

## FELSTED PARISH COUNCIL

### Minutes of the 1053rd Meeting held on 4 April 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Frances Marshall, John Moore, Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.  
8 members of the public were also present along with District Councillor Marie Felton and Youth Representative Ella-Rae Coleby.
- 18/01 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillors Alan Mackrill and Nicholas Hinde, District Councillor Alan Mills and from County Councillor Simon Walsh. Cllr Chris Woodhouse declared a non-prejudicial interest in Item 18/05.7 (Planning application for Belmont, Hollow Road, Felsted) as he lives close to the site.
- 18/02 **Public Forum**  
**02.1 CCTV cameras** – Members confirmed that these were not currently operational and that the matter had been taken up with the providers, Videcom.
- 18/03 **Minutes of Meeting 1052 held on 7 March 2018**  
The Minutes were approved and were signed by the Chairman.
- 18/04 **Minutes of the Highways Committee meeting on 14 March, the Planning Committee meeting on 20 March and the Finance Committee meeting on 21 March 2018**  
These Minutes were noted and would be formally approved at the next meetings of the respective Committees.
- 18/05 **Matters arising from the March Council meeting**  
**05.1 Planning application UTT/17/0649/OP for Land off Stevens Lane (Item 17/290.1)** – The Asst Clerk and Chairman of the Planning Committee had attended the UDC Planning Committee meeting on 14 March and spoken in opposition to this application. Despite an officer recommendation for approval the UDC Committee agreed to refuse the application on this occasion. Whilst welcoming the decision, Members considered that the process followed did not inspire confidence in the UDC planning system.  
**05.2 Meeting with Felsted School Bursar (Item 17/293.2)** - Because of the Easter holidays no date had yet been confirmed.  
**05.3 Meeting with Kemi Badenoch M.P. (Item 17/295.1)** – Kemi Badenoch MP had rung the Clerk that afternoon and agreed to meet with the Council. Her PA would be in touch to make the necessary arrangements.  
**05.4 Rest Centre Training Forum on 8 March (Item 17/296.2)** - The Asst Clerk and Simon Woolley from Felsted School had both attended this Forum. Felsted School was designated as a “local rest centre”. Many practical matters were discussed during the meeting.  
**05.5 Mid Essex Hospital Service NHS Trust meeting on 26 March (Item 17/296.6)** - Cllr Frances Marshall had attended this meeting and found it very interesting. Members noted that Broomfield Hospital did not want to merge with Southend and Basildon hospitals and all 3 A&E departments would continue to operate. However certain specialist services would be concentrated at one of the three hospitals to provide more efficient facilities. The transport implications to patients and visitors of concentrating such services was being addressed. Broomfield Hospital will become a Foundation Trust in line with the other two hospitals in the Group and it is suggested that a ‘Drop in’ centre might be provided adjacent to the A&E Department for non-emergency patients.  
**05.6 Landvest application for Maranello at Watch House Green (Item 17/306.1)** – Landvest held a public exhibition on 20 March which many Councillors attended. Whilst the application might help meet UDC’s housing targets it appeared to provide nothing for the people of Felsted, in respect of community benefits.  
**05.7 Application UTT/17/2725/FUL – Belmont, Hollow Road, Felsted (Item 17/304.3)** – This application had been granted at the UDC Planning Committee meeting on 14 March and Cllr Chris Woodhouse expressed his surprise and disappointment at this decision.

18/06 **County and District Councillor Reports**

**06.1 County Councillor's Report** – Members noted the report which included details of the latest road resurfacing locations, mobile library changes, applications made by ECC to the Government's Housing and Infrastructure Fund (3 projects have made the shortlist for funding namely, the northern Chelmsford bypass/ new road link between A120 and A133 and A12 improvements) , ECC community and skills provision graded 'Good' by Ofsted and the Children's Society to be the lead provider of children's social care in Essex.

The Clerk read out an e-mail from County Cllr Walsh explaining that the ULHP had allocated £4000 for a feasibility study and scheme for additional warning signs at Crix Green corner. In recent weeks a number of vehicles had left the road at this point and at least one had skidded into the pond adjacent to the corner. These accidents posed a genuine danger to life. It was agreed that the Clerk would respond to County Cllr Walsh that it was the Council's firm belief that the problem related to inadequate drainage provision causing the flooding and not with inadequate signage.

