

FELSTED PARISH COUNCIL

Minutes of the 1057th Meeting held on 1 August 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Frances Marshall (Acting Chairman), Andy Bennett, Richard Freeman, Nicholas Hinde, Alan Mackrill, John Moore, Peter Rose, Chris Woodhouse and Stephanie Woodhouse (entered during Item 18/84).
13 members of the public were also present along with District Councillor Alan Mills.
- 18/83 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Graham Harvey and Malcolm Radley, from County Councillor Simon Walsh, District Councillor Marie Felton, Youth Representative Ella-Rae Coleby and Assistant Clerk Peter Watson. Cllr Frances Marshall declared a prejudicial interest in Items 18/95 and 18/100 and took no part in the discussion of the items. Cllr Chris Woodhouse took over the role of Acting Chairman whilst these items were being discussed.
- 18/84 **Public Forum**
84.1 Table Tennis table – It was reported that the TT table was only being used infrequently by local children. Councillors agreed to further publicise the TT table and consider providing bats and balls, possibly in a secure cabinet.
84.2 Churchyard tree and hedge works – The recent trees works had much improved the appearance of the churchyard from the roadside. It was requested that the other proposed works, to take down the roadside hedge and replace it with a post and chain fence, be completed as soon as possible. This work was likely to be undertaken in the Autumn. It was suggested that the Council should enter into a regular contract for the hedge cutting works around the Parish.
84.3 Cars parking on the pavements – Cars parking on the pavement between Jollyboys Lane North and the Memorial Hall were causing problems for Abbeyfield residents trying to walk into the village centre. It was agreed that the Clerk would prepare a polite notice to place on any offending vehicles, highlighting the difficulties caused by this inconsiderate parking.
84.4 Woodleys Car Park potholes – This work was scheduled to be completed in August. The Clerk would chase the contractor for an exact date as the repairs were now urgent.
84.5 Speedwatch sessions – The problem of speeding traffic was raised. The Clerk reported that during July, 9 Speedwatch sessions had taken place in Station Road, Chelmsford Road, Bannister Green and Willows Green. A total of 77 vehicles had been reported to the Police for exceeding the speed limit. Members recorded their thanks to the volunteers for giving their time to improve road safety in Felsted.
- 18/85 **Minutes of Meeting 1056 held on 4 July 2018**
The Minutes were approved and were signed by the Chairman.
- 18/86 **Minutes of the Finance Committee meeting on 11 July and the Planning Committee meeting on 17 July 2018**
The Finance Minutes were noted and would be formally approved at the next meeting of the Finance Committee. The Planning Minutes were not yet available but would be circulated shortly and noted at the next PC meeting.
- 18/87 **Matters arising from the July Council meeting**
87.1 Abandoned car outside The Almshouses (Item 18/64.1) – The black Ford Fiesta had been removed.
87.2 Proposed diversion of Footpaths 74, 75, 84 and 108 at Cock Green (Item 18/67.3) – The formal Diversion Orders had now been received for these footpaths.
87.3 Table Tennis match (Item 18/67.4) – The match would take place before 10 August but an exact date had not yet been agreed.
87.4 UDC Community Achievement Awards – Five names had been put forward for these awards and Councillors had voted for their preferred nominees. The 2 nominees who received the most votes would be submitted to UDC.
87.5 Cutting back verge near Whippersnappers – Members noted that the Village Attendant

had trimmed the verge using a tractor attachment to enable the work to be completed safely.

87.6 Felsted Horse Society benches – Following agreement earlier this year, Members noted that the benches had now been purchased. It was proposed by Cllr Richard Freeman, seconded by Cllr Alan Mackrill and unanimously agreed to install one bench in Braintree Road (replacing the existing bench between Chaffix Farm and the Primary School) and the second bench in the main playing field (alongside the path from the car park to the pavilion). Both benches would be placed on new concrete bases and be securely fixed.

