

FELSTED PARISH COUNCIL

Minutes of the 1046th Meeting held on 6 September 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Frances Marshall, John Moore and Peter Rose.
11 members of the public were also present plus District Councillor Alan Mills (left after Item 17/144) and Ella-Rae Coleby (Youth Representative).
- 17/138 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Richard Freeman, Malcolm Radley, Chris Woodhouse and Stephanie Woodhouse plus County Councillor Simon Walsh and District Councillor Marie Felton.
There were no declarations of interest.
- 17/139 **Public Forum**
139.1 Grass and hedge cutting – The continued high standard of the grass cutting was noted along with the need to now trim back the allotment and playing field hedges. The Clerk reported that quotations were already being sought for the hedge cutting work required and would be considered at the next meeting.
139.2 Rotted post on entrance gate to children’s play area – Members noted that this post required replacement and that this had been highlighted in the recent play equipment inspection report.
- 17/140 **Minutes of Meeting 1045 held on 2 August 2017**
These Minutes were approved and were signed by the Chairman.
- 17/141 **Minutes of the Planning Committee meeting on 15 August 2017**
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 17/142 **Filling of Parish Councillor vacancy by co-option**
Members agreed to consider this item next on the Agenda. Following extensive publicity, two applications for the vacancy had been received. A panel of 4 Councillors had interviewed the two candidates immediately prior to the meeting. The Clerk explained the procedure to be followed and members took part in a written vote. The votes cast were then counted by both the Chairman and Clerk. With an overall majority of the votes cast the Chairman declared that Alan Mackrill should be co-opted onto the Council. Cllr Mackrill then signed his Declaration of Acceptance of Office and took his seat. The Chairman wished to record his thanks to both candidates for their interest.
It was agreed to consider filling the vacant Committee and Representative positions on the Council at the next meeting.
- 17/143 **Matters arising from the August Council meeting**
143.1 Additional litter bin near Linsells shop (Item 17/114.2) – Members had agreed to purchase a litter bin at the last meeting. The Clerk detailed the options and costs and Members agreed that it should be an ‘enclosed’ metal bin at a cost of £380 plus VAT and delivery and that it would be located at the entrance to Woodleys Car Park near the Information Board.
143.2 Abandoned van in Woodleys car park (Item 17/114.3) – The Clerk had contacted UDC and reported the abandoned white van and 2 further cars which had been left in the car park long term. UDC had agreed to commence the necessary procedures to enable them to remove the offending vehicles. The Village Attendant would be asked to check for any further long-term parking when he empties the new litter bin at the car park in future.

143.3 Approval of planning application at Aylands, Bannister Green (Item 17/117.2) – The Asst Clerk had written to both District Councillors and Roger Harborough (UDC Chief Planning Officer) expressing the Council's dissatisfaction with this decision. An acknowledgement had been received but a full response was awaited.

143.4 Installation of the 2 new defibrillators (Item 17/117.3) – Members were pleased to note that the defibrillators were now fully operational. It was agreed that the Village Attendant would undertake a visual inspection of both defibrillators monthly (checking the power supply and keypad operation). It was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to purchase a set of 'child pads' for each defibrillator at a cost of approximately £75 per set (including delivery).

143.5 UDC meeting on August 11 to provide update on West of Braintree development (Item 117.6) – Councillors Chris Woodhouse, Frances Marshall and Andy Bennett attended. Only one other Parish Council were represented at the meeting where UDC, BDC and representatives of the landowners, developers and architects for the West of Braintree project provided an update. BDC indicated that the development would no longer include building on Andrewsfield airfield itself but would instead include more development to the south of the area, on the gravel extraction site near Rayne. UDC had been unaware of this change and its possible repercussions for their plans. It was clear that the developers had not so far viewed their proposals from a practical standpoint, especially in respect to the location of schools. Those members who attended the meeting concluded that communication between UDC and BDC was clearly ineffective and that whilst the developers were 'hearing people's concerns they did not appear to be actually listening to them'. Future meetings were likely to be limited to one representative from each Parish Council.

143.6 Molehill Green/Hollow Road junction drainage problem (Item 17/117.7) – The Clerk had written to County Cllr Walsh as agreed, but had not yet received a response.

143.7 Naming of new road south of Kinvara Business Centre (Item 117.1) – Members noted that the developers had refused to accept any of the names proposed by the PC (Crooked Billet Close, Billet Close or Gransmore Close) and that UDC had unilaterally decided that the road should therefore be named Dewdrop Close. Members strongly objected to this decision and it was agreed that the Clerk would contact UDC urgently and request that they reconsider this decision (e-mail to be copied to D Cllr Alan Mills, who offered to assist).

