

## FELSTED PARISH COUNCIL

### Minutes of the 1050th Meeting held on 3 January 2018

at 7:00 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Alan Mackrill, Frances Marshall, John Moore, Peter Rose and Chris Woodhouse.

11 members of the public were also present.

#### 17/239 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Malcolm Radley and Stephanie Woodhouse, from District Councillors Alan Mills and Marie Felton, from County Councillor Simon Walsh and Youth Representative Ella-Rae Coleby.

Councillor Frances Marshall declared a pecuniary interest in Item 17/245.3 and took no part in the discussion of this item.

#### 17/240 **Public Forum**

**240.1 Signage for defibrillators** – The Clerk confirmed that sites had been agreed for suitable signage and the signs would be purchased and erected shortly.

**240.2 Traffic in Jollyboys Lane North** – Members noted that the increase in the number of cars using JBLN was damaging the verges and breaking up the road edge. Increased parking in the vicinity of Abbeyfield Nursing Home was also creating problems. This matter would be discussed further later in the meeting (see Item 17/245.4).

#### 17/241 **Minutes of Meeting 1049 held on 6 December 2017**

These Minutes were approved and were signed by the Chairman.

#### 17/242 **Minutes of the Planning Committee meeting on 19 December and the Highways Committee meeting on 13 December 2017**

These Minutes were noted and would be formally approved at the next meeting of the respective Committees.

#### 17/243 **Matters arising from the December Council meeting**

**243.1 Re-instatement of cropped footpaths (Item 17/217.1)** - The Clerk provided a brief resume of the rules relating to the re-instatement of footpaths which was noted. She confirmed that she had reported the problem paths, identified at the last meeting, to ECC Highways.

**243.2 New Table Tennis table (Item 17/220.3)** – Cllr Chris Woodhouse reported that a longstanding knee injury had resulted in the planned ‘opening match’ with Poppy Mifsud being postponed for the time being. The match would be re-arranged for later in the year.

**243.3 Proposed meeting with Exception housebuilder (Item 17/220.7)** - The Asst Clerk would invite the company to address the PC (prior to the January 2018 Planning Committee meeting if possible).

**243.4 UDC Street Name and Numbering Consultation / Road with ‘no name’ (Item 17/222.1)** – A resident had e-mailed challenging the fact that ‘Forge Lane’ was the residents’ preferred name, as suggested at the last meeting. Members agreed that a more formal survey of residents (to agree a name) would be undertaken once the principal of naming had finally been agreed. [CLERK’S NOTE: The resident had incorrectly identified the road under discussion and he subsequently withdrew his objections and apologised for the error].

**243.5 Main Road, Willows Green - Flooding at the sharp corner** - Members reported that the flooding on this corner was up to 5” deep today and very dangerous. It was agreed that the Clerk would request an update from County Cllr Simon Walsh on this matter.

#### 17/244 **County and District Councillor Reports**

**244.1 County Councillor’s Report** – No report had been received this month.

**244.2 District Councillor’s Report** – No report had yet been received but it was expected shortly. [CLERK’S NOTE: The District Councillors Report was received on 8 January and circulated to all Councillors].

#### 17/245 **Correspondence**

Members noted the Correspondence received (see p6) including the following:

**245.1 UDC Emergency Planning session on Rest Centre Management** – The Asst Clerk expressed an interest in attending such a meeting subject to his availability when a date is confirmed.

**245.2 Christmas Tree recycling** – Members noted that UDC would be recycling Christmas trees at Bannister Green on Sunday 7 January between 11.30 – 12.30pm

**245.3 Traffic problems around Felsted Primary School** – Members noted the Survey Feedback Report which had been sent through by Springfields Planning and Development consultants.

**245.4 Cars parking on the grass outside Abbeyfield Nursing Home** – A resident had requested action to protect the grassed areas outside Abbeyfields. This problem had also been highlighted during the Public Forum. It was agreed that the Clerk would contact the Nursing Home and explain the problems, remind them of the PC offer for them to use the playing field car park for staff and visitor parking and suggest a meeting to discuss possible solutions (grass tiles or posts may be appropriate).

