

## FELSTED PARISH COUNCIL

### Minutes of the 1052nd Meeting held on 7 March 2018

at 7:00 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Frances Marshall, John Moore, Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse. 9 members of the public were also present along with District Councillor Alan Mills (left after Item 17/295).

17/289 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillor Alan Mackrill, Youth Representative Ella-Rae Coleby, District Councillor Marie Felton and from County Councillor Simon Walsh. Cllr Chris Woodhouse declared a non-prejudicial interest in Item 17/304.3 as he lived close to the site.

17/290 **Public Forum**

**290.1 Planning application UTT/17/0649/OP for Land off Stevens Lane** – Members noted that this application would be reconsidered by UDC on 14 March. District Cllr Alan Mills would confirm that the Parish Council's previous objections would be taken into account as the application had not been recirculated. Cllr John Moore would attend the site visit on 14 March at 10.15am and the Asst Clerk (and Cllr Chris Woodhouse if available) would attend the UDC Planning meeting at 2pm and apply to speak.

17/291 **Minutes of Meeting 1051 held on 7 February 2018**

Item 17/284.8 - Following the circulation of the Minutes it had been suggested that an explanation "(specialised toilet seat to meet disability regulations)" should be included to justify the cost of the replacement toilet seat. With this amendment these Minutes were approved and were signed by the Chairman.

17/292 **Minutes of the Planning Committee meeting on 20 February 2018**

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

17/293 **Matters arising from the February Council meeting**

**293.1 Hastoe Group site visit (Item 17/268)** – The Clerk would arrange this for early/late May.

**293.2 Meeting with Felsted School Bursar (Item 17/282.1)** - Because of the Easter holidays this would be arranged for late April.

**293.3 Damage to grass at Watch House Green (Item 17/288.3)** – Members noted that an unknown person had erected a line of stakes along the damaged area of the Green. These appeared to be having the desired effect but Members agreed to replace them with commercially produced posts and sow grass seed to regenerate the affected area.

**293.4 Road with no name** - Members were pleased to note that UDC had now formally adopted the new Street Naming policy. The Clerk had been advised that the Council should resubmit their original request for the 'road with no name' at Bannister Green to be named and it was agreed that this should be done.

**293.5 Car Park and other signage** - Members noted that a number of new signs were required around the village (Woodleys Car Park / Speedwatch x 5 / Churchyard wildlife area x 2 / Defibrillator x 4 / No vehicles on Bannister Green) and these would be purchased shortly.

17/294 **County and District Councillor Reports**

**294.1 County Councillor's Report** – Members noted the report which included details of ECC's £300m budget spending plan 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.

**294.2 District Councillor's Report** – Members noted the report which including the following: new funding information packs available to local community groups, UDC publish gender pay gap figures, approval of UDC budget for 2018-19, details of the Stansted Airport planning application and the return of the UDC multi-agency roadshow.

District Councillor Alan Mills informed members that the UDC Local Plan process was currently in a very fluid state because Government requirements were constantly changing.

17/295

### **CAA Changes to Stansted Flightpaths / Stansted Airport Planning Application**

It was agreed to bring forward this item on the Agenda so that it could be discussed whilst D Cllr Mills was still present.

**295.1 Flightpath Review** – Cllr Andy Bennett reminded members that the decision on the review of the flightpath changes was still awaited. The decision had been promised by 31 January but this date had now slipped to 31 March 2018. It was agreed that the Clerk would chase a response from Kemi Badenoch MP to the Council's letter of December 2017.

**295.2 Planning Application** – Members noted that Manchester Airports Group had submitted a planning application to UDC to increase passenger numbers to 43million per annum (mppa). This figure is just under the limit that would trigger an automatic referral of the application to the Secretary of State for a decision. 25.9 passengers used the airport in 2017 and the existing cap is 35 mppa. FPC is not a formal consultee on the application but it was agreed to submit a response accepting that expansion at the airport is inevitable but stipulating that it must be responsible expansion. Although expansion would increase job opportunities, the airport should be required to address the existing problems (specifically the huge increase in noise complaints since the 2016 flightpath changes) before permission is given for further expansion.

District Councillor Alan Mills informed members that a Public Enquiry for the Stansted Airport planning application was scheduled for 11 July and the UDC decision on the application was expected on 18 July 2018. Public drop-in sessions will be held during the consultation stage of the application.

