

FELSTED PARISH COUNCIL

Minutes of the 1059th Meeting held on 3 October 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett (entered during Item 18/128), Richard Freeman, Nicholas Hinde, Alan Mackrill, Frances Marshall, John Moore, Chris Woodhouse (entered during Item 18/126) and Stephanie Woodhouse (entered during Item 18/126).
6 members of the public were also present along with District Councillors Marie Felton and Alan Mills and Youth Representatives Elliott Smith and Peter Hipkin.
- 18/122 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Malcolm Radley and Peter Rose, County Councillor Simon Walsh and Youth Representative James Austin. There were no Declarations of Interest.
- 18/123 **Public Forum**
123.1 Footpath problems – Members noted that there was currently no ECC Highways officer with direct responsibility for the Felsted footpaths. As a result, significant delays were occurring with the assessment process and the resolving of problems. In particular:
- **FP's 75 and 108** near Pond Park, Cock Green – A Diversion Order was being considered for these paths but the line of the existing FP 108 had been ploughed and not re-instated. A large trench had been dug across the line of FP75 making it impassable.
– **FP85** at Causeway End Road – The wooden footbridge planks were rotten and required urgent replacement. This had been reported to ECC Highways but no action had yet been taken.
- **FP80** at Trewint, Causeway End – As a result of development work on the site a new route for FP80 had been formally agreed. However the developer had not yet re-opened the footpath.
– **FP's 48, 50 and 69** Jollyboys Lane North to Bannister Green – These cross-field paths had been ploughed but not re-instated (as reported at the September meeting Item 18/104.4).
It was agreed that the Council would write to Lawrence Page at ECC (cc County Cllr Simon Walsh) highlighting the problems and the delays in resolving them.
123.2 Nature area – The Council were thanked for all the work that had recently taken place at the Nature Area.
123.3 Speeding traffic – The Council were thanked for the work undertaken by the Speedwatch Group to address the traffic speeding problem. It was suggested that traffic calming measures should be installed, particularly in Braintree Road near the Primary School. The Clerk reported on the schemes already submitted by the PC to the ULHP for consideration.
- 18/124 **Minutes of Meeting 1058 held on 5 September 2018**
The Minutes were approved and were signed by the Chairman.
- 18/125 **Minutes of the Planning Committee meeting on 18 September and the Highways Committee meeting on 26 September 2018**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 18/126 **Matters arising from the September Council meeting**
126.1 Speedwatch sessions (Item 18/107.2) – The Clerk reported that during September, Speedwatch sessions had taken place in Station Road and Chelmsford Road. A total of 134 vehicles had been reported to the Police for exceeding the speed limit, a significant increase over the previous month.
126.2 Affordable Housing site meeting with Hastoe (Item 18/107.6) – The Clerk would circulate possible dates for the proposed meeting.
126.3 Local Council Liaison Forum (Item 18/109.1) – The Asst Clerk had attended the meeting and a number of interesting topics had been discussed.
126.4 Primary School Art Competition (Item 18/116.1) – Cllr Frances Marshall had presented the competition prizes at a recent School Assembly. She had been very impressed

by the standard of the artwork and the children had been delighted to receive the vouchers as prizes. A similar competition would be organised next year and it was hoped that the success of this year's competition would encourage the children to develop their artistic skills. A press release had already appeared in the Dunmow Broadcast and on the PC website.

126.5 PC support policy for local community/charity groups and projects (Item 18/91.5) – It was agreed to consider this matter at the next Council meeting.

126.6 Felsted Events Committee (Item 18/116.2) – The Chairman had spoken to original members of the FEC and been informed that 2 of the original group members (Katherine Wilkes and Richard Silcock) were again involved with the FEC and were happy to maintain a dialogue with the PC regarding their activities and use of the funds held. A music event was being planned for 2019. Members accepted this reassurance and agreed to monitor the funds held by the FEC in May of each year.

