

FELSTED PARISH COUNCIL

Minutes of the 1036th Meeting held on 2 November 2016

at 7:30 pm in the URC Hall.

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

10 members of the public were also present including District Councillor Marie Felton.

16/149 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Graham Harvey, Andy Bennett, Nicholas Hinde and Peter Rose, County Councillor Simon Walsh and District Councillor Alan Mills. There were no declarations of interest.

16/150 **Public Forum**

150.1 Road with no name – Members were asked for an update on this long standing item. The Clerk explained that under current UDC policy the road did not meet the criteria to be given a name (100% of residents in agreement). However a new policy had been drafted by UDC which would change the requirement to 66% of residents in favour of a name. The UDC Cabinet had considered the new policy document some months ago but had referred it to the UDC Scrutiny Committee prior to giving it their formal approval. The document was still with the Scrutiny Committee and D Cllr Felton had spoken to many people at the highest level within UDC to expedite progress. Councillors wished to thank D Cllr Felton for her intervention and her efforts.

150.2 Closure of the Churchyard – An update was requested and the Clerk explained that the Diocese had approved the application which had now been passed to the Secretary of State, for publication of the necessary notices and final confirmation of closure in due course.

150.3 Search for Editor for Felsted News – It was suggested and agreed that local organisations should be contacted (British Legion, WI, Memorial Hall) to seek a volunteer to take over this role.

Clerk

16/151 **Casual Vacancy**

A total of 4 candidates had applied for the vacancy but one had subsequently withdrawn. The remaining 3 candidates had attended interviews on 19 October before a panel of 5 Councillors (2 other Councillors were also in attendance). The Clerk explained the voting process to Councillors. Written votes were taken from all Councillors present at the meeting. The first vote produced a tie so the candidate receiving the least number of votes was removed from the ballot. A second written vote was taken and Malcolm Radley achieved an overall majority of the votes cast. The Chairman thanked the unsuccessful candidates for their interest and hoped that they might be willing to assist the Council with various tasks in the future. Cllr Malcolm Radley was welcomed to the Council and having completed his Declaration of Acceptance of Office he took his seat.

16/152 **Minutes of the Meeting held on 5 October 2016**

These Minutes were approved and were signed by the Chairman.

16/153 **Minutes of the Finance Committee meeting on 12 October and the Planning Committee meeting on 20 October 2016**

These Minutes were noted and would be formally approved at the next meeting of the respective Committees.

16/154 **Matters arising from the October Council meeting**

154.1 Storage of Council records (Item 16/129.3) – Cllr Chris Woodhouse had made arrangements with the solicitors but had not yet collected the records.

154.2 Potholes in Stebbing Road (Item 16/129.7) – Members were pleased to note that ECC Highways had filled a large number of potholes (20+) on Stebbing Road between its junction with the B1256 and the Flitch Way bridge.

154.3 Presentation by Affinity Water (Item 16/130) – Nicky Wilcox from Affinity Water had

Cllr C
Woodhouse

informed the Clerk that their Asset Management team were currently working on a plan for a reinforcement scheme for the Felsted area which would improve the performance of the local network and increase water pressure. This scheme was expected to be completed in 2017. It was agreed to include this information on the website and to monitor the situation.

Clerk

154.4 UDC Parish Forum (Item 16/133.1) – Asst Clerk Peter Watson and Cllr McNicoll reported that they had been given a timetable for the Local Plan process at the meeting but that this had then been substantially amended by UDC. Members noted a UDC proposal to instigate a paperless system for Planning applications. Many objections were raised by Parish Councils at the meeting because whilst reducing UDC costs the scheme would substantially increase costs for individual parishes (additional printing/ possible purchase of projector).

154.5 Advanced Councillor Training Courses (Item 16/133.4) – No members were in a position to attend these courses on 15 November and 6 December.

154.6 Holmes and Hills Planning seminar (Item 16/133.6) – Cllr Freeman and the Clerk had attended this seminar and found it very informative especially the sections on Village Greens and Assets of Community Value. It was suggested that a car park and doctor's surgery might be registered as ACV's. It was agreed to consider this suggestion further at the November planning committee meeting.

