

## FELSTED PARISH COUNCIL

### Minutes of the 1038th Meeting held on 4 January 2017

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, Malcolm Radley, Chris Woodhouse and Stephanie Woodhouse. 7 members of the public were also present plus District Councillor Alan Mills and Youth Representative Poppy Mifsud.

16/188 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillor Peter Rose, County Councillor Simon Walsh and District Councillor Marie Felton. There were no declarations of interest.

The Chairman welcomed Cllr Malcolm Radley to his first full Council meeting.

**David Gregory** – The Chairman reported the sad news that David Gregory had died at the end of December. David had served as both a Parish Councillor and a District Councillor for Felsted and had also served as Leader of UDC. He had undertaken a great deal of work in the village over many years. Everyone present observed a period of silence to reflect on their memories of David and it was agreed that the Clerk should send the Council's condolences to his widow Dawn and their two sons.

Clerk

16/189 **Public Forum**

**189.1 Permanent surface water on roadway outside Pyes Farm Cottage** – The Clerk confirmed that ECC Highways were currently investigating this problem. Members noted that a 'workman' had recently been seen on site.

Clerk

16/190 **Minutes of the Meeting held on 7 December 2016**

These Minutes were approved and were signed by the Chairman.

16/191 **Minutes of the Highways Committee meeting on 14 December and the Planning Committee meeting on 22 December 2016**

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

16/192 **Matters arising from the December Council meeting**

**192.1 Storage of Council records (Item 16/172.1)** – Cllr Chris Woodhouse had been unable to collect the documents because of staff illness. It was therefore agreed to consider this again at the next meeting.

Cllr C  
Woodhouse

**192.2 Watch House Green bus shelter (Item 16/172.5)** – The Clerk had still been unable to contact Philip Reeve but she would endeavour to do so before the next meeting.

Clerk

**192.3 PC Risk Assessment (Item 16/184)** – The Chairman had established that it was not possible to engage a local company to undertake the Legionella inspection so members agreed to use the company recommended by NFU Mutual, to complete the inspection.

Clerk

**192.4 Approval of planning application at Aylands, Bannister Green (Item 16/186.1)** – Members expressed concern that application UTT/16/1071/FUL had been approved by UDC despite the fact that a very similar application on the same site had recently been refused. It was agreed that the Asst Clerk would write to UDC expressing the Council's concerns and querying the decision.

Asst Clerk

16/193 **County and District Councillor Reports**

**193.1 County Councillor's Report** – County Cllr Simon Walsh had apologised for the delay in submitting a report this month. Once received it would be circulated by the Clerk.

**193.2 District Councillor's Report** – District Cllr Mills reported that because of the Christmas/New Year period there was nothing new to report.

16/194 **Correspondence**

Members noted the Correspondence received (see p6) including the following:

**194.1 Invitation to meet Uttlesford Council Leader Howard Rolfe** - Members agreed that they would like to take up the offer to meet District Cllr Rolfe, once more information was available regarding the timetable for the UDC Local Plan. The Clerk would respond

Clerk

accordingly.

**194.2 Temporary local road closure orders for repairs/resurfacing** – It was agreed that the Clerk would forward these details to Cllr Bennett for inclusion on the website.

Clerk

**194.3 Christmas Card and thanks from Mrs Manley** – Members noted Mrs Manley's thanks for the flowers presented on her 100<sup>th</sup> birthday earlier in the year. Members noted that another Felsted resident was due to celebrate their 100<sup>th</sup> birthday in 2017 and a member of the public agreed to try and establish the details.

**194.4 Application to divert Footpath 62** – The Clerk had just been informed that the Planning Inspector had refused this application and had highlighted shortcomings in the ECC Highways handling of the case.

16/195 **Finance**

**195.1 Payments** -The list of payments on p6 was approved.

**195.2 Receipts** – Members noted the following receipt: £1996.15 VAT repayment from HMRC for the period 1 April to 30 September 2016.

**195.3 Precept for 2017-18** – The Clerk informed members that the tax base figures had now been received from UDC along with notification that, for 2017-18, the LCTS (Top Up grant) from UDC would only represent 50% of the actual deficit from the change in calculation method. It was proposed by Cllr Moore, seconded by Cllr Marshall and unanimously agreed that the total precept figure should remain at £70,000 for 2017-18. Taking into account the increase in the tax base figures and the reduction in the LCTS Grant, this would result in an increase of 5p (0.09%) in the amount payable for a Band D property (£53.19 for 2017-18). A formal Precept application for £68310 was signed by the Chairman.

