

FELSTED PARISH COUNCIL

Minutes of the 1060th Meeting held on 7 November 2018

at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Alan Mackrill, Frances Marshall, John Moore and Malcolm Radley.
7 members of the public were also present along with District Councillor Marie Felton, Youth Representative Elliott Smith and newly appointed Assistant Clerk Heather Read.
- 18/144 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Andy Bennett, Nicholas Hinde, Peter Rose, Chris Woodhouse and Stephanie Woodhouse, County Councillor Simon Walsh, District Councillor Alan Mills and Youth Representatives James Austin and Peter Hipkin.
Cllr Frances Marshall declared a prejudicial interest in Item 18/163.1 (re Sunnybrook Farm development) and took no part in the discussion of the item.
The Chairman welcomed the new Assistant Clerk, Heather Read, to the meeting.
- 18/145 **Public Forum**
145.1 Shrub borders in the playing field – The Council were congratulated on the trimming of the shrub borders around the childrens play area. It was agreed that the other shrub borders at the playing field would also be trimmed.
145.2 Beacon lighting – Temporary fencing and stakes had been borrowed for the imminent Remembrance Day lighting ceremony but it was suggested that the Council should purchase fencing and stakes for use at future events.
145.3 Footpaths – A number of footpath problems were raised including: Footpaths 69 and 110 – Cross field paths still not re-instated. FP59 – Laurie Page from ECC Highways had visited the site and agreed that FP59 was safe to walk. Closure signs erected by residents had been removed. ECC were obtaining 2 estimates for the cost of bridge repair works. Bridleway 79 – Uttlesford Ramblers were commencing cutting work on this bridleway next week.
145.4 P3 meeting on 28 November - The Clerk had put notices in all the notice boards publicising this meeting. However the notice on the main notice board outside Linsells had apparently 'gone missing'. This would be replaced.
145.5 Cycle Race signage – The Village Attendant had been asked to remove the signs which had been left in situ following the cycle event on 21 October.
- 18/146 **Minutes of Meeting 1059 held on 3 October 2018**
The Minutes were approved and were signed by the Chairman.
- 18/147 **Minutes of the Finance Committee meeting on 17 October 2018**
These Minutes were noted and would be formally approved at the next meeting of the Finance Committee.
- 18/148 **Matters arising from the October Council meeting**
148.1 Affordable Housing site meeting with Hastoe (Item 18/126.2) – The Clerk would circulate details of the dates (19 or 23 November) for the meeting and Councillors would confirm their availability.
148.2 ECC Pilot Scheme to devolve some Highways services (Item 18/128.3) – The Clerk had planned to attend this meeting but the date had now been changed and she was not available on the new date. The Chairman of the Highways Committee would be approached to see if he were available [CLERK'S NOTE: Cllr Hinde was not able to attend].
148.3 Sponsoring a Special Constable (Item 18/140.4) – The Clerk had been asked to provide a photograph of a Felsted landmark for the Police to use on their recruitment posters.
- 18/149 **County and District Councillor Reports**
149.1 County Councillor's Report – The report covered the following: ECC preparations for winter weather, the Essex Record Office 'Remembering the end of the First World War' event on 10 November, the Leader of ECC's response to the Chancellor's recent Budget speech and the unveiling of the Council's flagship property development at Goldlay Square, Chelmsford.

Members also noted that County Cllr Simon Walsh had referred pothole complaints in Chaffix to UDC as it was their responsibility and that the UDC Highway Panel were considering a reduced speed limit at Stebbingford following complaints regarding excessive traffic speed and accidents at this location. Cllr Walsh understood that the flooding problem at the Hollow Road/Molehill Green Road junction had been resolved by the Water Company fixing a leak in summer 2018 but if this was not the case he asked that the Council inform him and he would raise the matter again with Highways. It was agreed to notify him accordingly.

149.2 District Councillor's Report – The report focused on: Enhanced consultation arrangements for the Stansted Airport planning application, the Addendum of Focussed Changes consultation on the UDC Local Plan, UDC employer pledge with Time to Change to support people with mental health problems and the provision of free Domestic Abuse awareness training.