17/296

### **Correspondence**

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

**296.1 Alcohol License application for Razza Indian Restaurant** – Members agreed to make no comment.

**296.2 Rest Centre Training Forum on 8 March** – The Asst Clerk would attend this forum.

**296.3 EALC Legal Topic Notes** – The Clerk would circulate the Legal Topic Notes on 'Basic Charity Law' and 'Protection of Ownerless Common Land and Village Greens' to Members.

**296.4 Planning application for land adjacent to Clifford Smith Drive at Watch House Green** – Members noted that an application was imminent to build 30 houses to the north and east of Clifford Smith Drive. Local resident's comments had been sought in a flyer delivered by the developers.

**296.5 Membership of AEF** – Members agreed to renew their membership for 2018-19.

**296.6 Mid Essex Hospital Service NHS Trust proposal to set up a 'Local Consultation Forum'** – Cllr Frances Marshall would attend the initial meeting on 26 March 2018.

**296.7 RCCE Essex Village of the Year competition** – Members agreed to enter this competition as several new projects had commenced since the village won in 2015.

**296.8 Affinity Water** - Members noted that whilst many properties in Felsted had been fitted with compulsory water metres in the last 10 months, a few areas had not yet been covered.

17/297

### **Finance**

**297.1 Payments** – The list of payments on page 7 were approved.

**297.2 Receipts** – None.

**297.3 Interim Internal Audit Report** - Members noted receipt of this document. The Finance Committee meeting on 28 February had been postponed, to 21 March 2018, because of severe weather conditions. In the circumstances it was agreed that this matter would be considered at the next meeting as would the review of the Asset Register and the Financial Risk Assessment.

**297.4 Setting up Felsted Community Trust** – It was proposed by Cllr Richard Freeman, seconded by Cllr John Moore and unanimously agreed to accept the quotation of £500 plus VAT from Holmes and Hills to study the draft Trust Deed and provide advice on the document.

17/298

### **Playing Fields**

**298.1 Landscaping work at the rear of the pavillion** – The Clerk had accepted the quotation from JCM Services to carry out landscaping work (minus the element for supplying a manhole cover for the ceptic tank). AJB Steel Products had recommended fitting a steel grill below a heavy duty manhole cover to protect the access to the ceptic tank. Their written quotation for this work was awaited.

**298.2 Bi-annual tree survey** – Members noted that UDC were not able to offer a tree inspection service but they had suggested that Place Services (part of ECC) could do so. The

Clerk was accordingly awaiting quotes from Place Services and Pleshey Tree Services for consideration at the next meeting.

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

17/299 **Highway matters**

**299.1 Parking/ traffic problems in Jollyboys Lane North** – Cllrs Frances Marshall and Nicholas Hinde had met representatives from Abbeyfield on 21 February. Abbeyfield confirmed that they did not own the grass verge in front of their property and that the ownership was uncertain. The roadway had never been adopted by ECC Highways and it was apparent that some residents have over the years incorporated what was formerly verge/Green into their front gardens. The construction of a passing place would reduce the need for drivers to go onto the grass verges to pass and Members agreed that the Clerk should obtain a quotation from Ted Anderson for this work, for consideration at the next meeting. It was agreed that Abbeyfield should be provided with a key to the playing field car park gate for their emergency use (if visitors/staff cars are inadvertently locked into the car park, as occurred recently).

**299.2 Hedge at Brick House Farm, Cock Green** – Members noted that the owner of this property had carried out extensive work to cut back the hedge alongside the roadway. It was agreed to write and thank him for the works which will improve safety on this sharp bend.

17/300 **Proposed Nature Area / Section 106 Agreement with Enodis**

Members were pleased to note that the transfer of the land from Enodis to the PC was completed on 28 February 2018. It was agreed to set up a Nature Area Working Group to oversee the project consisting of Cllr Graham Harvey (Chairman) and Cllrs Nicholas Hinde, John Moore and Richard Freeman.

Cllr Chris Woodhouse had contacted Barclays Bank to set up a separate account for the Nature Area but had found the process longwinded. It was therefore proposed by Cllr Chris Woodhouse, seconded by Cllr Richard Freeman and unanimously agreed to set up an account with Metro Bank for the deposit of the funds from Enodis (approx. £161,000). The account would be under the name of 'Felsted Parish Council – Felsted Nature Area Account' and spending would be restricted to items specifically connected to the Nature Area (ring fenced). Cllrs Graham Harvey and Chris Woodhouse would be signatories on the account and 2 signatures would be required for all withdrawals. The Clerk/RFO would administer the account from the Council Office address.

