

FELSTED PARISH COUNCIL

Minutes of the 1034th Meeting held on 7 September 2016

at 7:30 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Frances Marshall, John Moore, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.
10 members of the public were also present.

16/105 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Richard Freeman and Anna McNicoll, County Councillor Simon Walsh and District Councillors Marie Felton and Alan Mills. Cllr Harvey declared 'non pecuniary' interests in Items 16/114.3 and 16/124.1. There were no other declarations of interest.

16/106 **Public Forum**

106.1 Hedge cutting – The Council was thanked for trimming hedges around the children's play area, at the allotments and around the edge of the playing field. It was agreed that the Clerk would ensure that these hedges were cut at least twice a year in future.

106.2 Road closure at Station Road - Problems associated with the road closure and the use of alternative diversion routes were raised. The Clerk explained that Felsted School had implemented a lot of different measures to help alleviate the expected additional congestion and on the first day of the Autumn Term (yesterday) the morning drop off had proceeded very smoothly. There was however increased congestion at afternoon pick up time. It was suggested that restricting parking between the church porch and the Estate Agents at peak times might help the situation. The Clerk would contact ECC Highways accordingly.

Clerk

16/107 **Minutes of the Meeting held on 3 August 2016**

These Minutes were approved and were signed by the Chairman.

16/108 **Minutes of the Planning Committee meeting on 11 August 2016**

The Minutes were noted and would be formally approved at the next meeting of the Planning Committee.

16/109 **Matters arising from the August Council meeting**

109.1 Grass cutting (Item 16/87.1) – Members noted that the last cut had been undertaken to an improved standard.

109.2 Overgrown pavement at Braintree Road (Item 16/90.1) – Members noted that the Clerk had met the Primary School Headmaster and agreed that the Village Attendant would trim back the hedge to the west of the school entrance (outside school times).

109.3 Siting of external defibrillator (Item 16/90.3) – At the meeting mentioned above the headmaster had confirmed that he was very keen to site an external defibrillator at the Primary School.

109.4 Affinity Water 'Water Saving Programme' (Item 16/90.5) – The Clerk had invited Affinity Water to attend the September Council meeting to discuss this programme, but despite chasing them, had received no response. It was agreed to re-issue the invitation for the October meeting.

Clerk

109.5 Synges Aerial Photography (Item 16/92.3) - Members noted that this local company had produced 6 aerial panoramas from various sites within the parish, including 2 taken of the village centre. Still photographs had also been taken. The high quality results were excellent and would be very useful to the NP Group. It was hoped to post some of the pictures onto both the PC and NP websites in due course. The Council wished to record their thanks to Nick Alexander for providing this valuable service to the Council.

109.6 Youth Council (Item 16/99) - The Clerk had contacted the EALC to obtain guidance on procedures to be followed with regard to the 3 youth volunteers. The EALC welcomed the initiative but because of holidays their official advice was still awaited. It was agreed that the Clerk would arrange an informal meeting with the girls to explain Council procedures prior to them attending the next meeting.