18/127 **County and District Councillor Reports**

127.1 County Councillor's Report – The report covered the following: 2019 Secondary School admissions open, Registration open for the Duke of Edinburgh Award Scheme, Solar Together, the Community Initiatives Fund and Superfast Essex Community Wi-Fi Scheme.

127.2 District Councillor's Report – The report focused on: National Recycle Week (encouraging residents to increase recycling rates within Uttlesford) and the release of the prestigious sheltered housing scheme at Reynolds Court in Saffron Walden.

District Cllr Alan Mills notified Members that both District Cllrs had £2000 each to grant towards local projects/groups before March 2019. He also informed the Council that both himself and District Cllr Marie Felton would be standing down at the next District Council election in May 2019.

127.3 Stansted Airport Planning Application – Cllr Andy Bennett discussed the short notice given for the planned public sessions to comment on the application and District Cllr Mills responded that UDC had now also set aside further time, before the planning committee meeting in November, for Parish Councils to speak directly to the planning committee. Cllr Bennett had already booked to speak at the public session on 9 October but hoped that he would be permitted to speak at the latter session as well.

18/128 **Correspondence**

Members noted the Correspondence received (see page 7) including the following:

128.1 UDC Responsible Dog campaign – It was agreed to request copies of the new UDC posters encouraging dog owners to clear up after their pet.

128.2 – Temporary closure of Braintree Road on Sunday 21 October – Members noted this closure, between the Stebbing Road and Chelmsford Road junctions, for gas connection works.

128.3 ECC Pilot Scheme to devolve some Highway services – Members agreed to express an interest in taking part in this pilot scheme subject to receiving further information on the funding aspect of the proposed scheme.

128.4 EALC Police and Fire Conference on 20 November – The Chairman agreed to attend this conference.

128.5 Proposal from Flitch Green Parish Council to set up a Forum to discuss shared local problems – Members agreed to take part in such a Forum to discuss problems including crime/anti-social behaviour and lack of youth facilities.

128.6 Community Policing update – Members noted that two Police Constables and one PCSO had now been specifically allocated responsibility for South Uttlesford. These should be the initial point of contact for any community concerns.

18/129 **Finance**

129.1 Payments – The list of payments on page 8 were approved.

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

129.3 Setting up Felsted Community Trust – After the last meeting, the Clerk had circulated a draft of the proposed Felsted Community Trust document which had been received from Holmes and Hills. Cllr John Moore had responded with comments on three specific points but no other responses had been received from Members. It was agreed to re-circulate the draft and consider this again at the next meeting.

18/130 **Playing Fields**

130.1 Tree Survey Report – Members considered the comprehensive report from Place Services and noted that a total of 7 trees required attention. It was agreed to request quotes for this work from JCM Services, Pleshey Tree Services and Acer Tree Services to be considered at the next meeting.

130.2 Play Equipment Inspection Report – Members noted that the Report identified a number of items that required attention but most were graded as ‘Low Risk’. There were no ‘High Risk’ items. The Clerk had met with the Village Attendant and categorised the work required. Some would be undertaken by the Village Attendant, other items required the purchase of replacement parts and Playdale would be asked to quote for adjusting the height of the zip wire and repairing areas of wetpour which were starting to lift.

18/131 **Highway matters**

131.1 Parking and other problems at Molehill Green Road, Willows Green – The Clerk had been informed that the Care in the Community Homes were now being run by a new company. They had agreed to meet the PC but confirmation of a date was awaited.

131.2 Parish Paths Partnership (P3) scheme – A volunteer had come forward to run the P3 scheme and a meeting had been arranged with ECC on 15 October to discuss the details in greater detail. The volunteer, Clerk and Chairman of the Highways Committee would attend.

18/132 **Felsted Nature Area**

132.1 Nature Area Working Group (NAWG) – The Chairman had researched the provision of an arboricultural habitat survey and suggested that D F Clark be engaged to produce an initial survey at a cost of £860 plus VAT. It was proposed by Cllr Richard Freeman, seconded by Cllr John Moore and unanimously agreed to accept this quotation from D F Clark. This survey would provide initial pointers to the NAWG but it was accepted that a more detailed survey was likely to be required as the project progressed. Once this survey was received the Clerk would arrange a further meeting of the NAWG and invite the Essex Wildlife Trust to attend.