The Chairman agreed to arrange a meeting with J S Wright and Son to confirm arrangements regarding the cutting down and replanting of Willow trees on the site and he would also meet AJB Steel Products Ltd to discuss requirements for fencing and gates to secure the site. Members noted that clearing around the path and cutting back Ragwort were also priorities. Pleshey Tree Services and Contour Landscapes would be invited to attend a Working Group meeting and provide practical advice to the Working Group and Essex Wildlife Trust would also be invited to give input especially in relation to Felsted Fen. Writtle Agricultural College would be approached along with Felsted School Community Service Group to determine if they would be interested in getting involved with the project.

17/301 **Felsted Neighbourhood Plan**

Cllr Richard Freeman reported that the Group were very busy bringing together the final aspects of the NP and adapting to a very fluid situation.

17/302 **Chairman's matters / Youth Representative matters - None**

17/303 **Clerk's Matters**

**303.1 Weekly Police Crime Lists** – There have been 3 recorded incidents in Felsted in the last month including a shed burglary in Ravens Crescent, a shed burglary/attempted house burglary in Braintree Road and a mini dump truck and wacker plate stolen from Leez Lane.

**303.2 Emergency Plan** – The Asst Clerk was arranging the next meeting for 20 March at 4pm at Felsted School.

**303.3 Assets of Community Value** – There was no update, so this matter would be considered again at the next meeting.

**303.4 Recording Felsted's History** – This would be considered again at the next meeting.

**303.5 PC Open Morning** – It was agreed that this would be held in the Memorial Hall on

Saturday 2 June from 9 – 1pm. The Clerk would publicise the event in Interface and on the notice boards and website. It would take the form of a drop-in session with a rota of Councillors in attendance. Tea and biscuits would be provided.

**303.6 Felsted Playing Field Group** – The Clerk had chased details of the financial situation but had not yet received a response.

**303.7 Felsted Primary School art competition** – Members provisionally agreed that the prize in each age category should be an art tutorial at a total cost in the region of £200. The competition would probably take place over the summer holidays and be judged at the start of the Autumn term.

**303.8 Green Waste skip service for 2018** – Members agreed to continue the very popular skip service for 2018 at a cost of £2442.

**303.9 Annual Assembly on 12 April 2018 at 7pm** - The Clerk would verify if Kemi Badenoch would be available to attend the Annual Assembly as she had not received a response.

**303.10 Data Protection Regulations** - The Clerk informed Members that new Data Protection Regulations would come into force on 25 May 2018 and require all Parish Council's to appoint a Data Protection Officer (DPO). EALC were providing regular updates on the draft regulations which had not yet been finalised. The Clerk would check if the PC needed to adopt a Data Protection Policy and whether the insurers would add cyber security to the PC policy?

**303.11 CCTV system** – Members noted that Videcom were investigating the problem with the CCTV system.

17/304

### **Planning Decisions and New Applications**

#### **304.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

UTT/17/3628/HHF and UTT/17/3629/LB **Mill Cottage, Mill Road, Felsted**  
Loft conversion with dormer windows.

**Planning and Listed Building Permission Granted 14 February 2018.**

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

Proposed spectator viewing platform and walkway.

**Permission Granted 13 February 2018.**

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

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

**Permission Granted 13 February 2018.**

UTT/17/3722/FUL **Averna, 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.

**Permission Granted 26 February 2018.**

#### **304.2 APPLICATIONS TO BE CONSIDERED AT THE 20 MARCH PLANNING MEETING**

UTT/18/0515/HHF **Mill Cottage, Mill Road, Felsted**

Installation of Western Red Cedar clad timber framed fully insulated garden room.

UTT/18/0568/CLP **Mission Hall, Bannister Green, Felsted**

Proposed temporary erection of caravan on site for 4-5 months to be used for residential purposes for duration of self-build conversion and extension as approved under application UTT/16/1937/FUL.

[CLERK'S NOTE: The following application will also be considered at the meeting:

TT/18/0460/FUL **Stansted Airport**

Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands (adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of 274,000 aircraft movements and a throughput of 43 million terminal passengers, in a 12-month calendar period.]

