

FELSTED PARISH COUNCIL

Minutes of the 1045th Meeting held on 2 August 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Frances Marshall, Malcolm Radley, Chris Woodhouse and Stephanie Woodhouse.
11 members of the public were also present plus District Councillor Alan Mills (left after Item 17/119) and Ella-Rae Coleby (Youth Representative).
- 17/113 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Nicholas Hinde, John Moore and Peter Rose plus County Councillor Simon Walsh, District Councillor Marie Felton and Youth Representative Poppy Mifsud.
Cllr Frances Marshall declared a pecuniary interest in Item 17/119.5 and Cllrs Frances Marshall and Cllr Richard Freeman both declared non pecuniary interests in Item 17/131.
- 17/114 **Public Forum**
114.1 Road with no name progress – The Clerk reported that the UDC Scrutiny Committee had referred the matter back to the next Council meeting on 19 September.
114.2 Additional litter bin near Linsells shop – Following refurbishment of Linsells shop the previous litter bin, sited on the shop front, had not been replaced. It was suggested that the Council should provide a replacement litter bin in this heavily used area. The Clerk had separately received a request for a litter bin in Woodleys car park (see Item 17/119.4). Members unanimously agreed to purchase a litter bin and agree the exact site at the next meeting. Clerk
114.3 Abandoned van in Woodleys car park – The Clerk reported that she had placed a notice on the white van but that this had produced no response. She would contact UDC and determine what further action could be taken to remove the vehicle.
114.4 SERCLE Crowd Funding sought - Members noted that SERCLE had launched a Crowd Funding page and that they were also seeking a new co-ordinator.
114.5 Speed limit in Braintree Road (Village to Watch House Green) – It was suggested that the speed limit should be reduced along this stretch of road. The Clerk responded that an application had been made to ULHP to reduce the speed limit around Felsted Primary School to 20mph but that budget cuts had created a backlog of projects to be considered by the Panel. Community Speedwatch also operated in this area to deter drivers from speeding.
114.6 Sunnybrook Farm planning proposal – The Clerk confirmed that no actual planning application had yet been submitted.
- 17/115 **Minutes of Meeting 1044 held on 5 July 2017**
These Minutes were approved and were signed by the Chairman.
- 17/116 **Minutes of the Planning Committee meeting on 18 July and the Finance Committee meeting on 12 July 2017**
These Minutes were noted. The Minutes would be formally approved at the next meeting of the respective Committees.
- 17/117 **Matters arising from the July Council meeting**
117.1 Storage of Council records (Item 17/90.1) – Cllr Chris Woodhouse informed members that he had collected the records. The Clerk would look through the documents and then take them to Holmes and Hills Solicitors in Braintree who had agreed to store them securely for the future. Clerk
117.2 Approval of planning application at Aylands, Bannister Green (Item 17/90.2) – The Asst Clerk reported that he had not yet written to both District Councillors and Roger Harborough (UDC Chief Planning Officer) expressing the Council's dissatisfaction with this decision. The Asst Clerk was requested to progress this matter immediately. Asst Clerk
117.3 Installation of the 2 new defibrillators – Members were pleased to note that the electrician had commenced work on installing the necessary wiring, at the doctor's surgery and Felsted Primary School, and that the defibrillators should be operational by the end of next week. It was agreed that the Clerk would purchase roadside Defibrillator signage to direct Clerk

residents to these potentially lifesaving devices.

117.4 New dog waste bins – Members noted that the 2 new dog waste bins had been received and one had been installed at Bannister Green to replace a broken existing bin. The second bin would be kept in store until required.

117.5 Legionella Report for the pavilion – Members noted that the report recommended that the coldwater storage tank required an in depth clean, that all taps and showers should be regularly run for 10 minutes to flush the water system through and that the temperatures of hot and cold outlets should be tested and recorded regularly to ensure that they remain within set guidelines. It was agreed that the Clerk should act on these recommendations.

Clerk

117.6 UDC Meeting on 11 August at 10am to discuss West of Braintree development – The Clerk had circulated details of this meeting which would include representatives from UDC / BDC/ local Parish Councils and the West of Braintree consortium. Councillors Chris Woodhouse and Frances Marshall agreed to attend.

