

FELSTED PARISH COUNCIL

Minutes of the 1035th Meeting held on 5 October 2016

at 7:30 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Frances Marshall, Anna McNicoll, John Moore, Peter Rose and Chris Woodhouse.
11 members of the public were also present including District Councillor Alan Mills and Poppy Mifsud (Youth Representative) plus Nigel Beavan and Nicky Wilcox from Affinity Water.
- 16/125 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillor Stephanie Woodhouse, County Councillor Simon Walsh and District Councillor Marie Felton. There were no declarations of interest.
- 16/126 **Public Forum**
No matters were raised by the public.
- 16/127 **Minutes of the Meeting held on 7 September 2016**
These Minutes were approved and were signed by the Chairman.
- 16/128 **Minutes of the Highways Committee meeting on 14 September and the Planning Committee meeting on 22 September 2016**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 16/129 **Matters arising from the September Council meeting**
- 129.1 Overgrown pavement at Braintree Road (Item 16/109.2)** – Members noted that the Village Attendant had trimmed back the hedge to the west of the school entrance and he had also repaired the broken fence around the Bannister Green play area.
- 129.2 Youth Representatives (Item 16/109.6)** - The Chairman welcomed Poppy Mifsud to the meeting. It was hoped that the other 2 Youth Representatives would be available to attend the next meeting.
- 129.3 Storage of Council records (Item 16/109.7)** – Cllr Chris Woodhouse confirmed that he would make arrangements to collect the Council records shortly. Cllr C Woodhouse
- 129.4 Letter from resident re obstructions on the highway verge (Item 16/112.4)** – Members noted that the resident had sent a further letter and it was agreed to put this item on the Agenda for full consideration at the next meeting.
- 129.5 Outdoor Gym equipment (Item 16/114.2)** - The original resident had contacted the Clerk and provided further information on the types of equipment available but he had concluded that more detailed research was required. Councillors were concerned at the apparent lack of interest in the scheme received from residents so it was agreed not to pursue this project at this time.
- 129.6 Road closure at Station Road (Item 16/115.1)** – Members were pleased to hear that the scheduled 6 week closure had been completed at 5pm that day and the road was now fully open again. The closure had caused significant problems for residents, businesses and the schools in Felsted.
- 129.7 Potholes in Stebbing Road (Item 16/115.1)** – The Clerk had been informed by ECC Highways that the potholes reported did “not meet the criteria for repair but that they would be monitored”. Given the depth of the potholes concerned, members agreed that the Clerk should contact Highways again and urge them to reconsider this decision. Clerk
- 129.8 Highway Rangers work (Item 16/116)** – The Highway Rangers had completed their refurbishment of many road sign fingerposts within Felsted and it was agreed that the Clerk would write congratulating them on the high standard of the work. Clerk
- 129.9 Felsted Market Cross (Item 16/120)** – Members noted that an expert geologist had inspected the Market Cross base the previous day.
- 129.10 Parking of construction workers vehicles in playing field car park (item 16/122.7)** - Members noted that the arrangement had commenced on 19 September and was working smoothly. A cheque for £500 had been received from Horizon Construction.

129.11 Tree works at the playing field – The Clerk informed members that this work would be undertaken from 8-10 November. Some access restrictions may be required during this period.

129.12 Closure of the churchyard – Members noted that the diocese had formally agreed to the closure, so the matter would now be referred to the Ministry of Justice for publication of the necessary notices and final confirmation of closure in due course. It was noted that the Council would be responsible for public liability insurance for the churchyard once the transfer has taken place.

16/130 **Presentation on the Affinity Water ‘Water Saving Programme’**

Nigel Beavan from Affinity Water explained that the current level of water usage, combined with the number of new houses being built, meant that projections showed that there would be a shortfall of 170 million litres of water a day by 2040, if no action was taken to reduce water consumption. Water resources were actually falling, as a result of reduced rainfall levels to replenish rivers and the underground aquifers.