Asst Clerk

154.7 Litter Pick on 22 October (Item 16/138) – The Clerk reported that the Litter Pick had been very well supported. A large quantity of rubbish had been collected from the Braintree Road between Sparlings Farm and the A120 roundabout but 3 separate groups had reported smaller quantities of litter around the village centre (Jollyboys Lane north, Braintree Road and Woodleys car park) compared to the previous pick. It was agreed to hold a further 2 litter picks in the village during 2017.

154.8 PC Risk Assessment (Item 16/144) – Members noted that the Risk Assessment had been carried out that morning and the report was awaited.

154.9 Planting of daffodils around the village (Item 16/148.3) – The daffodils had been purchased, distributed to Councillors and planting was underway.

154.10 Cemetery and Greens and Commons training courses (Item 16/73.3) – The Clerk had found both courses very informative although the latter had focused more on Commons than on Village Greens. She would be checking that the various Felsted Greens are all Registered.

Clerk

16/155

County and District Councillor Reports

155.1 County Councillor's Report – Members noted County Cllr Simon Walsh's Report which included the following: the 'Staying well this winter' campaign, the provision for 13,309 new primary school places and 12,2709 new secondary school places between now and 2025, improved attendance figures at Essex primary and secondary schools, ECC's support for the recent Government announcement of a third runway at Heathrow Airport, a new scheme to provide public wi-fi systems in village halls and community buildings (including funding opportunities which are available to help provide this service) and details of the new restrictions at recycling centres throughout Essex which came into effect last Monday.

155.2 District Councillor's Report – The Report included details of improved debt collection from UDC housing tenants, the construction of a gazebo at Alexia House in Great Dunmow as part of the Willmott Dixon Management Trainee Challenge scheme and the recent timeframe changes for the Local Plan (District Councillors will meet on 8 November for a briefing on the new timetable). D Cllr Felton confirmed that all three proposed Community Village sites would now be reconsidered.

16/156

Correspondence

Members noted the Correspondence received (see p6) including:

156.1 Public Transport Representatives meeting – The Clerk read out a report from Bryan Grimshaw which highlighted the threat to Service 16 because of low passenger numbers and the availability of DaRT 1 to residents living in Willows Green, Batholomew Green and surrounding areas (former Service 134 route). The timetable for Service 133 had also been amended to reinstate the 9.35am service to Stansted Airport. Details of these bus service changes would be publicised on the website, in Interface and on notice boards.

Clerk

156.2 Free Tree packs from OVOEnergy – It was agreed to apply for a pack of 50 tree saplings

Clerk

156.3 Timetable for submitting 2017-18 precept application – Members noted that the deadline was 27 January 2017.

- 16/157 **Finance**
157.1 Payments -The list of payments on p7 was approved. Members noted that future payments to Affinity Water would be under the name of Affinity for Business.
157.2 Receipts – Members noted the following receipts: £193 Allotment rents for 2016-17, £500 from Felsted Events Committee towards cost of defibrillators and £101.25 Essex Clerk’s Bursary towards cost of 2 training courses.
157.3 Consideration of funding for SERCLE – Members supported the campaign that SERCLE was undertaking against the Andrewsfield Community Village proposal but agreed to request further details on how any donation would be spent before considering this again at the next meeting.
- 16/158 **Playing Fields**
158.1 Additional play equipment at Ravens Crescent playing field - The Clerk had received two quotations (from Sovereign and Playdale) but a third quotation from Wicksteed was still awaited. A letter from a local resident was noted. Members considered the likely cost of individual items of equipment and agreed that specific quotations should be requested from the 3 companies for a double baby swing, a double junior swing and a tower unit all with Grasslok safety surfacing. These quotes would be considered at the next meeting.
158.2 Playground Inspection 2016 – Members considered the 2 quotations received (from Broadmead Engineering and Vulcan). Because of the significant difference in cost between these quotes it was agreed that the Clerk would contact Rospa and obtain a third quote for consideration at the next meeting.
158.3 Fields in Trust application – The Asst Clerk reported that he had confirmed that all the playing field land was Registered and he agreed to pass all the relevant documentation to the Clerk for her retention. He would chase Fields in Trust for a response to the application before the next meeting. Asst Clerk
- 16/159 **Highway matters**
159.1 Bridleway Ring – Members noted that no date had yet been set for the meeting with Simon Marriage. This would therefore be considered further at the next meeting. Cllr Harvey & Clerk
159.2 Obstructions on highway verges - Members considered the letter received from a resident of Molehill Green Road, Willows Green. It was agreed to respond that the Council had received a number of complaints from residents regarding the obstruction on the grass verge opposite their property and had accordingly reported the problem to ECC Highways, as it was Highways responsibility to deal with such matters. ECC Highways had subsequently carried out an assessment and requested removal of the obstruction. Clerk
159.3 Watch House Green bus shelter window – Members were disappointed to note that the bus shelter window had again been damaged within a couple of weeks of the new glass being installed. It was agreed to repair the window using a polycarbonate material instead of glass in the hope that this would prove more durable.
159.4 Removal of dead oak tree on Footpath 107 (Alderton Close to Chaffix) – Members noted that UDC had been asked to remove this dangerous dead tree about 3 months ago but no action had yet been taken. It was agreed to report the problem to ECC Highways and request urgent action to remove the tree which posed a danger to both pedestrians and nearby properties. Clerk
- 16/160 **‘Road with no name’ at Bannister Green**
This item had already been discussed during the Public Forum – see Item 16/150.1
- 16/161 **Proposed Nature Area / Section 106 Agreement with Enodis**
There had been no new developments so this matter would be considered at the next meeting
- 16/162 **Felsted Neighbourhood Plan**
Cllr Moore reported that the NP Group were beginning to pull together the proposed 6 policy statements prior to commencing work on the draft NP document. Members noted that the Prime Minister had recently stressed the importance of Neighbourhood Plans in future planning decisions and members confirmed that they fully supported the NP process.
- 16/163 **Proposed meeting with Police Crime Commissioner**
Having received no response from the PCC the Clerk had sent a chasing e-mail. She had subsequently received a ‘standard response’ indicating that her correspondence would be