Cllrs C
Woodhouse
& F Marshall

117.7 Molehill Green Road/ Hollow Road junction drainage problems – The Clerk read out an update from County Cllr Simon Walsh. Cllr Chris Woodhouse reported that he had undertaken some investigations and located a pipe emitting cloudy water in the verge near the 'Hollow Road' road sign. He believed that this might carry waste water from one of the adjacent properties (via the ditch at the rear of the properties) which was causing the problem. There was also a drain near the junction which was full of debris and 'caked solid'. It was agreed that the Clerk should pass this information on to C Cllr Walsh and request that ECC investigate the pipe run and take appropriate action. Cllr C Woodhouse would be happy to meet the workmen on site to show them the location of the pipe concerned.

17/118 **County and District Councillor Reports**

118.1 County Councillor's Report – Members noted the report from County Cllr Simon Walsh which included the following: 40,000 children to join Summer Reading Challenge: Update on A120 consultation: August 'Kids go free' at Park and Ride: Green Flag awards for Essex Country Parks (including Great Notley) : ACL courses and new Essex Highways Twitter account to keep the public informed of road resurfacing works and closures.

118.2 District Councillor's Report – The Councillor's report included the following matters: Multi-agency Centre launched in Great Dunmow : Work begins on first Independent Living housing scheme in Uttlesford : Draft Local Plan Consultation update (including interactive Story Map facility) : UDC to part fund new running track and sports pitch at Carver Barracks : new Uttlesford Youth Council established and initial meeting for Uttlesford-wide Dementia Action Alliance.

17/119 **Correspondence**

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

119.1 Naming of new road south of Kinvara Business Centre, Gransmore Green –

Members suggested Gransmore Close but preferred to name the road after a local landmark if possible. The Asst Clerk agreed to research the name of the former pub adjacent to the site and this would be used if practicable [CLERK'S NOTE: The pub was The Crooked Billet which closed in 1901 so Crooked Billet Close, or Billet Close, was suggested to UDC].

Clerk

119.2 UDC Housing Register criteria - It was agreed that the Clerk would circulate this e-mail from UDC to Councillors and would also contact UDC to request clarification on the criteria used to allocate the 10 Exception Houses recently built at Watch House Green.

Clerk

119.3 EALC courses – It was agreed that the Clerk should attend the Data Protection Course in September (Cost £45) and Cllrs Bennett and Freeman expressed an interest in attending the Advanced Councillor courses on 28 November and 12 December (they would confirm their availability with the Clerk after the meeting).

Clerk

119.4 Request to site a litter bin in Woodleys Car Park – Members considered this request earlier in the meeting (see Item 17/114.2).

119.5 Sunnybrook Farm development proposal for Primary School parking and enabling housing – Members noted the 6 letters of objection and agreed that the Clerk should inform the residents that they would need to submit any objections to UDC if/ when a planning application was made for the site.

Clerk

119.6 Affinity Water - Water Resources update – Members noted that because of low rainfall in Autumn and Winter 2016 the water levels in the aquifers had dropped below

average and Affinity Water were encouraging customers to save water with their 'Keep Track of the Tap' campaign.

17/120 **Parish Councillor vacancy**

The vacancy was being publicised on notice boards and on the website and previous candidates had been invited to re-apply. There had been one expression of interest to date. Interviews would be held towards the end of August and hopefully a new Councillor would be confirmed at the September meeting.

17/121 **Finance**

121.1 Payments -The list of payments on p8 was approved. Members noted that all Council documents and data had now been transferred to the new laptop which was operating well. The Clerk would provide the Chairman with an updated backup for the 'Chairman's Case'.

121.2 Receipts – Members noted that there had been no receipts since the last meeting.

121.3 External Auditor's Report for 2016-17 – Members were pleased to note that the Accounts had been accepted without comment by the External Auditors. Members expressed their thanks to the Clerk and to Cllr John Moore (Chairman of the Finance Committee) for their work to achieve this satisfactory outcome.

