that he had been in contact with Stebbing, Rayne and High Easter Parish Council's and Stop Stansted Expansion and they were all encouraging residents to contact Stansted Airport and report instances of excessive aircraft noise either from individual planes or from repeated use of a flightpath. The Clerk would put another item in Interface to this effect. It was agreed that Cllr Bennett would draft a letter to the Minister of Transport highlighting the problems being experienced.

Cllr
Bennett &
Clerk

64.7 UDC Community Project Grant fund – Members noted that because of delays in meeting the Watch House Green Residents Group, the Clerk was concerned that costings for additional play equipment at Ravens Crescent play area might not be available in time to make a grant application by 30 June 2016. The application would be made if possible.

Clerk

64.8 Erection of a beacon - The Clerk had contacted Pleshey Forge and AJB Engineering and both would be able to construct a beacon but required a sketch showing what was required in order to provide a quotation. David Dempsey and George Bellingham-Smith had kindly agreed to produce a sketch.

Clerk

64.9 Renaming Bury Chase car park – The Clerk had delayed contacting the Woodley family because of their recent bereavement but she would do so in the next few weeks.

64.10 Village of the Year prize money – The Clerk had obtained costings for a teak commemorative bench from Barlow Tyrie. A 120cm bench (style 'Felsted') would cost £345 whilst a 180cm bench in the same style would be £540 (4 sections to be supplied ready to assemble – fixings included). Both prices would be plus VAT and the cost of a plaque/inscription. It was proposed by Cllr Andy Bennett, seconded by Cllr Richard Freeman and unanimously agreed to purchase a 180cm bench with inscription. Cllr Chris Woodhouse would collect the bench from Barlow Tyrie. Payment would be made by cheque at the next meeting.

Clerk

16/65

Planning Decisions and New Applications

65.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/0597/FUL Land at Chelmsford Road, Felsted (opposite Telephone Exchange)

Formation of new vehicular access and erection of 4 no. dwellings with garages.

Application Withdrawn 19 May 2016.

UTT/16/0655/HHF Mariskalls, Mill Road, Felsted

Demolition of detached garage and single storey rear extension. Erection of replacement garage and two storey side and rear extensions including link extension to replacement garage.

Permission Granted 5 May 2016.

UTT/16/0703/HHF Larks, Bannister Green, Felsted

New vehicular access gates to front of property.

Permission Granted 5 May 2016.

UTT/16/0704/LB Larks, Bannister Green, Felsted

Internal alterations to the sitting room comprising replacement fireplace surround and plastering over existing modern exposed studwork with lime plaster.

Listed Building Permission Refused 13 May 2016: ("Insufficient information provided to describe the effect of the proposed fireplace surround on the special character of the listed building.")

UTT/16/0770/HHF Ailsa Craig, Stevens Lane, Felsted

Proposed single storey side extension.

Permission Granted 17 May 2016.

UTT/16/0773/NMA and UTT/16/0765/LB Abrahams Farm, Willows Green Main Road

Proposed revisions to previously approved application UTT/15/1200/LB including changes to east extension to accommodate historic partition, changes to internal layout, revised door and

windows to east and north elevations and proposed new brick chimney stack to east gable.
Listed Building and Planning Permission Granted 11 May 2016.

UTT/16/0843/HHF The Gables, Garnetts Lane, Felsted

Removal of existing single storey forward elements of building and erection of part two and part single storey front, side and rear extensions. Enlargement of roof, alterations and associated works.

Permission Granted 24 May 2016.

65.2 APPLICATIONS TO BE CONSIDERED AT THE 16 JUNE PLANNING MEETING:

UTT/16/1275/HHF Larch House, Chelmsford Road, Felsted

Proposed single storey side/rear extension.

65.3 UDC and BDC Call for Sites – There had been no further developments so it was agreed to discuss these matters at the next meeting.

65.4 Catesby Planning application UTT/16/0287/OP (55 dwellings on land to the south of Braintree Road) – Cllr Chris Woodhouse and the Asst Clerk had attended the site visit that morning, which had passed without incident. UDC officers were recommending approval of the application. UDC consideration of the application had been postponed to the 29 June Planning Committee meeting. District Cllr Mills and Cllr Chris Woodhouse would both speak at the Planning Committee meeting objecting to the application.

Cllr Chris Woodhouse

16/66 **Urgent Matters and items for the next Agenda**

66.1 Street light electricity contract – The Clerk had been notified that the cost per kwh of electricity for the street lights would increase by 2p following on from an almost 30% increase in charges last year. Members agreed that the Clerk should look into alternative suppliers for this unmetered service.

Clerk

66.2 Cllr Alan Thawley – Members noted that this may be Cllr Alan Thawley's final Council meeting and so wanted to wish him well, if this proved to be the case.

