

## FELSTED PARISH COUNCIL

### Minutes of the 1055th Meeting held on 6 June 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Frances Marshall, Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.  
4 members of the public were also present along with District Councillor Alan Mills and Youth Representative Ella-Rae Coleby.
- 18/43 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillors Richard Freeman, Alan Mackrill and John Moore, from County Councillor Simon Walsh and District Councillor Marie Felton.
- 18/44 **Public Forum**  
**44.1 Churchyard chain link fence** – The proposal to replace the existing hedge alongside Braintree Road with a chain link fence was welcomed but it was agreed that the hedge required trimming in the meantime.  
**44.2 New litter bin in Woodleys Car Park** – It was suggested that the new litter bin be sited between the dress shop and the estate agents rather than in the car park but after some discussion it was agreed to continue with the original plan. The litter bin would be delivered next week and installed shortly afterwards.  
**44.3 Churchyard grass cutting** – It was agreed to consider more frequent strimming of the churchyard (with every cut) when the contract for 2019 was confirmed.  
**44.4 Parking restrictions in Braintree Road (outside shops)** – The Highways Committee had recently reviewed the need for the parking restrictions but it was requested that they reconsider the timing of the afternoon restriction period. This would be placed on the Agenda for the next Highways Committee meeting.
- 18/45 **Minutes of Meeting 1054 held on 2 May 2018**  
The Minutes were approved and were signed by the Chairman.
- 18/46 **Minutes of the Highways Committee on 9 May and the Planning Committee on 15 May**  
These Minutes were noted and would be formally approved at the next meetings of the respective Committee's.
- 18/47 **Matters arising from the May Council meeting**  
**47.1 Meeting with Felsted School Bursar (Item 18/26.1)** - Cllr Frances Marshall had met the Bursar on 30 May. She had thanked the Bursar for continuing to support the parking enforcement visits and had requested that a further Youth Representative be sought for the next academic year. She expressed the Council's appreciation for the contribution made by the current Youth Representative, Ella-Rae Coleby. The Bursar agreed that the School grounds staff would clear the grass cutting heap in the churchyard twice during each cutting season.  
**47.2 Meeting with Kemi Badenoch M.P. (Item 18/26.2)** – The date of the meeting had been re-arranged to Friday 15 June at 5pm at the request of our M.P. The Asst Clerk would prepare and circulate an informal Agenda for the meeting. Councillors Alan Mackrill, Nicholas Hinde and Malcolm Radley and the Clerk gave their apologies for this meeting.  
**47.3 Vacancy for Assistant Clerk (Item 18/26.6)** – Cllr Frances Marshall and the Clerk had met to discuss the advertising of this vacancy. It was agreed to consider the details further at the next Finance Committee meeting with a view to advertising the vacancy in mid August. The HR Committee would subsequently 'fine tune' the job description, specification and hours.  
**47.4 Staff salary administration (Item 18/30.2)** – Fisher Michael accountants in Writtle had agreed to undertake the Council's salary administration at a cost of £240 p.a. Members agreed to engage this local company to take over this specialised work.
- 18/48 **County and District Councillor Reports**  
**48.1 County Councillor's Report** – Members noted that the report would be received later in the week and the Clerk agreed to circulate it at that time. The Chairman expressed his disappointment that the County Councillor had not responded further on the Crix Green corner flooding problem and he agreed to contact County Cllr Simon Walsh direct on this matter.

**48.2 District Councillor's Report** – Members noted the Report which included: the next stage in the UDC Local Plan process, the launch of “recycleopedia” (website based advice on recycling) and the appointment of District Cllr Lesley Wells as Chairman of UDC for 2018-19.

