

## FELSTED PARISH COUNCIL

### Minutes of the 1061st meeting held on 5 December 2018 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Richard Freeman, Alan Mackrill, John Moore, Malcolm Radley, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.  
16 members of the public were also present plus District Councillors Marie Felton and Alan Mills.
- 18/166 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillor Frances Marshall, County Councillor Simon Walsh and Youth Representatives James Austin, Elliott Smith and Peter Hipkin.  
Peter Watson would be retiring from the role of Asst Clerk on 31 December and the Chairman thanked him for his work on behalf of the Council and wished him well for the future.
- 18/167 **Public Forum**  
**167.1 Litter bin outside church arch** – It had been suggested that a Big Belly bin, which compacted the rubbish within the bin using solar power, might be appropriate for this location. However further investigations by the Clerk had concluded that this would not be the case. A large conventional bin would therefore be purchased.  
**167.2 Hedge on churchyard frontage of Braintree Road** - The Clerk confirmed that this hedge would be removed in the Spring, as previously agreed. It would be replaced with a post and chain boundary, matching others in the area.  
**167.3 Footpaths** – The Clerk confirmed that FP62, at the eastern edge of the allotments, would be cut back the following day. Letters had been hand delivered to all local resident's notifying them of the works.  
**167.4 Hedge behind the pavilion in the playing field** - It was reported that some areas of hedge behind the pavilion had not been trimmed. The Clerk would investigate.
- 18/168 **Minutes of Meeting 1060 held on 7 November 2018**  
It was requested that "erected by residents" be removed from Item 18/145.3 line 3 as the closure signs on FP59 had been provided by ECC Highways. With this amendment, the Minutes were approved and were signed by the Chairman.
- 18/169 **Minutes of the Planning Committee meetings on 16 October and 20 November, the Finance Committee meeting on 21 November and the Deputy PFCC meeting on 18 October 2018**  
These Minutes were noted. The Minutes of the Planning and Finance Committee meetings would be formally approved at the next meeting of the respective Committees.
- 18/170 **Matters arising from the November Council meeting**  
**170.1 Affordable Housing site meeting with Hastoe (Item 18/148.1)** – Given the content of the Felsted NP, it was agreed to make it clear to John Lefever that although Felsted were interested in visiting an example of an Hastoe Affordable Housing scheme for future reference, Felsted were unlikely to commission such a scheme in the near future. If Hastoe were willing to arrange a site visit on this basis further dates would be requested for the New Year.  
**170.2 ECC Pilot Scheme to devolve some Highways services (Item 18/148.2)** – Although no one from Felsted had attended the ECC meeting and notes had not yet been circulated, the Clerk had spoken to several other Clerks who had attended. Their advice was that ECC had not thought through the practicalities of the plan sufficiently and that the funds being offered to Parish Councils were unlikely to cover the full cost of providing the suggested services. In the circumstances it was agreed not to join the pilot scheme at this time.  
**170.3 Beacon lighting (Item 18/145.2)** – It had been suggested by a member of the public, at the November meeting, that the Council should purchase safety fencing and stakes for use at future events. Members unanimously agreed to this suggestion.  
**170.4 Temporary closure of Hartford End from 16 November for 3 days (Item 18/150.2)** – Members noted that a full closure was necessary for these works because there was insufficient road width to enable large vehicles to pass the active works safely.

**170.5 Road works near Frenches Green (Item 18/153.3)** – Members noted that the signs had been laid down on the verges but had not yet been removed by ECC Highways.

18/171 **County and District Councillor Reports**

**171.1 County Councillor's Report** – The report covered the following: Consultation on future plans for the Essex Library service (see Correspondence below), Primary School admissions open for September 2019 and further ECC preparations for winter weather.

**171.2 District Councillor's Report** – The report focused on: a new nationwide poop scoop campaign, changes to the bin collection schedules over Christmas and free car parking offers in the run-up to Christmas. District Cllr Marie Felton encouraged the Council to respond to the Library consultation highlighting that the reduction in the usage of libraries was likely to be a direct result of previous cutbacks in the library and mobile library services.

18/172 **Correspondence**

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

**172.1 Local Council's Liaison Forum and Election Briefing on 27 February** – The Clerk would attend this meeting and collect the Election documents for Felsted.

**172.2 Consultation on Essex Future Library Services Strategy** – The deadline for comments is 20 February so this would be considered in more detail at the next meeting, once Members had had an opportunity to study the proposals on the website.