**06.2 District Councillor's Report** – Members noted the report which including the following: extension of deadline for comments on the Stansted Airport planning application, the 'Drinks with Community Links' initiative, new funding pack available to local community groups and the UDC response refuting the allegations made in the recent SSE statement.

18/07 **Correspondence**

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

**07.1 UDC Community Project Grant 2018-19** – It was agreed to consider making an application for either additional play equipment at the Willows Green Play Area or for the construction of a passing place in Jollyboys Lane North. Details and costings for both schemes would be obtained by the Clerk. The deadline for applications was 14 June.

**07.2 UDC Chief Executive meeting on 22 May** (date to be confirmed) – The Clerk would request further details on the matters to be discussed at this meeting.

**07.3 ECC changes to mobile library service** – Members were disappointed to learn that in future the mobile library would only have one stop in Felsted at Whippersnappers in Watch House Green. This was a very inconvenient site for general residents to gain access and it was agreed that the Clerk would ask if a stop in Jollyboys Lane North could replace the Whippersnappers stop as this would be in the centre of the village. The Playing Field car park could be a suitable location.

**07.4 Rospa Play Safety inspection for 2018** – Members noted that this inspection would take place in May/June and costs would remain unchanged from 2017.

**07.5 EALC Membership fees** – Members noted that there would be an increase of 1.9% in membership fees for 2018-19, to £585.26.

**07.6 Review of parking restrictions in Braintree Road near the junction with Chelmsford Road** – Two local businesses had queried the continuing need for the parking restrictions in front of their premises. It was agreed that this would be reviewed at the next Highways Committee meeting.

**07.7 Building works at the Old Mission Hall, Bannister Green** - A resident had expressed concern at the damage being caused to the Green during the building works. The Chairman had spoken to the owner of the property and as a result most of the wood piled on the Green had now been removed. The recent severe weather had aggravated the situation but the owner had reiterated their intention to make good any damage to the Green at the end of the project. The Council would continue to monitor the situation.

**07.8 Parking in front of surgery at school peak times** – A resident had highlighted the problems caused by Prep School parents parking in front of the surgery, at peak drop off and pick up times, and so preventing elderly/disabled residents from accessing the surgery easily. The Council, in consultation with the surgery, had provided one marked disabled parking bay to alleviate this problem a few years ago. It was agreed to contact the Head of the Prep School (cc the Bursar, Felsted School) and ask if they could assist with resolving this problem.

18/08 **Finance**

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

**08.2 Receipts** – Members noted the following receipts: £57 Allotment rents, £1200 UDC Community Project Grant for 2017-18, £560 Contribution from Felsted School towards parking enforcement visits.

**08.3 Interim Internal Audit Report and Review of Asset Register and Financial Risk Assessment** - Members noted the Internal Audit Report. The revised Asset Register and Financial Risk Assessment were approved.

**08.4 Increase in Clerk's salary** - The Clerk and Asst Clerk left the room during discussion of this item. Members agreed to increase the Clerk's salary to Scale Point 41 of the National Joint Council for Local Government Services (NJC) pay scale, as recommended by NALC.

**08.5 Resignation letter from Assistant Clerk** – Members noted receipt of a letter of resignation from Peter Watson. His resignation would take effect towards the end of 2018 to enable the appointment of a new Assistant Clerk in the interim and a smooth transition of responsibilities.

**08.6 Setting up Felsted Community Trust** – The Clerk had accepted the quotation from Holmes and Hills and their comments on the draft Trust Deed were awaited.

18/09 **Playing Fields**

**09.1 Landscaping work at the rear of the pavilion** – Members considered the quotation from AJB Steel Products to construct and fit a heavy-duty manhole cover over the septic tank access. It was proposed by Cllr Richard Freeman, seconded by Cllr Peter Rose and unanimously agreed to accept the quotation at a cost of £395 plus VAT for this specialised work.