The Chairman and Cllr Richard Freeman had met representatives from JCM Services, AJB Engineering and J S Wrights on site to discuss practical arrangements going forward.

Members of the NAWG would visit the site behind the houses in Station Road and consider what action, if any, was required with regard to residents using the area immediately behind their properties for bonfires, grass heaps and seating areas. Removal of the residual Heras fencing would also be considered. This would be considered further at the next meeting.

It was agreed to replace the temporary signage with a temporary notice board so that residents could be kept informed of ongoing works to the Nature Area. Cllr Richard Freeman would look into constructing such a notice board.

132.2 Works to the Nature Area

a. Grass cutting - JCM Services had cut the Nature Area in mid-September, including the boundary bund and the line of FP59 from Station Road to its junction with the gravel path, as agreed at the last meeting. Members noted that certain areas (slopes) could not be cut because of machinery limitations. Several residents had contacted the Clerk to comment favourably on the work completed. It was unanimously agreed to commission JCM Services to undertake one further cut of the site before the winter. JCM Services would also be asked to quote for tidying up the ditch in front of the boundary bund.

b. Gates and barriers - Members noted that AJB Engineering had commenced preliminary work and the actual gates and barriers would be fitted early next week. The Clerk confirmed that the Council would be entitled to reclaim VAT on expenditure relating to the Nature Area because it formed part of the Council’s activities.

c. Harvesting Willow trees and replanting - J S Wright would commence work on the Willow Tree felling and replanting, as previously agreed, very shortly. The Clerk would submit an invoice to them for £4440.05 for payment.

132.3 Bank accounts – The Chairman reported that he was in the final stages of setting up the deposit account with National Westminster Bank.

- 18/133 **Felsted Neighbourhood Plan**
Following the draft NP Pre-Submission Consultation the Group were considering the comments received during the Consultation and amending the draft NP as necessary. This included responses from both the public and the statutory consultees and involved a lot of work which was now approximately 70% complete. The draft NP would be submitted for a 'Health Check' towards the end of November prior to being formally submitted to the Inspector.
- 18/134 **Stansted Airport**
134.1 CAA Flightpath Review - Cllr Andy Bennett was in regular contact with Kemi Badenoch MP and he confirmed that Ms Badenoch had written to the Department of Transport and the CAA requesting that mitigation measures be put in place to benefit those residents most affected by the flightpath changes.
134.2 Planning application – This had been considered earlier in the meeting – see Item 18/127.3.
- 18/135 **Holy Cross Church 900 Year Celebrations**
Members agreed to consider future plans for the 'Market Cross' stone at the next meeting and in the interim Cllr John Moore would raise the topic with the Vicar, Colin Taylor. It was suggested that the church could be used for a rolling programme of events during the centenary year which could involve both Felsted School and the Felsted Events Committee (Cllr Graham Harvey would suggest this to FEC Treasurer Katherine Wilkes).
- 18/136 **WW1 Centenary events in Felsted**
Members noted that the Memorial Hall Committee and the Felsted Branch of the Royal British Legion had jointly organised a themed Supper and Dance on Saturday 10 November with live music. They had requested a grant from the PC to cover the cost of the live music and specialist dancers (totalling approximately £250). Members suggested that they make an application to the Stansted Airport Community Trust which was specifically providing funds to organisations running a commemorative event.
On 11 November the beacon would be lit at 7pm. The Asst Clerk would ensure that the volunteers who would light the beacon were aware of safety guidelines. Felsted School would be approached, by Cllr Frances Marshall and Youth Representative Elliott Smith, to establish if a bugler/band was available to play immediately before the lighting ceremony and the church bells would be rung immediately afterwards (following the format of the national centenary timetable). This event would be publicised on the website and in Interface.
- 18/137 **Meeting with deputy PFCC on 18 October**
Members agreed some minor amendments to the draft Agenda for this meeting which had been prepared by the Clerk. The meeting had been publicised in Interface and would be included on the website and notice boards to encourage a good attendance.
- 18/138 **Chairman's Matters**
138.1 Highway signs – It was agreed that the Village Attendant should be asked to clean the many road signs around the village and also cut back vegetation which was obscuring some of them. The Chairman would provide a petrol driven pressure washer if required.
- 18/139 **Youth Representative Matters**
It was proposed by Cllr Alan Mackrill, seconded by Cllr Andy Bennett and unanimously agreed to appoint James Austin, Peter Hipkin and Elliott Smith as the Council's Youth Representatives for the year. Members welcomed Peter Hipkin and Elliott Smith to the meeting and thanked them for their engagement earlier in the meeting.
- 18/140 **Clerk's Matters**
140.1 Weekly Police Crime Lists – There had been 1 recorded incident in Felsted in the last month, an attempted theft from a parked van in Garnetts Lane.
140.2 Assets of Community Value – Members noted that the Asst Clerk would have an update on this item for the next meeting.
140.3 Vacancy for Assistant Clerk – The vacancy was being advertised in the Dunmow Broadcast and Braintree and Witham Times (each for 3 weeks including their respective online editions) and via the EALC, PC website and notice boards. There had been a delay in the