18/88 **County and District Councillor Reports**

88.1 County Councillor's Report – No report had been received this month.

88.2 District Councillor's Report – The report was expected shortly. [CLERK'S NOTE: Report received and circulated to Councillors on 3 August].

District Cllr Alan Mills highlighted the decision of the UDC Planning Committee earlier that day to refuse the planning applications for the 'Maranello' and 'north of Clifford Smith Drive' sites at Watch House Green. Roy Ramm and Cllr Richard Freeman had attended the meeting and Roy Ramm had spoken to detail the policies in the emerging Felsted NP. This had appeared to have a strong influence in the decision making process.

18/89 **Stansted Airport planning application**

It was agreed to consider this matter before District Cllr Alan Mills left the meeting. Cllr Andy Bennett informed Members that some 900 pages of additional documentation had been submitted by MAG. The deadline for the PC to respond to this additional information was currently set at 30 August 2018 but it was agreed to write to UDC requesting an extension to this date because of the holiday season.

18/90 **Correspondence**

Members noted the Correspondence received (see page 6) including the following:

90.1 UDC Refuse collection service – Members noted that the heatwave had caused hydraulic problems in some refuse collecting vehicles. Repairs had now been completed and staff had worked extended hours to catch up with the collection schedule.

90.2 UDC Local Council Forum – The next meeting would be on 15 October 2018 at 6.30pm.

90.3 Letter of thanks from Alison Moore - Members noted her thanks for the flowers which had recently been sent.

90.4 Support4Sight request for donation – This would be considered by the Finance Committee when the annual Donation List was compiled.

90.5 ECC/Solar Together scheme to promote the installation of solar panels – The deadline for expressing an interest in joining this scheme was 22 August 2018.

90.6 BT price increases – Members noted that the cost of line rental would increase by £1 per month and unlimited broadband also by £1 per month with effect from 1 October 2018.

18/91 **Finance**

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

91.2 Receipts – No receipts had been received since the last meeting.

91.3 Setting up Felsted Community Trust – Councillors had met with Andrew East from Holmes and Hills immediately prior to the PC meeting. The wording of the proposed Trust document had been discussed in detail to ensure that its make up and remit are suitable for its projected purpose (to handle community gain from developments within Felsted especially those supported in the Felsted NP).

91.4 Local Services Fund grant – The Clerk detailed the criteria for applying to this funding source and members suggested that an application could be made for works at the Nature Area. The Nature Area Working Group would need to meet and draw up a formal plan and costings before the September deadline for expressions of interest.

91.5 PC support policy for local community/charity groups and projects – Currently the PC allocate £1000 p.a. to support good causes. Members agreed that the PC should draft a policy for the website which would detail the type of projects which were likely to be supported. Cllr Andy Bennett would draft a policy for consideration at the October PC meeting.

18/92 **Playing Fields**

92.1 Hedge cutting quotes for playing field, allotments and Willows Green play area – It was proposed by Cllr Chris Woodhouse, seconded by Cllr Andy Bennett and unanimously agreed to have the hedges cut annually going forward. The Clerk would request a formal quote

for a 3 year contract from JCM Services (front hedge at Willows Green to be excluded for 2018 but included in subsequent years).

92.2 Felsted Playing Field Group funds –The Clerk had obtained costings for a covered cycle rack but it was agreed that a cover was not required so she would obtain further costings for consideration at the next meeting. The cycle rack would be sited near the Children’s Play Area.

18/93 **Highway matters**

93.1 Proposal to divert Footpath 59 – In summer 2017 the Council had not objected to the original proposed diversion route. However problems with obtaining permission for the new bridge in that scheme meant that the scheme might not be deliverable. Three Councillors had walked the proposed new diversion route south of Felsted Mill and concluded that this was a pleasant walk although significantly longer than the existing route. The Clerk had verified with ECC Highways that the existing bridge, adjacent to Felsted Mill, met current Highways safety standards but was in a poor condition and was deteriorating. It was likely to require major refurbishment in “months rather than years” with the possibility of a closure of the footpath whilst repairs were undertaken.

