

FELSTED PARISH COUNCIL

Minutes of the 1048th Meeting held on 1 November 2017

at 7:00 pm in the URC Hall.

- Present:** Councillors Frances Marshall (Acting Chairman), Richard Freeman, Alan Mackrill, John Moore Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.
6 members of the public were also present plus District Councillor Marie Felton and Ella-Rae Coleby (Youth Representative).
- 17/189 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Andy Bennett and Nicholas Hinde plus County Councillor Simon Walsh and District Councillor Alan Mills. Cllr Graham Harvey expected to be present later in the meeting but arrived just after the meeting finished. Cllr Frances Marshall declared a pecuniary interest in Item 17/208 (rental of land in Braintree Road to Felsted Primary School).
- 17/190 **Public Forum**
Grass cuttings heap in churchyard – Concern was expressed that this remained in situ. The Clerk explained that discussions had taken place with Felsted School and they had indicated that they would assist with the removal of the heap. The Chairman and Vice Chairman would raise this matter when they meet with the new Bursar later in the month.
- 17/190 **Minutes of Meeting 1047 held on 4 October 2017**
These Minutes were approved and were signed by the Chairman.
- 17/191 **Minutes of the Planning Committee meeting on 19 October, the Highways Committee on 27 September and the Finance Committee on 11 October 2017**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 17/192 **Matters arising from the October Council meeting**
192.1 Molehill Green/Hollow Road junction drainage problem (Item 17/168.5) – The Clerk had not yet received a response from County Cllr Walsh.
192.2 Letter from M Keene concerning possible memorial bench (Item 17/168.8) – There had been no further response from the Keene family.
192.3 Mission Hall, Bannister Green – Request to use part of the Green for siting a rubbish skip during building works (Item 17/170.2) – The Planning Committee had agreed to the request subject to confirmation that the site would be left level and re-turfed if necessary. The owners had subsequently agreed to these conditions and approval had been given.
192.4 Replacement safety surface under swings at Bannister Green and Willows Green play areas (Item 17/173.1) – The new turf under the baby swings had now established sufficiently for the new surface to be laid.
192.5 Communication on Planning Applications (Item 17/187.4) – Cllr Andy Bennett had included a new section on the PC website to provide a guide to residents on the planning process. This was very clear to follow and would hopefully provide considerable assistance to parishioners who were unfamiliar with the process. Members wished to record their thanks to Cllr Bennett for undertaking this work.
192.6 Signage for Woodleys Car Park – Cllr John Moore reminded the Clerk of the need to purchase the signage agreed earlier in the year and she confirmed that this would be done.
- 17/193 **County and District Councillor Reports**
193.1 County Councillor's Report – No report had been received this month.
193.2 District Councillor's Report – The District Councillor's report included the following matters: Campaign to tackle fly-tipping, Garden Community principles, free domestic abuse training and revised opening hours for the UDC offices.