District Cllr Marie Felton reminded Members that both District Cllrs had £2000 each to grant towards local projects/groups before March 2019.

18/150 **Correspondence**

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

150.1 Entertainment/Alcohol License application by Felsted School – Members noted that only 2 buildings within the school complex currently had an alcohol license whereas this application would cover the whole school. Members would expect the school to respect the local community and acknowledged that the school themselves would want to avoid loud music late at night because of their own pupil accommodation. The Council did not wish to object to the application but agreed to submit a comment expressing concern at the unrestricted licensing hours covered by the application.

150.2 – Temporary closure of Hartford End for 3 days from 16 November – Members noted this closure for Affinity Water works. It was agreed to query why the works could not be completed using traffic lights rather than a full road closure which involved a long diversion route for vehicles.

150.3 Community Policing – Members noted that two areas of Felsted (Bannister Green and Willows Green) had been chosen to be part of a fire safety and crime prevention advise scheme. All households in these areas would be visited on 18 and 20 December respectively and advise would be offered to residents on the above matters.

150.4 Letter from group of residents to UDC complaining about the planning application decision for UTT/1022/18/FUL (Land adjacent to Aylands, Bannister Green) – It was agreed to acknowledge the resident's letter direct and inform them that the Council objected to the application and shared their concerns about the decision making process in this case.

18/151 **Finance**

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

151.2 Receipts – The following sums had been received since the last meeting: £6 in allotment rents, £100 from Stansted Airport Community Trust (grant towards Armistice Centenary Dance) and £4440.05 from J S Wright and Son for Willows

151.3 Setting up Felsted Community Trust – After the last meeting, the Clerk had re-circulated a draft of the proposed Felsted Community Trust document and had received several comments from Councillors. Members considered the comments made and agreed that the Trustees should be the Chairman and Vice Chair of the Parish Council. They also agreed a number of other amendments which would be submitted to Holmes and Hills for their advice. The Clerk would establish if the Felsted Community Trust would be covered under the PC Insurance policy.

151.4 PC support policy for local community/charity groups and projects – In the absence of Cllr Andy Bennett it was agreed to consider this matter at the next meeting.

18/152 **Playing Fields**

152.1 Tree Survey Report – Members noted that the quotations would be available for consideration at the next meeting.

152.2 Quotation to clear FP62 to the north east of the Allotments – This footpath runs between the allotment site and the rear gardens of houses in Chelmsford Road. It had become very overgrown and walkers were now walking over the allotment site instead of the correct line

of the footpath. In the circumstances it was proposed by Cllr Alan Mackrill, seconded by Cllr Richard Freeman and unanimously agreed to accept the quotation from JCM Services to clear the footpath where it runs adjacent to the allotments at a cost of £420 plus VAT.

18/153 **Highway matters**

153.1 Parking and other problems at Molehill Green Road, Willows Green – Confirmation of a meeting date was still awaited.

153.2 Parish Paths Partnership (P3) scheme – The Clerk, Chairman of the Highways Committee and volunteer organiser Diane Shepherd had met with Shirley Anglin from ECC Highways on 15 October to discuss setting up a P3 Group in Felsted. An informal public meeting had been arranged for 28 November at 7.30pm to ascertain the level of volunteer interest within the community before proceeding further. Diane Shepherd had agreed to attend a recognised First Aid course arranged through ECC.

153.3 Road works near Frenches Green – Works had been undertaken on the straight stretch of road between Bannister Green and Frenches Green over one month ago but the signage remained in situ. It was agreed that the Clerk would request ECC to remove the signs which were confusing drivers.

18/154 **Felsted Nature Area**

154.1 Nature Area Working Group (NAWG) – The ecological report had recently been received from D F Clark Bionomique Ltd and had been circulated to members of the Working Group. The report was very useful and included many good recommendations. The NAWG would meet on 22 November at 5pm and the Essex Wildlife Trust would be invited to attend. New Asst Clerk Heather Read agreed to clerk the meeting which would be chaired by Cllr Graham Harvey. An informal Agenda would be circulated to all members of the NAWG.