Clerk

- 109.7 Storage of Council records (Item 16/102.3)** – Cllr Chris Woodhouse confirmed that he had been in touch with the solicitors but had not yet obtained the records to be transferred. Cllr C Woodhouse
- 109.8 Motorcyclists speeding on Byway 64 (Item 16/85.5)** - The Clerk had spoken to ECC Highways and ascertained that speed limits did not apply to byways. The Police could stop any vehicle that was being driven in a dangerous manner so it was suggested that they could be called out to stop any regular offenders.
- 16/110 **County and District Councillor Reports**
- 110.1 County Councillor’s Report** – Members noted County Cllr Simon Walsh’s report which included details of the following: ECC bus route consultation, the allocation of secondary school places for 2017, exam results for Essex schools in 2016, ECC Highways changeover to energy-saving LED lamps in street lights and changes to the ECC waste recycling centre policies.
- It was agreed that the Clerk would ask ECC Highways to clear the gulley opposite Pyes Farm Cottage as a matter of urgency. Clerk
- 110.2 District Councillor’s Report** – The report included details of the current Essex Energy Switch scheme (deadline 10 October), the official start of Reynolds Court rebuild, a free workshop to provide guidance on applying for sports grants and the latest UDC anti-litter campaign “Don’t toss it – bin it”.
- 16/111 **Resignation of Cllr Alan Thawley**
- The Clerk had received Cllr Thawley’s written resignation and had reported this to UDC Electoral Services. Notices had been put up on all notice boards and on the PC website advertising the vacancy and informing residents that they could call for an election to fill the vacant seat (deadline for responses 15 September). If 10 or more electors did not call for an election the PC would be invited to fill the vacancy by co-option. The Clerk had informed the 2 unsuccessful candidates from 2015 of the vacancy and both had confirmed that they would still be interested. She would keep them updated. A further candidate had approached a Councillor and expressed an interest in applying for the vacant seat.
- 16/112 **Correspondence**
- Members noted the Correspondence received (see p7) including:
- 112.1 Rural Exception Housing** – Members discussed the problem of local residents needing to move away from Felsted to afford to buy a property. It was agreed that the Clerk would respond to UDC (copied to the Asst Clerk) that this was a very real problem in Felsted and it was hoped that the current NP process would provide an answer regarding numbers/requirements for affordable housing for the future. Clerk
- 112.2 Uttlesford Frontline – Focus on Transport** – It was agreed to put this factsheet on the PC website. Clerk/Cllr Bennett
- 112.3 Request from Marie Curie for funding** – This was passed to Cllr Moore.
- 112.4 Copy letter from resident re ‘Obstructions on the highway verge’** – Members noted the content of this letter.
- 112.5 Location for a Felsted foodbank**– No suitable location could be identified.
- 16/113 **Finance**
- 113.1 Payments** -The list of payments on p8 was approved.
- 113.2 Receipts** – There had been no receipts since the last meeting.
- 113.3 External Auditor’s Report for 2015-16** – The external auditor’s had verbally raised two queries with the Clerk but both had been answered to their satisfaction and the Report therefore contained no ‘recommendations to be considered’. Members were pleased with this outcome and thanked the Clerk for her work on the Council’s financial records.
- 113.4 Revised Model Financial Regulations** – This revised draft document had been circulated to members for consideration. It was agreed that Cllr Moore and the Clerk would meet to consider the document in detail and submit a recommended draft to the Council at the next meeting.
- 16/114 **Playing Fields**
- 114.1 Additional play equipment at Ravens Crescent playing field** - The Clerk had arranged to meet a representative from Sovereign on site on 20 September. Cllr Harvey
- 114.2 Outdoor gym equipment** – Members noted that there had been no response to the item in Interface asking residents to register an interest in using outdoor gym equipment and Asst

to express their preference on the type of equipment to be installed. Members therefore agreed not to pursue this matter further at this time. Clerk

114.3 2016 Playground Inspection – Members noted that the Annual Inspection was due in October. It was agreed to ask the current company to put the inspection on hold for the time being whilst an alternative quotation was sought from Vulcan.

114.4 Fields in Trust Scheme for the Playing Fields – There had been no developments since the last meeting but the Asst Clerk agreed to progress and finalise this matter by the November meeting. Asst Clerk

16/115 **Highway matters**

115.1 Temporary closure of Station Road (north of Baynard Avenue, Flich Green) –

Members were very concerned that the lack of advance notice and inadequate communication from ECC Highways regarding this 6 week closure, had caused a lot of problems for local residents. The Clerk had received many complaints from local people. Despite repeated calls to Arriva it had not been possible to find out any information regarding changes to the bus routes until the day of the closure itself. The Clerk had subsequently placed notices in all the bus shelters detailing the service changes during the closure period. Councillors had met with Felsted School and discussed many measures which the School would instigate to alleviate the existing traffic problems, including the provision of temporary parking in Lime Walk for all school staff and staff from local businesses. Notices would also be erected to deter people from using Stebbing Road and Mill Lane as unofficial diversion routes. The Clerk had reported a considerable number of deep potholes in Stebbing Road which were causing problems to drivers because of the increased volume of traffic using the road. The Clerk had also met with the headmaster of Felsted Primary School to discuss implications for the Watch House Green area. Members noted that this combination of local actions had gone some way to helping ease problems caused by this difficult situation.

115.2 New recycling centre regulations – Members noted that from 1 October 2016 the smaller ECC recycling centres would no longer accept ‘construction waste’ (hardcore/soil/doors/windows/kitchen units etc) from householders and the amount of ‘construction waste’ which could be disposed of at larger centres would be strictly limited. Members expressed concern that this would inevitably result in an increase in fly tipping. It was agreed to write to County Cllr Simon Walsh pointing this out and asking if ECC had increased their capacity to cope with this expected problem. Members also discussed the possibility of erecting signage at vulnerable local sites stating ‘No dumping of rubbish’.