District Cllr Alan Mills confirmed that UDC Full Council were expected to approve their draft Local Plan on 19 June and this would be followed by the Regulation 19 Pre-submission consultation. The allocation of houses for Felsted within the Local Plan had increased considerably. Originally 44 houses were required amongst all the Type A Villages in Uttlesford and no new houses were specified for Felsted. Now it was expected that Felsted could be required to accept up to 100 new homes (figure subject to final confirmation). UDC were proposing 2 sites for development in Felsted, namely the former Bury Farm site and the site adjacent to Clifford Smith Drive in Watch House Green. Cllr Andy Bennett queried two particular elements within the draft LP, namely, why the Local Plan did not state that the UDC element of the West of Braintree Garden Community was reliant on the BDC section of this development proceeding as planned and an apparent ‘softening’ of UDC policy in relation to Stansted Airport (now suggesting a “noise control scheme and management plan” rather than the previous more specific policy wording). Cllr Bennett did however welcome the stronger definition of “countryside” within the draft LP which was expected to provide greater protection. Cllr Bennett agreed to submit details of these specific points to District Cllr Mills for his further consideration.

The Stansted Airport planning application was now scheduled to be considered by UDC in September 2018 because of the need to obtain further information from the applicant relating to Highway and other matters before any decision is made.

#### 18/49 **Correspondence**

Members noted the Correspondence received (see p7) including the following:

**49.1 ECC Salt Bag Partnership 2018** – It was agreed not to order further supplies of salt as sufficient stock was already being held.

**49.2 EALC Revised Model Standing Orders** – Members agreed to review the Standing Orders in summer 2019 after the next PC elections.

**49.3 Request to place a memorial bench in the main playing field** – Members agreed to this request from a longstanding Felsted family but suggested that any dedication was carved onto the bench rather than in the form of a plaque to avoid any possible damage.

**49.4 Request for assistance with trimming high residential hedge in Watch House Green** – Members noted that the Clerk had spoken to UDC Housing Services and that they had agreed to inspect and assess the problem.

**49.5 Cycle for Life on 16 September** – Members had no objection to the organisers, Farleigh Hospice, setting up a check point/water stop on Frenches Green.

**49.6 Merchant Navy Day on 3 September 2018** - Members agreed to raise a Red Ensign on the flagpole to mark this day. Cllr Malcolm Radley would provide the Red Ensign and a local member of the merchant navy would be invited to raise the flag.

#### 18/50 **Finance**

**50.1 Payments** – The list of payments on page 8 were approved. Following agreement at Item 18/50.8 below, a cheque was also signed to Came and Company for £2334.48 (cheque number 102657) for the 2018-19 PC Insurance premium.

Members noted that Pleshey Tree Services had undertaken a Tree Survey for the Council in 2016 but had not charged for the service. The work identified in the survey had subsequently been contracted to a different company and Pleshey Tree Services had belatedly submitted an invoice, totalling £300 plus VAT, for the survey work. Members unanimously agreed to pay this invoice.

**50.2 Receipts** – Members noted the following receipts: £5417 VAT refund and £5 donation for bedding plants.

**50.3 Internal Audit Report for 2017-18**- Members noted the Internal Audit Report.

**50.4 Approval of Annual Governance Statement for 2017-18** - The Finance Committee had studied the year end accounts and Audit Return in detail and had agreed that everything was in order. It was proposed by Cllr Frances Marshall, seconded by Cllr Andy Bennett and unanimously agreed to approve the Annual Governance Statement.

**50.5 Approval of the 2017-18 Annual Accounting Statements and Audit Return** - It was proposed by Cllr Frances Marshall, seconded by Cllr Malcolm Radley and unanimously agreed

to approve these documents. The necessary documents were signed by the Chairman and Clerk and it was agreed that the Public Inspection of the Accounts should take place between 27 June and 8 August. The Clerk would send the Audit Return and accompanying documents to the External Auditors.

**50.6 Precept for 2018-19** – The Chairman wished to record that there was currently no limit on any increase in the PC's annual Precept, should it be required. The Council currently had reserves close to the maximum recommended levels and some of these reserves would be used to fund the recent increase in the Clerk's salary and also the anticipated appointment of a replacement Assistant Clerk. The Council was in a very secure financial position and this was not expected to change in the near future.