**09.2 Bi-annual tree survey** – The Clerk was awaiting quotes from Place Services and Pleshey Tree Services for this work. These would be considered at the next meeting.

**09.3 Fields in Trust application** – There was no further progress to report. The Asst Clerk agreed to chase a response from FIT before the next meeting.

18/10 **Highway matters**

**10.1 Construction of a passing place in Jollyboys Lane North** – Ted Anderson had been requested to provide a quotation for these works. This would be considered at the next meeting.

**10.2 Quotation to resurface entrance to Woodleys car park** – A quotation from Ted Anderson was also awaited for these works.

**10.3 Installation of posts on Watch House Green** – The Clerk would research suitable posts before the next meeting.

18/11 **Felsted Nature Area**

An appointment had been made for Cllrs Graham Harvey and Chris Woodhouse to go into Metro Bank to set up the new bank account in the name of 'Felsted Parish Council – Felsted Nature Area Account'.

The Chairman had arranged a meeting with J S Wright and Son to confirm arrangements for the cutting down and replanting of Willow trees on the site. He had met AJB Steel Products Ltd on site earlier that day and requested quotations for secure entrance gates and staggered barriers at the entrance to the new footpath. JCM Services had been requested to quote for an initial double cut of the overgrown grassed areas. Meetings with Pleshey Tree Services and Contour Landscapes would also be arranged shortly.

18/12 **Felsted Neighbourhood Plan**

Members noted that important NP Consultation Events would be held on Friday 13 and Saturday 14 April at 7.00pm and 10am respectively in the Memorial Hall. Everyone was encouraged to attend one of these meetings as it was the last opportunity to provide feedback prior to the preparation of the final NP document.

18/13 **CAA Changes to Stansted Flightpaths / Stansted Airport Planning Application**

**13.1 Flightpath Review** – The Council would be meeting with Kemi Badenoch MP to discuss the delay in publicising the outcome of this review.

**13.2 Planning Application** – Members were pleased to note that UDC had now agreed to extend the deadline for comments on the application to 30 April 2018. The PC's draft comments would now need to be amended to reflect this change. Cllr Andy Bennett would re-draft the Council's comments and circulate to Members for their approval prior to the Asst Clerk submitting them to UDC. Members thanked Cllr Andy Bennett for his work on the response.

- 18/14 **Chairman's matters**  
The Chairman had consulted with other Councillors and it had been agreed that the Emergency Plan item should be temporarily put 'on hold' to provide time to reconsider the objective of the work. The matter would be considered again later in the year (September PC meeting).
- 18/15 **Youth Representative matters**  
Members noted that Ella-Rae Coleby would progress the Felsted News item once her impending exams were finished.
- 18/16 **Clerk's Matters**  
**16.1 Weekly Police Crime Lists** – There had been 1 recorded incident in Felsted in the last month, an outbuilding burglary in Braintree Road where a Polaris Ranger vehicle and ride on mower were stolen.  
**16.2 Annual Assembly on 26 April 2018 at 7pm** – Members noted that Kemi Badenoch MP would not be available to attend this meeting.  
**16.3 Assets of Community Value** – The Asst Clerk was progressing the application for halls and public houses. This matter would be considered again at the next meeting.  
**16.4 Recording Felsted's History** – The Chairman had spoken to John Drury who had offered assistance with the final publishing of any material. Members discussed the volume of work required to complete this project and concluded that it was over ambitious and unrealistic to expect any Councillors to spend 40+ hours interviewing local residents. It was therefore reluctantly agreed to put this project 'on hold' for the time being.  
**16.5 Felsted Playing Field Group** – The Clerk would contact the Playing Field Group again to obtain details of their financial situation. She would also contact Katherine Wilkes, Treasurer of the Felsted Events Committee, to confirm that they were continuing to hold the funds from the Tour de France event.  
**16.6 Data Protection Regulations** – Regular updates were still being received from EALC regarding the new Data Protection Regulations, however some details were still to be finalised.  
**16.7 CCTV system** – Members noted that Videcom were investigating the problem with the CCTV system.
- 18/17 **Planning Decisions and New Applications**  
**17.1 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 the High Court 18 January 2018, and permission granted for Complainants to apply for Judicial Review.**  
**Outline Planning Permission Refused 14 March 2018:** *"([It] would result in an unsatisfactory housing layout for this undeveloped site, lying outside development limits, which would be incompatible with the linear pattern of housing development within Stevens Lane and which prevails for the settlement of Bannister Green as whole. Additionally, the development ... proposed would not preserve the historic setting and agrarian character of the two adjacent Grade II listed buildings, namely Yew Tree Cottage and Stevens Farm Barn).*  
**UTT/17/2725/FUL Belmont, Hollow Road, Felsted**  
Proposed demolition of bungalow, outbuildings and workshop buildings and erection of 1 no. 5 bedroomed house and garage building. (Revised plans submitted).  
**Permission Granted 14 March 2018.**  
**UTT/17/2865/LB Walnut Tree, Cobblers Green, Felsted**  
Replace floor structure within original dwelling with new oak timbers. Remove modern window frames to bay window and porch and install like-for-like replacements. Replace modern window to L/H first floor gable elevation with new softwood framed, cottage-style window.  
**Listed Building Permission Granted 15 March 2018.**  
**UTT/18/0138/LB Windsors House, Felsted School, Braintree Road**  
Internal alterations including the creation of a new internal door opening to house masters