- 17/194 **Correspondence**
Members noted the Correspondence received (see p7) including the following:
194.1 Local Service Fund – It was agreed to consider possible projects which could benefit from this funding at the December meeting.
194.2 Essex Lottery ticket launch – Members noted this new scheme.
194.3 EALC Highways Briefing on 3 November – The Clerk was not available to attend this meeting. She agreed to forward details to the Assistant Clerk and Cllr Richard Freeman and they would check their availability [CLERK’S NOTE: Cllr Freeman subsequently attended this briefing]
194.4 Request to hold another charity Dog Show in September 2018 - Members agreed to this request on condition that all rubbish was cleared after the event (a £200 refundable deposit would be required to ensure this was done), that the organiser obtains the necessary licenses for the sale of alcohol and that the football clubs do not require the field on the agreed date.
194.5 Stop Stansted Expansion request for funding – Members agreed to refer this request to the Finance Committee for possible inclusion in the 2018-19 budget.
194.6 BT price increases – Members noted increases in the cost of broadband (60p per month) and telephone (£1.10 per month) charges from 1 January 2018.
- 17/195 **Filling of vacant FPC Representative positions**
195.1 Memorial Hall Committee – Cllr Alan Mackrill was appointed as the PC Representative on the Memorial Hall Committee.
195.2 Playing Field Group - Cllr Malcolm Radley was appointed as the PC Representative on the Playing Field Group. The Clerk had contacted the 2 other existing members of the Group and requested their thoughts on disbanding this Group which had been inactive in recent years. Their responses would be considered at the next meeting.
- 17/196 **Review of Employee’s Contracts**
Following changes in Government Pension legislation, the Finance Committee had reviewed the Contracts of Employment for the Clerk and Asst Clerk. They recommended that Section 18 of both contracts be amended to state that “The Workplace Pension Scheme (Pensions Act 2008) applies to staff who meet the required criteria.” The Council’s Financial Regulations would also require amendment to reflect the new legislation. Section 7.1 should have the word “Pension” inserted after both references to “PAYE” in this paragraph. These amendments were unanimously agreed by Members.
- 17/197 **Finance**
197.1 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 1 course for Cllr Richard Freeman (cheque number 102546).
197.2 Receipts – There had been no further recorded receipts. The Clerk had not yet received the October bank statement which was expected to include the annual allotment rents due on 1 October, so no details were yet available.
- 17/198 **Felsted Allotment Society Annual Report**
The Clerk read out the Annual Report which had been submitted by Valerie Westbrook the Allotment Society Chairman. Members were pleased to note that the Society was thriving and noted the Accounts that had been submitted. Members wished to record their thanks to Valerie Westbrook for her enthusiasm and her time spent running the Allotment Society.
Members went on to discuss the dog fouling problem which had been raised in the Report and agreed that the Clerk should ask the UDC Dog Wardens to monitor the area and also place an article in Interface requesting all dog owners to clean up after their dogs in this sensitive area.
- 17/199 **Playing Fields**
199.1 Tree and hedge cutting - JCM Services had confirmed that they would be willing to offer a discount on the tree and hedge cutting works but details of the figure had not yet been received. [CLERK’S NOTE: A discount of £185 was subsequently offered and accepted].

199.2 Playbark top up at main playing field – Members noted that the playbark had been ordered but no delivery date was yet available.

199.3 New Table Tennis table – Contact was being made with Poppy Mifsud and it was hoped to arrange an official opening when she next returned from university.

199.4 Ravens Crescent play area repairs – The Clerk agreed to inspect the play area to confirm that all repairs had been completed satisfactorily.

199.5 Fields in Trust application – The Asst Clerk would confirm the acreages of the playing fields with the Clerk prior to submitting an application to FIT.

199.6 Play equipment safety report – The Clerk and Village Attendant had been addressing the minor repairs identified in the report and this work was ongoing. Members noted that quotes would be required from Playdale to adjust the zip wire, repair small areas of wetpour and repair the City Loudspeaker which was not currently working.

17/200 **Highway matters**

200.1 Bridleway Ring - There had been no further developments.

200.2 Footpath diversions

Footpath 112 (Stebbing Road) - Members noted that the official diversion order had been confirmed.

Footpaths 16 (Flich Way at Gransmore Green), 17 (Weavers Farm) and parts of Footpaths 44, 115 and 116 (all at Bannister Green) – Members noted that the official diversion orders had been published.

Footpath 44 (Bannister Green) – Members noted that ECC had published an extinguishment order for the western end of this path which ran through the garden of Stroods. The footpath would be diverted to emerge on Braintree Road via Footpath 116.

Members noted the comments made by the Footpath Warden but agreed to make no further comment on these changes.

The Clerk agreed to provide an update on the diversion of Footpath 80 at the next meeting.

200.3 Potholes in Jollyboys Lane North – Members noted that the potholes had now been repaired and the invoice received for payment. Residents had thanked the Council for undertaking these works.

200.4 Highway repairs/maintenance – Members noted that the roadside hedge at Brick House Farm, Cock Green had been trimmed. It was agreed to report a broken footbridge on Footpath 85 at Cock Green.

17/201 **'Road with no name' at Bannister Green**

District Cllr Marie Felton reported that the UDC Scrutiny Committee had approved the new policy on street naming which would permit UDC to authorise the naming of an unnamed road in future. The policy had subsequently been discussed at UDC Cabinet and a 6 week Consultation process on the entire document would commence shortly.

17/202 **Churchyard Working Group**

The next meeting of the Group had been arranged for 8 November 2017.