The meeting closed at 9.54 pm

Next Planning Committee Meeting: Thursday 16 June in the URC Hall at 7.30 pm
Next Council Meeting : Wednesday 6 July in the URC Hall at 7.30 pm

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Chairman 6 July 2016

FELSTED PARISH COUNCIL

Meeting 1 June 2016, Agenda Item 8 — Correspondence

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

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| 1. UDC – Armed Forces Day 25 June – UDC Flag raising ceremony 20 June at 10am |
| 2. ECC - Wastebusters Training course at Great Dunmow Library on June 25th. <i>(WasteBusters volunteers are trained to help residents reduce their waste, reuse and recycle. They deliver talks and workshops around Essex. More volunteers required)</i> <ul style="list-style-type: none">- Flood Partnership Programme - Year 2 grants- Essex Challenge Prizes – Competition for original ideas to solve family problems (social isolation of families with small children) at a local or County level. £10,000 prizemoney to complete project. Deadline 14 July- Making the Links – May 2016 |
| 3. EALC – Housing and Planning Bill finally received Royal Assent <i>(the House of Commons again overturned the House of Lords amendments and removed the neighbourhood right of appeal to planning decisions granted at District level)</i> <ul style="list-style-type: none">- May Legal Update / May County Update |
| 4. A & J Lighting – Increase in cost of SOX lamps from 1 July 2016 |
| 5. Rural Crime Awareness Day - 22 June 10-3pm (at Boyton Hall, Roxwell). |
| 6. Uttlesford Community Travel AGM at Thaxted on 15 June 2016 at 2pm |
| 7. Essex Heritage Trust newsletter Spring 2016 (including item on refurbishment of Felsted Church Clock) |
| 8. ABC News (America) request for info on Book Boxes for an item they are running. |
| 9. SSE AGM – 30 June 8pm at prior Green Community Hall, Takeley <ul style="list-style-type: none">- Campaign Update – May 2016 |
| 10. SLCC – The Clerk magazine May 2016 |

Unpaid List – June 2016

| | Date | Num | Memo | Open Balance | Cheque number |
|---|------------|------------|---|-----------------|---------------|
| B & H M Baker | | | | | |
| | 31/05/2016 | 0807 | 21 boxes of plants for tubs (Q payable to D Der | 84.00 | |
| Total B & H M Baker | | | | 84.00 | part 102351 |
| Came and Company | | | | | |
| | 14/05/2016 | 3115/2883 | Insurance renewal for 2016-17 | 1,979.74 | |
| Total Came and Company | | | | 1,979.74 | 102352 |
| D M B Smith | | | | | |
| | 31/05/2016 | | Clerk's salary - May 2016 | 643.50 | |
| | 31/05/2016 | | Clerk's expenses (£85.78) and mileage (£10.80 | 96.58 | |
| Total D M B Smith | | | | 740.08 | 102353 |
| David Norfolk | | | | | |
| | 04/05/2016 | 449 | Oak notice board (outside Linsells) | 3,435.00 | |
| Total David Norfolk | | | | 3,435.00 | 102354 |
| EON | | | | | |
| | 31/05/2016 | H12FAA9A2E | Electricity for MUGA - 21.4 to 14.5.16 | 17.00 | |
| | 31/05/2016 | HEEF79748 | Electricity for pavilion - 14.4.to14.5.16 | 15.48 | |
| Total EON | | | | 32.48 | DD |
| Essex Playing Fields Association | | | | | |
| | 10/05/2016 | | Membership for 2016-17 | 30.00 | |
| Total Essex Playing Fields Association | | | | 30.00 | 102355 |
| Peter J Watson | | | | | |
| | 31/05/2016 | | Asst Clerk's mileage - May 2016 | 4.50 | |
| | 31/05/2016 | | Asst Clerk's salary - May 2016 | 209.20 | |
| Total Peter J Watson | | | | 213.70 | 102356 |
| R Chapman | | | | | |
| | 31/05/2016 | | Locking toilets etc 1 to 29 May 16 | 80.00 | |
| Total R Chapman | | | | 80.00 | 102357 |
| S P Barnard | | | | | |
| | 31/05/2016 | | Village Attendant - May 2016 | 400.00 | |
| Total S P Barnard | | | | 400.00 | 102358 |
| Wyvale Garden Centre | | | | | |
| | 23/05/2016 | | 24 bags of compost for tubs (Q payable to D Dk | 96.00 | |
| Total Wyvale Garden Centre | | | | 96.00 | part 102351 |
| TOTAL | | | | 7,091.00 | |
| PLUS: Neighbourhood Plan Steering Group | | | First instalment of 2016-17 grant | 2,500.00 | 102359 |
| M D Landscapes (Anglia) Ltd | | | May grass cutting (2 cuts) | 756 | 102360 |