154.2 Works to the Nature Area

JCM Services had undertaken the second cut of the Nature Area as agreed and the path would be sprayed next week. AJB Engineering had now installed the entrance gates and barriers. J S Wright and Son had felled the Willow trees and would commence work on the replanting shortly. The Clerk had submitted an invoice to J S Wright and Son for £4440.05 which had subsequently been paid.

It was proposed by Cllr John Moore, seconded by Cllr Richard Freeman and unanimously agreed to hire a long reach excavator at a cost of approximately £2000 (including delivery to site) to create a ditch/ re-landscape the front of the site, clear unwanted vegetation and generally tidy up that area. The Chairman agreed to officially accept the quotation. The clearance of the remainder of the line of FP59 would be considered at the NAWG meeting on 22 November.

154.3 Bank accounts – Members noted that the deposit account with National Westminster Bank would be operational shortly.

18/155 **Felsted Neighbourhood Plan**

Members of the FNP Group had met with UDC and the landowner's representative of the former Bury Farm site and were expecting a detailed application for the Doctor's Surgery to be submitted imminently. The FNPG had suggested that the developer should lodge funding for the construction and commissioning of the surgery (circa £1.5 million) with the Felsted Community Trust. This would make the surgery deliverable. It was anticipated that the surgery would be built at the start of the site development process and not be left until the residential element had been completed, as the CCG would ideally want the new surgery to be operational within 18 months. All arrangements are however still subject to final agreement.

Earlier in 2018 UDC had undertaken a Habitat Regulations Assessment (HRA) screening of the NP area, which had not shown any issues. However, the 'Blackwater Estuary area of impact' had recently been extended and now included a small area of Felsted Parish (Willows Green, Bannister Green and part of Watch House Green). The need for a full HRA was therefore currently being discussed with UDC. The draft NP would be submitted for a 'Health Check' at the end of November prior to being formally submitted to the Inspector.

- 18/156 **Stansted Airport**
156.1 CAA Flightpath Review – Members noted the letter from Kemi Badenoch MP which included copies of responses to her from the CAA and Department of Transport.
156.2 Planning application – Members noted that Cllr Andy Bennett had booked to speak, on behalf of the Parish Council, at the UDC Planning Committee meeting on 14 November.
- 18/157 **Holy Cross Church 900 Year Celebrations**
Cllr John Moore had spoken to the Vicar, Colin Taylor about the Market Cross Stone and the 900 Year celebrations and the Vicar had agreed to discuss these matters with the PCC and report back to the PC. The matter would be considered further at the February 2019 PC meeting.
- 18/158 **WW1 Centenary events in Felsted**
Members noted that a grant of £100 had been received from the Stansted Airport Community Trust towards the live music costs at the themed Supper and Dance on Saturday 10 November (organised by the Memorial Hall Committee and the Felsted Branch of the Royal British Legion). The remainder of the cost would be requested from the Felsted Events Committee (it being a special event) but if they refuse to fund the £90 balance it was unanimously agreed that the PC would fund the shortfall.
On 11 November the beacon would be lit at 7pm. Felsted School had agreed to provide a trumpeter/bugler who would start the proceedings at 6.45pm. This would be followed by a short address by the Felsted School Chaplain and the lighting of the beacon itself. A Council Youth Representative would then read “We will remember them” to conclude the ceremony. The Council thanked Felsted School for their considerable assistance with the arrangements and also the Youth Representatives for their involvement. This event would be publicised in Linsells shop, the village public houses and would be mentioned at the Dance and also at the wreath laying ceremony on the morning of 11 November. David Dempsey confirmed that the preparation of the beacon itself was all in hand. Additional holes had been drilled in the base of the beacon basket (by AJB Engineering) to improve airflow, the bowser had been checked, safety fencing and stakes sourced and a generator was available to provide floodlighting.
- 18/159 **Chairman’s Matters**
159.1 Winter weather preparations – It was agreed that the salt bins should be topped up and the salt spreader checked by the Village Attendant. The Clerk would produce a list of all the salt bins and endeavour to find volunteers to spread the salt, in adverse weather conditions, from each one. The Chairman agreed to cover Pyes Bridge and Cllr Alan Mackrill would cover Bannister Green.
159.2 Pigs Hall Lane, Crix Green – It was agreed to ask the Highway Rangers to cut back overhanging vegetation along the length of this lane.
- 18/160 **Youth Representative Matters**
Members noted that the Felsted Community Page on Facebook currently had around 1300 members. It was suggested that the PC should have a Facebook Page or Twitter account and Elliott Smith offered to post entries onto the site. He would obtain more information on the set up process for discussion at the next meeting.
- 18/161 **Clerk’s Matters**
161.1 Weekly Police Crime Lists – There had been 2 recorded incidents in Felsted in the last month, a shed burglary in Evelyn Road, Willows Green and theft of medicines from a house in Chelmsford Road.
161.2 Assets of Community Value – Members noted that the Asst Clerk would have an update on this item for the next meeting.
161.3 Vacancy for Assistant Clerk – Heather Read had been appointed to the position of Assistant Clerk and would officially take up the post on 3 December. However she had agreed to attend Council and Planning meetings in the interim to gain experience.
161.4 Meeting with deputy PFCC on 18 October – Members agreed that this had been a very worthwhile meeting and that the Deputy PFCC should be invited back to provide a further update in 18 months time (April 2020). It was also agreed to invite Ginette Rawlinson, District Commander at Braintree, to attend the 2019 Annual Parish Assembly.