**172.3 External Audit – Conclusion of Audit for 2017-18** – The Clerk had belatedly received a copy of the Conclusion of Audit from PKF Littlejohn on 14 November. [The Clerk had chased the External Auditors for their report and this had established that the original report had been sent to the Chairman's e-mail address on 14 September but it had never been sent directly to the Clerk]. Members were pleased to note that the report concluded that the Council's accounts/audit had been considered satisfactory. The Conclusion of Audit Notice would be placed on the notice boards and website.

**172.4 Felsted Friendship Club donation** – Members noted a letter of thanks received from the Felsted Friendship Club.

18/173 **Finance**

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

**173.2 Receipts** – The following sum had been received since the last meeting: £1232.00 in allotment rents for 2018-19.

**173.3 Setting up Felsted Community Trust** – The Clerk would chase a response from Holmes and Hills solicitors.

**173.4 PC support policy for local community/charity groups and projects** – Cllr Andy Bennett had circulated a draft policy to Members earlier that day. This would be considered at the next meeting once members have had the opportunity to study the draft policy in detail.

**173.5 Initial consideration of 2019-20 Precept** – The Finance Committee had considered possible future expenditure. They recommended that 2 potential larger schemes be revisited, namely the provision of additional car park facilities and public toilets in the village centre. The possibility of personalised PC e-mail addresses and individual tablets/ Chrome books with keyboards for all Councillors should also be considered, to improve data security and reduce the volume of paper and copying required for each PC meeting. It was agreed to discuss personalised Councillor e-mail addresses in more detail at the next meeting and to raise the possibility of providing car parking at Lime Walk with the School Bursar at the next regular meeting. The 2019-20 Precept was expected to be in line with the figure levied for the last few years (£70,000) but the exact figure would be formally agreed at the next meeting.

18/174 **Playing Fields**

**174.1 Tree Survey works** – Members noted that Pleshey Tree Services had declined to tender. They considered the two quotations which had been received. After some discussion it was proposed by Cllr Richard Freeman, seconded by Cllr John Moore and agreed to accept (9 in favour, 1 abstention) the quotation from Acer Tree Services totalling £2,580, subject to confirmation of adequate insurance cover being held (particularly in respect of any damage to gravestones in the churchyard).

18/175 **Highway matters**

**175.1 Parking and other problems at Molehill Green Road, Willows Green** – No further response had been received from the company running the Care in the Community Homes.

**175.2 Parish Paths Partnership (P3) meeting on 28 November** - Members were pleased to note that 11 volunteers had attended the informal public meeting on 28 November and further expressions of interest had been received from residents unable to attend the meeting. Diane Shepherd, the Felsted Group organiser, was therefore preparing a schedule of proposed works which would be submitted to ECC for approval. It was hoped that the first working group would take place towards the end of February 2019.

**175.3 Further diversion proposal for FP's 59 and 10 around Felsted Mill** - The Clerk outlined the new diversion proposal which had been circulated. Members noted that ECC were obtaining costings for replacing the damaged bridge adjacent to Felsted Mill and that the current bridge closure order expired in April 2019. Members of the public were invited to comment on the proposals (with deeply held views being expressed both in favour and against). Members then discussed the merits of the existing and proposed routes. It was proposed by Cllr Richard Freeman and seconded by Cllr Malcolm Radley that the Council should not object to the new diversion because they had not objected to a similar proposal put forward last year. 5 Councillors voted in favour of the motion and 5 Councillors abstained. In view of the split in opinion it was agreed that the matter would be considered further at the January meeting to enable 2 Councillors, who had not done so previously, to walk the path to see the situation for themselves. The Clerk would invite Simon Taylor from ECC Highways to re-walk the path imminently [CLERK'S NOTE : This invitation was declined although Mr Taylor did provide clarification on a number of queries raised].

18/176 **Felsted Nature Area**

**176.1 Nature Area Working Group (NAWG)** – The NAWG had met on 22 November and informal Minutes of the meeting had been circulated by the new Asst Clerk. Cllr John Moore congratulated the new Asst Clerk on the clarity of the Minutes. Members noted that the new Willow saplings would be planted this week along with their tree guards. The NAWG had accepted a quotation from JCM Services to clear the remainder of the line of FP59 at a cost of £1344.00 plus VAT. The NAWG would meet again in February 2019 to consider a planting schedule. Essex Wildlife Trust would be invited to visit the site before this meeting to enable them to provide advice to the group.

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

18/177 **Felsted Neighbourhood Plan**

Members noted that the draft NP had been submitted for a 'Health Check' at the end of November, prior to being formally submitted to the official Inspector. The result of the Health Check was expected by the end of December. Further clarification was still awaited regarding the need for a full Habitat Regulations Assessment (HRA).

