

FELSTED PARISH COUNCIL

Minutes of the 1039th Meeting held on 1 February 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman (entered during Item 16/216), Nicholas Hinde, Frances Marshall, Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.
- 14 members of the public were also present plus County Councillor Simon Walsh (entered during Item 16/214) and Youth Representative Poppy Mifsud.
- 16/210 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Anna McNicoll and John Moore and District Councillors Marie Felton and Alan Mills. Cllr Graham Harvey declared a non-pecuniary interest in Item 16/226 as all 3 companies held insurance policies with his company.
- 16/211 **Public Forum**
211.1 Cock Green Neighbourhood Watch (Nwh) Group – Fergus Shanahan asked the Council to consider his written request for a grant of £90 to provide 3 Nwh signs at Cock Green. Cock Green residents shared the Council's concerns over policing and the incidence of low level crime and so had decided to take the initiative and set up a Nwh Group to help combat the problem. It was agreed to publicise contact details for the Cock Green Nwh Group on the PC website, once online accounts had been set up. The grant request would be considered under 'Correspondence' later in the meeting. The Council were asked to promote all the local Nwh Groups more to increase membership.
211.2 Pavement between Old Telephone Exchange and Causeway End – Members noted that the pavement was breaking up and overgrown and required repair. The Clerk would ascertain if the works could be completed by the Village Attendant. Clerk
- 16/212 **Minutes of the Meeting held on 4 January 2017**
These Minutes were approved and were signed by the Chairman.
- 16/213 **Minutes of the Planning Committee meeting on 19 January 2017**
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 16/214 **Matters arising from the January Council meeting**
214.1 Storage of Council records (Item 16/192.1) – The solicitors holding the Council records had requested written authority from the Clerk and Chairman authorising them to release the records to Cllr Chris Woodhouse. This letter of authority had been drafted and signed and would now be sent, along with the required copies of ID. Cllrs C Woodhouse & Harvey & Clerk
214.2 Watch House Green bus shelter (Item 16/192.2) – The Clerk had still been unable to contact Philip Reeve but she would endeavour to do so before the next meeting. Clerk
214.3 David Gregory (Item 16/188) – The Clerk and the Chairman had attended David Gregory's Service of Remembrance and the Chairman had delivered an address during the service. It was proposed by Cllr Frances Marshall, seconded by Cllr Stephanie Woodhouse and unanimously agreed to make a donation of £50 in memory of David Gregory (£25 each to St Clare Hospice and Cancer Research UK via Daniel Robinson and Sons funeral directors) Clerk
214.4 Approval of planning application at Aylands, Bannister Green (Item 16/192.4) – Members noted that the Asst Clerk had drafted the letter to UDC expressing the Council's concerns and querying the validity of the decision. The draft letter would be approved by Cllr Chris Woodhouse before being sent. Asst Clerk & Cllr C Woodhouse
214.5 Installation of 2 external defibrillators - Members noted that the Doctor's surgery and the Primary School had both confirmed agreement to the defibrillators being sited externally on their premises and electrical surveys had been arranged to confirm positioning.
214.6 Meeting with UDC Leader Howard Rolfe - The Clerk would arrange this meeting and Councillors Malcolm Radley and Andy Bennett would attend along with the Asst Clerk. Asst Clerk & Cllrs Radley Bennett

16/215 **County and District Councillor Reports**

215.1 County Councillor's Report – County Cllr Simon Walsh highlighted a number of matters within his report including: ECC budget plans, the A120 route consultation (for a dual carriageway between Braintree and the A12), a 6 week public consultation on proposed changes to the Replacement Waste Local Plan, nominations invited for Who Will Care Awards? 2017 and special rates for visiting Sky Ropes at Great Notley.

The Chairman thanked County Cllr Simon Walsh for his report and also for attending the recent public meeting with the Police and Crime Commissioner where his significant contribution was very much appreciated.

215.2 District Councillor's Report – The District Councillor's Report included the following matters: Men's Shed to open in Barnston, success of Love Essex anti-litter campaign, Local Plan update (detailing an additional public consultation in Summer 2017), court action against businesses failing to pay business rates, 6 new council homes unveiled in Saffron Walden and the UDC grant scheme for Leisure and Cultural projects. The District Councillors also invited applications for small grants (£250 - £500) from local groups and organisations.

16/216 **Correspondence**

Members noted the Correspondence received (see p7) including the following:

216.1 Ridley's Brewery development official postal address - Members preferred "Ridley Green" from the list of names put forward by UDC.

