

FELSTED PARISH COUNCIL

Minutes of the 1037th Meeting held on 7 December 2016

at 7:30 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Frances Marshall, John Moore and Peter Rose.

8 members of the public were also present plus County Councillor Simon Walsh, District Councillor Alan Mills and Youth Representatives Poppy Milford and Elicia Carrington.

16/168 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Malcolm Radley, Anna McNicol, Chris Woodhouse and Stephanie Woodhouse and District Councillor Marie Felton. Cllr Harvey declared a non-pecuniary interest in Item 16/177.2.

16/169 **Public Forum**

The Chairman wished everyone present the compliments of the season and members expressed their appreciation to the Chairman's wife for providing the delicious refreshments which had been served prior to the commencement of the meeting.

169.1 CCTV Cameras – The Clerk confirmed that the CCTV cameras were fully operational.

169.2 Village fingerposts - It was noted that the Uttlesford Highway Rangers had made an excellent job of refurbishing many of the village fingerposts and that the Council had already sent them a letter of thanks. It was agreed to ask them to repair the fingerpost at the junction of Rayne Road and Cock Green Road in Bannister Green.

It was also agreed that the Clerk would report the missing signpost (at the junction of Rayne Road and "the road with no name") in Bannister Green, to ECC Highways and also 2

Clerk

169.3 Start time of future PC meetings – The Chairman, having previously canvassed Councillor's opinions, suggested that future Council meetings should start at 7pm instead of 7.30pm. There were no objections from the public to this idea and it was agreed to formally discuss this again at the January meeting (which would begin at 7.30pm as usual).

Clerk

16/170 **Minutes of the Meeting held on 2 November 2016**

These Minutes were approved and were signed by the Chairman.

16/171 **Minutes of the Finance Committee meeting on 23 November and the Planning Committee meeting on 17 November 2016**

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

16/172 **Matters arising from the November Council meeting**

172.1 Storage of Council records (Item 16/154.1) – It was agreed to consider this again at the next meeting.

172.2 Affinity Water – Compulsory installation of water meters (Item 16/154.3) –

Members noted that households had begun to receive their letters detailing the arrangements for the compulsory installation of water meters.

172.3 Free trees from OVO Energy (Item 16/156.2) – The Clerk had applied for the free tree packs but she was awaiting confirmation as to whether the application had been successful.

172.4 Obstructions on highway verges (Item 16/159.2) – The Clerk read out a further letter from the resident of Molehill Green Road, Willows Green and members noted its content.

172.5 Watch House Green bus shelter (Item 16/159.3) – The Clerk had not yet been able to contact Philip Reeve but she would do so before the next meeting.

Clerk

172.6 Uttlesford Community Achievement Awards – Members noted that the award ceremony had taken place the previous week. David Dempsey had attended to receive his award and Alan Thawley had been represented by Lucy Beaufreere and Catherine Gould from the Playing Field Group. Both had thanked the Council for their nominations.

16/173 **County and District Councillor Reports**

173.1 County Councillor's Report – County Cllr Simon Walsh presented his Report which included the following: Application period now open for primary school places from September

2017, Essex Energy Switch 2016, the Priority Services Register for power supplies (for extra help during any power cuts) and the ECC Budget setting process. County Cllr Walsh agreed to report the roadwork signs which had not been collected (Item 16/169.2 above) and also to look into the increased incidence of low flying military helicopters in the area which was causing concern to residents.

173.2 District Councillor's Report – The Report included details of the relaunched Audley Rooms wedding venue, free afternoon parking in UDC run car parks during December, the Community Project Grant scheme, Phase 3 of the Superfast Essex broadband programme, public approval of the Great Dunmow Neighbourhood Plan and the recent MOD decision to sell off Carver Barracks. District Cllr Mills also provided an update on the UDC Local Plan process and urged the Felsted NP Group to proceed to referendum as soon as possible to prevent further speculative development applications.

The District Councillors had funds available to support local good causes up to the end of the current financial year, and invited applications from the PC and local organisations. District Cllr Mills agreed to chase progress on 'the road with no name' and members noted that the Catesby planning appeal was scheduled to be held in March 2017.

16/174 **Correspondence**

Members noted the Correspondence received (see p6) including:

174.1 Garden Community workshop on 23 November - Felsted PC had declined to attend this workshop because it was felt that attendance implied support for the development. A number of other Parish Councils had attended but had been unhappy with the arrangements and so had left the meeting early.

16/175 **Local Plan updates**

175.1 Uttlesford – UDC held an extraordinary meeting on 16 November to discuss developments regarding the Local Plan (which had been 'paused') and members noted that 4 sets of consultants had now been engaged to review the UDC LP process to date.