Members noted that the Clerk had received copies of 5 objections from residents (submitted direct to ECC Highways) to the new proposal. Cllr Chris Woodhouse wished to walk the new route and it was agreed that providing he raised no objection, the Clerk would reply to ECC Highways that the Council had no objection to the diversion proposals. [CLERK’s NOTE: No objection was subsequently raised by Cllr Chris Woodhouse].

93.2 Parking and other problems at Molehill Green Road, Willows Green – The Clerk was arranging for Cllrs Graham Harvey, Frances Marshall and Alan Mackrill to meet New Partnerships Ltd who operate the care homes to try and resolve the issues. County Cllr Simon Walsh would be invited to attend.

93.3 New litter bin in church gateway - The Clerk had established contact with Cathy Marsh, Chair of the Felsted Events Committee (FEC) but had been informed that a full response to the PC’s request for funding of a commemorative Tour de France litter bin would be delayed because of other commitments. Members were aware of the urgency of replacing the litter bin and, in the circumstances, it was agreed to go ahead and purchase a new larger bin. In the interim the village attendant would monitor the existing litter bin and empty if necessary. The PC would continue to pursue re-imburement of the cost of the litter bin from the FEC. They would also suggest that the FEC funds are held in future by the PC and included in the audit process to improve transparency.

18/94 **Felsted Nature Area**

94.1 Works to the Nature Area – JCM Services had confirmed that access for grass cutting could not be made via the gravel pathway however Cllrs John Moore and Richard Freeman agreed to investigate whether alternative access might be possible via the track off the bend of Station Road.

It was agreed that the Nature Area Working Group would meet in August (see Item 18/91.4 above).

94.2 Bank accounts – Members noted that the Deposit Account with Nat West would be opened shortly.

18/95 **Felsted Neighbourhood Plan**

Cllr Frances Marshall declared a prejudicial interest in the Sunnybrook Farm element of the NP document and took no part in the discussion of this item. Cllr Chris Woodhouse took over as acting Chairman for this item. Members noted that the NP Summary leaflet had been sent to every household in the Parish (1300 + households) and the full draft NP document had now been published on the NP website. The draft NP Pre-Submission Consultation was underway and residents were encouraged to attend public events on 10 August (Memorial Hall), 8 September (Felsted Primary School) and 17-21 September (URC Hall Committee Room) and submit comments on the Plan before the 21 September deadline. The acting Chairman stressed the importance for the ‘silent majority’ of residents to respond to the consultation to achieve a balanced result.

It was proposed by Cllr John Moore, seconded by Cllr Andy Bennett and agreed (7 in favour, 1 abstention) that the PC formally approve the draft Neighbourhood Plan document.

Earlier in the day Roy Ramm and Cllr Richard Freeman had attended the UDC Planning Committee meeting and Roy Ramm had addressed the meeting and highlighted the housing

allocation proposed within the draft Felsted NP and the community benefits to be obtained from each proposed site. UDC Committee members subsequently considered planning applications for the 'Maranello' and 'north of Clifford Smith Drive' sites at Watch House Green and agreed to refuse both applications. This welcome result would be circulated as a News Item via the PC website.

18/96 **Stansted Airport**

96.1 CAA Flightpath Review - Cllr Andy Bennett reported that the CAA had completed their assessment but had not yet published their decision on the Review. Cllr Bennett was in regular contact with Kemi Badenoch MP and she was expected to submit a written question to the Department of Transport over the summer recess requesting that mitigation measures be put in place to benefit those residents most affected by the flightpath changes.

96.2 Planning application – This matter had been discussed earlier in the meeting (see Item 18/89). Cllr Andy Bennett stressed the importance of UDC employing their own experts to verify the information provided by MAG as the accuracy of this information could not be relied upon.

18/97 **Chairman's Matters** – None

18/98 **Youth Representative matters** - None

18/99 **Clerk's Matters**

99.1 Weekly Police Crime Lists – There had been 2 recorded incidents in Felsted in the last month, a residential burglary in Chelmsford Road where car keys and jewellery were stolen and internal damage to a vehicle in Braintree Road. An attempted burglary had also occurred at Linsells/Post Office.