**50.7 Setting up Felsted Community Trust** – Andrew East from Holmes and Hills had studied the draft Trust document and requested clarification on certain points. It was agreed to suggest a meeting with him to fully discuss the options. Roy Ramm (NP Chairman) would be invited to attend. The Clerk would make the necessary arrangements.

**50.8 Consideration of Insurance quotations** – Members considered quotations from 3 insurance companies, Inspire, Hiscox and Ecclesiastical. It was proposed by Cllr Andy Bennett, seconded by Cllr Malcolm Radley and unanimously agreed to accept the lowest quotation, from Inspire, at a cost of £2334.48 per year for a 3 year agreement. A cheque was duly signed.

18/51 **Playing Fields**

**51.1 Bi-annual tree survey** – Pleshey Tree Services had indicated that they were no longer in a position to provide a quotation for this work. Members therefore unanimously agreed to accept the quotation of £985 plus VAT from Place Services.

**51.2 Willows Green play area** – The Clerk was researching suitable additional play equipment and would be obtaining costings in due course.

**51.3 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.

18/52 **Highway matters**

**52.1 Construction of a passing place in Jollyboys Lane North** – Members considered a quotation from Ted Anderson for this work. The quotation covered the formation of a  $\frac{3}{4}$  car width passing place at Jollyboys Lane North at a cost of £2250 plus VAT. With increased traffic using the Lane to access the playing field car park and damage being caused as a result to the verges and roadside edges it was proposed by Cllr Andy Bennett, seconded by Cllr Frances Marshall and unanimously agreed to accept this quotation. The exact location of the passing place would be agreed by Cllrs Frances Marshall, Nicholas Hinde and the Clerk at a site visit. A "Passing Place" sign would need to be erected to stop cars parking in this area.

**52.2 Quotation to resurface entrance to Woodleys car park** – Members considered a quotation from Ted Anderson to completely resurface the entrance to the car park at a cost of £3726 plus VAT. Members agreed to request that a raised edge should be incorporated where the gravelled access to the church meets the car park to reduce 'gravel spillage' onto the car park surface. It was proposed by Cllr Andy Bennett, seconded by Cllr Malcolm Radley and unanimously agreed to accept this quotation. Members agreed that the car park would need to be closed for the duration of the work.

18/53 **Bannister Green**

**53.1 Quotation to crown lift trees on the western side of the Green** – Members considered a quotation from JCM Services at £395 plus VAT to crown lift 9 trees alongside Cock Green Road on the western side of the Green. It was proposed by Cllr Nicholas Hinde, seconded by Cllr Peter Rose and unanimously agreed to accept this quotation.

**53.2 Water leak near children's play area** – Following extended correspondence with Affinity Water members were pleased to note that the company had finally accepted that the PC had no responsibility to repair this leak. Affinity Water had apologised for the time taken to reach this conclusion. Members agreed to give permission to Affinity Water for access onto the Green to undertake the repair works and hoped the work would be completed without further delay.

18/54 **Felsted Nature Area**

**54.1 Agreement with J S Wright re willow trees** - The Chairman read out the accompanying letter from JS Wright and members unanimously agreed to enter into the agreement. The document was signed by the Chairman and witnessed by the Vice Chairman.

**54.2 Works to the Nature Area** – The Chairman had met Alex Bean (AJB Steel Products) on site and confirmed that the barriers and gates were now being constructed. It was agreed that the Village Attendant would trim the gateway prior to the fitting of the gates. The site could not be cut until access was available.

**54.3 Bank accounts** – At the last meeting it was suggested that a Deposit Account be opened with a High Street bank. The Chairman proposed to do so with Nat West because at least 4 Councillors bank with Nat West which will enable the account to be opened online as identity information would already be held by the bank. Cllr John Moore had expressed reservations regarding this proposal. It was proposed by Cllr Andy Bennett, seconded by Cllr Stephanie Woodhouse and unanimously agreed to open a Deposit Account with Nat West.