175.2 Braintree – The Joint Parish Council Group had met yesterday and drafted a letter to BDC (similar to that sent to UDC in October) challenging the selection of the 'West of Braintree Garden Community'. It was proposed by Cllr Bennett, seconded by Cllr Freeman and agreed by a majority (4 in favour and 2 against) that the Council should be a signatory to this letter. BDC would be meeting on 15 December to recommend their draft Local Plan.

175.3 Chelmsford Borough Council – There had been no further developments.

16/176 **Finance**

176.1 Payments -The list of payments on p7 was approved.

The Clerk had added the small pavilion, new bench seat and 2 defibrillators and cabinets (automatically included in the policy at no charge) to the Council's insurance policy. It was agreed not to insure the 2 new dog bins as their value was below the insurance excess. An additional premium of £25 would be payable up to the policy renewal date.

During the recent changeover from quarterly to monthly payments for street lighting electricity from E-On, the Council had been charged twice for the September usage. The Clerk had queried this and a credit note for £252.07 had accordingly been issued which had resulted in a refund of £9.59 being received.

176.2 Receipts – Members noted the following receipts: £297 Allotment rents for 2016-17, £9.59 refund from E-On (see Item 16/176.1 above) and £500 from Felsted Prep School towards the cost of the 2 defibrillators and cabinets.

176.3 Consideration of funding for SERCLE – Members supported the campaign that SERCLE was undertaking against the West of Braintree Garden Community proposal. Members noted that, to date, SERCLE had raised £7500 for their campaign but that a total of £19,000 costs had been identified. The Parish Council had initially allocated £4000 in the 2016-17 budget to fund SERCLE but this had subsequently been reduced to £2000. After considerable discussion it was proposed by Cllr Bennett, seconded by Cllr Freeman and agreed by a majority (4 in favour and 2 against) to pledge £2000 to SERCLE towards the part-payment (up to 25%) of future invoices received by the Group.

Members also agreed that communication was vital to raise the level of public awareness of the possible future impact of this development.

176.4 Precept for 2017-18 - The Finance Committee had discussed the Council's financial requirements for 2017-18 and were recommending that the precept figure remain at £70,000.

The tax base figures had not yet been received from UDC so it was agreed to formally agree the precept figure at the next meeting. Members thanked the Clerk for managing the 2016-17 budget so effectively.

176.5 UDC Community Project Grant scheme for 2016-17 – It was agreed to apply for a grant of £3500 towards the cost of installing play equipment at Ravens Crescent play area.

16/177 **Playing Fields**

177.1 Additional play equipment at Ravens Crescent playing field – Members considered the 3 quotations, from Sovereign, Wicksteed and Playdale, that had been received to install a double baby swing, a double junior swing and a multi play tower unit, all with Grasslok safety surfacing, at Ravens Crescent play area. After some discussion it was proposed by Cllr Marshall, seconded by Cllr Hinde and unanimously agreed to accept the lowest quotation, from Sovereign at a cost of £10,624.27. Work could not however commence until the outcome of the UDC Community Project Grant application was known (see Item 16/176.5 above).

177.2 Playground Inspection quotes – Members considered the 3 quotations received (from Broadmead Engineering, Vulcan and Rospa Play Safety) which ranged from £95 to £560. After some discussion it was proposed by Cllr Hinde, seconded by Cllr Rose and unanimously agreed to accept the quotation from Rospa Play Safety at £283.50 plus VAT, on the basis that the inspection would be carried out in May 2017 when their inspectors were next scheduled to visit Essex.

177.3 Fields in Trust application – There had been no further developments so it agreed to consider this again at the next meeting.

Asst Clerk

16/178 **Highway matters**

178.1 Bridleway Ring – Members noted that the meeting with Simon Marriage had not yet taken place. This would therefore be considered further at the next meeting.

178.2 Application to divert Footpath 62 – Members noted that the Planning Inspector had failed to make a decision on the diversion of this footpath and had invited further comments to aid the decision making process. The Council felt that the proposed Bridleway Ring had considerable local support. They would prefer to see the Ring on the line of the existing footpath but if the landowners support for the Bridleway Ring was dependent on moving the footpath then the Council would support the diversion.

178.3 Footpath 80 – It was agreed that the Clerk would chase progress and that this matter would be considered at the next meeting.

Cllr Harvey & Clerk

Clerk

16/179 **'Road with no name' at Bannister Green**

Members noted that the District Councillors were continuing to chase progress. It was agreed to consider this again at the next meeting.