Clerk

115.3 Bridleway Ring – Members noted that Malcolm Raggett (Footpath Representative) had contacted all the landowners on the proposed route and all but one had supported the suggested upgrade. The Chairman accordingly agreed to contact Simon Marriage and ask him to reconsider his position to enable the Bridleway Ring project to progress.

Cllr Harvey

115.4 Footpath 99 at Willows Green (Correction to the Definitive Map) – ECC Highways had identified a drafting error on the Definitive Map which showed this footpath on the wrong side of the Playing Field/Red Oaks boundary line. The Footpath Warden, Bryan Grimshaw and the Clerk had all visited the site and accepted that whilst the line of the footpath on the ground was not in doubt the entry on the map was incorrect. Members accordingly agreed to support this amendment.

Clerk

115.5 Footpath 80 – The Clerk had been informed that other commitments had prevented ECC Highways progressing this diversion proposal in recent months but that Simon Taylor hoped to address the issue before the end of the year. It was agreed to consider this further at the January 2017 meeting.

115.6 Highway Rangers work – Members were pleased to note that the Rangers had commenced work on cleaning and refurbishing a number of road sign fingerposts including those at Willows Green, Molehill Green, Cock Green, Causeway End and Crix Green.

16/116 **‘Road with no name’ at Bannister Green**

The Asst Clerk reported that the Scrutiny Committee were still studying the new rules prior to them being reconsidered by UDC Cabinet. It was agreed to ask the District Councillors to investigate the reason for the delay and expedite this matter.

Clerk

- 16/117 **Quiet Lanes**
The Clerk had responded to UDC and was awaiting confirmation as to whether the ULHP wished to meet with representatives from the Parish Council to discuss the original scheme in more detail.
- 16/118 **Proposed Nature Area / Section 106 Agreement with Enodis**
There had been no further developments so it was agreed to consider this again at the next meeting.
- 16/119 **Felsted Neighbourhood Plan**
A joint meeting of the Council and the NPSG had taken place on 15 August to discuss the response to the proposed housing numbers for Felsted in the draft UDC Local Plan. Members noted that the production of a NP was the only way for the parish to influence future local development and the NP Group asked the PC not to 'close the door' on the proposal to consider building additional houses to part fund a new Village Amenity Centre (using Section 106 funding). The meeting was very fruitful and agreement had been reached on many aspects although some areas would require further discussion. Members noted that the NPSG were holding a public event on 24 September (URC Hall 10.30 to midday) to organise a Village Character Assessment. All
- 16/120 **Felsted Market Cross**
The Council had met with the Vicar, the Bursar of Felsted School, the Village History Recorder and Felsted School Archivist on 10 August to discuss the historical significance of the Felsted Market Cross base and proposals for its future. It was agreed that the base stone should be temporarily placed in the PC storage facility to protect it from further weathering and a substantial wooden cradle would be constructed to enable it to be transported without the risk of causing any damage. Cllr Harvey would meet with AJB Engineering next week to make the necessary arrangements. An expert geologist would be asked to inspect the base to provide additional information on the likely age of the structure. The meeting concluded that the Market Cross should be reinstated (probably in the corner of the churchyard nearest Bury Chase) and a new dressed stone cross added to the historic base. Holy Cross Church would be 900 years old in 2020 and it was possible that re-erection of the Market Cross might coincide with this anniversary. A further joint meeting would be held in due course but no date had yet been fixed. Cllr Harvey
- 16/121 **Proposed meeting with Police Crime Commissioner**
The Clerk was awaiting responses from Flitch Green and Stebbing Parish Councils regarding this meeting.
- 16/122 **Clerk's Matters**
122.1 Weekly Police Crime Lists – There had been no incidents in Felsted in the last month.
122.2 Emergency Plan – The Asst Clerk had arranged a meeting on 22 September at 3.30pm in the URC Hall Committee Room (Cllr Harvey, Richard Silcock of Linsells, Simon Woolley of Felsted School and Hazel Fox, Chair of Memorial Hall Committee) to discuss this matter. It was agreed that Margaret Smith, Chair of Felsted W.I. and the landlady of The Chequers should also be invited to attend. Community resources would be discussed and likely emergency situations identified. Asst Clerk/
Cllr Harvey
122.3 Assets of Community Value – The playing fields at the village centre, Ravens Crescent and Willows Green had already been registered as Assets of Community Value along with Bannister Green and the allotments. An application was currently being considered by UDC for the public houses (The Swan and The Chequers) and halls (Memorial Hall and URC Hall). It was agreed to also submit an application for the convenience store/post office (Linsells). Asst Clerk
122.4 Renaming Bury Chase Car Park – Members were pleased to agree to the suggestion from Mrs Evelyn Woodley that a commemorative plaque be added to the Woodley's car park sign. The Clerk would investigate the possibility of reflecting the design/colour of the original Woodley's Garage signage for the new sign. Clerk
122.5 Erection of beacon – Having agreed to purchase a beacon at the last meeting members noted that erection costs had not been included in any of the quotes received. It was agreed to accept the quote from AJB Engineering to erect the beacon at a cost of £280 Clerk