216.2 ECC Highways Briefing on 13 March – Cllr Nicholas Hinde and the Asst Clerk agreed to attend this meeting.

216.3 Cock Green Neighbourhood Watch Group request for grant – Having discussed this matter during the Public Forum it was proposed by Cllr Stephanie Woodhouse, seconded by Cllr Nicholas Hinde and unanimously agreed to grant £90 to the Group for 3 Nwh signs.

216.4 Superfast Essex Broadband request for information - Members noted that residents in specific local postcodes were being asked to contact Superfast Essex to confirm that Superfast Broadband was not available to them. These properties would then be included in the next rollout phase where practical. Several Councillors lived in the affected postcodes and would inform their neighbours and respond where appropriate.

216.5 Request for funding from Uttlesford Community Travel - This request would be considered by the Finance Committee at the next annual review of the Donation List.

216.6 Pest control at the allotments – Members noted that the recent quarterly pest control inspection had found minimal evidence of rat activity. It was however agreed to continue with the visits for the time being to prevent a recurrence of the problem. This matter would be reviewed again in May 2017.

Clerk

Asst Clerk
& Cllr
Hinde

All

Clerk

16/217 **Finance**

217.1 Payments -The list of payments on p8 was approved. The following additional payments were also approved:

£25.00 Cancer Research UK – Donation in memory of David Gregory (Chq number 102468)

£25.00 St Clare Hospice – Donation in memory of David Gregory (Cheque number 102469)

£90.00 Uttlesford Neighbourhood Watch Steering Group – 3 x Nwh signs at Cock Green (Cheque number 102467)

Members noted that Affinity had set up a new offshoot and that the allotment water supply would accordingly now be provided by 'Affinity for Business'.

217.2 Receipts – Members noted the following receipt: £27 Allotment rent from Mr Hamlin and £250 from Felsted Rovers for use of the playing field/ pitches. Members noted that the Clerk had chased payment from Rayne and Felsted Youth Football Team (£250 for use of the playing field) and it was expected shortly.

217.3 UDC Community Project Grant – Members were pleased to learn that the grant application for £3500, towards the cost of the new play equipment at Ravens Crescent, had been approved. The work must be completed and paid for by 20 March 2017 to qualify for the grant.

16/218 **Playing Fields**

218.1 Additional play equipment at Ravens Crescent playing field – The Clerk had accepted the quotation from Sovereign and they had confirmed that the project would be completed by 20 March to meet the terms of the UDC Community Project Grant. A deposit payment had been approved at Item 16/217.1 above.

	218.2 Fields in Trust application – There had been no further developments so it was agreed to consider this again at the next meeting.	Asst Clerk
16/219	Highway matters 219.1 Bridleway Ring – Members noted that the Chairman had contacted Simon Marriage again and hoped to meet him on 23 February. This would therefore be considered further at the next meeting. 219.2 Footpath 80 – The Clerk had arranged a number of dates for the proposed meeting between representatives of the Parish Council, ECC Highways officers and the owners of neighbouring properties to agree a way forward with this long standing problem. However all had been postponed for a variety of reasons and the process was ongoing.	Cllr Harvey & Clerk Clerk
16/220	‘Road with no name’ at Bannister Green The District Councillors continued to press for an early decision from the UDC Scrutiny Committee to enable the policy document to be re-submitted to Cabinet for approval.	
16/221	Proposed Nature Area / Section 106 Agreement with Enodis Members noted that there had been no further developments so it was agreed to consider this again at the next meeting.	
16/222	Felsted Neighbourhood Plan The Council noted that the Map Open Day had been a great success with longstanding residents identifying almost all the properties shown on the 1836 Map. During the Open Day many historic recollections had been shared and members felt that it was important to have these recorded for posterity. An ‘oral history’ was suggested or a ‘Memory Book’ which could be sold to cover costs. It was agreed to place an item on the next Agenda to consider these ideas further. The Clerk would ask the Village History Recorder if she wished to get involved with such a project. The NP Group had recently met with a planning consultant and been advised that it would be ‘normal practise’ for the PC to write to the Inspector considering the planning appeal for the site to the south of Braintree Road, re-iterating their total objection to the application but adding that if the Inspector was nonetheless minded to approve the application they would wish additional community benefits to be included in any approval decision. The Council considered this suggestion and it was proposed by Cllr Richard Freeman, seconded by Cllr Nicholas Hinde and agreed (7 in favour with 2 abstentions) that the Clerk would write to the Inspector accordingly.	Clerk Clerk
16/223	Closure of Holy Cross churchyard The Privy Council had considered the closure application on 28 December 2016 but the outcome was not yet known. It was therefore agreed to consider this again at the next meeting.	
16/224	Public Meeting with Deputy Police Crime Commissioner for Essex on 26 January 2017 The meeting had been very well attended (31 residents and councillors) and had covered many local issues including hare coursing, fly tipping, thefts, speeding, internet crime and police responses to these incidents. The Deputy Police and Crime Commissioner, Jane Gardner, had listened to the many questions asked and provided answers where possible. She had also agreed to undertake follow up enquiries on a number of specific cases and to make a return visit to Felsted in early 2017 to provide an update and continue the dialogue. Members felt that it was a positive meeting. The increase in the number of Nwh Groups being set up locally was also encouraging for the future. It was agreed to consider Community Speedwatch (and the need to find a co-ordinator) at the next meeting	
16/225	CAA Changes to Stansted Flightpaths / Night Flight Consultation Members noted that the Council had submitted its response to the CAA Review of last year’s flightpath changes which would take place shortly. This response had been copied to Sir Alan Haselhurst MP and the Chairman read out his letter of reply. The Government had opened a Night Flight Consultation and Cllr Andy Bennett urged all Councillors to respond personally and encourage others to do so. This was already publicised on the website. Night flight quotas are reviewed every 5 years and Stansted currently has an allocation of 12,000 flights. However the proposals suggest removing the “Exempt Classification” for night flights (quieter planes that are not included in the quotas) but	Clerk

