

## FELSTED PARISH COUNCIL

### Minutes of the 1051st Meeting held on 7 February 2018

at 7:00 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Nicholas Hinde, Alan Mackrill, Frances Marshall, John Moore, Malcolm Radley, Chris Woodhouse and Stephanie Woodhouse. 13 members of the public were also present along with District Councillors Alan Mills and Marie Felton and Youth Representative Ella-Rae Coleby.

17/263 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Andy Bennett and Peter Rose and from County Councillor Simon Walsh.

17/264 **Public Forum**

**264.1 Flooded road in Chelmsford Road** – Members noted that the road had flooded opposite the cemetery after a recent period of heavy rain.

**264.2 Litter bin in Woodleys car park** – The Clerk explained that there had been a delay in ordering the litter bin because of fixing issues but it would be ordered shortly.

**264.3 Planning application UTT/17/0649/OP for Land off Stevens Lane** – Steve Clark informed the PC that he had taken UDC to the High Court and proved that the UDC Officer Statement for this planning application was flawed because it did not take into account Listed buildings close to the site. The planning approval had therefore been quashed by the High Court (a very unusual occurrence). District Cllr Alan Mills advised that the application would now be reconsidered by UDC as if it were a new application and the PC would accordingly be given the opportunity to comment again. Cllr Chris Woodhouse confirmed that in this circumstance the PC was likely to repeat their objections, subject to any revised specifics.

**264.4 Braintree Road depression in pavement** – Members noted that there was a depression in the pavement opposite the entrance to Felsted School which flooded after heavy rain. This would be reported to ECC Highways.

**264.5 Traffic calming measures in Braintree Road** – The Council were asked to consider a traffic calming scheme for Braintree Road to combat the speeding problems. Members were aware of the problem but such a request to ECC Highways had been refused in the past. Felsted Community Speedwatch Group had asked Essex Police to approve a Speedwatch site in Braintree Road near the junction with Garnetts Lane. The PC Highways Committee would consider making an application to ULHP for a VAS sign in Braintree Road at their next meeting.

17/265 **Minutes of Meeting 1050 held on 3 January 2018**

These Minutes were approved and were signed by the Chairman.

17/266 **Minutes of the Planning Committee meeting on 16 January 2018**

These Minutes were noted and would be formally approved at the next Planning Committee.

17/267 **Matters arising from the January Council meeting**

**267.1 New Table Tennis table (Item 17/243.2)** – Cllr Chris Woodhouse was now in a position to play Poppy Mifsud in the planned 'opening match'. The Clerk would make the necessary arrangements.

**267.2 Main Road, Willows Green - Flooding at the sharp corner (Item 17/243.5)** - County Cllr Simon Walsh had pursued this problem with Chris Stonham at ECC Highways. Highways had visited the site and concluded that the adjacent pond should be dug out to improve the flooding problem. This work would be the responsibility of the landowner. Members suggested that the flooding was more likely caused by a blocked pipe under the road and it was agreed that the Clerk would pass this back to ECC Highways.

**267.3 Fly tipping at Molehill Green Road (Item 17/262.2)** – The Clerk had reported the problems to UDC. Members suggested that notices be erected in the main problem areas to deter future offenders

**267.4 Completed projects** - Members noted that the play area play bark had been topped up, the security barrier had been installed at Bannister Green, the brick wall in Bury Chase had been rebuilt and additional whips had been purchased to fill gaps in the new hedge planted

earlier in the year at Bannister Green.