plus VAT.

122.6 CAA changes to Stansted Flightpaths – Cllr Andy Bennett confirmed that the Stansted Airport Complaints telephone line was once again operational. Members noted that UDC had written to NATS and the CAA to request a review of the flightpath changes, requesting either reversal of the decision or the introduction of mitigation measures to reduce the impact. UDC would request a meeting with Sir Alan Haselhurst MP, NATS and the CAA at the end of the 3 month noise monitoring project on 16 September.

122.7 Parking of construction workers vehicles (for Abbeyfield) in playing field car park – Horizon Construction had agreed to the terms put to them by the Clerk and to make a donation of £500 to the PC for the facility. [CLERK'S NOTE: This arrangement subsequently commenced on Monday 19 September].

122.8 Village of the Year prize money - Members noted that the new teak bench had been delivered. The Clerk had consulted with Felsted School and it was agreed to site the bench in Braintree Road adjacent to the archway through to Holy Cross Church. This will replace the current Queens Silver Jubilee bench from 1977 which will be refurbished and sited elsewhere.

122.9 Future production of Felsted News – Members noted that no volunteers had come forward following requests for a new editor of Felsted News on the PC website and in Interface. The vacancy would be re-advertised. The production of an insert for Interface would continue to be considered (similar to that in the Great Dunmow magazine Bystander). Clerk

16/123

Planning Decisions and New Applications

123.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/1428/FUL **Abbeyfields House, Jollyboys Lane North, Felsted**

Proposed erection of a two-storey side extension.

Permission Granted 2 August 2016.

UTT/16/1963/HHF **The Yarrow, 27 Station Road, Felsted**

Demolition of existing garage and outbuilding. Proposed two storey and single storey rear extensions, alterations, provision of dormer windows to roof slopes and replacement garage/outbuilding.

Permission Granted 5 September 2016.

UTT/16/2175/HHF **Hawkins, Braintree Road, Felsted**

Proposed conversion of outbuilding to annexe for dependant relative.

Permission Granted 2 September 2016.

Tree work decision:

UTT/16/2192/TCA **Felsted Preparatory School, Braintree Rd, Felsted**

Re-pollard back to previous 2 no. Limes.

No objection 4 August 2016.

123.2 APPLICATIONS TO BE CONSIDERED AT THE 22 SEPTEMBER PLANNING COMMITTEE MEETING

An informal meeting of Planning Committee members had taken place on 5 September (Cllrs C Woodhouse and A Bennett present) to consider 4 outstanding planning applications whose deadlines expired before the next scheduled Planning Committee meeting. Draft responses to UDC had been prepared and circulated to all Councillors for consideration. The comments would be submitted by the Asst Clerk at the end of the week subject to any further comments being received from Councillors in the meantime.

No further new applications had been received to date.

123.3 CCC, UDC and BDC Call for Sites

a) Chelmsford City Council – There had been no further developments this month.

b) Braintree District Council – Cllr Bennett had submitted the Council's comments to the BDC Preferred Options Consultation on their Local Plan. Members were concerned at the lack of public objections submitted to the proposed 'Andrewsfield new settlement' and hoped

that more local residents would respond to the forthcoming UDC Local Plan Consultation which would also include this potential site.

c) Uttlesford District Council – UDC Planning Working Group were meeting tonight to finalise the draft Local Plan, including the proposed location of new settlements. [CLERK'S NOTE: Dates for the UDC Local Plan Consultation Exhibitions were released on 8 September and circulated to members. The exhibitions would take place on 14 September at Saffron Walden, 20 September at Great Dunmow and 28 September at Stansted].