18/55 **Felsted Neighbourhood Plan**

The NP Group were completing the mapping within the document and hoped to be in a position to submit the NP to UDC for the Pre Submission Consultation in the next few weeks.

18/56 **CAA Changes to Stansted Flightpaths / Stansted Airport Planning Application**

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

**56.2 Planning Application** – This would be considered by UDC in September 2018 (see Item 18/48.2 above).

18/57 **Chairman's matters**

**57.1 Police matters** - The possible funding of a local Special Constable would be placed on the Agenda for the next meeting and the Clerk agreed to establish the likely costs. Members noted that the Clerk had made contact with Essex Police to arrange a further public meeting with the Deputy Police Crime Commissioner.

**57.2 PC Open Morning** – Members agreed that the Open Morning had been successful with 9 residents attending and raising matters with Councillors. Cllr Andy Bennett would put an item on the website about the event. An Open Morning would be held again next year and the date would be set at the same time as the PC meeting dates. Additional advertising would be undertaken next year and further details would be considered at the March 2019 PC meeting.

18/58 **Youth Representative matters**

Ella-Rae Coleby had looked at the website and suggested that a 'Lifestyle' tab should be added. In collaboration with Felsted Primary School this could include monthly book reviews, environmental matters (encourage bees in gardens), play equipment details and the painting competition, with children contributing directly to the content. She went on to suggest that additional background information could be provided on Councillors and PC events and the Council could further increase its profile by visiting schools and explaining the role of the PC or by inviting groups of children to attend meetings. Members agreed to pursue these ideas.

18/59 **Clerk's Matters**

**59.1 Weekly Police Crime Lists** – There had been 1 recorded incident in Felsted in the last month, the theft of items from a vehicle parked in Braintree Road.

**59.2 Data Protection Regulations** – Work on the GDPR was ongoing. The Privacy Policy on the website had been updated. The Clerk confirmed that she would destroy copies of Standing Order mandates held for allotment holders and review other information which was being held because it "might be needed one day".

**59.3 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.

**59.4 UDC Community Project Grant application** – The Clerk would establish if items 18/52.1 and 18/52.2 would be eligible for a grant and submit an application if applicable.

**59.5 CCTV** – Members noted that the CCTV cameras were once again fully operational (camera 9 from 11 May and camera 8 from 29 May).

**59.6 Felsted Playing Field Group** – The Clerk had been informed that approximately £4500 remained in the Felsted Playing Field account and that the account would be closed shortly with the funds being transferred to the PC. It had been suggested that this money could be used to fund a bicycle rack in the playing field.

**59.7 Felsted News** - Cllr Frances Marshall and Ella-Rae Coleby would meet to progress the re-introduction of Felsted News.

## Planning Decisions and New Applications

### 60.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

#### UTT/17/2602/FUL **Bury Farm, Bury Chase, Felsted**

Proposed erection of open and enclosed garaging together with associated landscaping work.  
Permission Granted 24 April 2018

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

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

Permission Granted 8 May 2018

#### 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.

Permission Granted 24 April 2018

#### UTT/18/0381/LB **Milch Hill House, Willows Green Main Road, Felsted**

Retention of existing works for removal of internal finishes and surfaces and services, and reinstatement thereof. Restored and replaced fenestration, re-roofing of parts of front elevation roof and internal works.

Listed Building Permission Granted 16 May 2018

#### UTT/18/0398/FUL **Trycot, Bartholomew Green Road, Bartholomew Green**

Section 73A Retrospective application for the erection of building for the storage/parking of vehicles.

Retrospective Permission Granted 4 May 2018

#### UTT/18/0985/CLP **2 Waldringfield Court, Braintree Road, Felsted**

Proposed loft conversion and rear dormer window.

Certificate Granted 23 May 2018

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

Proposed two storey side extension and replacement windows.

Permission Granted 17 May 2018

#### 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).

Permission Granted 1 May 2018

#### UTT/18/0687/HHF **Petuarra, Jollyboys Lane South, Felsted**

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

#### UTT/18/0908/OHL **Watch House Green, Felsted**

Electricity Act 1989: Overhead Lines (Exemption)(England and Wales) Regulations 2009 – Notice to replace intermediate pole.