- 17/268 **Presentation on Affordable/Exception Housing by John Lefever of Hastoe Group**  
John Lefever explained that the Hastoe Group covered the whole of southern England but had a base locally at Great Chesterford so had many projects within the Uttlesford area. They specialise in rural exception sites and high quality builds and are the largest deliverer of passive houses in the UK. Developments are individually designed and are available to the local community in perpetuity (no right to buy for rented properties and can only buy 80% for shared ownership properties). Rents are set at 80% of market rent but are capped in line with the local Housing Allowance to make them truly 'affordable'. The Hastoe Group can partner Parish Council's to deliver Exception Housing. Hastoe would source the land (approaching local landowners) and The Community Land Trust may then own the freehold of the site with Hastoe taking a 125 year lease from the Trust and paying a small annual ground rent. The Hastoe Group can organise a Housing Needs Survey. Exception Housing schemes only apply to villages with a population of up to 3000.  
The Council thanked Mr Lefever for attending the meeting and explaining so comprehensively how such a project could be delivered. They also agreed to take up his offer to visit one or more of the completed Hastoe sites. The Clerk would make the necessary arrangements in the Spring.
- 17/269 **County and District Councillor Reports**  
**269.1 County Councillor's Report** – Members noted the report which included details of ECC's £300m budget for 2018-19, improvements to the A131, Essex secondary schools performance tables, plans to build 22 new schools in Essex in the next 10 years and ECC lobbying the Government for a "no strings" business rates deal.  
**269.2 District Councillor's Report** – Members noted the report which including the following: UDC budget for investment for 2018-19, campaign to recycle or reuse clothing, community led housing workshop on 21 February, UDC plans to build 16 new homes at Little Dunmow, Leisure and Sports Grants available and the UDC 'Keep me posted' information service.
- 17/270 **New Code of Conduct**  
The Clerk had drafted and circulated a new Code of Conduct based on the revised UDC Code of Conduct which had been received. The new Code was simpler to understand and it was proposed by Cllr Frances Marshall, seconded by Cllr Nicholas Hinde and unanimously agreed to adopt the new Code of Conduct with immediate effect. The Clerk would inform UDC accordingly.
- 17/271 **Correspondence**  
Members noted the Correspondence received (see p6) including the following:  
**245.1 Local Council Liaison Forum on 13 February** – The Asst Clerk would attend.  
**245.2 Community Led Housing Workshop on 21 February** – Two places had been booked for Cllr Richard Freeman and Roy Ramm (Chairman of NPSG).  
**245.3 "100 years since the end of World War 1"** – A resident had enquired if the village would be organising an event to mark this anniversary. The Clerk would contact the Royal British Legion to check if anything was planned. It was suggested that the new beacon might be lit as part of an event.  
**245.4 Stansted Airport Community Funding Scheme** – Members noted this scheme which would be publicised on the notice boards.  
**245.5 Temporary closure of Stevens Lane, Bannister Green** – Members noted that Stevens Lane would be closed from 26 February to 2 March for gas connection works.
- 17/272 **Finance**  
**272.1 Payments** – The list of payments on page 7 were approved.  
**272.2 Receipts** – Members noted the following receipts: £27 in allotment rents, £250 each from Felsted Rovers and Rayne Youth F.C. in playing field rent for the 2017-18 season.
- 17/273 **Playing Fields**  
**273.1 Landscaping work at the rear of the pavillion** – Members considered the quotation from JCM Services to landscape the area at the rear of the pavilion, at a cost of £760 plus VAT. It was proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall and unanimously

agreed to ask AJB Steel Products Ltd to design and fabricate a lockable access hatch for the ceptic tank and accept the quote from JCM Services minus the element for supplying a manhole cover for the ceptic tank.

**273.2 Bi-annual tree survey** – The Clerk was awaiting responses from UDC and Pleshey Tree Services. This would be considered again at the next meeting

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

**273.4 CCTV system** – Members noted that during a chance conversation with Great Dunmow Town Council, the Clerk had been informed that the CCTV signal from Felsted was no longer being received at the monitoring station. It was agreed that the Clerk would contact Videcom and ascertain the nature of the problem and query why the Council had not been informed directly. This would be considered further at the next meeting.

17/274 **Highway matters**

**274.1 Parking/ traffic problems in Jollyboys Lane North** – The Clerk had received confirmation from Abbeyfield that they had asked all their staff to park in the playing field car park and were requesting residents and visitors to also make use of the facility. Cllrs Frances Marshall and Nicholas Hinde (plus possibly Cllrs Richard Freeman and Graham Harvey) would meet Abbeyfield on Wednesday 21 February at 3pm to discuss the problem further.

17/275 **Grass cutting contract review**

The Clerk had confirmed the extension of the grass cutting contract with JCM Services for a further 2 years, until Autumn 2019. They had confirmed that the cost would remain unchanged at £5100 plus VAT per year for 12 cuts between March and October each year (plus the cost of any authorised additional cuts). Hard surface spraying of herbicide on selected areas would cost £50 per spray by prior agreement.

17/276 **Churchyard grass cutting contract**

JCM Services had confirmed their willingness to continue with the churchyard grass cutting for a further 2 years. Members considered their quotation at a cost of £2750 plus VAT for 11 cuts per year between March and October (including strimming each time to maintain the high standard). Hard surface spraying of herbicide on selected areas would cost £50 per spray by prior agreement. It was proposed by Cllr Alan Mackrill, seconded by Cllr Frances Marshall and unanimously agreed to accept this quotation.