**304.3 Application UTT/17/2725/FUL Belmont, Hollow Road, Felsted** – The Asst Clerk agreed to confirm that this application would be ‘called in’ (considered by the Planning Committee and not under delegated Officer powers). [CLERK’S NOTE: It was subsequently confirmed by UDC that all applications made by District Councillors in their personal capacity are automatically decided by the Committee. The application will be considered at the 14 March Planning Committee meeting.]

17/305 **Local Plan updates**

**305.1 Uttlesford** – UDC is re-thinking certain aspects of the draft Local Plan including the provision/availability of utilities for new developments.

**305.2 Braintree** – An additional Planning Inspector hearing session will be held on 9 May to reconsider Issue 1 because one consultee was inadvertently omitted from the original session in January.

Cllr Malcolm Radley had attended a Joint Parishes Group meeting on 6 March. The Group had complemented Cllr Andy Bennett on how he represented Felsted at the original hearings. They would be writing to the respective MP’s detailing their views on the proposed WoB Garden Community.

**305.3 Chelmsford** – Members noted that revised plans showed an environmental buffer zone and a recreational zone between the new settlement itself and Willows Green which had not featured on the original plans, presumably in response to initial concerns that had been expressed regarding coalescence. It was agreed that the Council’s comments to the Consultation should focus on the need to ensure that the 2 buffer zones were maintained in perpetuity, that the development must contribute to the cost of providing a North East Chelmsford Bypass and that real life traffic surveys were required on the A131 as this road is already over capacity yet the plans appear to dismiss traffic congestion problems. Cllr Andy Bennett agreed to draft the response and circulate it to Members, prior to submitting it in advance of the 14 March deadline.

17/306 **Urgent Matters and items for the next Agenda**

**306.1 Letter from LandVest re site at Maranello, Watch House Green** – Members noted the contents of the letter. A public drop in session, (providing details on the proposed development of 28 houses, including 11 Affordable homes) will be held on March 20 in the URC Hall from 4.30 – 6.30 followed by a session for Councillors from 6.30 – 7.15pm.

**306.2 Recent cold spell – Arrangements for salting pavements** – Members noted that the pavements had not been salted on this occasion. It was agreed that in future the Village Attendant would be asked to salt the pavement from the car park to Linsells shop in snow/icy conditions.

The meeting closed at 9.10 pm

**Next Highways Committee Meeting: Wednesday 14 March in the URC Hall at 5.00pm**

**Next Planning Committee Meeting: Tuesday 20 March in the URC Hall at 7.30pm**

**Next Finance Committee Meeting: Wednesday 21 March in the URC Hall at 5.00pm**

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

..... Chairman  
4 April 2018

## Correspondence List – March 2018

1.	UDC – Green waste collection service for 2018 (schedule unchanged) <ul style="list-style-type: none"> <li>- New License application for Razza Indian Restaurant, Felsted (supply alcohol on and off premises 1700 to 2300 Mon – Fri and 1700 to 2230 Sundays) Deadline 20 March</li> <li>- Land adjacent to Stevens Farm, Stevens Lane, Bannister Green – Plot addresses</li> <li>- Great British Spring Clean – March 2018</li> <li>- Volunteer Health Advisors required <a href="mailto:volunteer@volunteeruttlesford.org.uk">volunteer@volunteeruttlesford.org.uk</a></li> <li>- Rest Centre Training Forum on 8 March 2018</li> <li>- Information Pack on Funding Opportunities (<a href="https://www.uttlesford.gov.uk/grantfunding">https://www.uttlesford.gov.uk/grantfunding</a>)</li> </ul>
2.	ECC – “Your Community, Libraries and You” – Events to rethink the place of libraries in communities (Braintree Library on 27 March 7-9pm) <ul style="list-style-type: none"> <li>- Making the Links – February and March editions 2018</li> </ul>
3.	RCCE – Essex Village of the Year Competition 2018 <span style="float: right;">Deadline to apply 4 May</span>
4.	EALC – Legal Topic Notes (Basic Charity Law/ Protection of Ownerless Common Land and Village Greens) <ul style="list-style-type: none"> <li>- Legal Update (March 2018 – includes new External Audit arrangements)</li> </ul>
5.	Chris Loon – Details of imminent planning application for the land adjacent to Clifford Smith Drive at Watch House Green.
6.	AEF Membership renewal due (£36 per annum)
7.	NHS - Mid Essex Hospital Service NHS Trust (covering Broomfield, Braintree and St Peter's in Maldon) – Proposal to set up a ‘local consultation forum’ with PC’s in their area. Initial meeting 26 March at Broomfield Hospital.
8.	Essex Playing Fields Association – The Playing Field newsletter (now sent digitally)
9.	Superfast Essex Broadband update – February 2018
10.	Affinity Water update – “Actively planning for water usage restrictions in Spring/Summer”
11.	Stansted Airport – “Investing for the Future” – Plans for expansion
12.	Saffron Walden Arts Trust – World Music Day event on 24 June 2018
13.	Orchards East in Essex – New environmental and cultural project (run by UEA) devoted to the past, present and future of orchards in East Anglia. Volunteers to carry out orchard surveys required. Launch at Marks Tey village hall on 25 March