No Objections 2 May 2018.

#### UTT/18/0752/FUL **Gate Cottage, Cock Green, Felsted**

Erection of 1 no. detached dwelling

Permission Refused 23 May 2018: (*"The proposed dwelling, by virtue of its size and scale would have a dominating visual appearance in the street scene, which would appear incompatible with the surrounding modest buildings and spacious rural character. The dwelling by virtue of its design, scale and size is considered to be overbearing towards immediate neighbours and out of proportion in relation to its plot size ...."*)

### 60.2 APPLICATIONS TO BE CONSIDERED AT THE 19 JUNE PLANNING MEETING

#### UTT/18/1200/FUL **Wytewais, Gransmore Green, Felsted**

Proposed erection of 1 no. dwelling with associated parking, landscaping and creation of a new access. (Note: UTT/18/0514/DFO Permission for new dwelling between Wytewais and Hawthorns granted April 2018).

#### UTT/18/1288/HHF **The Brook, Molehill Green Road, Felsted**

Proposed extension and remodelling of house and extension of annexe.

#### UTT/18/1340/OP **Land at Gransmore House, Gransmore Green, Felsted**

Outline application with all matters reserved except for access for the erection of 1 no. dwelling and garage/outbuilding served via existing access, complete with related infrastructure.

**UTT/18/1409/HHF Brook Bank House, Stebbing Road, Felsted**

Erection of three storey side extension (two storey plus attic room) and single storey front porch.

**UTT/18/1444/HHF 16 Station Road, Felsted**

Proposed rear extensions to main house, replacement outbuilding and proposed new cartlodge building, together with associated landscaping works.

**UTT/18/1468/HHF Holly House, Cock Green Road, Felsted**

Proposed two storey and single storey side extension and associated alterations.

18/61 **Local Plan updates**

**61.1 Uttlesford** – UDC are expected to approve their draft Local Plan on 19 June – see Item 18/48.2 above.

**61.2 Braintree** – The Planning Inspector is considering the draft Local Plan.

**61.3 Chelmsford** – The draft Local Plan is expected to be approved by CCC full Council on 19 June and submitted for Independent Examination on 29 June.

18/62 **Urgent Matters and items for the next Agenda**

**62.1 Felsted Prep School notices stating “No dogs on school premises”** – It was agreed that the Clerk would write to the Prep School requesting that the notices be amended to reflect the right of walkers on public footpaths to be accompanied by a dog(s) under close control.

**62.2 Overhanging oak tree at Loveney’s, Cock Green** – The Clerk would respond that the oak tree was sited on the highway verge and was therefore the responsibility of ECC Highways or the utility company to trim.

**62.3 Proposed diversion of Footpaths 74,75,84 and 108** – These proposals had just been received from ECC Highways and had been circulated by e-mail earlier in the day to Councillors. The Clerk explained the diversions and it was agreed that Councillors would respond to her with their comments once they had had the opportunity to study the diversions in more detail.

