

FELSTED PARISH COUNCIL

Minutes of the 1040th Meeting held on 1 March 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Nicholas Hinde, Frances Marshall, John Moore, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.
7 members of the public were also present plus District Councillor Marie Felton, County Councillor Simon Walsh and Youth Representative Poppy Mifsud.
- 16/233 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Andy Bennett, Anna McNicoll and Malcolm Radley and District Councillor Alan Mills.
- 16/234 **Public Forum**
234.1 Parking on grass verge outside Abbeyfields, Jollyboys Lane North – Members noted that the greensward was being badly damaged by visitors cars parking on the grass. The contractors were not causing any problems as they parked all their vehicles in the Playing Field car park as agreed and most of the staff had made arrangements to park in local residents' drives. This matter would be considered fully later in the meeting.
- 16/235 **Minutes of the Meeting held on 1 February 2017**
These Minutes were approved and were signed by the Chairman.
- 16/236 **Minutes of the Planning Committee meeting on 16 February 2017 and the Finance Committee meeting on 22 February 2017**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 16/237 **Matters arising from the February Council meeting**
237.1 Pavement between Old Telephone Exchange and Causeway End (Item 16/211.2) – The Clerk and Village Attendant had inspected the pavement and concluded that although the grass verge had spread slightly over the pavement, the main problem was the uneven broken up surface. The Clerk would report this to ECC Highways. Clerk
237.2 Storage of Council records (Item 16/214.1) – The Clerk had just received confirmation that the Council's documents were now ready for collection. Cllr Chris Woodhouse would contact the solicitors direct to make the necessary arrangements. Cllr C Woodhouse
237.3 Watch House Green bus shelter (Item 16/214.2) – The Clerk had spoken to Phillip Reeve and he would replace the damaged window glass with Lexan, which it was hoped would prove more durable. He had also agreed to carry out remedial work to the bottom of the 2 new external doors at the pavilion which had swelled up.
237.4 Approval of planning application at Aylands, Bannister Green (Item 16/214.4) – Members noted that the Asst Clerk had sent the agreed letter to UDC expressing the Council's concerns and querying the validity of the decision. The response from UDC had not been helpful and the PC Planning Committee had agreed to pursue the matter further by copying all correspondence to District Councillors Marie Felton and Alan Mills and requesting their assistance. Asst Clerk
237.5 Meeting with UDC Leader Howard Rolfe - Councillors Malcolm Radley and Andy Bennett had both been unavailable in recent weeks but the Clerk would arrange the meeting shortly. Clerk
237.6 Taylor Wimpey site at Watch House Green – Members noted that the Clerk had confirmed that the 'pond' had been approved by UDC as part of the Reserved Matters drainage works. The pond was designed to take excess water from a 1 in 100 year event. The Clerk would write to UDC asking if the 'pond' would be fenced to avoid potential accidents. Clerk
- 16/238 **County and District Councillor Reports**
238.1 County Councillor's Report – County Cllr Simon Walsh highlighted a number of matters within his report including: the record percentage (87.5%) of pupils being offered their first preference secondary school place, current Essex Energy Switch scheme extended to 20 March, 'Leaky dam' project at Thaxted, Essex Book Festival during March 2017 and the

upcoming Carers job fairs .

Cllr Nicholas Hinde highlighted the traffic congestion near Beaulieu Park in Chelmsford which resulted from extensive new housing developments in the area. County Cllr Walsh responded that ECC had investigated the possibility of creating a new bypass direct to the A12 in the past but that this suggestion had not proved viable.

County Cllr Walsh agreed to meet Cllr Graham Harvey on site at the Molehill Green/ Hollow Road junction to discuss the flooding/road surface issue at this site.

238.2 District Councillor's Report – The District Councillor's Report included the following matters: Open Day at the Audley Rooms wedding venue, the Great British Spring Clean 3-5 March, new Technical and Professional Skills Centre to be created at Stansted Airport and details of the 2017-18 budget and Council Tax proposals.

16/239 **Correspondence**

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

239.1 Green Waste Schedule for 2017 – Members noted that the service would run every Sunday morning from 9-10am at Bannister Green, starting 2 April to 3 December (inclusive).