121.4 UDC Community Project Grant 2017-18 – Members were pleased to note that UDC had approved a grant of £1200 towards the cost of replacing the safety surfacing under the baby and junior swings at both Bannister Green and Willows Green play areas. The quotation from Sovereign to carry out the work totalled £6667.91 and it was proposed by Cllr Frances Marshall, seconded by Cllr Stephanie Woodhouse and unanimously agreed to accept this quotation. The work would not be undertaken until the Autumn to allow time to lay new turf under the baby swings prior to the laying of the safety surface. Further quotations had not been sought in this instance because 3 quotes had been obtained earlier in the year for a similar project at Ravens Crescent play area so comparative costings were already known.

17/122 **Playing Fields**

122.1 New Table Tennis table – The Asst Clerk confirmed that the table had been ordered and would be delivered on 15 August (subject to suitable ground conditions). A green table had been ordered rather than blue because it was significantly cheaper and £150 would be saved on the quoted delivery charge because it was being combined with another nearby delivery on the same day. The Clerk and Asst Clerk would meet to agree an exact location for the table prior to the delivery and the Asst Clerk would supervise the delivery itself. Poppy Mifsud had been kept updated with progress and it was hoped that she would be available to officially unveil the table on a date to be arranged.

Asst Clerk & Clerk

122.2 Ravens Crescent play area Thumper Tower – Members noted that a number of bolts had come loose on this equipment and one of the steps on the climbing wall had broken off. The Clerk had already asked the company to carry out urgent repairs.

Clerk

17/123 **Highway matters**

123.1 Proposal to divert part of Footpath 59 and other footpath changes around Felsted Mill – Three Councillors had attended a site meeting on 9 July to assess the merits of the existing and proposed routes of Footpath 59. It was agreed that FP59 was particularly intrusive for the owners of Felsted Mill where it passes beside their kitchen window. Concerns regarding the safety of the diversion route on Mill Road were partially allayed by the owner of Mill Moorings offering to create a wider grass verge alongside the roadway for the entire length of his property boundary. Members noted that the existing path was subject to flooding and could be very muddy in adverse weather conditions which had resulted in some youth groups no longer using the route. It was proposed by Cllr Richard Freeman, seconded by Cllr Malcolm Radley and unanimously agreed to support the diversion proposals.

17/124 **'Road with no name' at Bannister Green**

The Clerk provided an update during the Public Forum - see Item 17/114.1.