99.2 Data Protection Regulations – Work on the GDPR was ongoing.

99.3 Meeting with Deputy Police, Fire and Crime Commissioner – This meeting had been arranged for Thursday 18 October at 7pm in the URC Hall. An Agenda would be drafted at the October PC meeting.

99.4 Art Competition/ Exhibition on 11 August – Arrangements had been finalised by Cllr Richard Freeman. The competition would be judged jointly by the Chairman of the PC and a representative of the School Governors. It is hoped that the Chairman of the PC will present the prizes to the winning children on their return to school after the summer holidays in September.

18/100 **Planning Decisions and New Applications**

100.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/18/0849/FUL **Mill House Barn, Mill Lane, Hartford End**

Conversion of existing barn at Mill House into estate managers office and accommodation.

Permission Granted 13 July 2018.

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

Proposed erection of 1 no. dwelling with associated parking, landscaping and creation of a new access.

Permission Granted 5 July 2018.

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

Proposed extension and remodelling of house and extension of annexe.

Permission Refused 9 July 2018: (*"The application is unacceptable by reason of its design and scale and would therefore fail to respect the character and appearance of the original dwelling house. The proposals are contrary to ... Policies S7, GEN2 and H8."*)

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.

Permission Refused 12 July 2018: (*"The proposed extension is considered to be unacceptable by reason of its design, scale and bulk, and would therefore have a significant detrimental impact on the host dwelling and the wider area, contrary to ... Policies GEN2 and H8 and the [NPPF]."*)

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

Erection of carport

Permission Granted 25 July 2018

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

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

Permission Granted 18 July 2018

UTT/18/1765/HHF **15 Ravens Crescent, Watch House Green, Felsted**

Erection of single storey extension

Permission Granted 30 July 2018

100.2 APPLICATIONS TO BE CONSIDERED AT THE 14 AUGUST PLANNING MEETING

UTT/18/2013/HHF **9 Buryfields, Felsted**

Replacement entrance lobby

UTT/18/1844/HHF and UTT/18/1845/LB **Milch Hill, Willows Green**

Demolition of existing single storey flat roof extension and outbuilding and erection of new single storey pitched roof and new dormer window to first floor rear extension.

18/101 **Local Plan updates**

101.1 Uttlesford – UDC draft Local Plan Regulation 19 Consultation ends 13 August. Cllr Andy Bennett will draft a response to be sent by the Council (object to proposed West of Braintree Garden Community proposal, request strengthening of controls on Stansted Airport and amend UDC preferred development sites within Felsted in line with those proposed in the draft Felsted NP). This draft response will be circulated for approval before being submitted to UDC.

101.2 Braintree – BDC have requested further clarification from the Inspector regarding the possible removal of the Garden Community (GC) element from their draft Local Plan as part of their decision process on the best way forward.

101.3 Chelmsford – CCC draft Local Plan Regulation 19 Consultation ends 12 September.

18/102 **Urgent Matters and items for the next Agenda**

102.1 Damaged 'BT cover' in Bannister Green – Members noted that a large hole had appeared in a BT concrete cover in Bannister Green (grass verge of Cock Green Road opposite the Three Horseshoes). The Clerk would report this damage to BT and the village attendant would mark the hole with cones pending repair works being carried out.

102.2 Filming on 13 August at The Boote House - Members noted that filming would take place of the carvings on The Boote House. This would not cause any disruption to traffic or pedestrians.

102.3 Replacement batteries required for mobile VAS sign – Members noted that the batteries were no longer holding sufficient charge and would require replacement. The Clerk had approached the ULHP for advice / funding.