143.8 EALC courses (Item 17/119.3) – It was noted that Cllr Richard Freeman had been booked onto the Advanced Councillor Training Day on 28 November.

143.9 Dog Show on 2 September – The Clerk reported that despite a few last minute difficulties, the day had been a success with £600 being raised for Charity. The playing field had been left in a satisfactory condition and the £200 deposit cheque had been returned.

143.10 Update from Affinity Water re water pressure improvements in Felsted – Having met with Affinity Water in October 2016, the Clerk had now received confirmation, from their Network Operations division, that the planned reinforcement works had been completed in July 2017. This work was expected to improve the previously poor water pressure in Felsted. Members would monitor the situation.

17/144

County and District Councillor Reports

144.1 County Councillor's Report – No report had been received this month.

144.2 District Councillor's Report – The District Councillor's report included the following matters: UDC gets tough on Council Tax collection: Residents urged to look out for their voter registration forms and Tenant given court order over anti-social behaviour.

D Cllr Alan Mills went on to thank the Council for attending the West of Braintree development meeting (see Item 143.5). He was aware that communication between the two District Councils had, to date, been ineffective and because the new Garden Village straddles the boundary line this makes the project the most complicated of the three sites currently being considered by UDC to take forward. Members noted that the UDC Future Housing requirement had been amended from 14,100 to 13,332.

The planning application to increase passenger numbers at Stansted Airport to 44.5m was expected to be submitted in the next 2 months and D Cllr Mills suggested that opposition would be most effective if it came from a cohesive group of parish councils.

Members noted that UDC had implemented a new Enforcement protocol to strengthen the enforcement process.

17/145 **Correspondence**

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

145.1 Temporary closure of FP 53 near Sparlings Farm for construction works – No details of the nature of the construction had been provided.

145.2 Open Day at Old Park Meadow Natural Burial Ground on 22 September – The Chairman agreed to attend this event.

145.3 Letter from Martin Keene – Members noted that the Keene family wished to remember their parents by providing a bench or tree in Felsted. It was suggested that they provide a bench on Bannister Green (no suitable locations could be identified in Cock Green) and as an acknowledgment of John Keene's significant contribution to the Parish Council, the PC would plant 3 trees around the bench.

145.4 Listening benches - Members noted this scheme.

145.5 Volunteer Uttlesford – Members decided not to join this organisation.

17/146 **Finance**

146.1 Payments – The list of payments on page 8 were approved along with one further payment to EALC of £80 for the Advanced Councillor Training Day course for Cllr Richard Freeman (cheque number 102546).

146.2 Receipts – There had been no further receipts.

146.3 New street light electricity contract – Members were pleased to note that the Clerk had negotiated a personalised fixed rate contract with E-On for a period of 36 months with a Daily Standard Charge of 57.808p and a Unit Rate of 13.997p. This represented a considerable saving on the original quotation received.

17/147 **Playing Fields**

147.1 Replacement safety surfacing under swings at Bannister and Willows Green – Members noted that the new turf had been laid and the safety surface would be installed in the autumn once the turf had established.

147.2 Playbark top up at main playing field – Members noted the quotes received to supply and install 20 or 30 cubic metres of Playbark from Playdale. They also noted that the previous top up cost had been charged at £1000 less than it should have been because of an error in the quotation process. Members agreed that the Clerk should obtain costings for supply only for consideration at the next meeting.

147.3 New Table Tennis table – Members noted that the table had been delivered and installed. It was agreed to arrange an 'unveiling' with Councillors and Poppy Mifsud and send photos to the local newspaper for publication.

147.4 Ravens Crescent play area repairs – Members noted that some of the repairs had already been completed and the remainder would be undertaken on 22 September.

147.5 Fields in Trust application – There had been no further developments.

147.6 Additional play equipment at Willows Green play area – Members noted the type of equipment suggested by the local child and it was agreed that the Clerk would establish costings for the equipment for consideration at the next Finance Committee meeting.

17/148 **Highway matters**

148.1 Bridleway Ring - There had been no further developments.

148.2 Footpath diversions

Footpath 112 - Members noted that the official diversion order had been issued.

Footpath 44 - The Clerk had received notification that Lord Rayleigh's Farms had rejected the request to divert the footpath along their field headland to link up with FP 45. ECC Highways and the householder were considering other options but the path had been re-opened on the original line in the interim.