**245.5 Vacancy for Cemetery Manager at the URC Cemetery** – The Council had been asked to publicise this vacancy. It was agreed to place an item on the PC website.

17/246 **Finance**

**246.1 Payments** – The list of payments on page 7 were approved. It was noted that the Clerk had inadvertently omitted to include her mileage claim of £12.60 in her cheque payment. This would therefore be claimed next month. Members noted the purchase of a new office printer, the renewal of the Google Apps contract (£2.75 per month) and the imminent issue of a new VAT Reclaim reference number

**246.2 Receipts** – Members noted the following receipts: £71 in allotment rents.

**246.3 Precept for 2018-19** - The Council had been informed on 8 December 2017 that UDC had unexpectedly decided to withdraw the LCTS Grant. This grant had been received for several years since the last Council Tax taxbase review and in the current year amounted to £1690. It was proposed by Cllr John Moore, seconded by Cllr Peter Rose and unanimously agreed to apply for a Precept of £70,000 for the 2018-19 financial year. This would result in an increase for a Band D property of 79p per annum (1.5%) to £53.98.

17/247 **Playing Fields**

**247.1 Landscaping work at the rear of the pavillion** - The Clerk had met JCM Services that day to discuss ongoing work on the cleared site at the rear of the pavilion. Members discussed options for installing a lockable access hatch to the ceptic tank and the Clerk agreed to obtain further ideas from AJB Steel Products Ltd and Roe Environmental Ltd. These ideas would be considered at the next meeting along with the anticipated quote from JCM Services.

**247.2 Bi-annual tree survey** – The Clerk would ascertain if UDC could provide this service and obtain a quote from Pleshey Tree Services. This would be considered again at the next meeting

**247.3 Replacement Red Oak** – Members noted that this tree had now been planted with new stakes and ties fitted.

**247.4 Fields in Trust application** – The Asst Clerk was awaiting a response from FIT.

17/248 **Highway matters**

**248.1 Revised diversion routes for Footpaths 44,116 and 117 at Rayne Road, Bannister Green** – Members noted these revised proposals and agreed to make no comment.

17/249 **Grass cutting contract review**

Members reviewed the grass cutting contract which had been operational for 1 year. The standard of the work had been very satisfactory and it was proposed by Cllr Nicholas Hinde, seconded by Cllr Richard Freeman and unanimously agreed to continue the contract for the further 2 year optional period. The Clerk would confirm the arrangements with JCM Services.

17/250 **Churchyard Working Group**

Members noted that the Village Attendant would be trimming of the internal face of the Lime Walk hedge and tidying up a small area in the rear right-hand corner of the churchyard. Conservation Area approval was awaited from UDC with regard to the cutting back of the lower branches of the fir trees in the south-east corner of the churchyard adjacent to Braintree Road. The churchyard grass cutting contract for 2017 had now ended. Members discussed their options and it was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to extend the contract for a further 2 years to bring it into line with the main

grass cutting contract. The Clerk would confirm the arrangements with JCM Services.

17/251 **Proposed Nature Area / Section 106 Agreement with Enodis**

J S Wright and Son had made contact with the Clerk via Holmes and Hills and the Chairman had subsequently visited them to discuss future options for the Willow plantation on the Nature Area site. The trees encourage wildlife. The current plantation is ready to be cropped and once the transfer of the land to the PC is complete the PC will need to decide whether the site should be replanted (with up to 100 new Willows). The cropped trees will provide an income and part of this could be used to cover replanting costs. Essex Wildlife Trust would be consulted once the PC are in a position to make a decision on this matter.

It was agreed to set up a Nature Area Working Group at the February PC meeting. Councillors interested in joining the Group should inform the Clerk in advance.