## Unpaid List – March 2018

	Date	Num	Memo	Open Balance	Cheque number
<b>A &amp; J Lighting Solutions</b>					
	21/02/2018	31438	Repair street light o/s Moana, Braintree Road	149.22	
Total A & J Lighting Solutions				149.22	102611
<b>A J B Steel Products Ltd</b>					
	31/01/2018	04365	Security gate for Bannister Green	576.00	
Total A J B Steel Products Ltd				576.00	102612
<b>Affinity Water(formerly Veolia)</b>					
	01/02/2018	3013582456W14/2018	Allotment water supply (Mill Road)	145.89	
	05/02/2018		Water for allotments (Station Road)	32.94	
Total Affinity Water(formerly Veolia)				178.83	DD
<b>Aviation Environment Federation</b>					
	04/03/2018		Membership renewal for 2018	36.00	
Total Aviation Environment Federation				36.00	102613
<b>Currys plc</b>					
	27/02/2018	824639	2 x multi packs of printer inks (Q payable to DM)	129.98	
Total Currys plc				129.98	102614 (part)
<b>D M B Smith</b>					
	04/03/2018		Clerk's salary - February 2018	656.44	
	05/03/2018		Clerk's expenses (£3.35) & mileage (£17.10) - F	20.45	
Total D M B Smith				676.89	102614 (part)
<b>EON</b>					
	01/02/2018	H1567D05A4	Street light electricity January 2018	275.11	
	16/02/2018	H1576F9533	Electricity for MUGA - March 2018	45.97	
	16/02/2018	HFB1A964A	Electricity for pavilion - March 2018	19.54	
Total EON				340.62	DD
<b>Essex Playing Fields Association</b>					
	14/02/2018		Membership subscription for 2018-19	30.00	
Total Essex Playing Fields Association				30.00	102615
<b>North End Nurseries</b>					
	20/02/2018		Whips for Bannister Green hedge infill	26.64	
Total North End Nurseries				26.64	102616
<b>Peter J Watson</b>					
	20/02/2018		Asst Clerk's mileage Jan/Feb 2018	28.80	
	04/03/2018		Asst Clerk's salary - February 2018	245.97	
Total Peter J Watson				274.77	102617
<b>Playdale Playgrounds Ltd</b>					
	12/02/2018	30472	Cushionfall for play area	4,111.68	
Total Playdale Playgrounds Ltd				4,111.68	102618
<b>R Chapman</b>					
	05/03/2018		Unlocking toilets etc 29 Jan to 4 March 2018 (5	100.00	
Total R Chapman				100.00	102619
<b>S P Barnard</b>					
	04/03/2018	2018/61	Village Attendant - February 2018	600.00	
Total S P Barnard				600.00	102620
<b>Sovereign Design Play Systems Ltd</b>					
	05/03/2018	93684	Surfacing under swings at Bannister Green (30	1,233.43	
	05/03/2018	93682	Safety surfacing under swings at Willow s Gree	1,167.02	
	05/03/2018	9361	20% deposit on surfacing under swings at Wilk	778.02	
	05/03/2018	93683	20% deposit for surfacing under swings at Bar	822.29	
Total Sovereign Design Play Systems Ltd				4,000.76	102621
<b>TOTAL</b>				<b>11,231.39</b>	
<b>PLUS: Acumen Wages Service</b>					
			February salary admin	24.00	102622