placing the advert in the Herts and Essex Observer but it was hoped that it would appear next week [CLERK'S NOTE: Further delays had resulted in a subsequent decision not to advertise the vacancy in the H & E Observer]. The HR Committee would meet, shortly after the 16 October deadline for the receipt of applications. They would study all applications received and invite suitable candidates for interview during the last week of October.

140.4 Sponsoring a Special Constable – Having met with Essex Police on 24 September and obtained more details about the scheme, it was proposed by Cllr Alan Mackrill, seconded by Cllr Frances Marshall and unanimously agreed to apply to sponsor 1, or ideally 2, Special Constables. Members agreed that they would not wish to 'share' a Special Constable with a neighbouring parish.

18/141

Planning Decisions and New Applications

141.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/18/1022/FUL Land adjacent to Aylands, Bannister Green, Felsted

Erection of 2 no. detached dwellings with garages (alternative scheme to that approved under planning permission UTT/16/1071/FUL).

Permission Granted 7 September 2018.

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 extension and new dormer window to first floor rear elevation. Listed Building and Planning

Permission Granted 13 September 2018.

UTT/18/2013/HHF 9 Bury Fields, Felsted

Replacement entrance lobby.

Permission Granted 6 September 2018.

UTT/18/2103/FUL Adj. 1 Park Cottages, Litley Green

Erection of 1 no. dwelling.

Permission Refused 26 September 2018: (*"...The [National Planning Policy] Framework states that new development should be accessible to local services and also that it should contribute to protecting and enhancing the natural environment. The proposed development by reason of the site's location would fail to achieve these objectives and would not amount to a presumption in favour of sustainable development thereby being contrary to the Framework and also contrary to ULP Policy S7.... "...The Framework states that permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area. The proposed dwelling by reason of its siting, design, scale and appearance would fail to meet this design objective contrary to the Framework.... "The parking layout as shown for the proposed development fails to show that the appropriate level of on-plot parking could be achieved for a four bedroomed dwelling under locally adopted parking standards")"*)

UTT/18/2131/HHF Rosemary, Braintree Road, Felsted

Two storey extension

Permission Granted 20 September 2018.

UTT/18/2206/TPO 1 Bury Fields, Felsted

Fell 3 no. Sycamore.

Application rejected 18 September 2018: (*"Felling of the three sycamore trees would result in a significant loss of visual amenity and would be detrimental to the quality of the street scene in this part of the Felsted conservation area. Note to applicant: An overall crown reduction of the 3 sycamore trees by up to 4m would be found acceptable. An application for consent to carry out this recommended work would be required to be made."*)

UTT/18/2217/TPO 1 Bury Fields, Felsted

Pollard 3 no. Sycamore.