161.5 Allotment Society AGM on 17 October – The Clerk had attended the AGM and reported a very good attendance from allotment holders. Many practical matters were discussed and Val Westbrook was elected Chair for a further year. She stated that she would however be stepping down at the next AGM in October 2019. Members agreed that David Dempsey should purchase labels, to indicate where the water supplies could be turned off, at a cost of up to £25.

161.6 2019 Parish Council Election – On 2 May 2019 an election would be held for Parish Councillors. It was anticipated that 3 or 4 current Councillors may not stand so it was important to generate interest from other residents to join the Council. The Clerk outlined the procedures to be followed for nominations and detailed the important dates/deadlines.

18/162

Planning Decisions and New Applications

162.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

UTT/17/2933/HHF and UTT/17/2934/LB **Great Greenfields, Gransmore Green, Felsted**
Retention of previously approved extension including regularisation works to accommodate single storey rear extension, removal of upper floor extension and minor variations approved under listed building consent UTT/0757/09/LB with associated remedial works and minor alterations.

Planning and Listed Building applications withdrawn 16 October 2018.

UTT/18/2422/HHF 1 Ravens Crescent, Felsted

Proposed two storey side extension, rear dormer and single storey front extension.

Permission Refused 1 November 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."*)

UTT/18/2325/LB Littlefield, Cock Green, Felsted

Installation of new party wall in loft void for fire separation.

Listed Building Permission Granted 23 October 2018.

UTT/18/2355/HHF 20 Cressages Close, Felsted

Proposed single storey rear extension.

Permission Granted 16 October 2018.

UTT/18/2428/HHF Holly House, Cock Green, Felsted

Proposed two storey and single storey side extension and associated alterations (amendment to previously approved scheme UTT/18/1468/HHF).

Permission Granted 24 October 2018.

UTT/18/2489/PAP3Q Corn Barn at Long Barnes, Cobblers Green, Felsted

Prior notification of change of use of agricultural building to 1 no. dwelling.

Prior Approval Not Required 31 Oct 2018.

162.2 APPLICATIONS TO BE CONSIDERED AT THE 20 NOVEMBER PLANNING MEETING

UTT/18/2645/HHF and UTT/18/2646/LB Terleys, Mole Hill Green, Felsted

Proposed front porch extension including reinstatement of historic doorway. Proposed demolition of existing cart lodge and erection of replacement cart lodge.

UTT/18/2731/OP Land rear of Stane House, Dunmow Road, Felsted

Outline application with all matters reserved except for access for 2 no. dwelling and new vehicular crossovers and closure of existing crossover.

