

FELSTED PARISH COUNCIL
Minutes of the 1,047th Meeting held on 4 October 2017
at 7:00 pm in the URC Hall.

- Present** : Councillors Graham Harvey (Chairman), Andy Bennett, Chris Woodhouse, Frances Marshall, John Moore, Richard Freeman, Stephanie Woodhouse and Alan Mackrill.
- 17/164 **Apologies for absence and Declarations of Interest**
Apologies were received from Councillors Nicholas Hinde, Malcolm Radley and Peter Rose, from Youth Representative Ella-Rae Coleby, and from County Councillor Simon Walsh. There were no declarations of interest.
- 17/165 **Minutes of Meeting 1046 held on 6 September 2017**
The Minutes were approved and were signed by the Chairman.
- 17/166 **Minutes of the Planning Committee meeting on 19 September and Highways Committee Meeting on 27 September.**
Because the Planning meeting had been inquorate, notes had been circulated to members but were not formal Minutes. The Highways Minutes had not yet been completed, and will be considered at the next PC meeting.
- 17/167 **Public Forum**
Members of the public expressed concern over Uttlesford District Councillors' decision to grant outline approval for the development of eight dwellings in Stevens Lane, and the fact that no publicity had been given to the imminent decision. Councillors explained that the PC has only the same influence and information as other members of the public over Planning decisions, and that 'publicity' is via the DC's website, where the status of all planning applications and the agendas for Planning Committee meetings are listed. Cllr Freeman suggested that the PC should object to the apparently misleading advice given by officers to the members of the DC Planning Committee in this case.
- 17/168 **Matters arising from the September Meeting**
168.1 Additional litter bin near Linsells shop (Item 17/143.1) — The bin had been ordered and delivery was awaited.
168.2 Abandoned van in Woodleys car park (Item 17/143.2) — The van and two other cars reported as abandoned have been removed by UDC.
168.3 Approval of planning application at Aylands, Bannister Green (Item 17/143.3) — A reply had been received from UDC, stating that correct procedures had been followed in this case.
168.4 Installation of defibrillators (Item 17/143.4) — 'Child pads' for both defibrillators have been received and installed.
168.5 Molehill Green/Hollow Road drainage problem (Item 17/143.7) — No response had been received following the Clerk's letter to County Cllr Walsh.
168.6 Naming of new road south of Kinvara Business Centre (Item 17/143.7) — The Clerk had written to UDC to protest at the choice of 'Dewdrop Close', and suggesting 'Clowton Close' as an alternative. UDC had not changed their decision.
168.7 Open Day at Old Park Meadow Burial Ground (Item 17/145.2) — The Chairman had been unable to attend this event.
168.8 Letter from M Keene concerning memorial bench (Item 17/145.3) — The Clerk had advised Mr Keene of the PC's suggestion, but had so far received no reply.
168.9 New Table Tennis Table (Item 17/147.3) — Concerning the proposed 'unveiling' with Councillors, the Clerk was awaiting a response from Poppy Mifsud (the previous Youth Representative, now at University) suggesting a suitable date.
168.10 Potholes in Jollyboys Lane North (Item 17/148.3) — The repairs to potholes in JBLN and Woodleys Car Park had been completed.
168.11 Overhanging hedges (Item 17/163.1) — The hedge at Pyes Green had been reported to ECC Highways.
- 17/169 **County and District Councillors Reports**
169.1 County Councillor's Report — No report had been received
169.2 District Councillors' Report — The report included the following:
 - Statement on Uber, who are licenced in Uttlesford until 2020
 - Stay Well This Winter — half-day seminars in Great Dunmow, Stansted and Saffron Walden
 - Council Spending consultation.