- 17/125 **Greens and Open Spaces Working Group**
 The Working Group had met on 17 July and inspected Bannister Green, Ravens Crescent play area, Watch House Green grass triangle and the main playing field. Various improvements and repairs had been noted including replacing dead whips in Bannister Green hedge and play area hedge in the Autumn, replacing one dead Red Oak (main playing field) in the Autumn, repairing the Teen Shelter concrete base, clearing and turfing the area to the side/rear of the pavilion and replacing one timber post to main gate into Children's Play area. The Village Attendant was continuing to undertake the work previously identified at Willows Green, Ravens Crescent and Bannister Green and the Clerk would provide him with a list of the additional work now identified. Members noted that the work undertaken to date had significantly improved the appearance of the play areas and recorded their thanks to the Village Attendant.
- 17/126 **Churchyard Working Group**
 Because of holidays it had not yet been possible to arrange a meeting of the Churchyard Working Group. The Group were likely to meet again in September. Clerk
- 17/127 **Proposed Nature Area / Section 106 Agreement with Enodis**
 Cllr Chris Woodhouse had studied the detail of the draft new transfer Agreement with Enodis and the Clerk had subsequently responded to Holmes and Hills querying some minor details and providing information required by the solicitors (Plan numbering, plan for utilities crossing the site and existing vehicular access arrangements). The Clerk had also indicated that of the 3 matters that were outstanding (surface improvements to footpath / improvements to planting and confirmation that the Council would not be subject to any future enforcement action relating to contamination issues) the Council could possibly compromise on the first two matters but would not compromise on the third. Clerk
 Cllr Graham Harvey was making enquiries regarding opening a Capital Access Bond for the Nature Reserve funds. Cllr Harvey
- 17/128 **Felsted Neighbourhood Plan**
 The Clerk reported that more than 160 residents had attended the 2 Consultation Events on 7 and 8 July which was very encouraging. They had engaged fully with the process and left reasoned comments on the draft policies. For anyone not able to attend the Consultation Events the full presentation, including the slide show, was now available on the NP website along with a Smart Survey to record their comments. The Chairman had been unable to attend the Consultation Events but had privately visited Roy Ramm afterwards and been fully updated. Roy Ramm (Chairman on the NPSG) encouraged everyone to visit the website and engage with this important process which was nearing its conclusion. It was hoped that revisions to the policies, incorporating residents feedback, would be completed in the next 2-3 weeks and the draft document would then be forwarded to UDC for their feedback. Councillors who had attended the Consultation Events congratulated the NPSG on their excellent presentation.
- 17/129 **Recording Felsted's History**
 The Working Group were finalising the address list for Felsted's longstanding residents and the Chairman and Clerk would meet shortly to arrange for letters to be sent out. Cllr Frances Marshall was in the process of arranging meetings with the first of the residents. It was agreed to ask residents (via website) to let the Council know if they had any old photos of Felsted for submission at a later date. John Drury and Jules Wallis were both thought to have an extensive collection of old photos. Cllr Harvey & Clerk
- 17/130 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**
 Members noted that the NATS Review decision was still awaited.
 UDC had not agreed to the requested extension to the Stansted Airport Scoping application deadline (to increase passenger numbers from 23 million to 44.5 million a year) and the PC response had accordingly been submitted prior to the original deadline date.
- 17/131 **Felsted Primary School Master Plan**
 The Clerk read out 2 e-mails which had been received from Richard Silcock, the Chair of the School Governors. These explained that ECC are planning to carry out some major building works at the Primary School in the next couple of years which might provide an opportunity to

review the layout of the school and, in particular its access points, to improve the existing parking problems in the area. Members agreed that a joint meeting should be arranged (PC / District Councillors / ECC Highways / Primary School and its Governors and Watch House Green Residents Group) to consider the options. Cllrs Richard Freeman and Frances Marshall agreed to represent the PC. Cllr Frances Marshall agreed to make available plans which were drawn up by the County Architect in 1971 to address this same problem. Members noted that the Primary School had decided to commission a Master Plan to assist with this planning process but ECC were not willing to fund this. The Governors had obtained grants of £1000 each from the 2 Uttlesford District Councillors towards the total cost of £3500 for the Master Plan. It was proposed by Cllr Andy Bennett, seconded by Cllr Malcolm Radley and unanimously agreed that the Council should contribute the remaining balance of £1500 towards the Master Plan costs to enable it to go ahead. The cheque would be completed at the September meeting.

Cllrs
Freeman &
Marshall

17/132 **Chairman's matters**

None

17/133 **Youth Representative matters**

Members noted that it would not be possible to progress the suggestion, for Felsted School pupils to assist with the production of Felsted News, until the start of the Autumn term. The purchase of the new Table Tennis table had been discussed earlier in the meeting - see Item 17/122.1

17/134 **Clerk's Matters**

134.1 Weekly Police Crime Lists – Members noted that there had been three incidents during July: Two incidents of tools being stolen from vans in Crix Green and Dunmow Road respectively and external damage and a smashed windscreen on a car in Chaffix.

134.2 Emergency Plan – The Group had met on 1 August and discussed the part that farmers could play and the insurance implication of certain ideas. The next meeting would be held on 19 September and the Chairman requested that the time be amended from 2.30pm to 4pm to enable him to attend.

134.3 Rodent control at the allotments – The Clerk had spoken to Command Pest Control but was awaiting a full response. It was agreed to consider this further at the next meeting.

Asst Clerk

Clerk

17/135 **Planning Decisions and New Applications**

135.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/17/0457/LB **Felsted Music School, Station Road, Felsted**

Replace existing guttering with cast iron product and install a tile guard at eaves level.

Application Withdrawn 4 July 2017.