239.2 UDC Parish Forums on 15 March and 5 July 2017 – Asst Clerk Peter Watson would attend the 15 March meeting but the July meeting clashed with a PC meeting.

239.3 Essex Village of the Year Competition 2017 – Members concluded that it was too soon, after their winning entry in 2015, to enter the competition this year but with several projects in the pipeline (Nature Reserve/ Churchyard/ Youth Representation and Improvements to the Greens) it was agreed to discuss the matter at the October 2017 Council meeting to plan for a possible entry in 2018.

239.4 EALC Legal Note on Trespass (LTN44) – It was agreed that this should be circulated to all Councillors. The Chairman borrowed the Clerk's hard copy.

Asst Clerk

Clerk

Clerk

16/240 **Finance**

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

240.2 Receipts – There had been no further receipts this month.

240.3 Approval of second grant instalment (£2500) to Felsted NP Steering Group – It was proposed by Cllr John Moore, seconded by Cllr Frances Marshall and unanimously agreed to pay the second instalment of the 2016-17 grant to the FNPSG.

240.4 Approval of Asset Register – Members noted that the value of buildings and property had been increased by 1% in line with increases applied to the Council's insurance policy and a number of items had also been added to the Register. It was proposed by Cllr John Moore, seconded by Cllr Richard Freeman and unanimously agreed to approve the updated Asset Register.

240.5 Pension regulations – The Clerk confirmed that following the Council's Staging Date of 1 February, she had sent the required letters to herself and the Asst Clerk and neither wished to request membership of a pension scheme. She would shortly be submitting the required legal declaration to this effect (deadline 30 June 2017).

Clerk

16/241 **Playing Fields**

241.1 Additional play equipment at Ravens Crescent playing field – Members noted that Sovereign had commenced work on Monday 27 February and installation would be complete by the end of the week. Payment of the balance due had been approved at Item 16/239.1 above. Once the work is finished and inspected and the payment made, the Clerk will apply for the UDC Community Project Grant of £3500.

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

Clerk

Asst Clerk

16/242 **Highway matters**

242.1 Bridleway Ring – Members noted that the Chairman had again been in touch with Simon Marriage and hoped to arrange a meeting in a month or so when he was next available. This would therefore be considered further at the next meeting.

242.2 Footpath 80 – Members noted that the new owner of Trewint had applied to divert FP80 over Trewint land to join up with the remainder of the existing path. ECC had accordingly requested an informal opinion from the Council on this proposal. Given the history of the site and the established desire from local people to see the route re-opened, the

Cllr Harvey & Clerk

Clerk

Council agreed to respond that they would not want the footpath closed under any circumstances and that they had no objection to the diversion proposed.

242.3 Damage to grass verge outside Abbeyfields, Jollyboys Lane North – Members agreed that the Clerk should suggest that visitors to the Home are encouraged to park in the Playing Field car park. Longer term it was agreed to consider protection of the grassed area by the use of posts and possibly grassguard-type tiles under Item 16/244 below.

16/243 **'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.

16/244 **Improvements to Greens and Open Spaces around the parish**

Members noted that the Free Trees requested from OVOEnergy had, somewhat unexpectedly, been received on 6 February. The Clerk, Tree Warden and Cllr John Moore had attended a site meeting at Bannister Green to discuss possible planting plans. It was suggested that all the whips be planted to form a hedge along the north boundary of the Green about 1m from the edge of the unmade up access road. Members agreed to this suggestion and to the purchase of 60 additional Hawthorn whips to complete the scheme. The Clerk had spoken to 2 of the local residents, neither of whom had any objections to the scheme. She would however write to all the local residents to inform them of the plan. Whilst at the site meeting, it had also been suggested that a line of mature indigenous trees should be planted along the western edge of the Green (set well back from Cock Green Road) and a resident had generously offered to purchase 3 mature trees to plant on the Green near the north east corner. Any planting would need to take place in the Autumn.

Clerk

It was agreed to set up a Working Group, consisting of Cllrs John Moore and Richard Freeman and Tree Warden Andrew Hinde, to consider other improvements to both Bannister Green and the other Greens and grassed areas in the village (including the Hollow Road and Stevens Lane 'triangles'). This would be considered again at the next meeting.

Cllrs
Moore &
Freeman

16/245 **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.