17/252 **Felsted Neighbourhood Plan**

The village currently has no facility to accept voluntary donations from developers towards Community projects if they are offered during the course of the planning application process (i.e. the recent Stevens Lane development). The NPWG therefore suggested that the PC should oversee the setting up of a Felsted Community Trust for this purpose and to receive any other gifts from residents. Roy Ramm had drafted a Trust document which had been circulated to Members. Members agreed that the Trust monies must be kept entirely separate from the Nature Area funds which are ring-fenced. It was proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall and unanimously agreed to set up a Felsted Community Trust as suggested. Roy Ramm would take a final look at the draft Trust document prior to it being forwarded to Holmes and Hills for their thoughts/advise. The setting up of a Working Group to oversee the setting up of the Trust would be considered at the next meeting.

17/253 **Recording Felsted's History**

Cllr Graham Harvey had not yet been able to contact John Drury who it was believed was separately interviewing elderly residents in Felsted.

17/254 **CAA Changes to Stansted Flightpaths**

The Clerk had written to the CAA and MP, Kemi Badenoch, as agreed at the last meeting. Members noted that the CAA had responded and indicated that the NATS Review decision was now expected on 31 January 2018. No response had yet been received from our MP.

17/255 **Felsted Primary School traffic congestion problems**

In the absence of District Cllr Alan Mills there was no update on the possibility of (part) funding a traffic survey via ULHP and/or UDC Members Grants. The Clerk would obtain an update and forward this to Cllr Richard Freeman before the School Governor's meeting at the end of January. In order to avoid further delay with this important project it was proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman and agreed (5 in favour, 2 against, 1 abstention) to provide up to £1500 to undertake a traffic survey if other sources of funding were not forthcoming. [CLERK'S NOTE: After the meeting it was confirmed that ECC had instructed contractors to carry out a traffic survey at their expense so PC funding would not be required].

17/256 **Feedback from recent training courses**

In recent months several Councillors had attended EALC training courses which had raised matters that the Council might want to consider. It was agreed to implement the following items

- a) Shorter Agenda - Chairman, Vice Chairman and Clerk to meet to consider the practical details
- b) Annual Staff appraisals – HR Working Group is already organising these
- c) PC Open Day – Put on Agenda for next meeting
- d) Councillor apologies – In future if a councillor fails to attend a meeting and does not give an apology this will be minuted as “ No apology received from.....”

17/257 **Chairman's matters**

**257.1 Death of former Parish Councillor Mick Collard** – The Chairman was sad to report that Mick Collard had died just before Christmas. Mick Collard was a former Parish and District Councillor for Felsted and had also been Chairman of FPC. He had made a considerable contribution to life in Felsted and everyone present observed a period of silence in his memory.

**257.2 Councillors 'Blue sky' meeting** – It was agreed that Councillors would meet up informally on 25 January 2018 (at The Swan at 7.30pm) to consider future ideas for PC projects.

17/258 **Clerk's Matters**

**258.1 Weekly Police Crime Lists** – There had been 2 recorded incidents in Felsted in the last month including a shed burglary in Bannister Green and the theft of a trike from a vehicle also in Bannister Green.

**258.2 Emergency Plan** – The next meeting would take place shortly commencing at 4pm.

**258.3 Assets of Community Value** – The Asst Clerk reported that the latest application, for the public houses, was awaiting consideration by UDC.

**258.4 Felsted News** - The Working Group would be meeting in early 2018.

17/259 **Planning Decisions and New Applications**

**259.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

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.

**Planning and Listed Building Permission Granted 29 December 2017.**

UTT/17/2729/HHF **Wytewais, Gransmore Green, Felsted**

Erection of detached garage/workshop and 1.8m high entrance gates.

**Permission Granted 13 December 2017.**

UTT/17/2825/FUL **Fairfield, Hartford End, Felsted**

Proposed erection of 1 no. dwelling with new vehicular access.

**Permission Granted 21 December 2017.**

UTT/17/2957/HHF **Four Winds, Main Road, Willows Green**

Proposed new level access, clear opening to front door and level access parking to front. New rear access platform and ramp.

**Permission Granted 29 December 2017.**

UTT/17/2958/CLP **Four Winds, Main Road, Willows Green**

Certificate of lawfulness for proposed single storey side extension.

**Certificate of Lawfulness approved 13 December 2017.**

UTT/17/3085/HHF **16 Evelyn Road, Willows Green**

Proposed front and side extensions. Re-roofing including provision of dormer windows. Alterations including replacement roof to conservatory, with associated works.