- 17/170 **Correspondence**
Members noted the Correspondence received (see p5), including the following:
170.1 Parish/Town Council Forum on Monday 16 October at 7 pm — The Assistant Clerk agreed to attend, and Cllr Freeman agreed to check whether he was able to attend.
170.2 Letter from the owners of the Mission Hall, Bannister Green re using part of the green for temporary storage — Members requested more details and deferred the decision to the Planning Committee meeting on 19 October.
170.3 Essex and Herts Air Ambulance request for funding — The request was referred to the Finance Committee meeting on 11 October.
173.4 Felsted Snippets - It was agreed that the Council would support former Clerk John Drury by publicising his new book about Felsted on the Council's website.
- 17/171 **Vacancies for Planning Committee members (2) and Representative positions**
171.1 Planning Committee — It was agreed that Cllr Alan Mackrill and Cllr Stephanie Woodhouse should join the Planning Committee.
171.2 Felsted Playing Field Group — The Group appears to be 'dormant' and has not held a meeting for some years. It was agreed to contact non-Council members of the Group for an update.
171.3 Memorial Hall Committee — This appointment was less urgent, and was deferred to the next PC meeting in the hope that more Councillors would be present.
- 17/172 **Finance**
172.1 Payments — The list of payments on p6 was approved.
172.2 Receipts — There had been no further receipts.
- 17/173 **Playing Fields**
173.1 Replacement safety surface under swings at Bannister Green and Willows Green — The grass was not yet sufficiently established to permit the installation of the new surface.
173.2 Playbark top up at main field — The earlier quotes of £3,167 and £3,426.40 for the supply and installation of 20m³ and 30m³ respectively had been followed by a quote of £1,756.40 for supply only. Councillors discussed the practicality and likely cost of installation by the Village Attendant, and agreed that the quote for supply and installation of 30m³ should be accepted.
173.3 Ravens Crescent play area repairs — The final stage of the repairs had been completed, but had not yet been inspected by the Clerk.
173.4 Fields In Trust — The Assistant Clerk agreed to progress this further before the next meeting.
- 17/174 **Highways matters**
174.1 Bridleway Ring — No progress had been made towards a meeting with Mr S Marriage.
174.2 Footpath 44 (Bannister Green) — No further response on alternative routes had been received from the householder or ECC.
174.3 Footpath 80 (Chelmsford Road) — Members requested an update on the status of this path following the granting of permission for replacement buildings on the site of Trewint. The developer had agreed to re-routing the path along the edge of his site, but the position with the other landowners involved was unknown.
- 17/175 **'Road with no name' at Bannister Green**
It was anticipated that a 'threshold' requiring 66% of residents to agree to a street name would be replaced with a District Council power to impose a name if one is required. The matter would be discussed at the Parish Forum on 16 October. The Clerk was asked to remind members of the alternative names that had been discussed previously.
- 17/176 **Churchyard and Greens & Open Spaces Working Groups**
176.1 Churchyard Working Group — The next meeting date had not yet been confirmed.
176.2 Greens & Open Spaces — It was agreed that a replacement for one dead mature Red Oak on the Playing Field should be purchased at approximately £80, together with replacement whips for parts of the hedge at Bannister Green which had died.
- 17/177 **Consideration of quotations for tree and hedge cutting**
Quotations had been received from Pleshey Tree Services and JCM Services to carry out various tree and hedge cutting works around the village (cut allotment hedges/ cut playing field central hedge/ trim trees and hedge behind 2 properties in The Orchard/ cut back undergrowth and hedge to rear of pavilion/ crown lift 2 trees in Braintree Road). Although somewhat more expensive for the single piece of crown-lifting work, it was agreed to accept the combined quotations from JCM Services and ask if a discount would be offered given the size of the contract.