All

16/124 **Urgent Matters and items for the next Agenda**

124.1 Tri-annual Risk Assessment due – The Council undertook a full risk assessment every 3 years and this was due in the next few months. The Chairman would make the necessary arrangements with NFU.

Cllr Harvey

124.2 Request for dog bin on footpath through Bury Farm – This matter would be considered at the next meeting.

124.3 Broken fence at Bannister Green and missing street name sign at Stevens Lane – Members noted that the Clerk had arranged for the Village Attendant to repair the broken fence around the play area at Bannister Green and had asked UDC to replace the missing street name sign (Stevens Lane) on the Stevens Lane / Rayne Road junction.

124.4 Potholes in The Chequers car park – The Clerk would report these to ECC Highways.

Clerk

The meeting closed at 9.44 pm

Next Highways Committee Meeting: Wednesday 14 September in the URC Hall at 5pm

Next Planning Committee Meeting: Thursday 22 September in the URC Hall at 7.30 pm

Next Council Meeting : Wednesday 5 October in the URC Hall at 7.30 pm

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Chairman 5 October 2016

FELSTED PARISH COUNCIL

Meeting 7 September 2016, Agenda Item 8 — Correspondence

1. UDC - Rural exception housing in villages - Summer Litter campaign launched on 15 August - Active Uttlesford workshop on 'Guide to getting the right sports grant' – 20 September - Community Governance reviews 2016-17 (electoral boundary anomalies)
2. ECC - Temporary waiting restrictions outside Post Office, Station Road (29 August to 5 Oct) - Crackdown on illegal waste at recycling centres (See Agenda Item 11) - Making the Links August bulletin
3. EALC - AGM on 22 September (Foakes Hall, Gt Dunmow from 12.30pm)
4. Letter from resident re 'Obstructions on the highway verge'
5. Numerous letters and e-mails re Station Road temporary road closure and its impact on bus services, traffic etc (see Item 11 on Agenda)
6. Uttlesford Foodbank – Search for suitable premises in Felsted
7. Marie Curie – Request for donation
8. RCCE – Oyster magazine Issue 39 (Summer 2016)
9. CPRE – AGM on 1 October at Coggeshall - Countryside Voice Summer 2016

Unpaid List – September 2016

	Date	Num	Memo	Open Balance	Cheque number
Acumen Wages Service					
	22/08/2016	13883	Salary admin August 2016	24.00	
Total Acumen Wages Service				24.00	102392
Affinity Water(formerly Veolia)					
	06/08/2016		Allotment w water supply (Jan - July 2016)	79.71	
Total Affinity Water(formerly Veolia)				79.71	DD
Barlow Tyrie Ltd					
	12/08/2016		Teak bench seat	355.00	
Total Barlow Tyrie Ltd				355.00	102391
BFR Electrical Testing					
	22/08/2016	5050	Annual electrical appliance test	54.00	
Total BFR Electrical Testing				54.00	102393
D M B Smith					
	04/09/2016		Clerk's salary - August 2016	649.94	
	04/09/2016		Clerks mileage (£15.30) and expenses (£44.67)	59.97	
Total D M B Smith				709.91	102394
EON					
	15/08/2016	HF0BC103F	Pavilion electricity 14.7 to 14.8.16	18.00	
	23/08/2016	H135C653FC	MUGA electricity 14.7 to 23.8.16	26.23	
Total EON				44.23	DD
M D Landscapes (Anglia) Ltd					
	28/08/2016	602	Grass cutting 17 August 2016	378.00	
Total M D Landscapes (Anglia) Ltd				378.00	102395
Peter J Watson					
	04/09/2016		Asst Clerk's salary - August 16	211.37	
	04/09/2016		Asst Clerk's mileage August 2016	4.50	
Total Peter J Watson				215.87	102396
PKF Littlejohn					
	17/08/2016	SB20160292	External Audit fee 2016	360.00	
Total PKF Littlejohn				360.00	102397
R Chapman					
	04/09/2016		Unlocking toilets etc (1.8 to 4.9.16)	100.00	
Total R Chapman				100.00	102398
S P Barnard					
	04/09/2016		Village Attendant August 2016	525.00	
Total S P Barnard				525.00	102399
Uttlesford Association of Local Councils					
	15/08/2016		2016-17 Membership subscription	25.00	
Total Uttlesford Association of Local Councils				25.00	102400
TOTAL				2,870.72	