office with associated structural alterations and installation of joinery.

**Listed Building Permission Granted 9 March 2018.**

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

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

**Permission Granted 23 March 2018.**

**UTT/18/0259/HHF The Barn, Evelyn Road, Willows Green**

Proposed demolition of existing outbuilding and erection of single storey building providing garaging and ancillary living accommodation.

**Permission Granted 22 March 2018.**

**UTT/18/0319/HHF The Glen, Milch Hill Lane, Bartholomew Green**

Demolition of conservatory and erection of single storey rear extension.

**Permission Granted 22 March 2018.**

**17.2 APPLICATIONS TO BE CONSIDERED AT THE 17 APRIL PLANNING MEETING**

**UTT/18/0687/HHF Petuaria, Jollyboys Lane South, Felsted**

Part single storey, part two storey rear extension and first floor side extension.

**UTT/18/0784/OP Land East and North of Clifford Smith Drive, Watch House Green** Outline application with all matters reserved, except for access, for the erection of up to 30 no. dwellings served via new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping.

**UTT/18/0799/HHF Maple House, Chelmsford Road, Felsted**

Erection of two storey and single storey rear extensions. Demolition of garage and erection of new detached garage (amended scheme to that approved under planning permission UTT/17/1215/HHF).

**UTT/18/0815/HHF 1 Myrtle Villas, Causeway End Road, Felsted**

Proposed two storey side extension and replacement windows.

18/18 **Local Plan updates**

**18.1 Uttlesford** – UDC continues to re-think certain aspects of the draft Local Plan including the provision/availability of utilities for new developments.

**18.2 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.

**18.3 Chelmsford** – Members noted that the Council’s draft comments had been circulated for approval prior to being submitted to the recent Consultation which closed on 14 March.

18/19 **Urgent Matters and items for the next Agenda**

**19.1 Litter Pick on 24 March** – The Clerk reported that a record number of volunteers had taken part in the Litter Pick and more than 47 bags of rubbish had been collected along with various other larger items. It was unanimously agreed that additional pickers, visi-vests and hoops should be purchased for future litter picks. The success of the Litter Pick would be publicised on the website and in Interface.