UTT/18/2869/HHF Ashley, Chelmsford Road, Felsted

Alterations to the front elevation including 2 no. new bay windows at ground floor level, 1 no. new bay window at first-floor level with pitched roof over and erection of 4 no. supporting columns. Removal of existing painted boarding to be replaced by painted render and stained boarding.

UTT/18/2929/HHF Kingstons, Mill Road, Felsted

Proposed single storey free standing timber framed outbuilding and plant room. Existing walls surrounding the pool to be removed and replaced.

18/163 **Planning matters**

1. **Clifford Smith Drive – Submission of a new application UTT/18/2400/OP for up to 30 dwellings** – A draft response to this application had been provided to all Councillors present by Asst Clerk Peter Watson. It would be circulated to all Councillors by e-mail after the meeting inviting their comments prior to being submitted to UDC tomorrow, 8 November. Cllr Richard Freeman (representing the PC) and Roy Ramm (representing the Felsted NP Group) would speak at the UDC Planning Committee meeting objecting to this application.
2. **Gladman development proposal in Little Dunmow parish** – Gladman had invited the Council to meet them to discuss their proposals but members agreed not to accept this invitation. They did however agree to work with Little Dunmow and Fritch Green Parish Council's in opposing this development.

18/164 **Local Plan updates**

- 164.1 Uttlesford** – UDC were holding a Consultation on an Addendum of Changes to their Local Plan. The changes related to the fact that the Uttlesford section of the WoB Garden Community could not proceed unless the Braintree section of the development went ahead. A draft response (repeating the Council's objections to the WoB Garden Community concept) was approved by Members and would be submitted to UDC.
- 164.2 Braintree** – BDC were continuing to obtain further justification for the Garden Community concept and hoped to be in a position to resubmit their Local Plan to the Inspector in summer 2019.
- 164.3 Chelmsford** – A new draft Statement of Common Ground had been received from CCC but Members continued to have reservations about the document and agreed that they no longer wished to enter into a Statement of Common Ground.

18/165 **Urgent Matters and items for the next Agenda**

- 165.1 Possible Council cemetery in Station Road (multi denominational)** – Councillors confirmed that at present this was a long term goal rather than an imminent plan.
- 165.2 Date of next Finance Committee meeting** – This had been scheduled for 19 November but because of other commitments it was agreed to change the date to 21 November at 5pm

The meeting closed at 9.22 pm

Next Planning Committee meeting: Tuesday 20 November in the URC Hall at 7.30 pm
Next Finance Committee meeting: Wednesday 21 November in the URC Hall at 5.00pm
Next Council meeting: Wednesday 5 December in the URC Hall at 7.00 pm
(preceded by drinks and seasonal nibbles at 6,30pm)

..... (Chairman) 5 December 2018

Correspondence List – November 2018

<p>1. UDC – Entertainment/Alcohol License application from Felsted School (covering whole site) Deadline 26 November - Uttlesford Local Heritage List (Assets which are locally significant to the character of the area) - Sports Facilities and Recreation Strategy Consultation – Research survey to all PC's</p>
<p>2. EALC – Strategic Plan Consultation – Workshops on 9 and 13 November / Questionnaire deadline 7 December - Legal Update – October 2018 (including Legal Note on Elections)</p>
<p>3. ECC – Temporary Closure Order FP59 (7.4m length of bridge adjacent to Felsted Mill only) for up to 6 months from 15 October. - Closure of Braintree Road on 4 November for 1 day (Complete gas connection work) - Closure of Hartford End on 16 November for 3 days (Affinity Water works)</p>
<p>4. Essex Police – Community Policing Team – Contact from dedicated officers - '#Lets Talk about Crime' campaign - Essex Police Crime Prevention Strategy – PFCC and Chief Constable meeting on 12 November at Channels, Chelmsford 1-3.45pm</p>
<p>5. Letter from group of residents to UDC complaining about planning application decision for UTT/1022/18/FUL (Land adjacent to Aylands, Bannister Green)</p>
<p>6. Letter from resident regarding equipment storage in field adjacent to Breadlands, Cock Green</p>
<p>7. Letter of thanks for permitting memorial bench for Ged Green at playing field</p>
<p>8. RCCE – Essex Warbler - October 2018</p>
<p>9. Stansted Airport Community Trust – Grant funding period open Closes 15 February 2019</p>
<p>10. Edge IT Systems – New feature offered - Access license for internal auditor</p>
<p>11. Royal Mail – Poster campaign on Scam Mail</p>
<p>12. Uttlesford Citizens Advice AGM on 26 November at 1pm at Great Dunmow Maltings</p>
<p>13. Came and Co – Autumn newsletter</p>
<p>14. Essex Playing Fields Annual Review, Report and Accounts 2018</p>

