

FELSTED PARISH COUNCIL

Minutes of the 1056th Meeting held on 4 July 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Alan Mackrill, John Moore, Malcolm Radley,
13 members of the public were also present along with District Councillors Alan Mills and Marie Felton and Youth Representative Ella-Rae Coleby.
- 18/63 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Nicholas Hinde, Frances Marshall, Peter Rose, Chris Woodhouse and Stephanie Woodhouse and from County Councillor Simon Walsh. There were no Declarations of Interest.
- 18/64 **Public Forum**
64.1 Abandoned car outside The Almshouses – It was reported that a black Ford Fiesta appeared to have been abandoned at this location. The Clerk would obtain details and report this to UDC for removal.
64.2 Proposed Diversion of Footpath 59 – The householders who had applied for the revised diversion, had provided each Councillor with details of the revised proposal to divert FP59 from south of Felsted Mill, along the eastern bank of the river Chelmer, across Absol Bridge and then back along the western bank using the existing FP10 to rejoin FP97. This revision was necessary because they had to date been unable to progress the original diversion proposal following issues raised by the landowner. The condition of the footbridge adjacent to Felsted Mill was deteriorating and this amended proposal had been submitted in case the original plan could not be progressed.
Other residents spoke against the proposed diversion and asked the PC to support their rejection of the plans because part of FP59, between Mill Moorings and Felsted Mill, would effectively be closed and diverted onto the roadway, unique views of the mill race would be lost, the connection to FP97 would involve a long detour for walkers (+12 minutes) and the householders had all been aware of the footpath when they purchased their properties.
Because of the level of public interest, the PC agreed to bring the item forward on the Agenda. Members agreed to hold a site meeting to enable them to walk the proposed new diversion route before making any decision. The Chairman would liaise with the householders to make the necessary arrangements for one evening in the next 2 weeks. The matter would then be considered further at the next meeting. [CLERK'S NOTE: ECC agreed to an extension to the comment deadline to fit in with this timetable].
64.3 Flightpath Review – An update was requested on this Review which should have reported over one year ago. Cllr Andy Bennett explained that the report had not yet been received and the latest information was that a 'partial report (including Stansted flightpaths) should be issued at the end of June 2018'. This matter had been raised during the recent meeting with Kemi Badenoch MP and she had agreed to submit a written question in Parliament on the matter. The PC would continue to press for mitigation measures and urged residents to continue to submit noise complaints to Stansted Airport, via the SSE website, so that they could be monitored. Cllr Bennett agreed to forward the CAA Review e-mail string to District Councillor Alan Mills for his information.
- 18/65 **Minutes of Meeting 1055 held on 6 June 2018**
The Minutes were approved and were signed by the Chairman.
- 18/66 **Minutes of the Planning Committee meeting on 19 June 2018**
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 18/67 **Matters arising from the June Council meeting**
67.1 New litter bin in Woodleys Car Park (Item 18/44.2) – The litter bin had now been installed and was being used regularly.
67.2 Meeting with Kemi Badenoch M.P. (Item 18/47.2) – Councillors reported that the

meeting had been worthwhile. Kemi Badenoch had listened to the Council's concerns on development pressures and Stansted flightpaths. She had agreed to submit a written question in Parliament concerning the delay in receiving the CAA Flightpath Review report. Cllr Andy Bennett had subsequently submitted a suggested draft but was awaiting her response.

67.3 Proposed diversion of Footpaths 74, 75, 84 and 108 at Cock Green (Item 18/62.3) – Following the receipt of comments from Councillors the Clerk had responded to ECC that the Council had no objection to the proposed diversions. However, given the recent history, the Council urged ECC to ensure that the footpaths were clearly marked and that the landowner maintained the line of the footpaths in the future

67.4 Table Tennis match (Item 18/26.8) – The Clerk had checked Poppy Mifsud's availability and would be checking with Cllr Chris Woodhouse shortly.

18/68 **County and District Councillor Reports**

68.1 County Councillor's Report – Members noted the report which included the following matters: Option D chosen by ECC as the preferred route for the A120 dual carriageway extension to join the A12, the revamped Reading Well for Mental Health scheme, winners of the Clothes Recycling competition for schools, new ECC Cabinet appointments, details of the Inspector's Report on the 3 Garden Community proposals in the Tendring, Colchester and Braintree Local Plans (found to be 'unsound') and the library Summer Reading Challenge.

68.2 District Councillor's Report – Members noted the Report which included: the reasons why both District Councillors voted in favour of the UDC Local Plan on 19 June (the BDC Local Plan Inspector had found the strategic element of their Plan 'unsound' just days before the UDC decision was taken), details of the Regulation 19 Pre-submission Local Plan Consultation, an update on the Stansted Airport expansion planning application and nominations were invited for the UDC Community Achievement Awards.