148.3 Potholes in Jollyboys Lane North - It had been confirmed that JBLN was not an adopted roadway and consequently ECC Highways were not responsible for its upkeep. Given that additional traffic accessing the playing field car park had contributed to the problem, members agreed to obtain a quote from Ted Anderson for repairing the potholes and arrange for them to be repaired at the same time as those at the entrance to Woodleys car park.

- 17/149 **'Road with no name' at Bannister Green**
Members noted that the new regulations would be considered at the UDC meeting on 19 September.
- 17/150 **Churchyard Working Group**
A meeting would be arranged once members holiday commitments permitted.
- 17/151 **Greens and Open Spaces Working Group**
Works already identified were ongoing. Members unanimously agreed to accept a quotation from AJB Engineering to construct a barrier at Bannister Green at a cost of £480 plus VAT.
- 17/152 **Proposed Nature Area / Section 106 Agreement with Enodis**
There had been no further developments on this matter.
- 17/153 **Felsted Neighbourhood Plan**
Roy Ramm (NPSG Chairman) informed the Council that he was now regularly meeting the Chairman to keep him updated. The NP had reached a critical stage and the full set of proposed policies had been drafted but the location of the Community Hub (CH) was still to be decided. Strutt and Parker were preparing their report on suitable locations for the proposed Community Hub and the NPSG would then consider this in conjunction with opinions already received at the public consultation events. The location of the CH would have implications for local landowners and so members of the NPSG had re-assessed their Declarations of Interest and in future 2 members (Iain Crawford and Richard Silcock) would recuse themselves from Steering Group meetings and take no part in the decision on the location of the CH, although they would continue with their administrative roles (website and Treasurer respectively). A Reference Forum was being established to obtain the widest possible public opinion on the CH location. The AECOM Landscape and Heritage Assessment Report was expected shortly and AECOM would then be asked to undertake a viability assessment on the CH.
- 17/154 **Recording Felsted's History**
The Group had studied the 2010 publication 'Felsted Village Voices'. Cllr Frances Marshall had so far undertaken 3 interviews and made notes. Further interviews had been arranged. The Chairman and Clerk would liaise on letters to be sent to further residents requesting their assistance.
- 17/155 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**
Members noted that the NATS Review decision was still awaited. Cllr Andy Bennett had met with Stop Stansted Expansion last week and they had suggested that a combined approach was required, probably via the SSE All Parish Group, against the proposal to increase passenger numbers at the airport to 44.5m.
- 17/156 **Felsted Primary School Master Plan**
Because of the holiday period the Clerk had not yet arranged the proposed joint meeting to review changes to the layout of the school and in particular its access points, to improve the existing parking problems in the area. The cheque for £1500, towards the Master Plan costs, had been included in the Unpaid List for this meeting.
- 17/157 **Chairman's matters**
None
- 17/158 **Youth Representative matters**
Ella-Rae Coleby reported that she had discussed the proposal for Felsted School pupils to assist with the production of the Newsletter and informed members that the idea would be supported by school staff. It was suggested that Ms Coleby and one other pupil would jointly

compose articles for the Newsletter. The practicalities would be discussed in more details at the next meeting.

17/159 **Clerk's Matters**

159.1 Weekly Police Crime Lists – Members noted that there had been seven incidents during August: Three burglaries (2 in Chelmsford Road and 1 in Chestnut Walk) plus a further attempted burglary in Chelmsford Road. A smashed front window in Bannister Green Villas, a laptop stolen from a van at Bannister Green, 4 car tyres slashed in Clifford Smith Drive and a tractor and trailer stolen in Chelmsford Road.

159.2 Emergency Plan – The Group had met in August and the next meeting would be held on 19 September.

159.3 Rodent control at the allotments – The Clerk had spoken to Command Pest Control and been advised that the current schedule was the minimum recommended to maintain effective rodent control. It was unanimously agreed to continue with the current level of visits to prevent a recurrence of the rodent problem.

159.4 Felsted Market Cross – Members noted that rather than moving the Market Cross stone it had now been suggested, by Felsted School Archivist, that a mini shed like structure be constructed over it in its current location. Members agreed that the Council would purchase the materials and that Felsted School should be asked if they would be willing to provide the labour to construct the 'mini shed'.

159.5 Assets of Community Value – The Asst Clerk had no further update as he was awaiting responses regarding the village halls.

17/160 **Planning Decisions and New Applications**

160.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/17/0912/HHF & UTT/17/0913/LB **Great Greenfields, Gransmore Green, Felsted**

Retention of previously approved extension scheme including basement approved under planning permission UTT/0756/09/FUL to include additional works to accommodate rear single storey extension and first floor bedroom 4.