17/277 **Proposed Nature Area / Section 106 Agreement with Enodis**

There had been no further progress so it was agreed to set up the Nature Area Working Group at the next PC meeting. The Clerk had contacted Barclays Bank but they had confirmed that only the bank account signatories could set up the new account(s). Cllr Chris Woodhouse agreed to contact the bank and make the necessary arrangements.

17/278 **Felsted Neighbourhood Plan**

Cllr John Moore read out the February Update which had been posted on the NP website. It was hoped that the pre-submission NP would be published in the next 6 weeks and that the project would be concluded as soon as possible.

17/279 **Setting up Felsted Community Trust**

The Clerk had forwarded the draft Trust document to Holmes and Hills but because of holidays a full response had not yet been received.

17/280 **CAA Changes to Stansted Flightpaths**

There had been no further developments so it was agreed to consider this again at the next meeting.

17/281 **Felsted Primary School – Sponsorship of an art competition**

Members considered the proposal to sponsor an art competition, to increase engagement with Felsted Primary School. It was agreed to pursue this project and Cllr Richard Freeman offered to liaise with the school's art co-ordinator. Funding of prizes would be discussed at the next Finance Committee meeting. Competition judges should include the Council's Youth Representative Ella-Rae Coleby. It might be possible to exhibit the artwork in the village (possibly in the Smylie Hall) after the competition.

- 17/282 **Chairman's matters**  
**282.1 Regular meeting with Felsted School Bursar** – It was agreed that the Clerk would arrange the next meeting for early April if possible.
- 17/283 **Youth Representative matters**  
**283.1 Parish Newsletter** – Members noted that because of exam commitments, Ella-Rae Coleby would not be in a position to devote time to this project until mid-May 2018. It was agreed to inform the volunteer resident of this timing and progress the matter at that time. The Clerk would provide copies of previous Felsted News issues to Cllr Frances Marshall.
- 17/284 **Clerk's Matters**  
**284.1 Weekly Police Crime Lists** – There had been 4 recorded incidents in Felsted in the last month including tools stolen from a van in Ravens Crescent, an attempted outbuilding burglary at Milch Hill Lane, a car hit by a vehicle that did not stop in Chestnut Walk and a possible attempted burglary in Clifford Smith Drive.  
**284.2 Emergency Plan** – The Asst Clerk would agree a date for the next meeting shortly.  
**284.3 Assets of Community Value** – There was no update so this matter would be considered again at the next meeting.  
**284.4 Felsted News** - See Item 17/283.1 above.  
**284.5 Recording Felsted's History** – This would be considered again at the next meeting.  
**285.6 PC Open Day** – It was suggested that this should take the form of a drop-in session on a Saturday morning from 9-1pm with a rota of Councillors in attendance. The Clerk would check the availability of the URC Hall in May (not Bank Holiday weekends) and early June 2018.  
**285.7 Felsted Playing Field Group** – The Clerk would chase details of the financial situation.  
**285.8 Public toilets** – Members noted that one toilet seat had been broken (probably by a group of youngsters but this could not be proven). A replacement had been purchased at a cost of £116 (specialised toilet seat to meet disability regulations). Members noted that whilst any vandalism was disappointing there had been surprisingly few such incidents since the toilets were opened 5 years ago.
- 17/285 **Planning Decisions and New Applications**  
**285.1 DECISIONS RECEIVED SINCE THE 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. Decision Quashed by High Court 18 January 2018, and permission granted for Complainants to apply for Judicial Review.**  
 UTT/17/2710/FUL **Adjacent to 1 Park Cottages, Littley Park Lane, Hartford End**  
 Demolition of outbuildings and the erection of 2 no. dwellings together with new access.  
**Application Withdrawn 31 January 2018.**  
 UTT/17/3279/HHF **Foxgloves, Bannister Green, Felsted**  
 Installation of 3 no. first floor dormer extensions (Previous similar application UTT/17/2044/HHF refused September 2017).  
**Permission Granted 8 January 2018.**  
 UTT/17/3439/FUL **Greenfields, Bartholomew Green, Felsted**  
 Proposed demolition of existing dwelling and erection of 1 no. dwelling and 3 Bay Garage. New vehicular access and associated onsite manoeuvring area.  
**Permission Granted 19 January 2018.**  
 UTT/17/3441/HHF **15 Ravens Crescent, Felsted**  
 First floor front and side extensions.  
**Permission Granted 4 January 2018.**  
 UTT/17/3487/CLP **2 Willows Green Cottages, Main Road, Willows Green**  
 The creation of living accommodation at second floor level, existing roof space bedroom to be improved with provision of a rear dormer window and other works include provision of glazing and openings to side elevation that shall be frosted glazed.  
**Certificate of Lawfulness approved 10 January 2017.**