18/69 **UDC Local Plan**

District Cllr Alan Mills confirmed that UDC Full Council had approved their draft Local Plan on 19 June and that the Regulation 19 Pre-submission Consultation had now commenced. The deadline for comments was 13 August 2018. The draft Local Plan allocates 70 new houses for Felsted during the course of the Plan period (plus windfall).

Members noted that a pre-application for 3000 houses at Chelmer Mead had just been received by UDC. An actual planning application was expected in 3-4 months time. This site was not part of the UDC Local Plan proposals.

18/70 **Correspondence**

Members noted the Correspondence received (see p5) including the following:

70.1 UDC Community Achievement Awards – Councils were invited to submit two nominations to UDC by 6 September. Councillors would submit nominations to the Clerk and she would prepare a list of nominees. Councillors would then vote on their preferred nominee and the 2 receiving the highest number of votes would be submitted to UDC.

70.2 Buckingham Palace Garden Party – Members agreed to nominate former PC Chairman Bryan Grimshaw to the EALC.

70.3 Local Services Fund - Members agreed to consider making an application to this fund at the next meeting.

70.4 Letter from Whippersnappers requesting that verges be cut back to maintain sight lines – Members considered asking the Village Attendant/ Uttlesford Highway Rangers to undertake this work but concluded that for safety reasons the latter might be more appropriate.

18/71 **Finance**

71.1 Payments – The list of payments on page 6 were approved.

71.2 Receipts – Members noted the following receipts: £43.50 Allotment rent and £4426.57 transfer of residual funds from the Felsted Playing Field Group.

71.3 Setting up Felsted Community Trust – The Clerk had suggested 3 dates for the proposed meeting with Andrew East from Holmes and Hills but was awaiting confirmation as to which was most convenient for him.

- 18/72 **Playing Fields**
72.1 Willows Green play area – The Clerk hoped to have a draft scheme with costings available for the September PC meeting.
72.2 Fields in Trust application – There was no further progress to report. It was agreed to consider this further at the September PC meeting.
- 18/73 **Highway matters**
73.1 Proposal to divert Footpath 59 – This matter had been considered at the start of the meeting – See Item 18/64.2.
73.2 Parking and other problems at Molehill Green Road, Willows Green – The Chairman read out letters from 2 residents highlighting the problems of excessive numbers of parked cars restricting access to through vehicles, frequent vehicle movements at unsocial hours and gravel spilling onto the roadway from the driveways. Whilst Members appreciated the objective of the ‘Care in the Community’ scheme for the service users they felt that there was a lack of consideration being shown for the rest of the community whose lives were being disrupted. It was agreed to arrange a meeting with New Partnerships Ltd who operate the care homes to try and resolve the issues. County Cllr Simon Walsh would be invited to attend.
- 18/74 **Felsted Nature Area**
74.1 Works to the Nature Area – The barriers and gates were being constructed and AJB Steel Products had agreed to remove the earth bund at the entrance when they fit the gates. The Clerk would establish if the grass cutting could be undertaken, using the gravel path for access, before the gates were fitted, as this work was now urgent.
The Chairman had met the Vicar, Colin Taylor, to discuss the potential burial site and the arrangements that might be required.
It was agreed that the Nature Area Working Group would meet in the Autumn once the initial works had been completed and the site was secure.
74.2 Bank accounts – Members noted that the Deposit Account with Nat West would be opened shortly.
- 18/75 **Felsted Neighbourhood Plan**
Cllr Richard Freeman reported that the NP Group were moving forward very quickly and were about to publish a Summary of the full Plan document as part of the Pre-Submission Consultation. The Summary will be sent to every household in the Parish and at the same time the full draft NP document will be available on the NP website and in hard copy. Residents will be encouraged to submit comments on the Plan up to the [21 September] deadline and further public events will take place to engage with villagers. Everyone agreed that the sooner the NP is finalised and approved the better position Felsted will be in, in relation to unwanted development applications. Once the NP is formally approved UDC will only require a 3 year housing supply to resist planning applications in Felsted, which they can currently meet.
- 18/76 **CAA Changes to Stansted Flightpaths**
76.1 Flightpath Review – This matter had been considered earlier in the meeting – see Items 18/64.3 and 18/67.2.
- 18/77 **Chairman’s matters**
77.1 Police matters – Members noted that in November 2017 a trial scheme had been instigated by Essex Police whereby Parish Council’s could sponsor a local Special Constable (SC). The SC has the same powers, equipment and training as a full time police officer but the role is unpaid. The PC would cover the SC’s travel and other expenses, estimated to be about £1000 p.a. if they work 16 hours per month. SC’s take 18 months to train. The SC would start and end their shift “as close to their community as possible” and spend “the majority” of their time in the neighbourhood. Members agreed that the Clerk should formally express an interest in sponsoring a Special Constable to the Police.
77.2 Felsted Events Committee – Members noted that Richard Silcock, Chris Riggall and Kathryn Wilkes had all resigned from the Felsted Events Committee in the last few years. Cathy Marsh was the current Chair and Lorraine Goddard the Treasurer. The Clerk had attempted to contact the Chair but with no response to date. No contact details were available for the Treasurer.
77.3 Holy Cross Church 900th Anniversary in 2020 - Holy Cross Church would celebrate its