Planning and Listed Building Permission Refused 18 August 2017: (*... The retention of the works carried out beyond the scope of [the] approved scheme [would] by reason of the form, detail, appearance and positioning of the proposed works cause harm to the character, appearance and overall significance of this Grade II heritage asset.*)

UTT/17/1368/HHF and UTT/17/1369/LB **The Barn, Evelyn Road, Willows Green**

Conversion of existing cart lodge garage, first floor accommodation for home office use inc. extension for access and boot room.

Listed Building Application Withdrawn 2 August 2017.

UTT/17/1787/FUL **Elms Farm, Bartholomew Green, Felsted**

Conversion of existing outbuilding to form 2 no. self-contained dwellings, complete with alterations, amenity areas and parking.

Permission Granted 9 August 2017.

UTT/17/1824/FUL **Greenfields, Bartholomew Green, Felsted**

Proposed demolition of existing dwelling and erection of new dwelling and a 3 Bay Garage. New vehicular access and associated onsite manoeuvring area.

Application Withdrawn 31 July 2017.

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.

Permission Granted 31 August 2017.

160.2 APPEAL DECISION RECEIVED

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 under Policy S7. Appeal launched 3 May 2017.

Appeal Dismissed 8 August 2017: (*"The appeal proposal would conflict with the development plan when taken as a whole, and I conclude, having had regard to all other matters raised, that the appeal should be dismissed."*)

160.3 APPLICATIONS TO BE CONSIDERED AT THE 19 SEPTEMBER PLANNING MEETING

UTT/17/1368/HHF and UTT/17/1369/LB **The Barn, Evelyn Road, Willows Green**

Conversion of existing cart lodge garage, first floor accommodation for home office use inc. extension for access and boot room.

(Original applications dated 8 May 2017. Listed Building application withdrawn 2 August). Reconsultation: Planning application amended 31 August 2017.

ESS/42/17/CHL **Blackley Quarry, Land to the NE and NW, Gt Leighs**

Continuation of planning permission ESS/46/16/CHL without compliance with condition 2 (Application details), condition 27 (Stockpile heights and locations) and condition 35 (Tree and

hedge planting details) to allow: additional bunding, amended timescales for some planting and clarification as to permitted stockpile locations.

UTT/17/2500/HHF **Boslowen, Mill Road Felsted**

Erection of extension to garage.

160.4 Catesby appeal decision – Members noted that Catesby had applied for a Judicial Review in relation to this appeal decision. The decision on this Review was expected in December 2017.

17/161 **Local Plan updates**

161.1 Uttlesford – Members noted that the final draft Local Plan Consultation had ended on 4 September 2017 and comments submitted were now being considered by UDC.

161.2 Braintree – There had been no further developments this month and this would be considered again at the next meeting.

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

17/162 **UDC Allocation of Exception Housing at Watch House Green** UDC had confirmed that despite personal contact with local people on the Housing List, encouraging them to apply, only 2 of the Exception properties at WHG had been allocated to people from Felsted. The remaining properties had been allocated to people from surrounding villages and Great Dunmow. Members were disappointed with these figures and agreed that the Clerk should seek further clarification regarding the rents that had been set which were "higher than the average" and which had apparently deterred local people from applying. The Clerk agreed to recirculate the email from UDC received on 21 July detailing the UDC Housing List criteria.

17/163 **Urgent Matters and items for the next Agenda**

163.1 Overhanging hedges - It was agreed to report an overhanging hedge at Pyes Green

(opposite junction with Molehill Green Road) and to chase action on the overhanging hedge at Brick House Farm, Cock Green.

The meeting closed at 9.20 pm

Next Planning Committee Meeting: Tuesday 19 September in the URC Hall at 7.30pm

Next Highways Committee Meeting: Wednesday 27 September in the URC Hall at 5.00pm