16/180 **Proposed Nature Area / Section 106 Agreement with Enodis**

The Clerk had received an e-mail from Ben Smeedon at UDC suggesting that Flitch Green PC take over responsibility for the Nature Area. However she had immediately responded that Felsted PC was keen to take over the Nature Area as originally proposed and that negotiations and paperwork were at an advanced stage for the transfer. Members noted that Flitch Green PC had also asked Enodis to improve the surface of the footpath across the site.

16/181 **Felsted Neighbourhood Plan**

Cllr Moore reported that the NP Group were holding an Historic Map Open Day on Saturday 14 January 2017 where longstanding residents would be asked to help identify properties shown on the 1836 Map in the URC Committee Room.

All

16/182 **Proposed meeting with Police Crime Commissioner**

The Clerk had made arrangements for this meeting to take place on Thursday 26 January in the URC Main Hall at 7.30pm. The meeting will be chaired by Cllr Harvey and will be widely advertised (website/Interface/notice boards/Dunmow Broadcast/WHG Neighbourhood Watch Group) to encourage public attendance. Representatives from Stebbing and Flitch Green PC's will be invited to attend along with Sir Alan Haselhurst MP, Simon Woolley from Felsted School, local shopkeepers and publicans and the Council's Youth Representatives. Cllrs Harvey and Hinde will meet with the Clerk on 21 December at 2pm to discuss the Agenda in more detail. The Clerk will compile a record of events from recent weekly Police Crime Lists.

Cllrs Harvey & Hinde & Clerk

- 16/183 **CAA changes to Stansted Flightpaths**
 The Stansted Airport public drop-in session at Felsted Memorial Hall on 15 November had been extremely well attended by the public. 100 comment forms had been completed in the first 1.5 hours of the 4 hour session. The Council wished to record their thanks to residents for attending the session in such large numbers and recording their dissatisfaction with the new flightpaths and the level of disruption caused to villagers.
 The results of the drop in session will feed into the February 2017 Review of the flightpath changes. Members noted that the National Airport Policy Framework might propose a dispersion of flightpaths instead of the current concentration as similar problems had been experienced at both Gatwick and London City Airports. It was agreed to send a further letter to Sir Alan Haselhurst MP (as drafted by Cllr Bennett) requesting an update and in the New Year write to the CAA summarising the Council's concerns and objections prior to the February Review. Clerk
- 16/184 **PC Risk Assessment Report**
 The Clerk had received the full report the previous day and although she had not yet had the opportunity to study it in detail she outlined the 3 main recommendations which were that the Council's Fire Extinguishers should be serviced and checked annually, the pavilion should be inspected and measures agreed to combat any threat of legionella infection and a letter should be sent to all allotment holders drawing their attention to health and safety risks on the site. The Clerk would action the first and third recommendations and the Chairman would investigate the possibility of using a local company for the legionella inspection. Clerk & Cllr Harvey
- 16/185 **Clerk's Matters**
185.1 Weekly Police Crime Lists – Members noted that a saw had been stolen in Station Road and fishing gear had been stolen from a shed in Ravens Crescent during the last month.
185.2 Emergency Plan – Members noted that the next meeting was scheduled for 3 January 2017 at 2.30pm in the URC Committee Room. Asst Clerk/ Cllr Harvey
185.3 Assets of Community Value – The possibility of registering the car park and doctor's surgery as ACV's would be considered at the December Planning Committee meeting.
185.4 Future Production of Felsted News – The Clerk had received an enquiry from a local resident who might be prepared to take on the role of Felsted News Editor in the New Year. She had agreed to make contact again with the volunteer towards the end of January. Asst Clerk
185.5 Purchase of 2 defibrillators and cabinets – Members noted that the 2 defibrillators and cabinets had now been received and Richard Silcock would be making arrangements for their installation. The Clerk confirmed that the final donation of £500 had been received from Felsted School as expected.
185.6 Meeting dates for 2017 - Members agreed the list of dates which had been circulated by the Clerk. Litter Picks would be held on 1 April and 21 October 2017. All
- 16/186 **Planning Decisions and New Applications**
186.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING
 UTT/16/1071/FUL **Land adjacent to Aylands, Bannister Green**
 Erection of 1 no. dwelling complete with outbuilding and related infrastructure.
Permission Granted 15 November 2016. [NOTE: The Council will be formally objecting to this decision]
 UTT/16/2348/FUL **Land at 15 Evelyn Road, Willows Green, Gt Leighs**
 Erection of 1 no. new dwelling and detached garage including modification to existing access.
Permission Granted 2 December 2016.
 UTT/16/2411/FUL **Lord Riche Hall, Felsted School**
 Removal of outbuildings and erection of single storey extension (alternative scheme to that approved under planning permission UTT/1191/08/FUL).
Permission Granted 21 October 2016.
 UTT/16/2540/HHF **4 Waldringfield Court, Braintree Road, Felsted**
 Retrospective application: Proposed demolition of existing garage and erection of

replacement building to be used ancillary to main dwelling.
Permission Granted 2 November 2016.