increasing the total quota numbers to compensate for the change.

It was agreed that the Council should respond: supporting the removal of the “exempt” category, requesting a wider time band (up to 7am) to be designated as a ‘night flight’ and calling for a more accurate measurement of noise disturbance to take into account background noise levels (any noise has a greater impact in a quiet rural area compared to a busy town with a lot of existing background noise).

Members noted that Stansted Airport was expected to submit a planning application later this year to increase flight capacity to 45 million per year.

16/226 **Grass cutting contract for 2017 (extendable to 2019)**

Members considered the 3 tenders which had been received, from Contour Landscapes Ltd, M D Landscapes (Anglia) Ltd and JCM Services. The tenders had been opened by the Clerk earlier that afternoon, in the presence of the Chairman, to allow time for them to be checked. It was proposed by Cllr Chris Woodhouse, seconded by Cllr Malcolm Radley and agreed (7 in favour and 1 abstention) to accept the tender from JCM Services at a cost of £5100 p.a.

16/227 **Felsted Market Cross**

Members noted that further investigations had taken place on the stone and it was now thought that the current stone might be the lower portion of two stones (one on top of the other) which would have held a Market Cross. This would make it difficult to re-create the original structure using the current stone but it might still be possible to construct a copy and display this with the original stone alongside it. Dating analysis was still to take place. It was agreed to arrange a further meeting to discuss this in more detail.

Clerk

16/228 **Youth Representative matters**

Members noted that Tilly Worsick had resigned as a Council Youth Representative because of pressure of work with her upcoming exams. Councillors wished to record their thanks to her for showing an interest in Council matters and invited her to get back in contact in the future if she wished to resume the role.

16/229 **Clerk’s Matters**

229.1 Weekly Police Crime Lists – Members noted that there had been a number of incidents during January namely, an attempted house burglary in Chaffix, hedge cutter and fuel stolen from outbuilding at Milch Hill Lane, 2 magnetic signs removed from a van in Ravens Crescent, car tyre slashed and, separately, decorative stone balls stolen and padlock and chain cut on compound all at Clifford Smith Drive.

229.2 Emergency Plan – The Clerk had spoken to the football clubs to establish if any of their members would volunteer their services in an emergency and a response was awaited. The next meeting was scheduled for 23 February in the coffee shop within Felsted School.

229.3 Assets of Community Value – The Asst Clerk apologised that the possibility of registering the car park and doctor’s surgery as ACV’s had been omitted from the January Planning Committee Agenda but agreed to include it on the Agenda for the February Planning Committee meeting.

Asst Clerk/
Cllrs
Harvey &
Radley

Asst Clerk

229.4 Future Production of Felsted News – There had been no further developments so it was agreed to consider this again at the next meeting.