**Permission Granted 22 December 2017.**

**259.2 APPLICATIONS TO BE CONSIDERED AT THE 16 JANUARY PLANNING MEETING**

UTT/17/3586/HHF **Springbank, Mill Road, Felsted**

Proposed alterations to existing rear conservatory.

UTT/17/3628/HHF and UTT/17/3629/LB **Mill Cottage, Mill Road, Felsted**

Loft conversion with dormer windows.

UTT/17/3703/FUL **Felsted School, Braintree Road, Felsted**

Proposed spectator viewing platform and walkway.

UTT/17/3704/FUL **Felsted School, Braintree Road, Felsted**

Proposed installation of 8 no. lighting columns serving private tennis court and outdoor sports facilities.

**UTT/17/3722/FUL Averno, 1 Cressages Close, Felsted**

Demolition of existing dwelling and erection of 1 no. 4 bedroom and 1 no. 3 bedroom dwelling with associated parking, garaging, landscaping and formation of new access.

17/260 **Local Plan updates**

**260.1 Uttlesford** – UDC is continuing to consider the responses to the Regulation 18 Consultation.

**260.2 Braintree** – Cllr Andy Bennett would be speaking on behalf of the PC at the Planning Inspector’s Hearing on 25 January in opposition to the WoB Garden Community and highlighting its likely adverse impact on Felsted. Cllr Bennett would circulate a draft of his proposed presentation to Councillors for their comments prior to the Hearing. Other Councillors and the Asst Clerk were hoping to attend the Hearings on other days to monitor the process. SERCLE and the Joint Parishes Group were meeting with their consultant, Malcolm Alsop, on 7 January at 2pm to finalise arrangements for the Hearings. Cllrs Andy Bennett and Malcolm Radley would attend the meeting. It was proposed by Cllr Andy Bennett, seconded by Cllr Richard Freeman and agreed (6 in favour, 2 against) that the Council would pledge £1000 to the Joint Parishes fund (managed by Shalford PC) to pay a percentage of any invoices received by them to oppose the WoB proposals.

**260.3 Chelmsford** – Members noted that the CCC Development Committee meeting to finalise the Chelmsford Local Plan would take place on 18 January 2018 with the final Consultation starting shortly thereafter.

17/261 **Consultation on West of Braintree Garden Community by NEGC**

Members noted that the Consultation event in Rayne had been rescheduled to 10 January between 4-8pm in the Rayne Scout Headquarters. Cllr Andy Bennett would draft a response (based on his presentation to the Local Plan Hearing – see above) concentrating on issues specific to Felsted and would circulate it to Members for approval. Once approved this response would be submitted by the Asst Clerk before the 22 January deadline.

17/262 **Urgent Matters and items for the next Agenda**

**262.1 Tree branch on roadway at Thistley Green** – Recent high winds had caused the large branch to break off. The Village Attendant would clear the branch as a matter of urgency.

**262.2 Rubbish dumped in ditches/layby around Willows Green and Molehill Green** – Members noted that rubbish had been dumped in the layby to the east of Molehill Green and part of a car remained in the ditch near the sewage works. There were also large quantities of litter alongside Main Road, Willows Green from the junction with Molehill Green Road to the corner near Crix Green. The Clerk would ask UDC to clear all these problem areas.

**262.3 Pavilion ‘shed’ door handle broken** – Members noted that this had been vandalised and required replacement.

**262.4 Village Litter Pick on 24 March** – Members noted that the next Litter Pick would be held on Saturday 24 March 2018 from 10-2pm.