To address the problem Affinity Water had introduced a Water Saving Programme to encourage and educate customers to use less water, to reduce leakage from supply pipes and to install water meters in every house within their supply area (currently 45% of properties have a water meter). This Water Saving Programme will be rolled out in Felsted from January 2017. Smart water meters will be installed in all currently unmetered properties. However residents will have the option, for the first 2 years, to continue paying for their water on the ‘rateable value’ basis rather than on the water meter reading. Once residents choose to pay based on the water meter reading they will not be able to revert to the ‘rateable value’ basis. All residents will also be offered a free Home Efficiency Check which will include free items to help reduce their water usage.

Members and the public then took the opportunity to ask a number of questions about the new programme and also wider questions on the water supply generally. The Chairman thanked Nigel Beavan and Nicky Wilcox for attending the Council meeting and giving such an interesting and informative presentation.

16/131 **County and District Councillor Reports**

131.1 County Councillor’s Report – Members noted County Cllr Simon Walsh’s report which included details of the following: ECC’s decision to provide 400 additional special school places across Essex and separately to apply to the Government for 3 individual autism-specific schools to be built in the County, a request to submit nominations to the Essex Teaching Awards, the success of the recent Roald Dahl themed Reading Challenge run by Essex Libraries, a new government funded scheme to assist adult learners and the Stoptober quit smoking campaign

131.2 District Councillor’s Report – The report included details of a review of the Council Tax single person discount, the latest developments for the Police to share accommodation in Saffron Walden with UDC (The Lodge), festive car parking incentives (free use after 2pm daily from 1 December), RSPCA award for the Council’s Animal Warden service and the 2017-18 UDC budget consultation survey.

16/132 **Casual Vacancy**

Members noted that the public had not requested an election to fill the casual vacancy and UDC had accordingly given authority for the Council to fill the seat by co-option. The vacancy had been advertised on the website and notice boards, with a deadline of 12 October, and to date 3 candidates had confirmed that they would be interested. It was agreed that the Clerk would arrange for all the candidates to attend an interview session on a date to be decided. Members would then vote and co-opt the most suitable candidate at the November meeting.

16/133 **Correspondence**

Members noted the Correspondence received (see p7) including:

133.1 UDC Parish Forum on 10 October – Cllr Anna McNicoll and Asst Clerk Peter Watson agreed to attend this meeting.

133.2 ECC Flooding Diversion Scheme – It was agreed to suggest that Causeway End Road be included in this scheme.

133.3 Consultation on Local Government Finance Settlement – Members agreed that the Clerk should respond to this DCLG consultation, objecting to the proposal to extend Council

Cllr McNicoll
& Asst Clerk

Clerk

Tax 'referendum principles' to larger Town/Parish Councils.

133.4 Advanced Councillor Training Courses on 15 November and 6 December – Cllrs Bennett and Moore would confirm if they were able to attend one of these sessions.

Cllrs Moore & Bennett

133.5 Request to fund SERCLE (Campaign against development of the 'Andrewsfield Community Village' - The Group were currently relying on goodwill and personal funding to run their campaign. It was agreed that this request would be formally considered at the November Council meeting.

133.6 Holmes and Hills Planning Seminar – Cllr Freeman and the Clerk would attend this seminar on 1 November at Sudbury.

Cllr Freeman & Clerk

133.7 Unauthorised new housing development signage – The Clerk had removed signs placed in a dangerous position near Lime Walk and it was agreed that the Village Attendant should remove other unauthorised signage as necessary in future.

16/134 **Finance**

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

134.2 Receipts – Members noted the following receipts: £33,339.50 Precept for 2016-17 second instalment, £2 allotment rent and £500 from Horizon Construction for use of the playing field car park.

134.3 Revised Model Financial Regulations – Cllr Moore and the Clerk had considered the document in detail and had circulated a recommended draft to all councillors for approval. It was proposed by Cllr Moore, seconded by Cllr Marshall and unanimously agreed to adopt the revised Financial Regulations.

16/135 **Playing Fields**

135.1 Additional play equipment at Ravens Crescent playing field - The Clerk had received a quotation from Sovereign but her appointment with Playdale had been postponed and would now be on 19 October. It was agreed to consider this again at the next meeting.