16/230 **Planning Decisions and New Applications**

230.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/16/2149/FUL **Former Ridley’s Brewery, Mill Lane, Hartford End**

Residential development comprising 22 no. dwellings and associated garages, roads, parking, open space and part demolition of existing buildings (revised scheme to that approved under planning permission UTT/15/0726/FUL).

Permission Granted 13 January 2017.

16/01811/FUL (Chelmsford City Council) **Chelmsford City Racecourse, Great Leighs**

Part change of use of grandstand building to include a casino. Use of site for up to 10 outdoor concerts a year in addition to the uses permitted by the governing permission 03/00084/EIA.

Permission Granted 6 January 2017 (with conditions requiring a) that any temporary structures required for an event shall be erected and taken down to a schedule agreed in advance with the LPA (to avoid ‘semi-permanent’ structures remaining for long periods) and b) that there shall be no amplified or live music played into the open air or from a temporary structure (such as a marquee) beyond 11.30pm.)

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.

Permission Refused 10 January 2017: (*"The proposed development by reason of the indicative site layout, number of dwellings proposed, which would involve backland development, and also the indicative height of the dwellings as shown would fail to be compatible with the existing linear built form and scale of existing dwellings along Braintree Road and would additionally fail to preserve the character and appearance of the adjacent conservation area."* In addition, recent court judgements make it clear that in considering planning applications, the LPA must now consider the potential impact of development on European protected species. Bat emergence surveys will therefore be necessary before a planning application can be determined.)

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).

Permission Granted 12 January 2017.

UTT/16/3291/FUL Walnut Tree, Cobblers Green

Erection of hay and trailer store.

Permission Refused 17 January 2017: (*"The proposed store, due to its scale and prominent position, would cause harm to the character and appearance of the countryside.... Due to a lack of detailed supporting information, it is not possible to adequately assess whether the proposed development would have an acceptable impact on ecology."*)

UTT/16/3295/LB Three Horse Shoes, Bannister Green

Retention of works: Reducing chimney height and permission to rebuild chimney according to structural surveyor recommendations.

Permission Granted 10 January 2017.

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.

Planning and Listed Building Permission Granted 17 January 2017.

230.2 APPLICATIONS TO BE CONSIDERED AT THE 16 FEBRUARY PLANNING MEETING

UTT/16/3635/HHF 3 Bentalls, Willows Green Main Road

Vehicular crossover.

UTT/17/0105/TPO Gate Cottage, Cock Green

Proposed reduction to tree canopy and height of 1 no. Horse Chestnut.

UTT/17/0108/FUL Land adjacent to Players Court, Felsted School

Erection of 10 no. examination rooms for a temporary period of two months commencing May 2017.

UTT/17/0154/TCA Dove House Place, 5 Cromwell Park, Chelmsford Road

Removal of dead or dying hawthorns overhanging footpath.

16/231 **Local Plan updates**

231.1 Uttlesford – Consultants continued to review the UDC Local Plan evidence base and the proposal for a West of Braintree Garden Community. The next UDC public consultation on the Local Plan was now scheduled for Summer 2017.

231.2 Braintree – Cllr Malcolm Radley had attended the January meeting of SERCLE and reported that the Group was continuing to actively oppose the West of Braintree Garden Community. Legal queries were being considered by a local planning expert.

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

16/232

Urgent Matters and items for the next Agenda

232.1 Felsted United Charities – The Chairman reported that the FUC had met on 17 January. One of the Council’s representatives, Corinne Walker, had submitted her resignation and Cllr Frances Marshall had subsequently agreed to take over the role of Secretary to FUC. The Council would need to appoint a third representative on the FUC at the next Annual PC meeting in May 2017 and members noted that Jill Rogers had expressed an interest in undertaking this role.

232.2 Meeting time change – Cllr Bennett agreed to update the website to record the change in meeting start times to 7pm.

Cllr
Bennett

232.3 Taylor Wimpey site at Watch House Green – Members noted that a pond had recently been dug at the front of this site and the Clerk agreed to investigate whether this conformed to the planning permission approval.

232.4 Felsted Youth Club – The Clerk had been contacted by one of the organisers of the former Felsted Youth Club which closed some time ago. They had suggested that residual funds from the Youth Club would be transferred to the Council and approval was being sought to dispose of the items currently being kept in the Council’s storage facility on their behalf. Discussions were ongoing and members agreed to consider a possible use for the transferred funds (with a youth element) at the next meeting.