UTT/16/2615/FUL **Land rear of Lord Riche Hall, Felsted School**
Proposed footpath lighting to sports courts.
Permission Granted 18 November 2016.

UTT/16/2761/HHF **Andrews House, Braintree Road, Felsted**
Erection of cart lodge to rear of site. Rebuilding of front boundary wall and removal of entrance gates.
Application withdrawn 15 November 2016.

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.
Listed Building Permission Granted 15 November 2016.

UTT/16/2810/HHF **Acorn Cottage, Chelmsford Road, Felsted**
Proposed single storey side extension.
Permission Granted 30 November 2016.

186.2 APPEAL DECISION RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/1554/FUL **Gransmore Meadow, Chelmsford Road, Felsted**
Proposed residential development and associated infrastructure including new access, to erect 9 no. dwellings with garages.

Permission Refused 29 July 2016. Appeal lodged 5 September 2016.

Appeal dismissed 14 November 2016. The Inspector found that: *"Whilst ... the effect on biodiversity that would arise from the appeal scheme would be acceptable, this would not mitigate for the significant harm to the character and appearance of the area and the living conditions of future occupants."*

186.3 APPLICATIONS TO BE CONSIDERED AT THE 22 DECEMBER PLANNING MEETING

UTT/16/3162/OP **Edwards House, Braintree Road, Felsted**
Outline application (with all matters reserved) for demolition of the former school buildings and erection of up to four dwellings (Class C3), shared private drive and parking.

UTT/16/3169/HHF **Kingstons, Mill Road, Felsted**
Installation of automatic front entrance gates with brick wall and column. Refurbishment of front entrance porch including re-positioning of front door, window and adjoining wall.

UTT/16/3273/FUL **Andrews House, Braintree Road, Felsted**
Proposed change of use from school to dwelling including the demolition of rear additions, erection of proposed two storey rear extension, replacement fenestration, works to roof, layout changes internally and the erection of a new boundary wall and cart lodge (amendment to previously approved application UTT/16/1106/FUL).

UTT/16/3291/FUL **Walnut Tree, Cobblers Green**
Erection of hay and trailer store.

UTT/16/3295/LB **Three Horse Shoes, Bannister Green**
Retention of works: Reducing chimney height and permission to rebuild chimney according to structural surveyor's recommendations.

UTT/16/3348/HHF and UTT/16/3349/LB **Three Horse Shoes, Bannister Green**
Proposed single storey rear and side extensions and associated internal alterations. Erection of internal studwork partition between 2 no. sitting rooms, and 2 no. replacement external doors to front elevation. Erection of detached potting shed.

16/187 **Urgent Matters and items for the next Agenda**

Members noted that this season’s Green Waste collection service at Bannister Green would end on Sunday 11 December 2016.

The meeting closed at 9.32 pm

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

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

Next Council Meeting : Wednesday 4 January 2017 in the URC Hall at 7.30pm

..... Chairman
4 January 2017

FELSTED PARISH COUNCIL
Meeting 7 December 2016, Agenda Item 7 — Correspondence

1. UDC – Community Project Grant scheme for 2016-17 - Rough Sleeper count (overnight 23-24 November)	Deadline 5 January 2017
2. ECC - Bus shelter ownership – Confirmation of records held (FPC owns 5 bus shelters) - Essex Energy Switch – 6 December to 17 February 2017 (www.essex.gov.uk/Pages/Energy-Switch.aspx) - Survey on Park and Ride Cross-City Pilot - Roadworks at Hartford End 27 October to 25 November (traffic light control) - CIF Grant scheme 10 years old – Publicising projects funded (incl. playing field car park) - Passenger Transport section contact details - Making the Links – November 2016	
3. EALC – Legal Update – November 2016	
4. BDC – Designation of a NP area for Great Saling and Bardfield Saling - Invitation to Garden Community Workshop on 23 November (circulated to Cllrs)	Consultation deadline 22 December
5. UDC Community Achievement Awards evening – Letter of thanks from David Dempsey	
6. Superfast Essex - Engagement Event on 7 December (7-9pm at Essex Records Office) - November Programme update - Phase 3 procurement process underway	
7. Letters of thanks for donations made to Uttlesford CAB, EACH and Farleigh Hospice	
8. SSE – ‘How to Complain about Aircraft Noise’ info sheet - Reaction to the Government Airport Policy decision (Third runway at Heathrow)	
9. Uttlesford CAB – ‘Keeping warm this winter’ advice leaflet	
10. St Mary’s Catholic School, Bishops Stortford – Consultation on Admissions Policy for September 2018 entry	Deadline 23 December
11. CPRE – Countryside Voice and Field Work – Winter 2016	
12. SLCC – The Clerk magazine – November 2016	
13. Acer Tree Surgery – Change of ownership	