17/203 **Greens and Open Spaces Working Group**

Members noted that the Clerk had ordered a replacement Red Oak for the playing field from North End Nurseries but that ground conditions were currently too dry to enable it to be lifted and delivered. The situation would be reviewed regularly.

17/204 **Proposed Nature Area / Section 106 Agreement with Enodis**

In the light of issues highlighted in the meeting with Nigel Brown from UDC immediately before the PC meeting (see Item 17/214 below) members unanimously agreed that the agreement with Enodis should be finalised and concluded without further delay. The Clerk would inform Holmes and Hills accordingly. The possibility of obtaining insurance against any future contamination issues would continue to be explored.

- 17/205 **Felsted Neighbourhood Plan**
 Roy Ramm (NPSG Chairman) informed the Council that Alan Thawley had now officially resigned from the Group but that a new applicant had expressed interest in filling the vacancy. The Strutt and Parker Report had identified 3 potential sites for a Community Hub and the NPSG had now instructed AECOM to undertake a Viability Report on the provision of the Community Hub. The landowners of the 3 sites had been contacted to establish if each site would be deliverable and they had also been invited to complete an AECOM form to aid the Viability Report. Responses had been requested from them by 1 December 2017. The NPSG were very concerned that recent UDC planning application approvals within Felsted would seriously undermine policies proposed in the emerging NP. The NPSG Chairman commented that the AECOM Landscape and Heritage Assessment Report was an outstanding piece of work which could prove very useful to the Council in the future.
- 17/206 **Recording Felsted's History**
 The Group had arranged their next meeting for 2 November 2017.
- 17/207 **CAA Changes to Stansted Flightpaths / Night Flight Consultation**
 Members noted that the NATS Review decision was still awaited. Cllr Andy Bennett had attended the Stop Stansted Expansion All Parish Group to discuss a combined response to the MAG application to increase passenger number to 44.5 million per year (later reduced to 43 million per year).
- 17/208 **Felsted Primary School traffic congestion problems**
 The Clerk, Cllrs Frances Marshall and Richard Freeman and Chairman of Felsted Primary School Governors Richard Silcock had met on 30 October to discuss this long-standing problem. Current ECC plans to replace the portacabin classrooms on the school site could provide an opportunity to adjust the site layout to provide additional parking and ideally a drop off facility and in so doing alleviate traffic congestion in the area. It was suggested that the school might be able to rent additional land in Braintree Road to provide increased parking. A professional traffic survey would be required to advise on how the traffic congestion could best be alleviated. The school had no funds to finance a survey and ECC did not see this element as part of their responsibility so the Council had been requested to fund a survey. The Clerk had contacted 3 companies to ascertain likely costs for a traffic survey. Only one had responded and indicated that the typical cost would be between £1200 and £2000 depending on the precise brief. It was agreed to refer the matter to the Finance Committee for more detailed consideration prior to a decision being made at the next PC meeting.
- 17/209 **Chairman's matters**
 None
- 17/210 **Youth Representative matters**
 Ella Rae Coleby felt it was important to clarify the role of the Youth Representative. It was therefore agreed that she would liaise with Cllr Andy Bennett to draft an item for the website explaining her role within the Council.
- 17/211 **Clerk's Matters**
211.1 Weekly Police Crime Lists – Details of Police incidents in Felsted during the last month had been circulated to Members.
211.2 Emergency Plan – It was suggested that a Facebook page could be set up as a method of communication with residents and tradesmen. The Youth Representative offered to assist with this.
211.3 Felsted Market Cross – Members noted that Felsted School had agreed to provide the labour to erect a mini-shed over the Market Cross stone and that the work would be undertaken shortly.
211.4 Assets of Community Value – The Asst Clerk had no further update as he was awaiting responses regarding the village halls.
211.5 Felsted News - It was agreed to form a Working Group to pursue this matter. The Working Group would consist of Cllr Frances Marshall, Ella-Rae Coleby and the resident who

had volunteered to be part of an editorial team. The Clerk would provide contact details and they would meet to consider the practical problems associated with resurrecting Felsted News.
211.6 Best Kept Village Competition 2018 – Members discussed whether to plan to enter this competition and agreed to do so (5 in favour with 3 abstentions)

17/212 **Planning Decisions and New Applications**

212.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/17/1123/FUL Brook Cottage, Gransmore Green

Proposed erection of 3 no. dwellings including garaging, landscaping alterations to existing access and creation of new access.