The meeting closed at 9.12 pm

Next Planning Committee Meeting: Thursday 16 February in the URC Hall at 7.30 pm

Next Finance Committee Meeting: Wednesday 22 February in the URC Hall at 5.00pm

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

..... Chairman
1 March 2017

FELSTED PARISH COUNCIL

Correspondence List – February 2017

1. UDC – Uttlesford Review of the Gambling Act 2005 – See details at http://www.uttlesford.gov.uk/gamblingpolicy2017 - Official postal address for Ridley’s Brewery development, Hartford End – PC Comment?	Deadline 16 March
2. ECC - Invitation to ECC Highways Briefing on 13 March (UDC Offices from 5-7pm) - Consultation on A120 (five alternatives for a new A120 dual carriageway between Braintree and the A12) see details at www.essex.gov.uk/WLP - Footpath 99 – Official Order of Modification received to attach to Definitive Map - Replacement Waste Local Plan – Modifications consultation (see details at www.essex.gov.uk/WLP) - Culture in Essex – Small grants scheme – Applications invited - Bus Passenger News – January-February 2017 (Nothing affecting Felsted) - Making the Links – January 2017	Deadline mid March Deadline 16 February Deadline 13 February
3. Charity Commission – Felsted Allotments Annual Return 2015-16 submitted	
4. EALC – Calendar of Courses for 2017 - Legal Update –	
5. Neighbourhood Watch Group at Cock Green – Request for funding for 6 signs (£180)	
6. Superfast Essex – Request for info on broadband service in certain Felsted postcodes	
7. Police – Community Safety Hero – nominations sought	Deadline 20 February
8. NHS - “Men’s Shed” venture in Barnston	
9. Uttlesford Community Travel – Request for funding	
10 Uttlesford CAB – ‘Keeping Warm in Uttlesford’ leaflet /campaign	
11 SSE – Night Flights Consultation	Deadline 28 February
12 SLCC – January News Bulletin	

Unpaid List – February 2017

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	04/01/2017	30167	Street light repair Braintree Rd/Garnetts Lane ju	134.40	
	16/01/2017	30209	Repair MUGA light	77.94	
	25/01/2017	30225	Repair 3 street lights in Evelyn Rd	199.20	
Total A & J Lighting Solutions				411.54	102456
Acumen Wages Service					
	30/12/2016	14173	Salary admin - December 2016	24.00	
Total Acumen Wages Service				24.00	102457
Affinity Water(formerly Veolia)					
	20/01/2017		Allotment w ater supply July16 to Jan 17	151.10	
Total Affinity Water(formerly Veolia)				151.10	DD
Command Pest Control Ltd					
	03/01/2017	764850	Pest control at allotments Jan-April 2017	54.00	
Total Command Pest Control Ltd				54.00	102458
D M B Smith					
	29/01/2017		Clerk's salary - Jan 2017	649.94	
	31/01/2017		Clerks mileage (£12.60) and expenses (£40.93)	53.53	
Total D M B Smith				703.47	102459
E.ON					
	02/01/2017	H13E544822	Street light electricity - Dec 2016	242.48	
	15/01/2017	H13F351E05	MUGA electricity - Jan 17	27.77	
	15/01/2017	HF3C931EF	Pavilion electricity - Jan 17	19.13	
Total E.ON				289.38	DD
Graham Eaves					
	25/01/2017	U2615	Black printer ink (Q payable to DMB Smith)	10.89	
Total Graham Eaves				10.89	102460
OfficeTeam Ltd					
	16/01/2017	IO649030	Printer paper and laminated pouches	75.93	
Total OfficeTeam Ltd				75.93	102461
Peter J Watson					
	29/01/2017		Asst Clerk salary - Jan 2017	238.77	
	29/01/2017		Asst Clerk's mileage - Jan 2017	4.50	
Total Peter J Watson				243.27	102462
R Chapman					
	31/01/2017		Unlocking toilets etc 2-29 January 2017	80.00	
Total R Chapman				80.00	102463
S P Barnard					
	29/01/2017	70	Village Attendant - Jan 2017	500.00	
Total S P Barnard				500.00	102464
Sovereign Design Play Systems Ltd					
	27/01/2017	83793	Deposit for play equipment at WHG	2,549.82	
Total Sovereign Design Play Systems Ltd				2,549.82	102465
Uttlesford District Council (as supplier)					
	24/01/2017	58488	Green waste skip April- Dec 2016	2,442.00	
Total Uttlesford District Council (as supplier)				2,442.00	102466
TOTAL				7,535.40	