Clerk

16/196 **Playing Fields**

**196.1 Additional play equipment at Ravens Crescent playing field** – The Clerk confirmed that she had submitted an application to UDC for a £3500 Community Project Grant towards the cost of this play equipment. A decision was expected towards the end of January. It was confirmed that adequate space would be left around the new play equipment to enable access for grass cutting and hedge maintenance.

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

Asst Clerk

16/197 **Highway matters**

**197.1 Bridleway Ring** – Members noted that the Chairman had contacted Simon Marriage again and hoped to arrange a date for the proposed meeting shortly. This would therefore be considered further at the next meeting.

Cllr Harvey & Clerk

**197.2 Footpath 80** – The Clerk reported that the new owner of Trewint had contacted the Council to request a meeting with representatives from the Parish Council, ECC Highways officers and the owners of neighbouring properties to agree a way forward with this long standing problem. The Clerk had originally arranged this meeting for 9 January however subsequent events had resulted in the meeting being postponed and a new date was being agreed.

Clerk

16/198 **'Road with no name' at Bannister Green**

District Councillor Mills reported that he had spoken again to Roger Harborough at UDC and had been assured that the issues with the new policy document (which did not relate to the road naming section) would be resolved shortly.

16/199 **Proposed Nature Area / Section 106 Agreement with Enodis**

Members noted the letter from G L Hearn to UDC requesting clarification on the transfer process. The Clerk would liaise with Holmes and Hills and provide UDC with a list of the outstanding queries/requests that had been raised with Enodis.

Clerk

16/200 **Felsted Neighbourhood Plan**

The Council had met with the NP Group earlier that evening to receive an update on progress and it had been agreed that such meetings would become more frequent as the NP process reached its conclusion. Members were reminded of the 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

16/201 **Public Meeting with Deputy Police Crime Commissioner for Essex on 26 January 2017**

The Chairman and Cllr Hinde were preparing an Agenda for this meeting which would be

Cllrs Harvey &

	circulated and put on the PC website once complete. The Clerk was in the process of preparing notices to publicise the meeting. Specific invitations would be sent out shortly (see list within December Minutes).	Hinde & Clerk
16/202	<p><b>CAA changes to Stansted Flightpaths</b></p> <p>Cllr Bennett reminded members that a Review of the Flightpath Changes would take place in February 2017. He would shortly be drafting a letter, summarising the Council's concerns and objections, which would be submitted to the CAA prior to this review. The letter would be circulated to Councillors for approval prior to being submitted.</p>	Cllr Bennett
16/203	<p><b>Grass cutting contract for 2017 (extendable to 2019)</b></p> <p>Members noted that the grass cutting contract was due for renewal in March 2017. As previously, the contract would be for an initial one year period which would be extendable for a further 2 years if arrangements proved satisfactory. It was agreed to invite tenders from Contour Landscapes Ltd, M D Landscapes (Anglia) Ltd and JCM Services. Cutting frequency and areas covered would be unchanged from the previous contract and the tenders would be considered at the March meeting.</p> <p>It was agreed to request separate quotes for the grass cutting at the churchyard once the specification had been agreed and the Clerk had confirmed that the companies involved had suitable equipment for this specialist work.</p>	
16/204	<p><b>Green Waste skip service in 2017</b></p> <p>UDC had requested confirmation that the Council wished to continue with the weekly Green Waste collection service at Bannister Green for 2017. It was proposed by Cllr Moore, seconded by Cllr Radley and unanimously agreed to continue with this popular service at a cost of £2442 for 2017 (no increase from 2016).</p>	
16/205	<p><b>Start time of full Council meetings</b></p> <p>Members discussed changing the start time of future full Council meetings from 7.30pm to 7pm. This arrangement would include the Annual Parish Assembly but would not include the Council's Committee meetings which would remain unchanged at 7.30pm for the Planning Committee and 5pm for the Highway and Finance Committees [NOTE: May Finance Committee to start at 6.30pm]. Members of the public present raised no objection to the change so it was proposed by Cllr Freeman, seconded by Cllr Moore and agreed (9 in favour with 1 abstention) to amend the start time to 7pm commencing with the February Council meeting.</p>	All
16/206	<p><b>Clerk's Matters</b></p> <p><b>206.1 Weekly Police Crime Lists</b> – Members noted that during the last month there had been 2 incidents of vehicle's windscreens being broken by airgun pellets in Braintree Road and a rock had been thrown from a bridge over the A120 and hit a car.</p> <p><b>206.2 Emergency Plan</b> – The Working Group had met on 3 January and discussed the need to identify elderly/vulnerable residents who might require additional support during any emergency situation. They would also need to draw up a list of volunteers who would be willing to provide assistance. The Clerk agreed to liaise with the football clubs and establish if any of their members would volunteer their services in an emergency. The Group would then consider using Interface and the PC website to obtain further volunteers. It was agreed that Cllr Radley would fill the vacant seat on the Emergency Plan Working Group. The next meeting was scheduled for 23 February at 3.30pm in the URC Committee Room.</p> <p><b>206.3 Assets of Community Value</b> – The Asst Clerk apologised that the possibility of registering the car park and doctor's surgery as ACV's had not been considered at the December Planning Committee meeting but it would be put on the Agenda for the January Planning Committee. The Asst Clerk confirmed that all the other ACV applications had now been submitted to UDC.</p> <p><b>206.4 Future Production of Felsted News</b> – The Clerk had spoken again to the prospective volunteer for the position of Editor of Felsted News and confirmed that they were still interested in the position but were not in a position to commit before the end of January.</p>	Asst Clerk/ Cllrs Harvey & Radley/ Clerk
		Asst Clerk