135.2 2016 Playground Inspection – The Clerk had received one quotation to undertake the Annual Playground Inspection but a second quotation was awaited. It was agreed to consider this again at the next meeting.

135.3 Review of football club charges for 2016-17 season – Having carried out substantial improvements to both the pitch drainage and the pavilion it was proposed by Cllr Marshall, seconded by Cllr Moore and unanimously agreed to charge each football club (Felsted Rovers and Felsted and Rayne Youth team) £250 for the 2016-17 season. This would be reviewed if prolonged wet weather caused any usage problems.

16/136 **Highway matters**

136.1 Temporary closure of Station Road (north of Baynard Avenue, Flitch Green) –

Members were delighted to learn that the temporary 6 week road closure had been removed earlier that afternoon and the road was now fully open again. The closure had caused significant problems for residents and also for the schools and local businesses.

The Bursar of Felsted School had requested a further meeting with Cllrs Harvey and Hinde to consider long term actions that could help to alleviate traffic problems in the centre of the village. It was agreed that the Clerk would make the necessary arrangements.

Clerk

136.2 Bridleway Ring – Members noted that the Chairman had spoken to Simon Marriage and would be arranging a meeting to request that he reconsider his position to enable the Bridleway Ring project to progress.

Cllr Harvey & Clerk

136.3 Relocation of Village of the Year and Neighbourhood Watch signage at Watch House Green – The owners of Whipper Snappers nursery had requested that these signs be moved as they significantly reduced sight lines for vehicles emerging from the nursery access road onto Braintree Road. The Clerk had met the owners on site and had agreed to relocate the signage. This work had now been completed (with the approval of the WHG Neighbourhood Watch Group).

16/137 **Parking Enforcement contract**

Members noted that the contract was due for renewal and the Clerk had obtained a quotation from NEPP to undertake the additional visits, totalling 1 hour per week during term time, from September 2016 to July 2017 (inclusive). The total cost would be £1020 and Felsted School had confirmed that they would be willing to continue to pay half the cost for the current school year. It was proposed by Cllr Hinde, seconded by Cllr Bennett and agreed (with 1 abstention)

to accept the quotation from NEPP. A cheque was accordingly signed for £1020 (Cheque number 102412).

16/138 **Litter Pick on 22 October 2016**

The Clerk reminded members that the Litter Pick had been organised for 22 October between 10-2pm and the event had been publicised on the notice boards, website and in Interface. Various Councillors (4) volunteered to Litter Pick the following areas: Bannister Green, Watch House Green, Hollow Road and Cock Green to Causeway End.

16/139 **Additional dog bins at Bury Farm and Felmoor Farm**

Members considered requests from the respective owners to install dog bins alongside footpaths at Bury Farm and Felmoor Farm to encourage dog walkers to clear up after their pets. It was proposed by Cllr Chris Woodhouse, seconded by Cllr Freeman and unanimously agreed to purchase 2 dog bins to be sited at these locations.

16/140 **'Road with no name' at Bannister Green**

Members noted that District Cllr Felton had queried the delay in agreeing a new policy at the highest level within UDC. The matter would be considered again at the next meeting.

16/141 **Quiet Lanes**

The Clerk had heard nothing further regarding the suggested meeting with the ULHP so it was agreed to leave this matter pending receipt of any further communication from the ULHP.

16/142 **Proposed Nature Area / Section 106 Agreement with Enodis**

District Cllr Mills reported that UDC had now signed off the planning conditions with Enodis. There had been no new developments so this matter would be considered at the next meeting

16/143 **Felsted Neighbourhood Plan**

Roy Ramm, Chairman of the Felsted NP Group, gave an update on progress made by the NP Group. He suggested that now that UDC had provided initial numbers for proposed development in the village, it was important that the NP Group and the PC should maintain a close dialogue. The NP Group had expressed concerns regarding some sections of the PC response letter to UDC and wished to point out that they had never suggested that Section 106 funding was the only way of financing community projects although it was likely to play a part in the process. The Council responded that they felt it was much too early to identify specific sites for the 15-20 houses proposed in the draft Local Plan. It was agreed to maintain a close dialogue as the NP document was drafted.