UTT/17/3586/HHF **Springbank, Mill Road, Felsted**  
Proposed alterations to existing rear conservatory.  
**Permission Granted 26 January 2018.**

## **285.2 APPLICATIONS TO BE CONSIDERED AT THE 20 FEBRUARY PLANNING MEETING**

UTT/17/2397/FUL and UTT/17/2398/LB **Post Office, Station Road, Felsted**

Redistribution of retail and residential accommodation to create 4 no. one bedroom flats. Associated works including internal partitions, acoustic treatment to floors and ceilings, stair opening boarded over. Central staircase brought back into use, windows adapted as means of escape and as smoke vent, fire detections and separation to walls and floors. Window and door brought back into use. (Application date 16/08/17).

UTT/18/0176/FUL **Kinvara Business Centre, Braintree Road, Felsted**

Demolition of existing structures and the construction of a new building to provide 4 commercial units with associated landscaping and parking.

UTT/18/0255/HHF **Kantara, Main Road, Willows Green**

Proposed single-storey rear extension to replace existing single-storey rear extension with increased footprint.

### 17/286 **Local Plan updates**

In response to comments made by two Councillors at the last meeting and for the avoidance of doubt, it was proposed by Cllr Richard Freeman, seconded by Cllr Alan Mackrill and agreed (7 in favour/ 1 abstention) that Cllr Andy Bennett has been and should continue to be the Council's representative at meetings discussing the Uttlesford, Braintree and Chelmsford Local Plans. Cllr Bennett's considerable input on Local Plan matters to date has been much appreciated by the Council.

**286.1 Uttlesford** – UDC is continuing to consider the responses to the last Consultation.

**286.2 Braintree** – Cllr Andy Bennett had spoken on behalf of the PC at the Planning Inspector's Hearing on 25 January in opposition to the WoB Garden Community and highlighted the likely adverse impact on Felsted and the problems associated with building a Garden Community directly under a heavily used Stansted Airport flightpath. The Council had also been represented by Malcolm Alsop at the Hearing as part of the Joint Parishes Group.

**286.3 Chelmsford** – Members noted that the Pre-Submission Sustainability Appraisal Consultation started on 31 January and would run until 14 March 2018. It was agreed that the Asst Clerk would draft a response to this Consultation (with assistance where possible from Cllr Andy Bennett) for approval at the March Council meeting.

### 17/287 **Consultation on West of Braintree Garden Community by NEGC**

Members noted that the Council's response to this Consultation had been submitted although the deadline had subsequently been extended to 5 February.

### 17/288 **Urgent Matters and items for the next Agenda**

**288.1 Felsted Allotment Association** - Members noted that allotments had been provided on the current site for 100 years (the land was gifted by Colonel Ridley to the Parish for allotments in late 1917). It was agreed to set up a page on the PC website dedicated to allotment matters.

**288.2 EALC Advanced Councillor training course** – Cllr Frances Marshall would attend the course on 24 April (Day 1). Any other Councillors wishing to attend should contact the Clerk.

**288.3 Damage to grass at Watch House Green** - Members noted that a large number of cars were parking over the edge of the Green near the northern corner of the Green and were damaging the grass. The Chairman and Cllr Malcolm Radley would investigate the practicality of installing posts along the edge of the Green to protect it in the worst affected area. It was agreed to ask the NEPP to monitor this problem and also the dangerous parking around the Braintree Road T junction and request that they attend the Primary School during each enforcement visit for the time being to improve the parking situation.

The meeting closed at 9.15 pm

**Next Planning Committee Meeting: Tuesday 20 February in the URC Hall at 7.30pm**  
**Next Finance Committee Meeting: Wednesday 28 February in the URC Hall at 5.00pm**  
**Next Council Meeting: Wednesday 7 March in the URC Hall at 7.00pm**