UTT/17/1196/HHF **Courtlands House, Station Road, Felsted**

Proposed erection of a detached indoor hydrotherapy pool and gym.

Permission Granted 4 July 2017.

UTT/17/1432/OP **Edwards House, Braintree Road, Felsted**

Outline application (with all matters reserved) for demolition of the former school buildings and erection of two dwellings (Class C3).

Permission Granted 10 July 2017.

UTT/17/1470/FUL **Orchard End, Braintree Road, Felsted**

Proposed change of use from residential annexe to form separate dwelling.

Permission Granted 12 July 2017.

UTT/17/1605/HHF and UTT/17/1606/LB **Littlefield, Cock Green, Felsted**

Erection of two single storey rear extensions with associated internal alterations.

Planning and Listed Building Permission Granted 26 July 2017.

UTT/17/1625/HHF **Harewood House, Watch House Green, Felsted**

Demolition of existing conservatory and proposed two storey extensions to rear and front.

Permission Granted 27 July 2017.

UTT/16/0287/OP Land to the South of Braintree Road, Felsted

Outline application for up to 55 dwellings, means of access and associated works, with all other matters (relating to appearance, landscaping, layout and scale) reserved.

Permission Refused 28 July 2016. Appeal lodged 14 September 2016.

Appeal dismissed 11 July 2017. [Members recorded their thanks to the Asst Clerk for attending the appeal hearing and for all his work on this appeal application]

135.2 APPEAL LODGED

UTT/17/0034/FUL Gransmore Meadow, Chelmsford Road, Felsted

Proposed residential development and associated infrastructure to erect 9 no. dwellings.

Permission Refused 3 March 2017.

Appeal lodged 17 July 2017.

135.3 APPLICATIONS TO BE CONSIDERED AT THE 15 AUGUST PLANNING MEETING

UTT/17/1832/HHF Beggars Den, Cock Green, Felsted

Proposed two storey front extension, alterations to two storey rear extension, alterations to existing link extension including addition of first floor, alterations to existing upper floor, demolition and replacement of garden room to side elevation, single storey rear extension, front porch and associated landscaping and remodelling.

UTT/17/2044/HHF Foxgloves, Bannister Green, Felsted

Installation of 3 no. first floor dormer extensions.

UTT/17/2088/LB Walnut Tree Cottage, Cobblers Green, Felsted

Amendment to previous approval UTT/16/1962/LB, to relocate proposed garden room doors from the side elevation to the rear.

17/136 **Local Plan updates**

136.1 Uttlesford – The series of UDC Presentation meetings had been completed and it was clear that, like BDC, UDC were only looking at the larger concept of the proposals at this time rather than specific local details. Cllr Andy Bennett had been told that ‘UDC would not progress the West of Braintree development if BDC did not also go ahead but that BDC would progress their element of the settlement even if UDC did not proceed with their plans’. Members noted that comments must be submitted on the final draft Local Plan Consultation to UDC by 4 September 2017.

Cllr Richard Freeman had received e-mails from UDC clarifying that the 44 houses allocated to Type A villages in Uttlesford within the draft local plan was a shared total figure and not 44 houses for each Type A village, as had been previously thought. It had also been stated that these 44 houses had already been allocated at Debden (25 houses) and Quendon (19 houses). It was agreed that the Clerk would forward this e-mail string to District Cllr Alan Mills for his confirmation of this interpretation of the draft Local Plan document [CLERK’S NOTE: Subsequently confirmed by D Cllr Mills].

136.2 Braintree – The Clerk had submitted the PC’s comments to the BDC Consultation on the final draft of their Local Plan.

136.3 Chelmsford Borough Council – There had been no developments this month and this would be considered again at the next meeting.