dealt with in the next 20 days.

16/164 **CAA changes to Stansted Flightpaths**

The Stansted Airport public drop-in session at Felsted Memorial Hall on 15 November between 4-8pm had been publicised on Notice Boards, in Interface and on the website. It was agreed to notify Flitch Green PC of the meeting and also put leaflets in Linsells shop (subject to the owners agreement) to further encourage attendance. Members felt that it was vital that as many residents as possible should attend this session to express their dissatisfaction with the new flightpaths and draw attention to the level of disruption caused to villagers.

Clerk

Cllr Bennett had agreed to attend the STACC Environmental Issues Group meeting on 9 November (9.30am at Enterprise House, Stansted Airport) and either Cllr Chris or Cllr Stephanie Woodhouse agreed to join him.

Cllrs
Bennett &
Woodhouse

16/165 **Clerk's Matters**

165.1 Weekly Police Crime Lists – Members noted that 2 fork lift trucks had been stolen from Braintree Road but both had subsequently been recovered and returned to their owners. Members were disappointed that the new format of the Police Crime Lists provided significantly less information than previously.

165.2 Emergency Plan – Members noted that the meeting scheduled for 19 October had been postponed and it was hoped to re-arrange it for next week.

Asst Clerk/
Cllr Harvey

165.3 Assets of Community Value – The Asst Clerk reported that he was preparing the application for the convenience store/post office (Linsells) which would be submitted to UDC, along with the applications for pubs and halls, by the end of November. Members noted that a number of pubs and shops designated as ACV's, had experienced problems raising funds for their business because the ACV status precluded the lender from disposing of the properties quickly in a default/forced sale situation. This could have an adverse effect on the businesses concerned.

Asst Clerk

165.4 Future Production of Felsted News – This matter had been discussed during the Public Forum – see Item 16/150.3. A resident had suggested that Felsted News should primarily be available online with hard copies only being supplied on request. This would negate the need for delivery volunteers but would still require an Editor. Members did not necessarily agree with this suggestion.

165.5 Purchase of 2 defibrillators and cabinets – Members noted that Richard Silcock had the opportunity to purchase 2 defibrillators and cabinets at £999 each via a contact at a neighbouring parish council. £500 had been transferred from Felsted Events Committee to the PC towards the cost of the defibrillators and the Council was already holding £500 from D Cllr Felton. A further £500 had been offered from Felsted School. Given that the 2 defibrillators could now be purchased for the original expected cost of one machine it was proposed by Cllr Freeman, seconded by Cllr Moore and unanimously agreed to purchase the 2 machines and cabinets. One machine would be located at Felsted Primary School and the second was likely to be placed outside the Memorial Hall (subject to final confirmation).