Permission Granted 11 October 2017.

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 2017. Planning Application amended for re-consultation 31 August 2017.

Permission Granted 26 September 2017.

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

Erection of extension to garage.

Permission Granted 13 October 2017.

UTT/17/2526/HHF Whitegates, Main Road, Willows Green

Demolition of existing garages and garden sheds. Proposed single storey rear, front and side extensions and rooflights. Alterations to driveway/front boundary fence to form a secondary access.

Permission Granted 27 October 2017.

UTT/17/2623/HHF Fairfield House, Bakers Lane, Felsted

Proposed single storey side extension to existing detached garage.

Permission Granted 20 October 2017.

212.2 APPEAL DECISION RECEIVED

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 launched 17 July 2017.

Appeal Allowed 10 October 2017.

212.3 APPLICATIONS TO BE CONSIDERED AT THE 14 NOVEMBER PLANNING MEETING

UTT/17/2935/LB and UTT/17/2936/HHF Great Greenfields, Gransmore Green, Felsted

Section 73A Retrospective Listed Building application for (and Planning application for retention of) remodelling and reduction in volume of upper floor extension, alterations to single storey rear extension, internal re-planning within rear later section of dwelling, alterations to joinery, and lantern enclosure and alterations to existing linked basement.

UTT/17/2941/DFO Land South of Kinvara Business Centre, Gransmore Green

Details following outline approval UTT/16/0059/OP. Details of layout - revised scheme to that approved under UTT/16/2953/DFO.

212.4 Catesby appeal decision – Members noted that the written application for a Judicial Review had been refused but Catesby had subsequently requested a verbal review which would be taking place.

17/213 **Local Plan updates**

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

213.2 Braintree – The BDC Local Plan had been submitted to the Inspector on 9 October for his consideration. The Inspector would consider the strategic elements of the Plan first (Garden Communities) and then later consider the remainder of the Plan.

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

17/214 **Meeting with Nigel Brown, UDC Development Manager on 1 November 2017**

Councillors and representatives from the NPSG had met with Nigel Brown earlier in the evening. The meeting had been interesting but also very worrying, especially in relation to the current UDC policy on Development Limits and the pressures to build within the Uttlesford area. It was agreed to write a joint PC/NPSG letter to Nigel Brown detailing these serious concerns.

17/215 **Urgent Matters and items for the next Agenda**

215.1 Meeting with Felsted School Bursar – The Chairman and Vice Chairman would be meeting the Bursar shortly.

215.2 UDC October Parish Forum – The Asst Clerk had attended this meeting which included a presentation by the largest exception housing builder in the country. This had been very informative and Members agreed that the company should be invited to address the PC.

215.3 Planning application for 5 houses at Causeway End – It was agreed that the Asst Clerk would urgently ask District Cllr Alan Mills to call in this application.

The meeting closed at 8.56 pm

Next Planning Committee Meeting: Tuesday 14 November in the URC Hall at 7.30pm

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

Next Council Meeting : Wednesday 6 December in the URC Hall at 7.00pm

..... Chairman

6 December 2017

Correspondence List – November 2017

1.	UDC – Assets of Community Value List – Expiration of listings after 5 years and need to re-apply (NOTE: Felsted's ACV expire 18 June 2020) - Local Heritage Nominations (They must meet 2 of the following criteria : Architectural or Archaeological Interest, Group Value, Rarity, Communal or Social Value or Landmark Status) First Round application Deadline 1 November 2017
2.	ECC - Local Service Fund timetable for applications - Essex Lottery ticket launch (first draw on 25 November with £25,000 jackpot) – see www.essexlottery.co.uk or ring 0300 302 3232 to obtain tickets - Making the Links – November 2017
3.	EALC – Highways Briefing on 3 November 2017 - County Update – October 2017
4.	The Pensions Regulator – Increase in minimum pension contributions from 1 April 2018
5.	Request to hold further Dog Show in September 2018 (including possibility of having a bar). Date to be confirmed.
6.	Barclays Bank – Changes to their Terms and Conditions (cheque imaging/ Open Banking/ Ring fencing of day-to-day banking services/ new rights re personal information)
7.	Great Notley PC – Discovery Centre parking - Season ticket available. See details at www.visitparks.co.uk/car-parking/
8.	RCCE – Oyster magazine – Autumn 2017
9.	Proposed new nuclear power station at Bradwell – Initial notification from Environment Agency
10.	SSE – Request for financial support during 2018
11.	Uttlesford CAB – AGM on 9 November 2017 at 12.30pm at Saffron Walden Town Hall
12.	Affinity Water – Water resources update – October 2017