17/137 **Urgent Matters and items for the next Agenda**

None

The meeting closed at 8.50 pm

Next Planning Committee Meeting: Tuesday 15 August in the URC Hall at 7.30pm
Next Council Meeting : Wednesday 6 September in the URC Hall at 7.00pm

..... Chairman
 6 September 2017

Correspondence List – August 2017

1.	UDC – Naming of new development south of Kinvara Business Centre, Gransmore Green - UDC Housing Register details and criteria used
2.	ECC - Joint Replacement Waste Local Plan – Inspectors Report (at www.essex.gov.uk/WLP) - Emergency closure of Station Road for UK Power Networks repair work (mid July) - Recent Passenger Transport meetings “Workshop outcomes”
3.	EALC – Courses – Advanced Councillor Days 1 and Day 2 on 28 November and 12 December - New Data Protection Regulations on 11 and 14 September - County Update – July 2017
4.	Request for litter bin in Woodleys Car Park
5.	Sunnybrook Farm, Watch House Green - Development proposal for Primary School parking and enabling housing – 6 letters of objection from local resident’s
6.	Police – Essex first area to have joint Fire/Police governance (from 1 October 2017)
7.	Great Dunmow Town Council – Save the date for 3 events (14 th October 2017 – ‘Last Night of The Proms’ Concert , 1 st December 2017 – Christmas Quiz Night, 17 th March 2018 – ‘Sound of Music’ Sing a long).
8.	SERCLE Crowd Funding Page available
9.	RCCE – Annual Review 2016-17 (including Village of the Year winner’s details) Community Network Event on 18 October (Great Saling Hall 10-12noon)
10	Superfast Essex Broadband - Public Consultation to reassess availability of Superfast Broadband to inform future broadband work in Essex. Further details at www.superfastessex.org/whats happening next .
11	NHS – West Essex CCG consultation on proposed service changes (“Limiting the routine prescription of medicines.....that can be bought without prescription for short-term conditions”) Deadline 14 September
12	SSE – Stansted Airport Expansion plans
13	SLCC - The Clerk magazine – July 2017
14	AEF Newsletter – July 2017
15	Affinity Water – Water resources update

Unpaid List –August 2017

	Date	Num	Memo	Open Balance	Cheque number
Command Pest Control Ltd					
	04/07/2017	770796	Allotment rodent control 5.7 to 5.10.2017	54.00	
Total Command Pest Control Ltd				54.00	102521
D M B Smith					
	31/07/2017		Clerk's salary - July 2017	656.44	
	31/07/2017		Clerk's mileage (£18.90) & expenses (£48.33) -	67.23	
Total D M B Smith				723.67	102522 (part)
EON					
	01/07/2017	H149C069EF	Street light electricity - June 2017	234.80	
	19/07/2017	HF75DE733	Electricity Pavilion - July 2017	18.09	
	19/07/2017	H14AC84ED2	MUGA Electricity - July 2017	17.29	
Total EON				270.18	DD
Earth Anchors Ltd					
	14/07/2017	EA30150	2 x dog waste bins	344.34	
Total Earth Anchors Ltd				344.34	102523
Edge IT Systems Ltd					
	17/07/2017	31889	Advantage License	160.80	
Total Edge IT Systems Ltd				160.80	102524
Graham Eaves					
	11/05/2017	V452	Printer inks (4 x black) - Q payable to DMB Smith	39.80	
	11/05/2017	V453	Printer inks (3 x colours) - Q payable to DMB Smith	15.85	
Total Graham Eaves				55.65	102522 (part)
M G Howard CPFA					
	14/07/2017	1519	Internal Audit for 2016-17	312.50	
Total M G Howard CPFA				312.50	102525
Nicholas Smith					
	01/08/2017		Computer support - Transferring data and settin	100.00	
Total Nicholas Smith				100.00	102526
Peter J Watson					
	31/07/2017		Asst Clerk salary - July 2017	245.97	
Total Peter J Watson				245.97	102527
R Chapman					
	01/08/2017		Unlocking toilets 3 - 30 July 2017	80.00	
Total R Chapman				80.00	102528
S P Barnard					
	31/07/2017	2017/9	Village Attendant - July 2017	450.00	
Total S P Barnard				450.00	102529
TOTAL				2,797.11	
PLUS:					
PKF Littlejohn	02/08/2017		External Audit 2016-17	360.00	102530
Philip Reeve	02/08/2017		Bus shelter window and pavilion door rep	485.10	102531