16/246 **Felsted Neighbourhood Plan**

Cllr John Moore reported that the FNPSG were in the final stages of formulating policies for each of the 6 'Themes' identified earlier in the process. Rachel Hogger (the Planning Consultant engaged by UDC to assist NP Groups) would be attending the next NP meeting to go through the draft policies and advise if they meet the Inspector's requirements from a planning policy point of view.

The Chairman had been asked by a local resident to once more raise the matter of a potential conflict of interest of a major landowner being a member of the NP Group. Cllr Moore and other Councillors sitting on the NP Group explained that the NP Group's Chairman very much recognised people's concerns in this regard. Iain Crawford has always declared an interest where required and has voluntarily excluded himself from all meetings where development matters are to be discussed. Members of the public were welcome to attend any of the NP meetings to see these procedures in operation and the NP Group would consider changing the meeting times to enable working residents to attend. The Group has not to date discussed any future land use for specific sites. Cllr Moore agreed to appraise the NP Group of this matter and report back. The Chairman welcomed this further clarification and assurance that the voiced public perception was not, in reality, correct.

16/247 **Closure of Holy Cross churchyard**

The Clerk had received formal notification, from the Privy Council on 15 February 2017, of the closure of the churchyard. She had subsequently liaised with the Vicar and it had been suggested that the Church would organise a 'Clear Up Day' on 25 March with the intention of an official handover to the PC on 1 April 2017. Members expressed concern that a 1 April handover would give the PC little time to arrange a grass cutting contract for the churchyard and that 1 May might be better. It was agreed to form a Working Group, consisting of Cllrs Nicholas Hinde, John Moore and Peter Rose, to urgently consider the detail of the grass cutting contract and other churchyard related matters (including insurance liability, tree

Cllrs
Moore,
Hinde &
Rose

survey, refuse policy).

The URC Committee had agreed that, for the time being, burials could take place in their cemetery but it was agreed that the Clerk would speak to the URC about provision in the longer term.

Clerk

16/248 **Community Speedwatch Group in Felsted**

A new initiative had been started by Essex Police to provide more support for Community Speedwatch Groups in the County. As a result the Clerk had now received the requested mobile Speedwatch signs and the Group was now fully equipped. In the absence of a volunteer co-ordinator the Clerk agreed to take on the role on a temporary basis and the Group would hopefully be operational very shortly. The Clerk would attend a Speedwatch Co-Ordinators meeting at Kelvedon on 9 March.

Clerk

16/249 **Recording Felsted's History**

It was agreed that this project would be publicised in Interface and on the PC website inviting long standing residents to make contact with the Clerk. Poppy Mifsud would bring a Memory Book to the next meeting to show what other villages had compiled.

Clerk/
Poppy
Mifsud

16/250 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**

The Clerk confirmed that Cllr Andy Bennett had submitted a response to the Nightflight Consultation as agreed at the February meeting. She had received a reply from the Chief Executive of the CAA to the Council's submission on the Flightpath Review and had also received a further response from Sir Alan Haselhurst MP.

16/251 **Felsted Market Cross**

The Clerk had not yet arranged a further meeting so it was agreed to consider this again at the next Council meeting.

Clerk

16/252 **Chairman's matters**

The Chairman had no matters to raise.

16/253 **Youth Representative matters**

Poppy Mifsud had considered the matter of residual funds and equipment from the former Felsted Youth club and wished to suggest that the equipment be sold with the money raised being put towards providing an outdoor Table Tennis Table with a durable metal net in the playing field. There is a lot of existing play equipment for younger children on the playing field but less for older children and teenagers and this would fill the gap. Outdoor Table Tennis tables are very popular and well used at the Prep School. Members welcomed this suggestion, which had been well thought out, and it was agreed that the Clerk would obtain prices on the Outdoor Table Tennis tables and also an indication of how much the existing equipment might be worth. She would also inform the former Youth Club leaders of the suggestion.

Clerk

16/254 **Clerk's Matters**

254.1 Weekly Police Crime Lists – Members noted that there had been three incidents during February namely, an attempted house burglary in Chelmsford Road, and 2 house burglaries in Frenches Green and Chelmsford Road respectively.