16/166 **Planning Decisions and New Applications**

166.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/1779/FUL and UTT/16/1780/LB **Potash Farm, Cobblers Green, Felsted**

Demolition of conservatory, erection of replacement orangery, and internal and external alterations including removal of floor slab and changes to fenestration; Conversion of barn to separate dwelling, incorporating the erection of extensions and internal and external alterations including increasing the ridge height, re-cladding the walls and roof, inserting glazing, installing roof insulation and rooflights, and forming a first floor. Creation of new vehicular access. Erection of condenser-bin store.

Planning and Listed Building Permission Granted 13 October 2016.

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/16/2369/HHF and UTT/16/2370/LB **Three Horse Shoes, Bannister Green, Felsted**
Proposed rear and side ground floor extensions and potting shed with associated internal alterations.

Planning and Listed Building Permission Refused 18 October 2016. (*"The application does not provide sufficient information or evidence to demonstrate that the proposals would not adversely affect protected species, namely bats."*)

Tree work decision received:

UTT/16/2702/TCA **Top Tower Flat, Felsted School, Braintree Road**

Reduce the height of Poplars by 15-18 metres (50%) — 7 no. Poplars.

Tree Permission Granted 28 September 2016.

166.2 APPLICATIONS TO BE CONSIDERED AT THE 17 NOVEMBER PLANNING COMMITTEE MEETING

UTT/16/2946/HHF **Montague House, Mill Road, Felsted**

Proposed single storey extension to existing garage.

166.3 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 the BDC series of Planning Sub Committee meetings, to consider amendments to the draft Local Plan in the light of comments submitted to their consultation, were ongoing.

c) Uttlesford District Council – UDC officers had been expected to recommend 2 new Community Villages within Uttlesford, at Easton Park and Andrewsfield, to the Uttlesford PPWG meeting on 25 October. The Joint Parishes (in conjunction with SERCLE) accordingly submitted an Open Letter to all UDC Councillors on 19 October outlining their concerns regarding the Andrewsfield (and Boxted Wood) proposed settlement.

The following day UDC published a 'Local Plan Statement' explaining that they had 'paused the formal decision making process for the draft Local Plan' to enable them to provide Members with 'more information and greater clarity on the emerging evidence'. The planned public consultation would not now take place until the New Year.

The Chairman thanked both District Councillors for their work on this important subject and also recognised the work undertaken by the parish council and in particular Cllr Bennett, in conjunction with SERCLE and the Joint Councils, to register their combined opposition to the development of the Andrewsfield site. He believed that this had been a significant contributory factor causing UDC to reconsider their position on the Local Plan.

16/167 **Urgent Matters and items for the next Agenda**

No matters were raised.

The meeting closed at 9.31 pm

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

Next Finance Committee Meeting: Wednesday 23 November in the URC Hall at 5pm

Next Council Meeting : **Wednesday 7 December in the URC Hall at 7.30 pm**
(preceded by drinks and light refreshments from 7pm)

..... Chairman
7 December 2016

FELSTED PARISH COUNCIL

Meeting 2 November 2016, Agenda Item 8 — Correspondence

- | |
|---|
| 1. UDC – Local Plan Statement <ul style="list-style-type: none">- Timetable for submitting 2017-18 Precept documents (deadline 27 January 2017)- Local Government Association Corporate Peer Challenge – Focus Group for Clerks and Chairmen on 8 November (<i>UDC Offices at 2.15pm</i>)- Winter Warmer campaign |
| 2. ECC - Making the Links – October 2016 |
| 3. EALC – Legal Update – October 2016 |
| 4. Public Transport Representatives meeting report – Threat to Service 16 and use of DaRT 1 service for residents in Bartholmew/Willows/Bannister/Cock and Gransmore Greens |
| 5. New timetable for bus service 133 (starting 30 October) |
| 6. Felsted Allotment Society Minutes of AGM on 12 October and Accounts for 2015-16 |
| 7. Free Tree packs from OVOEnergy (packs of 50 for planting in Jan/Feb 2017) |
| 8. SSE – Response to Heathrow Runway Announcement <ul style="list-style-type: none">- Next Parish Council Liaison meeting 15 November |
| 9. Mid Essex Hospital Service – Guide to using A&E services (<i>From mid October patients going to A&E with conditions that are not serious or life-threatening may be redirected to other services</i>) |
| 10. Aviation Environment Federation – Invitation to AGM on 14 November |
| 11. Came and Co – ‘Council Matters’ Autumn 2016 |
| 12. Tesco ‘Bags of Help’ scheme – Applications invited |
| 13. Charity Commission News – Autumn 2016 |