16/144 **Tri-annual PC Risk Assessment**

The Clerk had been contacted by NFU and would shortly arrange a date for the Assessment.

16/145 **Proposed meeting with Police Crime Commissioner**

Flitch Green PC had indicated that they would wish to be involved with this meeting but an official response was awaited from Stebbing PC. There had also been no response to date from the PCC.

16/146 **Clerk's Matters**

146.1 Weekly Police Crime Lists – In the last 2 weeks there had been a house burglary in Braintree Road and separately, keys had been stolen for a fork lift truck and a gate lock stolen also in Braintree Road.

146.2 Emergency Plan – An informal meeting took place on 22 September which was attended by the Asst Clerk, Cllr Harvey, Richard Silcock of Linsells, Simon Woolley of Felsted School and Hazel Fox, Chair of Memorial Hall Committee. They discussed who else should be involved in the process (church, surgery, British Legion, The Swan, The Chequers and the W.I.) and the likely headline risks (local flooding, interruption to utility supplies and severe weather events). They also discussed current community resources and the need to identify vulnerable residents. The next meeting would take place on 19 October in the URC Hall.

146.3 Assets of Community Value – Members noted that the Asst Clerk was preparing the application for the convenience store/post office (Linsells).

146.4 Future Production of Felsted News – No volunteers had yet come forward and the Clerk had submitted a further article to Interface which would appear in the next edition.

Asst Clerk/
Cllr Harvey

Asst Clerk

146.5 CAA changes to Stansted Flightpaths – Members noted that Cllr Andy Bennett had attended the STACC meeting earlier that day and asked the Group to write to the CAA and NATS objecting to the changes to the flightpaths. STACC were arranging 3 public drop-in meetings including one in Felsted Memorial Hall on 15 November between 4-8pm. It was vital that as many residents as possible attend this session to express their dissatisfaction with the new flightpaths and draw attention to the level of disruption caused to residents. The event would accordingly be publicised on the notice boards, website and in Interface.

16/147 **Planning Decisions and New Applications**

147.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/1753/HHF **Mariskalls, Mill Road, Felsted**

Demolition of detached garage and single storey rear extension. Erection of single storey and two storey side and rear extensions.

Permission Granted 26 August 2016.

UTT/16/1937/FUL and UTT/16/1938/LB **Mission Hall at Aylands, Bannister Green**

Conversion of former Mission Hall to a dwelling including erection of single storey extension, removal of 2 no. external doors and associated internal alterations.

Planning and Listed Building Permission Granted 9 September 2016.

UTT/16/1961/HHF and UTT/16/1962/LB **Walnut Tree, Cobblers Green, Felsted**

Demolition of garage. Erection of single storey side extension with associated internal alterations and replacement garage.

Planning and Listed Building Permission Granted 8 September 2016.

UTT/16/2058/HHF **The Gables, Bannister Green, Felsted**

Proposed erection of a double garage.

Permission Refused 14 September 2016: (*"The proposed garage would, by virtue of its position and scale, cause harm to the character and appearance of the surrounding area ... [and] to the setting of the Grade II listed building known as Witneys"*).

UTT/16/2093/HHF and UTT/16/2648/LB **Straits Farm, Dunmow Road, Stebbing**

Proposed single storey garden room to the rear of the existing dwelling.

Planning Permission Granted 28 September 2016. (Listed Building application still pending).

UTT/16/2130/HHF **Orchard House, Bartholomew Green**

Erection of single storey rear extension.

Permission Granted 20 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/16/2207/TPO **Mariskalls Mill Road Felsted**

Raise crown to approximaly 5m, carry out 5m height reduction, 3-4m lateral reduction & remove major deadwood 1 no. Ash.

Permission Granted 14 September 2016.

UTT/16/2389/TCA **Kerwell House, Chelmsford Road, Felsted**

Fell 3 no. Holly trees.

No Objections 14 September 2016.

147.2 APPLICATIONS TO BE CONSIDERED AT THE 20 OCTOBER PLANNING COMMITTEE MEETING

UTT/16/2615/FUL **Land rear of Lord Riche Hall, Felsted School**
Proposed footpath lighting to sports courts.