- 17/178 **Felsted Allotment Association proposal to charge £30 joining fee**
The Allotment Association had requested that new allotment tenants be charged a one-off 'joining fee' of £30. This would serve to 'weed out' less dedicated allotmenters, and would also pay for reinstatement of an allotment in the event of its being left untended. The annual fee remained at £27 (or £2 pa for 75-year-olds and over). Councillors approved the £30 fee, with two members voting against.
- 17/179 **Section 106 Agreement with Enodis**
179.1 Felsted Fen — Councillors noted with satisfaction that this was to be transferred to Felsted PC for a fee of £1.
179.2 Section 106 Agreement — Councillors noted that there was still no response from Uttlesford DC on the question of future liability in the event of contamination of the proposed Nature Reserve. Councillor Chris Woodhouse agreed to follow this up.
- 17/180 **Felsted Neighbourhood Plan update**
Councillors' attention was drawn to the Heritage and Character Assessment by AECOM and Strutt & Parker's report on potential Community Hub sites.
- 17/181 **Recording Felsted's History**
Councillors Marshall, Harvey and Moore agreed to meet on 2 November to progress this.
- 17/182 **CAA changes to Stansted flightpaths**
NATS Review decision was still awaited. Cllr Bennett was to attend a meeting of SSE's All Parish Group to discuss a joint approach to MAG's proposal to increase passenger numbers to 44.5 million per year.
- 17/183 **Felsted Primary School traffic congestion**
Councillors emphasised that a joint meeting to discuss traffic congestion at the school was now urgent. It should include a representative of ECC.
- 17/184 **Chairman's matters**
Cllr Harvey proposed a 'blue sky' meeting to discuss broader issues. Councillors agreed on the date of 11 January 2018, at a venue to be agreed nearer the time.
- 17/185 **Youth Representative matters**
In the absence of the Youth Representative there was no discussion.
- 17/186 **Clerk's matters**
186.1 Emergency Plan — The group had agreed to prioritise the acquisition of details of organisations able to identify vulnerable residents and of potential 'first responders' to deal with emergency requirements: tradesmen, drivers, carers etc. The Assistant Clerk was to establish a Facebook page seeking these.
186.2 Police Crime Lists — Three reported incidents in September: damage to crops, Braintree Road; attempted residential burglary, Chaffix, and tools stolen from two vans, Hartford End.
186.3 Felsted Market Cross — Awaiting response from Felsted School on arrangements for its conservation.
186.4 Felsted News — Councillors were asked to consider the possibility of introducing the (as yet unnamed) volunteer editor to Felsted School Media Studies students.
186.5 Assets of Community Value — The Assistant Clerk agreed to progress this before the next meeting.
186.7 Best Kept Village Competition 2018 — Brought forward from May meeting. The intention was to identify projects which might improve the village's prospects in the 2018 competition. Discussion was deferred to the November meeting.
- 17/187 **Planning Decisions and New Applications**
187.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/17/0649/OP **Land off Stevens Lane, Felsted**
Outline application with all matters reserved for a proposed residential development of 8 dwellings.
Outline Permission Granted 28 September 2017.

UTT/17/0981/FUL **Walnut Tree, Cobblers Green, Causeway End Road**
Proposed field barn for storage of tractor, trailer and hay storage.
Permission Granted 28 September 2017.

UTT/17/1077/FUL **Trewint House, Chelmsford Road, Felsted**
Demolition of existing detached dwelling and replacement with 2 detached dwellings with garages and additional access.

Permission Granted 26 September 2017.

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.

Permission Granted 26 September 2017.

UTT/17/2027/HHF **24 Ravens Crescent, Felsted**
Double storey side extension with single storey front porch.

Permission Granted 13 September 2017.

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

Installation of 3 no. first floor dormer extensions.

Permission Refused 11 September 2017: (*"The proposed ... three additional roof dormers ... by reason of their volume, form and appearance would appear excessively bulky and incongruous.... The development would fail to respect the form and appearance of the original dwelling contrary to ... Policies H8 and GEN2 ..., to the Council's adopted SPD "Home Extensions" and also Chapter 7 of the NPPF which requires development to incorporate a good standard of design."*)

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.

UTT/17/2171/HHF **Salix, Braintree Road, Felsted**

Proposed front dormer roof window, two storey rear extension and front porch with canopy over.

Permission Granted 15 September 2017.

UTT/17/2190/CLP **Hamilton House, Cobblers Green, Felsted**

Demolition of existing conservatory and construction of new conservatory.

Certificate of Lawfulness Approved 10 August 2017.

187.2 APPLICATIONS TO BE CONSIDERED AT THE NEXT PLANNING MEETING (Tuesday 17 October):

UTT/17/1320/FUL **Land East of The Bungalow, Causeway End Road, Felsted**
5 no. detached dwellings together with associated access, garaging and landscaping.

UTT/17/2500/HHF **Boslowen, Mill Road Felsted**
Erection of extension to garage.

UTT/17/2600/HHF and UTT/17/2601/LB **Sewards House, Stebbing Road, Felsted**
Erection of first floor extension. Reroofing of single storey parlour range and insertion of 4 no. rooflights. Refurbishment of utility/workshop area. Erection of single storey extension to garage. Associated internal alterations and remodelling.

UTT/17/2623/HHF **Fairfield House, Bakers Lane, Felsted**
Proposed single storey side extension to existing detached garage.

UTT/17/2628/FUL **Sparlings Farm, Braintree Road, Felsted**
Section 73A Retrospective application for an agricultural worker's dwelling including farm office, outbuilding and related works/infrastructure.

UTT/17/2729/HHF **Wytewais, Gransmore Green, Felsted**
Erection of detached garage/workshop and 1.8m high entrance gates.

UTT/17/2757/LB **1 Littlefields, Cock Green, Felsted**
Alterations to fenestration approved under listed building consent UTT/17/1606/LB and demolition of outbuilding.