The meeting closed at 9.04 pm

Next Planning Committee Meeting: Tuesday 14 August in the URC Hall at 7.30pm

Next Council Meeting: Wednesday 5 September in the URC Hall at 7.00pm

..... Chairman 5 September 2018

Correspondence List – August 2018

1.	UDC – 2019-20 UDC Budget and LCTS Scheme Consultation - Refuse collection problems / arrangements during the heatwave - Uttlesford Frontline – Information on self-referrals to health services - Active Uttlesford Action Plan 2018-19 - Local Council Forum on Monday 15 October at 6.30pm at UDC Offices - Summer Spectacular – UDC Communities Team hosting activity days for children. At Great Dunmow on 22 August. Free but need to register via Eventbrite.	Deadline 1 October Expressions of interest by 1 August
2.	ECC – Formal Diversion Orders for Footpaths 74, 75, 84 and 108 - Highways Highlights Bulletin – July 2018 - ECC/Solar Together Scheme – Promoting installation of solar panels.	Deadline 9 August Deadline 22 August
3.	CCC – Local Plan Draft Planning Obligations Supplementary Planning Document (SPD) Consultation	Deadline 6 September
4.	EALC – Natural England Consultation on Byelaws covering SSSI sites - The Vaughton Council of the Year Award - County Update – July 2018	Deadline 10 August
5.	RCCE – Results of Essex Village of the Year Competition 2018 - Annual Review 2017-18	
6.	Letter from Alison Moore thanking Councillors for the flowers sent following her recent illness	
7.	E-mail from Rayne Parish Council warning of travellers at Great Notley Green	
8.	Superfast Essex – Phase 3 Presentation (Does not cover Felsted) - County Broadband update – Black Horse Cottage, Chelmsford Road now covered	
9.	SLCC – The Clerk magazine July 2018	
10.	Support4 Sights – Request for a donation	
11.	BT price increases – From 1 October 2018 line rental will increase by £1 per month and unlimited broadband will also increase by the same amount.	

Unpaid List – August 2018

	Date	Num	Memo	Open Balance	Cheque number
Andy Bennett					
	07/07/2018		Cllrs travelling expenses (STACC meeting and training)	26.00	
Total Andy Bennett				26.00	102669
Command Pest Control Ltd					
	03/07/2018	782280	Pest control visit to allotments	54.00	
Total Command Pest Control Ltd				54.00	102670
Currys plc					
	16/07/2018	911698	Printer inks (Q payable to DMB Smith)	114.96	
Total Currys plc				114.96	102671 (part)
D M B Smith					
	25/07/2018		Clerk's salary - July 2018	1,134.47	
	30/07/2018		Clerk's July expenses (£27.75) and mileage (£16.65)	44.40	
Total D M B Smith				1,178.87	102671 (part)
EON					
	02/07/2018	H15FA29146	Street light electricity - June 2018	266.48	
	16/07/2018	H160665D2E	Electricity for MUGA - June 2018	11.83	
	16/07/2018	HFDA4244D	Electricity for pavilion - July 2018	14.41	
Total EON				292.72	DD
Felsted Memorial Hall					
	16/07/2018		Hire hall for children's art competition exhibition	50.00	
Total Felsted Memorial Hall				50.00	102672
JCM Services					
	10/07/2018	INV-0050	Churchyard grass cutting and spraying (4 cuts) plus	1,356.00	
Total JCM Services				1,356.00	102673
Peter J Watson					
	25/07/2018		Asst Clerk's salary - July 2018	250.83	
	30/07/2018		Asst Clerk mileage - July 2018	4.50	
Total Peter J Watson				255.33	102674
Playsafety Ltd					
	27/07/2018	37255	Play equipment inspection 2018	348.60	
Total Playsafety Ltd				348.60	102675
R Chapman					
Total R Chapman	07/07/2018		Unlocking toilets 2 - 28 July 2018	80.00	102676
S P Barnard					
Total S P Barnard	29/07/2018	2018/2	Village attendant - July 2018	537.50	102677
			TOTAL	4,293.98	
PLUS:					
Maurice Howard	31/07/2018		2017-18 Internal Audit	312.50	102678