The meeting closed at 8.54 pm

**Next Planning Committee Meeting: Tuesday 17 April in the URC Hall at 7.30pm**

**Annual Parish Assembly: Thursday 26 April in the URC Hall at 7.00pm**

**Next Finance Committee Meeting: Wednesday 2 May in the URC Hall at 6.30pm**

**Next Council Meeting: Wednesday 2 May in the URC Hall at 7.00pm**

..... Chairman 2 May 2018

## Correspondence List – April 2018

1.	UDC – Community Project Grant applications invited - Local Council's Liaison Forum meeting on 19 September - UDC Chief Executive proposed meeting with PC's on 22 May – Availability? - Register of Members Interests and Exclusion of "Sensitive" Interests (circulated to Cllrs) - Chairman's Event on 17 April at 6.30pm at Saffron Walden Museum (Tickets £12) - 2018-19 Precept payments – First instalment of 50% due to be paid on 10 April 2018	Deadline 14 June
2.	ECC – Changes to Mobile Library Service from 2 April. In Felsted stops in Chelmsford Road, Yew Tree and Abbeyfields will no longer be served but stop at Whippersnappers will continue (from 13 April every 3 weeks on Fridays from 9.30-10am)	
3.	EALC – Renewal of membership for 2018-19 (Increase in fees by 1.9% to £585.26) - Consultation: Review of Local Government Ethical Standards - County Update – March and April 2018	Deadline 27 April
4.	Rospa Play Safety – Play area safety inspection due May 2018 (no increase in fees)	
5.	Letters from 2 businesses/resident requesting the removal of the parking restrictions in Braintree Road near The Swan junction.	
6.	Letter from resident re damage to The Green outside the Old Mission Hall, Bannister Green	
7.	Letter from resident re parking conflict between surgery patients (especially the elderly/ disabled) and school drop off/ pick up vehicles	
8.	Police – Letter from local Special Constable – Offer to attend outdoor community events in Felsted (schedule permitting)	
9.	Chris Loon – Notification of submission of planning application for 30 homes (up to 12 affordable) for land north of Clifford Smith Drive, Watch House Green	
10.	Bradwell with Pattiswick Parish Council – Regulation 14 draft Neighbourhood Plan Consultation Deadline 18 May 2018	
11.	RCCE – Essex Warbler – February and March 2018	
12.	CPRE – Countryside Voice magazine – Spring 2018	
13.	Came and Co – Council Matters Spring 2018	
14.	Aviation Environment Federation – Annual Report 2017	
15.	Affinity Water – March update	
16.	Elan City – Prices to supply VAS signs (Mains power £1399 / Solar power £1799)	

## Unpaid List – April 2018

	Date	Num	Memo	Amount	Cheque number
<b>oice paid since the last meeting</b>					
Colchester Borough Council	21/03/2018		Additional Parking Enforcement visits Sept 17-July 18	1344.00	102624
<b>Invoices for payment</b>					
<b>Alan Mackrill</b>					
	28/03/2018		Cllrs expense - 2 training courses (mileage/parking)	16.00	
Total Alan Mackrill				16.00	102625
<b>BT</b>					
	15/03/2018	Q045WT	Telephone	177.66	
	23/03/2018	Q044HI	Broadband service	81.05	
Total BT				258.71	DD
<b>D M B Smith</b>					
	21/03/2018		Clerk's salary - March 2018	656.44	
	03/04/2018		Clerk's expenses (£37.35) and mileage (£15.30) - March 18	52.65	
Total D M B Smith				709.09	102626
<b>E.ON</b>					
	01/03/2018	H15836FFF2	Street light electricicty - March 2018	248.48	
	16/03/2018	HFBA521B0	Electricity for pavilion	61.39	
	16/03/2018	H15930BFBA	Electricity for MUGA	28.09	
Total E.ON				337.96	DD
<b>Felsted Memorial Hall</b>					
	26/03/2018		Hire of hall for Open Morning on 2 June 2018	30.00	
Total Felsted Memorial Hall				30.00	102627
<b>Peter J Watson</b>					
	21/03/2018		Asst Clerk's salary - March 2018	246.17	
	03/04/2018		Asst Clerk's mileage - March 2018	4.50	
Total Peter J Watson				250.67	102628
<b>R Chapman</b>					
	21/03/2018		Unlocking toilets etc 5 March to 1 April 2018	80.00	
Total R Chapman				80.00	102629
<b>S P Barnard</b>					
	03/04/2018		Village Attendant - March 2018	525.00	
Total S P Barnard				525.00	102630
<b>TOTAL</b>				<b>2,207.43</b>	
PLUS:	01/04/2018		HMRC - Tax due for period 1 Jan - 31 Mar 2018	49.60	102631
	04/04/2018		E.A.L.C. - Subscription for 2018-19	585.26	102632