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	02/10/2017	30960	Street light annual inspection	1,080.00	
	16/10/2017	30996	Repair MUGA light	77.40	
Total A & J Lighting Solutions				1,157.40	102557
A J B Steel Products Ltd					
	01/10/2017	04287	Supply and install beacon	1,344.00	
Total A J B Steel Products Ltd				1,344.00	102558
B & H M Baker					
	30/10/2017	0554	21 boxes of plants	115.50	
Total B & H M Baker				115.50	102559
B & Q Braintree					
	24/10/2017		Fertiliser for flower tubs (Cheque payable to D	10.08	
Total B & Q Braintree				10.08	102560 part
Buzz Supplies Ltd					
	01/10/2017	69399	Hand soap for public toilets	14.64	
Total Buzz Supplies Ltd				14.64	102561
Command Pest Control Ltd					
	03/10/2017	773550	Pest control visit	54.00	
Total Command Pest Control Ltd				54.00	102562
D M B Smith					
	30/10/2017		Clerk's salary - Oct 2017	656.44	
	30/10/2017		Clerk's expenses (£18.53) and mileage (£12.60	31.13	
Total D M B Smith				687.57	102563 part
David Norfolk					
	25/10/2017	478	Store and re-oil notice boards from outside Lins	100.00	
Total David Norfolk				100.00	102564
E A L C					
	09/08/2017	8697	Data Protection Course (Clerk)	45.00	
	12/10/2017	8945	Advanced Cllr Training Day 2 - Cllr A Bennett	80.00	
	12/10/2017	8910	Advanced Cllr Training Day 1 - Cllr A B ennett	80.00	
Total E A L C				205.00	102565
EON					
	02/10/2017	H14F39D768	Street lighting electricity - Sept 2017	266.23	
	15/10/2017	H15010F30A	MUGA electricity - Oct 2017	21.15	
	15/10/2017	HF9004FC9	Pavilion electricity - Oct 2017	15.73	
Total EON				303.11	DD
East Anglia's Children's Hospices (EACH)					
	23/10/2017		Donation	200.00	
Total East Anglia's Children's Hospices (EACH)				200.00	102566
Essex Air Ambulance					
	23/10/2017		Donation	200.00	
Total Essex Air Ambulance				200.00	102567
Felsted Friendship Club					
	23/10/2017		Donation	100.00	
Total Felsted Friendship Club				100.00	102568
Graham Eaves					
	23/10/2017	V1810	Printer inks (Black x 5)- Cheque payable to D M	39.69	
Total Graham Eaves				39.69	102563 part
JCM Services					
	26/10/2017	6158	Churchyard maintenance	1,496.40	
	26/10/2017	6157	Grass cutting - 8 cuts	4,060.80	
Total JCM Services				5,557.20	102569
Peter J Watson					
	30/10/2017		Asst Clerk's mileage - Oct 2017	4.50	
	30/10/2017		Asst Clerk's salary - Oct 2017	245.97	
Total Peter J Watson				250.47	102570
R Chapman					
	30/10/2017		Unlocking toilets etc 2-29 October 2017	80.00	
Total R Chapman				80.00	102571
S P Barnard					
	30/10/2017		Village Attendant - October 2017	550.00	
Total S P Barnard				550.00	102572
Strutt and Parker					
	26/10/2017	706061	Neighbourhood Plan report re Community Hub	7,011.91	
Total Strutt and Parker				7,011.91	102573
Uttlesford Citizens Advice Bureau					
	23/10/2017		Donation	200.00	
Total Uttlesford Citizens Advice Bureau				200.00	102574
Wyvale Garden Centre					
	24/10/2017		Compost for flower tubs (Cheque payable to D	98.00	
Total Wyvale Garden Centre				98.00	102560 part
TOTAL				18,278.57	
PLUS: Acumen Wages Service	01/11/2017		October salary admin	24	102575