Unpaid List – November 2016

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions	13/10/2016	29862	Street light repairs (Chelmsford Rd/ 18 Chaffix/	163.74	
	19/10/2016	29887	Street light repair - Stebbing Road	134.40	
Total A & J Lighting Solutions				298.14	102413
Andy Bennett	17/10/2016		Mileage to 2 meetings on 3 and 5 October 2016	19.80	
Total Andy Bennett				19.80	102414
B & H M Baker	18/10/2016	0855	21 boxes of plants	105.00	
Total B & H M Baker				105.00	102415
Buzz Supplies Ltd	31/10/2016	55671	Toilet rolls	45.23	
Total Buzz Supplies Ltd				45.23	102416
Command Pest Control Ltd	04/10/2016	762165	Allotment rodent control Oct 16 to Jan 2017	54.00	
Total Command Pest Control Ltd				54.00	102417
D A Dempsey	24/10/2016		Fertiliser for tubs	8.85	
Total D A Dempsey				8.85	102418 *
E A L C	11/10/2016	7342	Greens and Commons course on 20 October 2016	85.00	
Total E A L C				85.00	102419
EON	12/10/2016	H13950A92E	Street light electricity - Sept 2016	234.65	
	15/10/2016	H13981FE78	October electricity for MUGA	22.14	
	15/10/2016	HF21424DA	October pavilion electricity	18.44	
Total EON				275.23	DD
East Anglia's Children's Hospices (EACH)	31/10/2016		Donation 2016-17	200.00	
Total East Anglia's Children's Hospices (EACH)				200.00	102420
Farleigh Hospice	31/10/2016		Donation for 2016-17	100.00	
Total Farleigh Hospice				100.00	102421
Diane Smith	01/11/2016		Clerk's October salary	649.94	
	01/11/2016		Clerk's October expenses: £123.23/mileage £59.40	182.63	
Total Diane Smith				832.57	102422**
Graham Eaves	03/10/2016	U1497	3 black printer inks (Q payable to DMBS)	29.85	
Total Graham Eaves				29.85	102422**
Keith Schorah	17/10/2016	dw eb1104-i009	2 years domain registration	78.00	
Total Keith Schorah				78.00	102423
Lincolnshire Garden Supplies	06/10/2016	2181	Daffodil bulbs (Q payable to R Freeman)	154.80	
Total Lincolnshire Garden Supplies				154.80	102424
M D Landscapes (Anglia) Ltd	01/10/2016	641	Grass cutting - Sept 2016 (2 cuts)	756.00	
Total M D Landscapes (Anglia) Ltd				756.00	102425
R Chapman	31/10/2016		Unlocking toilets etc - 3 to 30 October 2016	80.00	
Total R Chapman				80.00	102426
S P Barnard	30/10/2016	51	Village Attendant - October 2016	525.00	
Total S P Barnard				525.00	102427
Uttlesford Citizens Advice Bureau	31/10/2016		Donation for 2016-17	200.00	
Total Uttlesford Citizens Advice Bureau				200.00	102428
Westcotec Ltd	31/10/2016		VAS sign battery charger	72.00	
Total Westcotec Ltd				72.00	102429
Peter Watson	01/11/2016		Asst Clerk's October salary	211.37	
	01/11/2016		Asst Clerk's October expenses	4.50	
Total Peter Watson				215.87	102430
Wyvale Garden Centre	18/10/2016		Compost for tubs (Q payable to D Dempsey)	96.00	
Total Wyvale Garden Centre				96.00	102418*
Felsted Allotment Association	01/11/2016		Return of payment (part) P Carpenter	30.00	
	01/11/2016		Allotment Association expenses	250.00	
Total Felsted Allotment Association				280.00	102431
TOTAL				4,511.34	
PLUS: Philip J Reeve Fitting new glass to Watch House Green bus shelter £89.00 Cheque number 102432					
* Cheque 102418 (David Dempsey) - Total £ 104.85					
**Cheque 102422 (Diane Smith) - Total £ 862.42					