	Date	Num	Memo	Open Balance	Cheque number
Acer Tree Surgery					
	15/11/2016	926	Tree works at the playing field	1,500.00	
Total Acer Tree Surgery				1,500.00	102433
Acumen Wages Service					
	01/11/2016	14027	Salary admin - October 2016	24.00	
	29/11/2016	14104	Salary admin - November 2016	24.00	
Total Acumen Wages Service				48.00	102434
Andy Bennett					
	24/11/2016		Mileage to meetings on 9 and 22 November 2016	24.30	
Total Andy Bennett				24.30	102435
Came and Company					
	29/11/2016		Adding items to Insurance policy (part year to 31/10/16)	25.00	
Total Came and Company				25.00	102436
Colchester Borough Council					
	29/11/2016	20139957	Additional parking enforcement Sept16 to July 17	1,224.00	
Total Colchester Borough Council				1,224.00	*102437
D M B Smith					
	05/12/2016		Clerk's November salary	649.94	
	05/12/2016		Clerk's november expenses (£90.31) and mileage	114.61	
Total D M B Smith				764.55	Part 102438
E A L C					
	07/11/2016	7448	Our Common Land publication	10.00	
Total E A L C				10.00	102439
EON					
	14/11/2016	H13B829EBF	Credit for overcharged invoice (H13A9E7FF6)	-252.07	
	01/11/2016	H13A9E7FF6	Street light electricity - October 2016	242.48	
	15/11/2016	H13B99BB33	Electricity for MUJA - November 2016	30.87	
	15/11/2016	HF2EB3738	Electricity for pavilion - November 2016	18.99	
Total EON				40.27	DD
Earth Anchors Ltd					
	23/11/2016	EA29479	2 x dog waste bins	339.54	
Total Earth Anchors Ltd				339.54	102440
Essex Air Ambulance					
	08/11/2016		Donation for 2016-17 (LGA 1972 s137)	200.00	
Total Essex Air Ambulance				200.00	102441
Felsted Allotment Assn					
	05/12/2016		Refund of overpaid rents Sands/Bush and Rad	81.00	
Total Felsted Allotment Assn				81.00	102442
Felsted URC					
	15/11/2016		Office rent - July to December 2016	750.00	
Total Felsted URC				750.00	102443
Graham Eaves					
	02/12/2016	U2022	Printer inks x 8 (Q payable to DMBS)	55.48	
Total Graham Eaves				55.48	Part 102438
Janus Contract Services Ltd					
	24/11/2016	32082	Cement for dog bins (Q payable to DMBS)	11.16	
Total Janus Contract Services Ltd				11.16	Part 102438
M D Landscapes (Anglia) Ltd					
	01/11/2016	678	Grass cutting October 2016	354.00	
Total M D Landscapes (Anglia) Ltd				354.00	102444
M J Read					
	15/11/2016		Rent of storage facility - Dec 2016 to November 2017	300.00	
Total M J Read				300.00	102445
NFU Mutual					
	28/11/2016	RMS/2016/6219	Health and Safety Support/ Risk Assessment	1,200.00	
Total NFU Mutual				1,200.00	102446
Peter J Watson					
	05/12/2016		Asst Clerk's November salary (including tax reb)	431.17	
	05/12/2016		Asst Clerk's mileage - November 2016	4.50	
Total Peter J Watson				435.67	102447
R Chapman					
	05/12/2016		Unlocking toilets etc to 31 Oct 4 Dec 2016	100.00	
Total R Chapman				100.00	102448
S P Barnard					
	05/12/2016	58	Village Attendant - November 2016	625.00	
Total S P Barnard				625.00	102449
SADS UK					
	08/11/2016	Felsted School	2 AED Defibrillators and 2 cabinets	1,998.00	
Total SADS UK				1,998.00	102450
SLCC					
	15/11/2016		SLCC and ALCC renewal of membership for 2017	118.00	
Total SLCC				118.00	102451
TOTAL				10,203.97	

Unpaid List – December 2016

NOTE: * This replaces cheque number 102412 which has been cancelled.