Next Council Meeting : Wednesday 4 October in the URC Hall at 7.00pm

..... Chairman
4 October 2017

Correspondence List – September 2017

1. UDC – Monthly playground inspections – UDC considering offering this service (at a fee) <ul style="list-style-type: none">- Local Council's Liaison Forum – 6 September (UDC Offices at 7.30pm)- Stay Well this Winter campaign event (Rowena Davey Centre, Gt Dunmow 3 October)
2. ECC – Temporary closure of Footpath 53 (near Sparlings Farm) for construction works <ul style="list-style-type: none">- Planning application ESS/42/17/CHL – Blackley Quarry – Continuation of application ESS/46/16/CHL without compliance with conditions 2, 27 and 35 timescales.- Transport Representative meetings – Requesting contact details for representatives- EDWARD Day (European Day Without a Road Death) on 21 September- Campaign to recruit foster carers – Drop in event 16 September at Chelmsford- County Update – June-August 2017 and Making the Links – August 2017
3. EALC – AGM on 19 September (Foakes Hall, Gt Dunmow from 12noon) <ul style="list-style-type: none">- Legal Update August 2017 and Legal Topic Notes on Data Protection, Retention of Documents and Records, Unfair Contract Terms and Anti-Social Behaviour
4. RCCE- Network Event 18 October (10-12noon) at Gt Saling Hall <ul style="list-style-type: none">- New monthly bulletin called Essex Warbler
5. Old Park Meadow Natural Burial Ground – Invitation to attend launch on 22 September
6. Letter from Martin Keene asking for suggestions as to how his family can find a way to remember his parents who were longstanding Felsted residents (provide a bench / tree etc)
7. Information leaflet on 'Listening Benches' (from the Village History Recorder)
8. Volunteer Uttlesford – Membership form (cost £15 p.a.)
9. Affinity Water – Draft Drought Management Plan 2018-23 – Consultation <ul style="list-style-type: none">- Water Resources update
10. UK Power Networks Roadshow (Colchester on 2 October)
11. Guidebook to the Hundred Parishes – Checked draft article for Felsted
12. Essex Police – Farm Watch – New main contact
13. NHS West Essex CCG – AGM on 28 September at Harlow Leisurezone
14. CPRE – Countryside Voice – Summer 2017

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	15/08/2017	30805	Repair of 2 MUGA lights	86.28	
Total A & J Lighting Solutions				86.28	102532
Acumen Wages Service					
	31/07/2017	14641	Salary admin - July 2017	24.00	
	29/08/2017	14704	Salary admin - August 2017	24.00	
Total Acumen Wages Service				48.00	102533
Affinity Water(formerly Veolia)					
	04/08/2017	3013582456W14	Allotments w ater supply Jan - July 2017	154.90	
	25/08/2017		Water for allotments - Jan to August 2017	303.45	
Total Affinity Water(formerly Veolia)				458.35	DD
Andy Bennett					
	04/09/2017		Councillors mileage (A Bennett to UDC Offices)	17.10	
Total Andy Bennett				17.10	102534
Bendcrete Leisure Ltd					
	17/08/2017	1266	Outdoor table tennis table	2,280.00	
Total Bendcrete Leisure Ltd				2,280.00	102535
Buzz Supplies Ltd					
	09/08/2017	66719	Toilet rolls for public toilets	55.45	
Total Buzz Supplies Ltd				55.45	102536
Came and Company					
	09/08/2017	27781916	Increase Fidelity cover and add Table Tennis ta	37.96	
Total Came and Company				37.96	102537
Churchill Environmental Service					
	31/07/2017	31749	Legionaella risk assessment	174.00	
Total Churchill Environmental Service				174.00	102538
D M B Smith					
	30/08/2017		Clerk's August salary	656.44	
	04/09/2017		Clerks mileage (£4.50) and expenses £119.14)	123.64	
Total D M B Smith				780.08	102539 (part)
E A L C					
	07/08/2017	8644	Clr Training Day (F Marshall) on 14 November 2	80.00	
	18/08/2017	8735	Good Clr Guide x 3	14.59	
Total E A L C				94.59	102540
E.ON					
	01/08/2017	H14B7D898E	Street light electricity - August 2017	242.64	
	15/08/2017	H14C61ADCC	Electricity for MUGA - August 17	13.70	
	15/08/2017	HF7D4C196	Electricity for pavilion - August 17	14.49	
Total E.ON				270.83	DD
Felsted Primary School					
	02/08/2017		Grant tow ards Master Plan	1,500.00	
Total Felsted Primary School				1,500.00	102541
Graham Eaves					
	01/08/2017	V1000	8 x colour printer inks (Q payable to DMB Smith)	47.54	
Total Graham Eaves				47.54	102539 (part)
Peter J Watson					
	04/09/2017		Asst Clerk's salary - August 2017	245.97	
	04/09/2017		Asst Clerk - Mileage August 2017	4.50	
Total Peter J Watson				250.47	102542
R Chapman					
	30/08/2017		Unlocking toilets etc 6.8 to 3.9.2017	100.00	
Total R Chapman				100.00	102543
S P Barnard					
	04/09/2017	17	Village attendant - August 2017	700.00	
Total S P Barnard				700.00	102544
Utlesford Association of Local Councils					
	04/09/2017		Annual membership 2017-18	25.00	
Total Utlesford Association of Local Councils				25.00	102545
TOTAL				6,925.65	