254.2 Emergency Plan – The Working Group had met on 23 February and agreed which Group members would contact which organisations/groups of people within the community. There had been no further response from the football clubs regarding volunteers. The next meeting was scheduled for 30 March at 2.30pm in the URC Committee Room.

254.3 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 February Planning Committee Agenda but agreed to include it on the Agenda for the March Planning Committee meeting.

Asst Clerk/
Cllrs
Harvey &
Radley

254.4 Future Production of Felsted News – There had been no further contact from the prospective volunteer so it was agreed to consider this again at the next meeting.

Asst Clerk

254.5 Village Litter Pick – Members noted that the next Litter Pick would be held on Saturday 1 April from 10-2pm, meeting in the Playing Field car park.

254.6 Felsted Youth Club – There had been no further contact from the Youth Club leaders but see Item 16/253 above.

Planning Decisions and New Applications**255.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING****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.

Permission Granted 30 January 2017.

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

Change of use from agricultural land to domestic garden.

Permission Refused 7 February 2017: (*"The change of use of this land to domestic garden would cause serious harm to the open and rural character of the countryside by way of the intrusion of an extended domestic garden and its associated paraphernalia into an agricultural landscape over an excessive area. The proposal would therefore detract rather than protect or enhance the character and appearance of the part of the countryside in which it is set."*)

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

Single storey side extension.

CLP Approved 30 January 2017.

UTT/16/3660/HHF Beggars Den, Cock Green, 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.

Permission Refused 7 February 2017: (*"The proposed two-storey and first-floor extensions, by virtue of their scale and bulk, and the use of sections of flat roof in their design, would fail to respect the character and appearance of the original dwellinghouse and the surrounding area."*)

Tree work applications decided:**UTT/17/0105/TPO Gate Cottage, Cock Green**

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

Application Rejected 13 February 2017: (*"The proposed reduction of the height and the crown of the horse chestnut would be detrimental to the health and visual amenity value of the tree."*)

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

Removal of dead or dying hawthorns overhanging footpath.

No objection 31 January 2017.

255.2 APPEAL DECISION RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**UTT/16/2058/HHF The Gables, Bannister Green, Felsted**

Proposed erection of a double garage.

Permission Refused 14 September 2016

Appeal lodged 9 January 2017.

Appeal Dismissed 9 February 2017: (*"... The proposal would have an adverse effect on the character and appearance of the surrounding area and the setting of a Grade II listed building."*)

255.3 APPLICATIONS TO BE CONSIDERED AT THE 16 MARCH PLANNING MEETING**UTT/17/0307/FUL Land opposite Aylands, Bannister Green, Felsted**

Construction of a dwelling with new access.

UTT/17/0379/HHF Spinney, Gransmore Green, Felsted

Proposed demolition of outbuildings and erection of three bay cart lodge.

255.4 APPEAL DOCUMENTS SUBMITTED BY CATESBY ESTATES – Land south of Braintree Road, Felsted UTT/16/0287/OP Outline application for up to 55 dwellings

Members noted that a consultant acting on behalf of Catesby Estates had submitted a "Proof of Evidence" to the Planning Inspectorate which contained misleading statements and 'quotes' from PC Minutes that are not fully qualified, mainly in regard to the need for Affordable Housing. The consultant completely omits any reference to the 10 Exception/

Affordable houses recently completed at Watch House Green, and does not include these in the data quoted. It was agreed that the Asst Clerk would liaise with Cllr Richard Freeman and draft a letter to the Planning Inspectorate pointing out the inaccuracies and distortion of information in the consultant's report. This would be sent as soon as possible and before the allocated hearing date of 21 March.

16/256 **Local Plan updates**

256.1 Uttlesford – The UDC Local Plan process was on hold pending receipt of reports from the consultants reviewing the process and evidence base.

256.2 Braintree – BDC had issued Update 4 on their Local Plan process.

256.3 Chelmsford Borough Council – Members noted that CBC was planning to start a Preferred Options Consultation at the end of March 2017 for 6 weeks (subject to agreement by their Development Policy Committee on 9 March).

16/257 **Urgent Matters and items for the next Agenda**

257.1 Footpath 110 – The public had reported a lot of dog poo along this footpath between the playing field and the wood. It was agreed that the Clerk and Village Attendant would visit the site and consider re-locating an existing dog poo bin or purchasing an additional bin for this area.