187.3 UDC/BDC/CCC Local Plan consultations — No update.

187.4 Communication on Planning Applications — Councillors discussed how they might practically alert residents to forthcoming UDC discussions and meetings about Planning Applications. Cllr Bennett agreed to consider modifications to the Council website to increase awareness of these, and the Clerk was also asked to contribute to this debate.

17/188

Urgent matters and items for the next Agenda

188.1 Councillors requested that footpath maintenance be added to the Agenda for the next meeting.

188.2 Councillors requested that additional signage be purchased to draw attention to the defibrillators, particularly at the Primary School.

The meeting closed at 9:15 pm.

Next Finance Committee Meeting: Wednesday 11 October, URC Committee Room at 5:00 pm

Next Planning Committee Meeting: Thursday 19 October, URC Committee Room at 7.30 pm

Next Parish Council Meeting: Wednesday 1 November in the URC Hall at 7:00 pm.

Chairman 1 November 2017

CORRESPONDENCE LIST – OCTOBER 2017

1.	UDC – CCTV Guiding Principles – Self assessment tool to be completed and returned to UDC	
	- Parish/Town Council Forum on Monday 16 October at 7pm (UDC Offices)	
	- Uttlesford Local Strategic Partnership Annual Assembly on 9 November at Throws Farm, Stebbing (Loneliness and Social Isolation theme)	
	- Responsible Dog Campaign (Notify them of 'Fouling hotspots')	
2.	ECC – The Essex Crowd – Launch of new crowd funding scheme	
	- Essex Lottery set up by ECC to benefit good causes	
	- Art of the Possible Festival – 14 to 31 October 2017 -Various events see www.artofthepossiblefestival.com for details	
	- Making the Links – September and October editions 2017	
3.	EALC – Local Services Fund launched – Applications invited	
4.	RCCE- Mobile Libraries Consultation	Deadline 6 November
5.	BT – Renewal of Business Telephone and Broadband Contract	
6.	Letter from owners of Mission Hall, Bannister Green re using part of the Green for storage during building works	
7.	Uttlesford CAB – New volunteers required	
8.	Affinity Water – Water Saving Lifestyle Behaviour Campaign	
9.	Essex and Herts Air Ambulance request for funding	
10.	"Felsted Snippets – The Best Bits of Felsted's History" – new book by John Drury	
11.	Buffy Playbus visiting Flitch Green each Thursday morning	
12.	CPRE AGM on 7 October 2017 (Epping Forest Museum, Waltham Abbey)	
13.	SLCC – Clerk magazine – Sept 2017	

	Memo	Open Balance	Cheque number
Acumen Wages Service			
	Salar admin - Sept 2017	24.00	
Total Acumen Wages Service		24.00	102547
BFR Electrical Testing			
	Electrical safety test	54.00	
Total BFR Electrical Testing		54.00	102548
BT			
	Telephone Sept-Nov 2017	138.32	
	Internet service Sept - Nov 2017	63.84	
Total BT		202.16	DD
CPRE			
	Membership 2017-18	36.00	
Total CPRE		36.00	102549
D M B Smith			
	Clerk's salary - Sept 2017	656.44	
	Clerk's mileage (£15.75) and expenses (£1.20)	16.95	
Total D M B Smith		673.39	102550
E.ON			
	Street lighting electricity August 2017	242.64	
	MUGA elec - Sept 2017	18.03	
	Pavilion elec - Sept 2017	21.99	
Total E.ON		282.66	DD
Felsted Poppy Appeal			
	Wreath and donation (LGA 1972 s 137)	50.00	
Total Felsted Poppy Appeal		50.00	102551
HM Revenue & Customs			
	Tax for period July - Sept 2017	49.60	
Total HM Revenue & Customs		49.60	102552
Peter J Watson			
	Asst Clerk's salary - Sept 2017	246.17	
	Asst Clerk's mileage - Sept 2017	24.30	
Total Peter J Watson		270.47	102553
R Chapman			
	Unlocking toilets etc 5/9 to 2/10/2017	80.00	
Total R Chapman		80.00	102554
S P Barnard			
	Village Attendant - Sept 2017	750.00	
Total S P Barnard		750.00	102555
Videcom Security Ltd			
	CCTV Maintenance contract Sept 2017-18	426.42	
Total Videcom Security Ltd		426.42	102556
TOTAL		2,898.70	