UTT/16/2761/HHF **Andrews House, Braintree Road, Felsted**
Erection of cartlodge to rear of site. Rebuilding of front boundary wall and removal of entrance gates.

UTT/16/2762/LB **Andrews House, Braintree Road, Felsted**
Conservation dry-icing of internal beams. Re-rendering the house in lime render. Removal of stud wall in 1st floor bathroom. Timber sub floor to be replaced due to rotting.

147.3 CCC, UDC and BDC Local Plans

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

b) Braintree District Council – Members noted that BDC would be holding a series of Planning Sub Committee meetings to consider amendments to the draft Local Plan in the light of comments submitted to their consultation. These meetings will take place between October and December 2016.

c) Uttlesford District Council – Members noted that UDC Planning Policy Working Group had met and shortlisted 3 of the submitted Community Village sites (Great Chesterford 5000 homes / Easton Park 10,000 homes and Andrewsfield 4000 homes) to be considered further. Their next meeting on 25 October would produce final recommendations to be approved at the full UDC meeting scheduled for 8 November.

Cllr Bennett was involved with SERCLE and neighbouring parish councils to produce a submission to the UDC Planning Policy Working Group highlighting the problems of developing the Andrewsfield site. Felsted Planning Committee members were being consulted throughout the process and the District Councillors were being kept informed. It was agreed that the publicity process for both changes to the Stansted flightpaths and the Andrewsfield development proposal should be considered further at the next meeting to ensure that residents were informed effectively.

16/148 **Urgent Matters and items for the next Agenda**

148.1 Parking of cars at Molehill Green Road, Willows Green – It was agreed that the Clerk would report the proliferation of parked cars (29 cars parked on Thursday 29 September), which often restricted access to wider vehicles, to ECC Highways.

Clerk

148.2 Building work at Causeway End Road – The house nearest the junction between Causeway End Road and Chelmsford Road was undergoing major extension works. The contractors were unavoidably parking in the adjacent copse and it was agreed that the Clerk would write to the owners asking them to ensure that any damage to the grassed area was repaired at the end of the project.

Clerk

148.3 Purchase of daffodils for planting this autumn – It was agreed that Cllr Freeman would order 2000 daffodil bulbs and Councillors Marshall, Bennett, C Woodhouse and McNicoll volunteered to undertake the planting.

Cllrs
Freeman,
Marshall,
Bennett, C
Woodhouse
and McNicoll

148.4 Road sign broken at Cock Green – The Clerk would report this to ECC Highways.

The meeting closed at 9.58 pm

Next Finance Committee Meeting: Wednesday 12 October in the URC Hall at 5pm
Next Planning Committee Meeting: Thursday 20 October in the URC Hall at 7.30 pm
Next Council Meeting : Wednesday 2 November in the URC Hall at 7.30 pm