The meeting closed at 9.15 pm

**Next Planning Committee Meeting: Tuesday 16 January in the URC Hall at 7.30pm**

**Next Council Meeting: Wednesday 7 February in the URC Hall at 7.00pm**

..... Chairman

7 February 2018

## Correspondence List – January 2018

1. UDC – Emergency Planning session on Rest Centre management (date not set) – Indication of numbers attending required by 12 January. - Recycling Christmas trees – Sunday 7 January at Bannister Green, 11.30-12.30pm - Uttlesford Life magazine – Winter 2017
2. ECC – Adoption of Waste Local Plan by ECC and Southend Borough Council - Current Essex Energy Switch scheme – Deadline to register 13 February 2018 - Campaign against Domestic Abuse
3. EALC – Legal Update – December 2017 - County Update – December 2017
4. Springfields Planning and Development – Land adjacent to Felsted Primary School - Survey Feedback Report (circulated to Cllrs)
5. Parking on grass verge outside Abbeyfield Nursing Home, Jollyboys Lane North – Request from resident to install 'grass tile' surfacing to protect the grass.
6. Essex and Herts Air Ambulance – Fundraising Clothing Banks in villages
7. Superfast Essex Broadband – Parish Engagement event on 22 January (Anglia Ruskin University, Chelmsford 7.30 – 9pm)
8. Rural Services Network – Growing a Rural Community Survey
9. RCCE – Essex Warbler magazine – December 2017
10. SLCC – The Clerk magazine – December 2017
11. Affinity Water – Water resources update – December 2017
12. URC Cemetery – Vacancy for Cemetery Manager

	Date	Num	Memo	Open Balance	Cheque number
<b>A &amp; J Lighting Solutions</b>					
	06/12/2017	31190	Street light repairs (Chaffix)	128.22	
	15/12/2017	31206	Repairs to street lights (Ravens Crescent and Porters at WHG)	207.84	
Total A & J Lighting Solutions				336.06	102586
<b>ALCC</b>					
	10/12/2017		ALCC membership for 2018	30.00	
Total ALCC				30.00	102587
<b>Andy Bennett</b>					
	27/12/2017		Councillor expenses travelling to Stebbing (27/11) and Gt Dunm	18.80	
Total Andy Bennett				18.80	102588
<b>BT</b>					
	18/12/2017	Q044SU	Telephone charges	168.62	
	22/12/2017		Broadband charges	65.28	
Total BT				233.90	DD
<b>Currys plc</b>					
	15/12/2017	192993	New printer and multipack of inks (Cheque payable to D Smith)	120.48	
Total Currys plc				120.48	102589 (part)
<b>D M B Smith</b>					
	27/12/2017		Clerk's salary - December 2017	656.44	
	29/12/2017		Clerk's expenses - Dec 2017 (Mileage £12.60/Expenses £72.45)	72.45	
Total D M B Smith				728.89	102589 (part)
<b>EON</b>					
	01/12/2017	H153060F83	Street light electricity - Dec 2017	266.23	
	15/12/2017	HFA1763ED	Pavilion electricity - Dec 2017	17.15	
	15/12/2017	H153DA03EF	MUGA electricity - Dec 2017	33.99	
Total E.ON				317.37	DD
<b>HM Revenue &amp; Customs</b>					
	29/12/2017		Tax due Oct-Dec 2017	49.60	
Total HM Revenue & Customs				49.60	102590
<b>North End Nurseries</b>					
	14/12/2017	AC084.00004	Replacement Red Oak for playing field	107.70	
Total North End Nurseries				107.70	102591
<b>OfficeTeam Ltd</b>					
	18/12/2017	IP189468	Copier paper	60.86	
Total OfficeTeam Ltd				60.86	102592
<b>Peter J Watson</b>					
	27/12/2017		Asst Clerk's salary - December 2017	246.17	
	29/12/2017		Asst Clerk mileage - Dec 2017	4.50	
Total Peter J Watson				250.67	102593
<b>R Chapman</b>					
	29/12/2017		Unlocking toilets etc 3 to 31 December 2017	80.00	
Total R Chapman				80.00	102594
<b>S P Barnard</b>					
	30/12/2017		Village Attendant - Dec 2017	500.00	
Total S P Barnard				500.00	102595
<b>SLCC</b>					
	10/12/2017		SLCC membership for 2018	115.00	
Total SLCC				115.00	102596
<b>TOTAL</b>				<b>2,949.33</b>	
	PLUS:		Acumen Wages Service - December salary admin	£24.00	102597