**Planning Decisions and New Applications****207.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

UTT/16/2646/FUL and UTT/16/2614/LB **The Bury, Bury Chase Felsted**

Insertion of window in first floor side elevation. Internal alterations including the erection of a partition to create a further bedroom.

**Planning and Listed Building Permission Granted 9 December 2016.**

UTT/16/2722/HHF **Maltings, Causeway End Road, Felsted**

Erection of detached garage.

**Permission Granted 30 December 2016.**

UTT/16/2827/OP **Land between Wytewais & Hawthorns, Gransmore Green**

Outline application with all matters reserved except access for the erection of 1 no. dwelling with garage/outbuilding and related infrastructure.

**Permission Refused 7 December 2016.** (*"The development ... would result in additional built form in the countryside which would be detrimental to the open and rural character of the surrounding countryside. The proposed development does not need to take place there and is not appropriate to the rural area and there are no material considerations which would justify the development of this unsustainable site outside of the Development Limits"*).

UTT/16/2938/LB **Three Horse Shoes, Bannister Green**

Proposed installation of secondary glazing to 10 original wooden framed single paned windows, eight sash windows towards the front of the building, two in the kitchen that are vertically opened. Replacing single glazed window on ground floor rear bathroom to wooden framed double glazed window.

**Permission Granted 9 December 2016.**

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

Proposed single storey extension to existing garage.

**Permission Granted 15 December 2016.**

UTT/16/2953/DFO **Land South of Kinvara Business Centre, Gransmore Green**

Details following outline application UTT/16/0059/OP (allowed under appeal reference APP/C1570/W/16/3147801) for the erection of 3 no. dwellings. Details of appearance, landscaping, layout and scale.

**Permission Granted 13 December 2016.**

UTT/16/3052/LB **Causeway House, Chelmsford Road, Felsted**

Remove blown render from front elevation and replace with breathable paper wire lath and lime based render with a smooth float finish.

**Listed Building Permission Granted 30 December 2016.**

UTT/16/3097/HHF **1 Evelyn Road, Willows Green**

Proposed single storey side and rear extension.

**Permission Granted 23 December 2016.**

**207.2 APPLICATIONS TO BE CONSIDERED AT THE 19 JANUARY PLANNING MEETING**

UTT/16/3469/FUL **Land rear of Langhams, Bakers Lane, Felsted**

Change of use from agricultural land to domestic garden.

UTT/16/3574/CLP **Longridge Cottage, Main Road, Little Leighs**

Single storey side extension.