The meeting closed at 9.38 pm

**Next Planning Committee Meeting: Tuesday 19 June in the URC Hall at 7.30pm**

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

..... Chairman 4 July 2018

## Correspondence List – June 2018

1.	ECC – Salt Bag Partnership 2018 - Highways Highlights newsletter from Cllr David Finch	Deadline 22 July
2.	UDC – Draft UDC Local Heritage List Consultation - Emergency approval of TPOCON application to remove one tree and part hedge in front of Stewart House, Braintree Road (Felsted School) to enable recovery of helicopter.	Deadline 4 July
3.	EALC – Legal Updates May 2018 (including new Model Standing Orders) and June 2018	
4.	Barclays Bank – Changes to cash pay-in arrangements	
5.	RCCE – Essex Warbler April edition	
6.	Request to place a memorial bench in the playing field	
7.	Request for assistance from resident re high rear garden hedges at Ravens Crescent	
8.	CAUSE/West of Braintree – Invitation to join CAUSE for a drink on 20 June at the Kings Arms, Broad Green, Colchester at from 6pm	
9.	Superfast Essex Phase 3 Gigaclear rollout in Uttlesford – Invitation to event on 13 June at UDC Offices in Saffron Walden	
10.	Essex Playing Field Association magazine Summer 2018	
11.	Cycle for Life on 16 September – Notification from Farleigh Hospice that the 100km route will pass through Bannister Green and request to site a check point and water stop on Frenches Green.	
12.	Uttlesford Community Travel – AGM on 13 June at Thaxted	
13.	Seafarers UK – Request to mark Merchant Navy Day on 3 September by flying a Red Ensign	
14.	Clerks and Councils Direct – May 2018 issue	
15.	SLCC – The Clerk magazine – May 2018	

## Unpaid List – June 2018

	Date	Num	Memo	Open Balance	Cheque number
<b>A J B Steel Products Ltd</b>					
	30/04/2018	04446	Manhole over septic tank	474.00	
Total A J B Steel Products Ltd				474.00	102644
<b>B &amp; H M Baker</b>					
	29/05/2018	0659	Plants for flow er tubs	200.90	
Total B & H M Baker				200.90	102645
<b>Broxap Ltd</b>					
	23/05/2018	INV228754	Litter bin for Woodleys Car Park	371.94	
Total Broxap Ltd				371.94	102646
<b>Currys plc</b>					
	22/05/2018	CUR1852967045	Printer inks multipack (Q payable D MB Smith)	69.99	
Total Currys plc				69.99	102647 (part)
<b>D M B Smith</b>					
	04/06/2018		Clerks salary - May 2018 (including back pay to 1.4.18)	1,647.39	
	04/06/2018		Clerk's mileage (£4.50) & expenses (£20.25)	24.75	
Total D M B Smith				1,672.14	102647 (part)
<b>EON</b>					
	02/05/2018	H15C0C9A42	Street light electricity - April 2018	266.48	
	16/05/2018	H15CF81780	MUGA electricity - May 2018	24.81	
	16/05/2018	HFCC0EA8A	Pavilion electricity - May 2018	18.13	
Total EON				309.42	DD
<b>Felsted URC</b>					
	04/06/2018		Office rent - Jan - June 2018	750.00	
Total Felsted URC				750.00	102648
<b>James Todd and Co Ltd</b>					
	11/05/2018	28150	Salary admin - April 2018	31.20	
	22/05/2018	28202	Salary admin. - May 2018	31.20	
Total James Todd and Co Ltd				62.40	102649
<b>JCM Services</b>					
	12/05/2018	INV-0002	Groundw orks at r/o pavilion	762.00	
	28/05/2018	INV-0037	Grass cutting (4 cuts)	2,090.40	
Total JCM Services				2,852.40	102650
<b>Peter J Watson</b>					
	04/06/2018		Asst Clerks salary - May 2018 (including back pay to	255.09	
	04/06/2018		Asst Clerk's mileage (£4.50) & expenses (£9.84)	14.34	
Total Peter J Watson				269.43	102651
<b>Pleshey Tree Services Ltd</b>					
	24/05/2018	4684	Tree survey 2016	360.00	
Total Pleshey Tree Services Ltd				360.00	102652
<b>R Chapman</b>					
	04/06/2018		Unlocking toilets etc 30 April - 3 June 2018	100.00	
Total R Chapman				100.00	102653
<b>S P Barnard</b>					
	04/06/2018		Village Attendant - May 2018	712.50	
Total S P Barnard				712.50	102654
<b>Wyvale Garden Centre</b>					
	09/05/2018		Slow release fertiliser for flow er tubs (Q payable D D	12.00	
	26/05/2018		Compost for flow er tubs (Q payable to D Dempsey)	108.00	
Total Wyvale Garden Centre				120.00	102655
<b>TOTAL</b>				<b>8,325.12</b>	