Application rejected 18 September 2018: (*"Pollarding of the three sycamore trees would result in large cut wounds which would be susceptible to decay and weakly attached new growth at the cut points. Pollarding would significantly reduce the trees' visual amenity value and their contribution to the quality of the street scene in this part of the Felsted conservation area."*)

141.2 APPLICATIONS TO BE CONSIDERED AT THE 16 OCTOBER PLANNING MEETING

UTT/18/2508/OP Land West of Bury Farm, Station Road, Felsted

Outline application with all matters reserved, with the exception of access, for a mixed use development comprising a Doctors Surgery and a residential development of 38 new dwellings, new accesses, parking provision, landscaping and associated development.

UTT/18/2573/LB Andrews House, Braintree Road, Felsted

Retention of amendments to previously approved scheme UTT/16/1107/LB including dismantling and rebuilding of chimney breasts and stacks.

UTT/18/2592/HHF Greenways, Station Road, Felsted

Demolition of existing triple garage and erection of detached double garage. Erection of two storey front extension to existing dwelling.

UTT/18/2616/HHF 2 The Copse, Bannister Green, Felsted

Erection of two storey side extension.

UTT/18/2617/HHF 9 The Copse, Bannister Green, Felsted

Erection of single storey rear extension.

18/142 **Local Plan updates**

142.1 Uttlesford – UDC had submitted their draft Local Plan to the Inspector for consideration but there was uncertainty as to whether amendment would be required to reflect the delay in the West of Braintree Garden Community scheme within the Braintree Local Plan (see below).

142.2 Braintree – BDC were addressing the need to provide further justification for Garden Communities to the Inspector.

142.3 Chelmsford – As agreed at the last meeting the Clerk had rejected the wording of the initial Statement of Common Ground provided by CCC and was awaiting their further response.

18/143 **Urgent Matters and items for the next Agenda**

143.1 Winter weather planning – Members agreed to consider 2018-19 winter weather preparations at the next meeting.

The meeting closed at 9.34 pm

Next Planning Committee meeting: Tuesday 16 October in the URC Hall at 7.30 pm

Next Finance Committee meeting: Wednesday 17 October in the URC Hall at 5.00pm

Meeting with Essex Deputy PFCC: Thursday 18 October in the URC Hall at 7.00pm

Next Council meeting: Wednesday 7 November in the URC Hall at 7.00 pm

..... (Chairman) 7 November 2018

Correspondence List – October 2018

| | |
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| 1. | UDC – Responsible Dog Campaign 2018 <ul style="list-style-type: none"> - Uttlesford Local Strategic Partnership annual assembly on ‘21st Century Visions for Living’ on 1 November at Stebbing - Stansted Airport Community Trust special grants (up to £250) available to help fund WW1 Commemorative events Deadline 31 October - Active Essex Sports Awards 2018 – Nominations invited Deadline 21 October |
| 2. | ECC – Temporary closure of Braintree Road (outside Andrews House) on Sunday 21 October <ul style="list-style-type: none"> - Pilot scheme to devolve responsibility for certain highway services to PC’s Deadline 5 October - Second Temporary Closure Order for parts of FP59/FP97 (Bridge adjacent to Felsted Mill) from 24 September for 21 days - CIF Fund – Applications invited - Colchester Bus Stop re-allocation from 21 October |
| 3. | EALC – Police and Fire Conference on 20 November at Foakes Hall, Gt Dunmow <ul style="list-style-type: none"> - ECC Highways Briefing on 7 November at Great Dunmow (FREE) - Legal Update – September 2018 (includes proposal from NALC to repeal part of LGA 1894 relating to Grants to the Church) - Local Council Awards training session on 31 October |
| 4. | Fritch Green Parish Council – Proposal to set up a Forum of local PC’s to share common experiences and actions relating to security/police matters, anti-social behaviour, CCTV and the lack of club facilities for younger children |
| 5. | Essex Playing Field Association – ‘The Playing Field’ – Autumn 2018 edition |
| 6. | RCCE – Essex Warbler – September edition |
| 7. | CPRE – AGM on 6 October at Marks Tey |
| 8. | SLCC – The Clerk magazine – September 2018 |