..... Chairman  
 7 March 2018

## Correspondence List – February 2018

1. UDC – Local Councils Liaison Forum – Tuesday 13 February at 7.30 (HRS, Great Dunmow) - Review of Polling Districts and Places in Uttlesford (No changes for Felsted) - Community Led Housing workshop – 21 February 6.30 to 8.30pm at UDC Offices, SW - Live Well Campaign website launched ( <a href="http://www.livewellcampaign.co.uk">www.livewellcampaign.co.uk</a> )
2. ECC - Temporary closure of Stevens Lane from 26 Feb to 2 March (Gas connection works) - Transport Representative meeting on 8 March (Bryan Grimshaw attending)
3. EALC – Guidance on appointment of a Data Protection Officer (“cannot be the Clerk/RFO”) - External Auditor Update via training webinar
4. UALC – Decision to set up a website – Request for pictures and images
5. “100 years since the end of World War I” – Will Felsted be marking the event?
6. Notification of official address for the new property ‘Mission Hall, Bannister Green CM6 3NF’
7. Essex Police, Fire and Crime Commissioner Awards for ‘Outstanding contribution to Community Safety’ Deadline 26 February
8. RCCE – Essex Warbler – January 2018
9. Stansted Airport – Poster detailing the community funding scheme that they operate
10. Essex Community Foundation – Grants available for community and voluntary groups in Uttlesford who support opportunities for young people to volunteer.
11. SLCC – The Clerk magazine – January 2018

## Unpaid List – February 2018

	Date	Num	Memo	Open Balance	Cheque number
<b>A &amp; J Lighting Solutions</b>					
	08/01/2018	31273	Street light repairs Garnetts Lane/Chaffix	149.22	
Total A & J Lighting Solutions				149.22	102598
<b>Andy Bennett</b>					
	30/01/2018		Councillor mileage - Andy Bennett 24 and 25 Jan	26.10	
Total Andy Bennett				26.10	102599
<b>Buzz Supplies Ltd</b>					
	05/01/2018	73602	Toilet rolls for public toilets	31.48	
Total Buzz Supplies Ltd				31.48	102600
<b>Command Pest Control Ltd</b>					
	02/01/2018	776349	Rodent inspection at allotments	54.00	
Total Command Pest Control Ltd				54.00	102601
<b>Currys plc</b>					
	24/01/2018	799163	Printer inks multi pack (Q payable to D M B Smith)	64.99	
Total Currys plc				64.99	102602 (part)
<b>D M B Smith</b>					
	01/02/2018		Clerk's salary - Jan 2018	656.44	
	01/02/2018		Clerk's expenses (£37.03) and mileage (£29.70)	66.73	
Total D M B Smith				723.17	102602 (part)
<b>EA L C</b>					
	10/01/2018	9109	Clr Training Day 1 on 17 March - Alan Mackrill	90.00	
	10/01/2018	9131	Clr Training Day 2 on 24 March - Alan Mackrill	90.00	
	17/01/2018	9148	Advanced Clr Training Day on 8 February - Ric	80.00	
	30/01/2018	8664	Clr Training Day 2- Frances Marshall	80.00	
	30/01/2018	8665	Clr Training Day 2 - Malcolm Radley	80.00	
Total EA L C				420.00	102603
<b>EON</b>					
	02/01/2018	H154AC7228	Street light electricity - Jan 2018	275.11	
	15/01/2018	H155772D25	MUGA electricity - January 2018	38.36	
	15/01/2018	HFA87420A	Pavilion electricity - January 2018	17.27	
Total EON				330.74	DD
<b>Graham (The Plumbers Merchant)</b>					
	01/02/2018	0278/0181093	Replacement toilet seat (Q payable to D M B Smith)	116.28	
Total Graham (The Plumbers Merchant)				116.28	102602 (part)
<b>Janus Contract Services Ltd</b>					
	26/01/2018	33960	Post mix for barrier (Q payable to D M B Smith)	22.56	
Total Janus Contract Services Ltd				22.56	102602 (part)
<b>JCM Services</b>					
	12/12/2017	6193	1 extra grass cut plus tree and hedge cutting at	3,039.60	
Total JCM Services				3,039.60	102604
<b>Peter J Watson</b>					
	01/02/2018		Asst Clerk's salary - Jan 2018	245.97	
	01/02/2018		Asst Clerk's mileage - Jan 2018	4.50	
Total Peter J Watson				250.47	102605
<b>R Chapman</b>					
	01/02/2018		Unlocking toilets etc 1 - 28 January 2018	80.00	
Total R Chapman				80.00	102606
<b>S P Barnard</b>					
	05/02/2018		Village Attendant - January 2018	600.00	
Total S P Barnard				600.00	102607
<b>Shalford Parish Council (WoB)</b>					
	01/02/2018		Doantion tow ards printing WoB leaflet	20.00	
Total Shalford Parish Council (WoB)				20.00	102608
<b>Uttlesford District Council (as supplier)</b>					
	23/01/2018	0000062687	Green waste skips April - Dec 2017	2,442.00	
Total Uttlesford District Council (as supplier)				2,442.00	102609
<b>TOTAL</b>				<b>8,370.61</b>	
<b>PLUS: Acumen Wages Service</b>			January salary admin	24.00	102610