..... Chairman 2 November 2016

FELSTED PARISH COUNCIL

Meeting 5 October 2016, Agenda Item 8 — Correspondence

<p>1. UDC – Dates of Local Plan Exhibitions (<i>circulated to all Councillors</i>)</p> <ul style="list-style-type: none">- Constituency Boundary change proposals (see www.bce2018.org.uk.)- ‘Living Well in Uttlesford’ event on 1 November at UDC Offices- Community Achievement Awards nominees accepted – Invitation to presentation on 30 November (<i>UDC Council Chamber, Saffron Walden at 5.45pm</i>) [PLUS: Thank You letters received from both nominees]- Parish Forum on Monday 10 October (<i>UDC Council Chamber, Saffron Walden at 7pm</i>)
<p>2. ECC - Highways – Flooding Diversion Scheme</p> <ul style="list-style-type: none">- Road Closure Order for patching/resurfacing works including A131 Gt Leighs Bypass- Making the Links – September 2016
<p>3. EALC – DCLG Consultation on Local Government Finance Settlement (includes proposals to extend Council Tax referendum principles to larger Town/Parish Councils and long term possibly to smaller Parish Councils too). <i>EALC is urging all parish councils to respond</i></p> <ul style="list-style-type: none">- Legal Update – September 2016- Advanced Councillor Training Day courses (15 November and 6 December 2016)- New EALC Facebook Page- County Update – August / September 2016
<p>4. Request from local resident that the PC make a donation to SERCLE to help fund their campaign against the ‘Andrewsfield Community Village’ proposal</p>
<p>5. Letter from resident regarding ‘obstructions’ on the highway verge</p>
<p>6. Invitation to attend Holmes and Hills (free) ‘Commercial Property and Local Planning Guide for Parish Councils’ seminar (<i>1 November in Sudbury or 2 November in Braintree 6-7.30pm</i>)</p>
<p>7. Felsted Allotment Society AGM on 12 October in the British Legion Hall at 7.30pm</p>
<p>8. Superfast Essex Phase 3 Public Consultation – (<i>Register demand via the Make the Connection survey at www.superfastessex.org/registerdemand by Wednesday 12th October 2016</i>)</p>
<p>9. Essex Air Ambulance request for funding</p>
<p>10. Essex Playing Fields Association AGM on 13 October (County Cricket Ground Chelmsford at 8pm)</p>
<p>11. Uttlesford CAB AGM on 17 October (<i>Saffron Walden Town Hall at 12.30pm</i>)</p>
<p>12. Alzheimers Society – Volunteers required in Great Dunmow to support weekly Activity Groups</p>
<p>13. SSE – September Campaign Update</p>
<p>14. Came and Co – Change of address from 9 September 2016</p>

Unpaid List – October 2016

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	30/09/2016	29800	Repair to MJGA light	181.08	
	03/10/2016	29844	Annual street lighting contract	1,080.00	
Total A & J Lighting Solutions				1,261.08	102401
Acumen Wages Service					
	21/09/2016	13941	Salary admin - Sept 2016	24.00	
Total Acumen Wages Service				24.00	102402
BT					
	22/09/2016	Q038SZ	Broadband 1.9 to 30.11.2016	60.24	
	23/09/2016	Q0396E	Telephone 1.9 to 30 11.2016	119.08	
Total BT				179.32	DD
CPRE					
	23/09/2016		Membership for 2016-17	36.00	
Total CPRE				36.00	102403
D M B Smith					
	23/09/2016		Clerk's salary - September 2016	649.94	
	23/09/2016		Clerk's expenses (£38.15) and mileage (£15.30)	53.45	
Total D M B Smith				703.39	102404
E.ON					
	15/09/2016	H137951EAB	Electricity for MJGA - Sept 2016	20.21	
	15/09/2016	HF174D85F	Pavilion electricity - Sept 2016	16.57	
Total E.ON				36.78	DD
Felsted Poppy Appeal					
	23/09/2016		Poppy wreath and donation (LGA 1972 s137)	50.00	
Total Felsted Poppy Appeal				50.00	102405
HM Revenue & Customs					
	23/09/2016		Income Tax July to Sept 2016	146.00	
Total HM Revenue & Customs				146.00	102406
Office Team Ltd					
	23/09/2016	IO449520	10 reams of copier paper	55.20	
Total OfficeTeam Ltd				55.20	102407
Peter J Watson					
	23/09/2016		Asst Clerk's mileage - Sept 2016	4.50	
	04/10/2016		Asst Clerk's salary - Sept 2016	211.17	
Total Peter J Watson				215.67	102408
R Chapman					
	23/09/2016		Unlocking toilets etc 5.9 to 2.10.2016	80.00	
	03/10/2016	006	Flailing hedges and shrubbery on playing field	200.00	
Total R Chapman				280.00	102409
S P Barnard					
	22/09/2016		Village Attendant - September 2016	575.00	
Total S P Barnard				575.00	102410
Videcom Security Ltd					
	04/10/2016	34468	CCTV Maintenance contract 12.9.15 to 11.9.16	414.00	
	04/10/2016	34469	CCTV Maintenance contract 12.9.16 to 11.9 17	414.00	
Total Videcom Security Ltd				828.00	102411
TOTAL				4,390.44	