| | Date | Num | Memo | Open Balance | Cheque number |
|-------------------------------------|------------|------------|---|--------------|---------------|
| A & J Lighting Solutions | | | | | |
| | 28/09/2018 | | Repair of street light in Chaffix | 141.54 | |
| | 01/10/2018 | 32145 | Annual street light maintenance contract | 1,080.00 | |
| Total A & J Lighting Solutions | | | | 1,221.54 | 102687 |
| Archant Herts and Cambs | | | | | |
| | 25/09/2018 | | Asst Clerk vacancy advert in Dunmow Broadca | 563.40 | |
| Total Archant Herts and Cambs | | | (Cheque payable to D M B Smith) | 563.40 | 102689 (part) |
| BT | | | | | |
| | 17/09/2018 | Q0473H | Telephone and broadband services | 229.46 | |
| Total BT | | | | 229.46 | DD |
| CPRE | | | | | |
| | 28/09/2018 | | Membership for 2018-19 | 36.00 | |
| Total CPRE | | | | 36.00 | 102688 |
| D M B Smith | | | | | |
| | 13/09/2018 | | Clerk's salary - Sept 2018 | 1,134.47 | |
| | 30/09/2018 | | Clerk's expenses (£2.75) and mileage (£13.50) | 16.25 | |
| Total D M B Smith | | | | 1,150.72 | 102689 (part) |
| EON | | | | | |
| | 01/09/2018 | H163343F20 | Street light electricity - Sept 2018 | 275.36 | |
| | 16/09/2018 | H1643664EF | Electricity for MUGA September 2018 | 20.01 | |
| | 16/09/2018 | HFEBA81DE | Electricity for pavilion | 21.14 | |
| Total EON | | | | 316.51 | DD |
| Felsted Memorial Hall | | | | | |
| | 28/09/2018 | | Hire of Committee Room for Allotment Society A | 10.00 | |
| Total Felsted Memorial Hall | | | | 10.00 | 102690 |
| Felsted Poppy Appeal | | | | | |
| | 01/10/2018 | | Poppy w reath and donation (LGA 1972 s137) | 75.00 | |
| Total Felsted Poppy Appeal | | | | 75.00 | 102691 |
| HM Revenue & Customs | | | | | |
| | 13/09/2018 | | Tax and NI July to Sept 2018 | 371.16 | |
| Total HM Revenue & Customs | | | | 371.16 | 102692 |
| JCM Services | | | | | |
| | 22/09/2018 | INV-0119 | Flail cut Nature Area | 906.00 | |
| | 22/09/2018 | INV-0118 | Flail front verge/bank of Nature Area and clear | 576.00 | |
| Total JCM Services | | | | 1,482.00 | METRO 800001 |
| Newsquest Media Group | | | | | |
| | 25/09/2018 | | Asst Clerk vacancy advert in Braintree and Wit | 552.00 | |
| Total New squest Media Group | | | (Cheque payable to D M B Smith) | 552.00 | 102689 (part) |
| Peter J Watson | | | | | |
| | 13/09/2018 | | Asst Clerk's salary - Sept 2018 | 250.83 | |
| | 28/09/2018 | | Asst Clerk mileage - Sept 2018 | 4.50 | |
| Total Peter J Watson | | | | 255.33 | 102693 |
| R Chapman | | | | | |
| | 28/09/2018 | | Unlocking toilets etc 3 to 30 September 2018 | 80.00 | |
| Total R Chapman | | | | 80.00 | 102694 |
| S P Barnard | | | | | |
| | 01/10/2018 | | Village Attendant - September 2018 | 475.00 | |
| Total S P Barnard | | | | 475.00 | 102695 |
| Videcom Security Ltd | | | | | |
| | 10/09/2018 | 35661 | CCTV maintenance contract Sept 2018- 2019 | 444.00 | |
| Total Videcom Security Ltd | | | | 444.00 | 102696 |

Unpaid List – October 2018