900th Anniversary in 2020 and the Vicar had invited the PC to get involved in the celebrations. It was agreed to include an item on the October 2018 PC meeting Agenda to consider this further, including the possibility of combining the Market Cross project with the celebrations.

18/78 **Youth Representative matters**

Ella-Rae Coleby had been away so had only just submitted her ideas for the website to Cllr Andy Bennett. This would therefore be considered further at the next meeting.

18/79 **Clerk's Matters**

79.1 Weekly Police Crime Lists – There had been 3 recorded incidents in Felsted in the last month, a house burglary in Station Road, a house burglary in Ravens Crescent where car keys were taken and the car stolen and the theft of a spare tyre and holder from a Range Rover in Hollow Road.

79.2 Data Protection Regulations – Work on the GDPR was ongoing. Members had approved a payment of £40 to the Information Commissioners Office to cover the Data Protection fee due for 2018-19.

79.3 Assets of Community Value – The Asst Clerk was progressing the application for halls and public houses. This matter would be considered again at the September meeting.

79.4 Felsted Playing Field Group – Funds totalling £4426.57 had been transferred to the PC by the Felsted Playing Field Group. The funds would be held until a suitable project was agreed upon. The Clerk would investigate the cost of installing a cycle rack at the playing field as previously suggested.

79.5 Felsted News - Cllr Frances Marshall and Ella-Rae Coleby would meet to progress the re-introduction of Felsted News. The possibility of making Felsted News a website based document was suggested.

18/80 **Planning Decisions and New Applications**

80.1 DECISION RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/18/1277/PDE 15 Ravens Crescent, Felsted

Proposed single storey rear extension - extending 5.13m from rear wall, maximum height 3.5m and height to eaves 2.7m.

Permitted Development Application Refused 13 June 2018: (*"The proposed extension does not meet the criteria of the Town and Country Planning (General Permitted Development) Order 2015, Schedule 2, Part 1, Class A, as the extension is in contact with an extension and not just the original Dwelling house as the General Permitted Development Order 2015 requires."*)

80.2 APPLICATIONS TO BE CONSIDERED AT THE 17 JULY PLANNING MEETING

UTT/18/1454/DFO Edwards House, Braintree Road, Felsted

Details following outline approval UTT/17/1432/OP for the erection of 2 no. dwellings. Details of access, appearance, landscaping, layout and scale.

UTT/18/1557/CLP Dinham, Station Road, Felsted

Erection of carport.

UTT/18/1606/HHF Oaklea House, School Road, Rayne

Extension to and part conversion of existing garage to form annexe.

UTT/18/1765/HHF 15 Ravens Crescent, Felsted

Erection of single storey extension.

18/81 **Local Plan updates**

81.1 Uttlesford – UDC approved their draft Local Plan on 19 June – see Item 18/69 above.

81.2 Braintree – The Planning Inspector found the Garden Community (GC) element of the draft Local Plan 'unsound' and advised BDC that either that element should be taken out of the Plan or further work should be undertaken on the Garden Community element to strengthen and improve it (providing further evidence of the financial viability of GC's and the feasibility of transport improvements) before it can be taken forward. Either option will delay the Plan considerably.

81.3 Chelmsford – The CCC draft Local Plan was submitted for Independent Examination on 29 June.

18/82 **Urgent Matters and items for the next Agenda**

82.1 Primary School art competition – Members noted that the artwork would be exhibited in the Memorial Hall on 11 August. The competition would be split into 3 age groups with a First and Second prize for each age group.

82.2 Asian Hornet – Members noted the threat that this non-native species posed to native bees. It was agreed that posters highlighting the problem could be placed on the parish notice boards.

82.3 Hoarding around Edwards House, Braintree Road, Felsted – Members noted that the developers had erected hoarding around the perimeter of Edwards House This had covered the footpath fingerpost and also the signage for the public toilets The Clerk would contact the developers and request that adjustments be made to ensure that the signage remained visible.