UTT/16/3660/HHF **Beggars Den, Cock Green, Cock Green Road, Felsted**

Proposed 2 storey front extension, alterations to existing 2 storey rear extension, alterations to existing link extension including addition of 1st floor, demolition of existing garden room and replacement garden room to side elevation, single storey rear extension, front porch, open shelter to rear with balcony above and associated landscaping and building remodelling.

16/208 **Local Plan updates**

**208.1 Uttlesford** – Consultants continued to review the UDC Local Plan evidence base and the proposal for a West of Braintree Garden Community.

**208.2 Braintree** – The Joint Parish Council Group letter to BDC (see December Minutes) had not yet been sent because the BDC Planning meeting on 15 December did not include recommendation of their draft Local Plan. Members noted a letter from AECOM regarding their planned series of consultation meetings on the ‘West of Braintree Garden Community’. Cllr Radley agreed to attend the next meeting of SERCLE.

Cllr Radley

**208.3 Chelmsford Borough Council** – There had been no further developments.

16/209 **Urgent Matters and items for the next Agenda**

**209.1 Meeting with Felsted School Bursar** – It was agreed that the Clerk would arrange the annual meeting between the Council and the Bursar.

**209.2 ‘Cleaning up the Greens’ (including Stevens Lane/Rayne Road triangle)** – It was agreed to put this item on the Agenda for the February meeting.

**209.3 Youth Representative matters-** It was agreed to include this item on all future Agenda.

The meeting closed at 8.42 pm

**Next Planning Committee Meeting: Thursday 19 January in the URC Hall at 7.30 pm**

**Next Council Meeting : Wednesday 1 February in the URC Hall at 7.00pm**

..... Chairman  
1 February 2017

# FELSTED PARISH COUNCIL

## Correspondence List – January 2017

1.	UDC – Opportunity to meet with Cllr Howard Rolfe (UDC Leader) and senior officers at UDC - Official postal address for new development at Potash Farm, Cobblers Green
2.	ECC - Footpath 99 (adjacent to Willows Green Play Area) – Official modification to the Definitive Map agreed - Temporary Road Closure Orders (Mill Road / Gransmore Green Lane/ School Lane/ Stebbing Road/ Garnetts Lane) for repairs and resurfacing work starting 3 January. - Essex Partnership (Shaping the Future) survey - Bus Passenger News December 2016 (No changes to Felsted services) - Making the Links – December 2016
3.	EALC – Legal Update – December 2016
4.	Essex Police – Campaign to recruit more Special Constables
5.	NHS West Essex CCG - Stroke pathway consultation in 2015 – Resultant improvements to services - Hertfordshire and West Essex Sustainability and Transformation Plan
6.	Volunteer Uttlesford - Free accredited Volunteer Mentor training programme
7.	Uttlesford CAB – 2016 Report
8.	Christmas card/thank you from Mrs Manley

## Unpaid List – January 2017

	Date	Num	Memo	Open Balance	Cheque number
<b>BT</b>					
	03/01/2017	Q040CU	Telephone Dec 16 to February 2017	123.25	
	03/01/2017	Q039WL	Broadband - Dec 16 to February 2017	60.24	
Total BT				183.49	DD
<b>D M B Smith</b>					
	03/01/2017		Clerk's salary - December 2016	649.94	
	03/01/2017		Clerk's mileage (£9.00) and expenses (£4.75) - December	13.75	
Total D M B Smith				663.69	102452
<b>E-On</b>					
	12/15/2016		Electricity for MUGA - December 2016	33.71	
	12/15/2016		Electricity for pavilion - December 2016	18.86	
Total E-On				52.57	DD
<b>Peter J Watson</b>					
	03/01/2017		Asst Clerk's salary - December 2016	238.97	
	03/01/2017		Asst Clerk's mileage - December 2016	4.50	
Total Peter J Watson				243.47	102453
<b>R Chapman</b>					
	03/01/2017		Unlocking toilets etc 5 December 2016 to 1 January 2017	80.00	
Total R Chapman				80.00	102454
<b>S P Barnard</b>					
	03/01/2017		Village Attendant - December 2016	412.50	
Total S P Barnard				412.50	102455
<b>TOTAL</b>				<b>1,635.72</b>	