Unpaid List – November 2018

	Date	Num	Memo	Open Balance	Cheque number
A J B Steel Products Ltd					
	01/10/2018	04573	Gates and barriers for Nature Area	5,586.00	
Total A J B Steel Products Ltd				5,586.00	Metro 800004
B & H M Baker					
	29/10/2018	0613	21 boxes of polyanthus plants	115.50	
Total B & H M Baker				115.50	102697
Command Pest Control Ltd					
	02/10/2018	784948	Pest control at allotments	54.00	
Total Command Pest Control Ltd				54.00	102698
Currys plc					
	09/10/2018	1035023	Printer inks (Cheque payable to DMB Smith)	99.97	
Total Currys plc				99.97	102699*
D F Clark Bionomique Ltd					
	29/10/2018	884	Ecological survey of Nature Arae	1,032.00	
Total D F Clark Bionomique Ltd				1,032.00	Metro 800003
D M B Smith					
	05/11/2018		Clerk's salary - Oct 2018	1,134.47	
	05/11/2018		Clerk's expenses (Mileage £19.80 / Expenses £	35.51	
Total D M B Smith				1,169.98	102699*
E.ON					
	02/10/2018	H16521DD73	Street light electricity - Sept 2018	266.48	
	16/10/2018	HFF43065F	Pavilion electricity	21.49	
	16/10/2018	H1660E8906	MUGA electricity	45.91	
Total E.ON				333.88	DD
East Anglia's Children's Hospices (EACH)					
	05/11/2018		Donation for 2018-19	200.00	
Total East Anglia's Children's Hospices (EACH)				200.00	102700
Essex and Herts Air Ambulance					
	05/11/2018		Donation 2018-19	225.00	
Total Essex and Herts Air Ambulance				225.00	102701
Essex County Council (as supplier)					
	09/10/2018	1010930526	Tree survey report	1,182.00	
Total Essex County Council (as supplier)				1,182.00	102702
Felsted Friendship Club					
	05/11/2018		Donation 2018-19	300.00	
Total Felsted Friendship Club				300.00	102703
Felsted Royal British Legion Club Ltd					
	05/11/2018		Grant from Stansted Airport Community Trust fo	100.00	
Total Felsted Royal British Legion Club Ltd				100.00	102704
JCM Services					
	23/10/2018	INV-0165	Nature Area second cut	594.00	Metro 800002
	23/10/2018	INV-0141	Cutting hedges allotments and playing fields	624.00)
	01/11/2018	INV-0170	Grass cutting parish (£1750) and churchyard £	3,060.00)
Total JCM Services				4,278.00	102705
Peter J Watson					
	05/11/2018		Asst Clerk's salary - Oct 2018	251.03	
	05/11/2018		Asst Clerk's mileage - Oct 2018	4.50	
Total Peter J Watson				255.53	102706
R Chapman					
	05/11/2018		Unlocking toilets etc 1 October to 4 November 2	100.00	
Total R Chapman				100.00	102708
S P Barnard					
	05/11/2018		Village attendant - October 2018	606.25	
Total S P Barnard				606.25	102707
Uttlesford Citizens Advice Bureau					
	05/11/2018		Donation for 2018-19	200.00	
Total Uttlesford Citizens Advice Bureau				200.00	102709
Wyvale Garden Centre					
	23/10/2018		24 bags of compost for flower tubs (Q payable	108.00	
Total Wyvale Garden Centre				108.00	102710
TOTAL				15,946.11	