The meeting closed at 9.18 pm

Next Finance Committee Meeting: Wednesday 11 July in the URC Hall at 5.00pm

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

Next Council Meeting: Wednesday 1 August in the URC Hall at 7.00pm

..... Chairman 1 August 2018

Correspondence List – July 2018

1.	UDC – Community Achievement Awards nominations sought - Armistice and Armed Forces Communities Programme – Applications invited for ‘silhouettes’ - Gambling Act 2005 Statement of Principles – Review Consultation - Adoption of revised scheme of polling district and polling places - Rural Housing Week from 2-6 July - Local Council’s Liaison Forum on 11 September at 7.30pm (UDC Offices) – Invitation to submit items for Agenda	Deadline 6 September Deadline 16 July Deadline 13 August
2.	ECC – Planned overnight closures of A12 and A120 for maintenance works during August - Hartford End road closure for 1 day on 28 June (circulated to Cllrs)	
3.	EALC – Legal Updates June and July 2018 (including clarification of the 6 Month Rule) - Buckingham Palace Garden Party nominations - Local Services Fund – Applications requested for December Panel meeting - Joint EALC/ECC initiative to set up Focus Groups to address the issues of social isolation and health and wellbeing - County Update – June 2018	
4.	UALC – AGM on 28 June at 8pm at Stansted Day Centre	
5.	RCCE – AGM on 11 July at 7pm at Chelmsford City Racecourse - Essex Warbler – June 2018	
6.	Letter from Whippersnappers requesting verges be cut back to maintain sight lines on roadway	
7.	Letter from resident expressing concern at speeding traffic in Chelmsford Road	
8.	Letter from resident highlighting the number of badly overgrown/impassable footpaths around Bannister Green	
9.	Essex Heritage News 2018	
10.	Ordnance Survey – OS MasterMap to become freely available under Open Government License	
11.	SLCC – Caroline Fuller appointed Committee Member for Essex Branch of the SLCC	

Unpaid List – July 2018

	Date	Num	Memo	Open Balance	Cheque number
BT					
	17/06/2018	Q046&H	Telephone service	155.27	
	24/06/2018	Q045L&	Broadband service June-August 2018	76.44	
Total BT				231.71	DD
D M B Smith					
	03/07/2018		Clerk's salary - June 2018	1,134.47	
	03/07/2018		Clerk's mileage (£9) and expenses (£6.52) - Jun	15.52	
Total D M B Smith				1,149.99	102658
E.ON					
	02/06/2018	H15DF40E15	Street light electricity - May 2018	275.36	
	16/06/2018	HFD3COD30	Electricity for pavilion - June 2018	18.13	
	16/06/2018	H15EC33045	Electricity for MUJA - June 2018	17.04	
Total E.ON				310.53	DD
Edge IT Systems Ltd					
	03/07/2018		Advantedge Planning package - Annual fee 201	165.60	
Total Edge IT Systems Ltd				165.60	102659
Felsted Memorial Hall					
	25/06/2018		Insurance renewal for War Memorial	35.72	
Total Felsted Memorial Hall				35.72	102660
HM Revenue & Customs					
	03/07/2018		PAYE and NIC March - June 2018	432.36	
Total HM Revenue & Customs				432.36	102661
Information Commissioners Office					
	03/07/2018		Data Protection fee for 2018-19	40.00	
Total Information Commissioners Office				40.00	102661
Peter J Watson					
	03/07/2018		Asst Clerk's mileage (10 mls) - June 2018	4.50	
	03/07/2018		Asst Clerk's salary 0 June 2018	251.03	
Total Peter J Watson				255.53	102663
R Chapman					
	03/07/2018		Unlocking toilets etc 4 June to 1 July 2018	80.00	
Total R Chapman				80.00	102664
Rural Community Council of Essex					
	03/07/2018		RCCE membership 2018-19	72.60	
Total Rural Community Council of Essex				72.60	102665
S P Barnard					
	03/07/2018		Village Attendant - June 2018	500.00	
Total S P Barnard				500.00	102666
Sovereign Design Play Systems Ltd					
[Cheque made payable to Pulse Cashflow Finance Ltd]	22/06/2018	96671	Replacement hand hold on climbing tower at Ra	6.96	
	28/06/2018	96908	Balance due on safety surfacing at Bannister C	2,055.72	
	28/06/2018	96907	Balance due on safety surfacing at Willow s Gr	1,945.03	
Total Sovereign Design Play Systems Ltd				4,007.71	102668
TOTAL				7,281.75	