Clerk

The meeting closed at 9.10 pm

Next Highways Committee Meeting: Wednesday 8 March in the URC Hall at 5.00pm

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

Next Council Meeting : Wednesday 5 April in the URC Hall at 7.00pm

..... Chairman
5 April 2017

FELSTED PARISH COUNCIL

Correspondence List – March 2017

1. UDC – Green Waste Schedule for 2017 (at Bannister Green on Sunday mornings 9-10am from 2 April to 3 December 2017 (inclusive)) - Parish Forums on 15 March 2017 (Main Agenda items Local Plan update and Planning Enforcement) and 5th July 2017 (Main Agenda item Local Plan Regulation 18 Draft Local Plan Consultation) – both meetings 7–8.30pm at UDC Offices, Saffron Walden [NOTE: Dawn French, Chief Executive of UDC will attend on 15 March and suggest expanding the scope of these Forums) - Great British Spring Clean event 3-5 March (Litter picking) - ‘Uttlesford Council News’	
2. ECC – Bus Passenger News (February/March Edition) - Making the Links (February Edition)	
3. Police and Crime Commissioner Public Consultation on the governing of Essex Police and Essex Fire and Rescue Service Deadline 10 May	
4. EALC – Legal Update including Legal Topic Note on “Trespass” (February 2017) - Training Courses up to July 2017 - County Update (February 2017)	
5. RCCE – 2017 Essex Village of the Year Competition - Oyster magazine Issue 40 (Winter 2017)	Deadline 7 April
6. Dept of Transport - Draft Airports National Policy Consultation - Airspace Policy Consultation	Deadline 25 May Deadline 25 May
7. National Plant Monitoring Scheme – 25 ‘squares’ available in Essex (nearest Barnston)	
8. Superfast Essex – Make the Connection (February 2017)	
9. SSE – Stansted Night Flights Consultation - Minutes of meeting held on 27 January 2017	Deadline 28 February
10. Aviation Environment Federation – Notification of Consultations (see 6 above)	
11. SLCC – Regional Training Seminar on 27 March	

Unpaid List – March 2017

	<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Amount</u>	<u>Cheque number</u>
Acumen Wages Service					
	30/01/2017	14243	Salary admin - January 17	24.00	
Total Acumen Wages Service				24.00	102470
Affinity Water(formerly Veolia)					
	10/02/2017		Allotment w ater supply	51.05	
Total Affinity Water(formerly Veolia)				51.05	DD
DM B Smith					
	28/02/2017		Clerk's salary - Feb 17	649.94	
	28/02/2017		Clerk's expenses & mileage	34.46	
Total DMB Smith				684.40	part 102471
EON					
	04/02/2017	H140787BE5	Street light electricity - Feb 17	242.48	
	15/02/2017	H14147764B	MJGA electricity - Feb 17	23.81	
	15/02/2017	HF46CFF86	Pavilion electricity - Feb 17	69.20	
Total EON				335.49	DD
Felsted NP Steering Group					
	28/02/2017		Grant 2016-17 (2nd instalment)	2,500.00	
Total Felsted NP Steering Group				2,500.00	102472
Graham Eaves					
	02/02/2017	U2694	Multipack of printer inks	21.95	
	02/02/2017	U2696	Black printer inks x 4	39.80	
Total Graham Eaves				61.75	part 102471
Peter J Watson					
	28/02/2017		Asst Clerk's mileage - Feb 17	4.50	
	28/02/2017		Asst Clerk's salary - Feb 17	238.77	
Total Peter J Watson				243.27	102473
R Chapman					
	28/02/2017		Unlocking toilets etc - Feb 17	80.00	
Total R Chapman				80.00	102474
S P Barnard					
	28/02/2017		Village attendant - Feb 17	400.00	
Total S P Barnard				400.00	102475
Sovereign Design Play Systems Ltd					
	04/02/2017		Ravens Cres play equipment	10,199.31	
Total Sovereign Design Play Systems Ltd				10,199.31	102476
TOTAL				14,579.27	
PLUS: Acumen Wages Service			Salary admin - February 17	24.00	102477