Members were encouraged that UDC gave considerable weight to the draft NP when making a decision to refuse the recent planning application for land off Clifford Smith Drive at Watch House Green.

18/178 **Stansted Airport**

**178.1 CAA Flightpath Review** – Members noted that following extended delays the CAA had now permanently approved the flightpath changes made in 2016. They had concluded that advantages had been achieved by the changes and "complaints were as expected". Members wished to record their formal thanks to Cllr Andy Bennett for the tremendous amount of time and effort he had dedicated to leading the challenge to the flightpath changes.

**178.2 Planning application** – Members were disappointed to note that the UDC Planning Committee had approved the application to expand passenger numbers at Stansted Airport. Members were especially disappointed that District Cllr Alan Mills had decided, as Chairman of the UDC Planning Committee, to use his casting vote to approve the application even though he was aware that many of his constituents were opposed to the application. District Cllr Mills explained that his decision was based on 'the bigger picture' and the employment opportunities that expansion at the airport would provide. The PC had subsequently requested the Secretary

of State to determine whether correct procedures were followed in dealing with the application.

18/179

### **Chairman's Matters**

**179.1 Extension to the local Broadband service** – Members noted that County Broadband were proposing to install fibre broadband at Willows Green if enough local householders agreed to join the scheme. This would also provide coverage to neighbouring Greens albeit at a reduced speed. A meeting had been arranged by County Broadband in the Memorial Hall on 7 December to determine if there was sufficient local interest to proceed.

**179.2 Police, Fire and Rescue meeting at EALC** – The Chairman had attended this meeting which included an update on the Special Constable scheme and more information on the Traveller Liaison Group which it was hoped would extend their responsibility to oversee legal traveller sites as well as illegal ones, in future.

18/180

### **Youth Representative Matters**

In the absence of Youth Representative Elliott Smith it was agreed to consider the setting up of a PC Facebook Page/ Twitter account at the next meeting.

18/181

### **Clerk's Matters**

**181.1 Weekly Police Crime Lists** – There had been no recorded incidents in Felsted in the last month.

**181.2 Assets of Community Value** – Members noted that the new Asst Clerk would assume responsibility for registering additional Assets of Community Value.

**181.3 Meeting dates for 2019** - The Clerk had drafted a list of meeting dates (including Litter Pick and Open Morning dates) for consideration. It was agreed that the January meeting would take place on 9 January (instead of 2 January) and the dates were accordingly approved.

**181.4 Salt bin volunteers** - Cllr Richard Freeman agreed to be responsible for using the salt bin at the junction of Causeway End Road and Chelmsford Road in adverse weather conditions. Additional volunteers would be sought for the remaining salt bins and this matter would be considered again at the next meeting.

**181.5 Review of Beacon lighting/ Armistice centenary event** – The village events to mark the Armistice centenary had been very successful. The Clerk had asked Felsted Events Committee to consider making a grant of £90 to the Felsted Branch of the Royal British Legion to partially fund the cost of the live band. Their response was awaited.

Felsted School had organised for a Spitfire to make a flypast at the mornings Remembrance Ceremony and had suggested that the Parish Council make a grant towards the cost. On receiving the request the Chairman had sought the views of some Councillors and had, because of the time constraints, then approved this expenditure of £150. Members unanimously endorsed this decision and considered that the flypast was a very appropriate and memorable way of marking this special anniversary.

The Beacon ceremony had been well attended and the Chairman had successfully lit the Beacon. Members expressed their thanks to David Dempsey and George Bellingham-Smith for preparing the Beacon and designing the lighting method. It was agreed that fencing would be purchased for future events (see Item 18/170.3 above) and more local advertising should be undertaken in future. The provision of floodlighting in future was discussed but it was agreed to suggest instead that people bring a torch to light their way across the playing field.

18/182

### **Planning Decisions and New Applications**

#### **182.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING**

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

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

Permission Granted 14 November 2018.

UTT/18/2400/OP Land E and N of Clifford Smith Drive, Felsted

Outline application with all matters reserved, except for access, for the erection of up to 30 no. dwellings served via new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping.

Permission Refused 23 November 2018: (*"The proposal would adversely affect the rural character of the area, in conflict with Policy S7 ... and the NPPF .... The application does not include a mechanism to secure suitable*

*affordable housing provision .... The application does not include a mechanism to secure suitable contributions towards education ....")*

UTT/18/2502/OP Land West of Kunduchi, Bannister Green

Outline application with all matters reserved except access, for the erection of 2 no. detached dwellings and garages, with shared access.

Permission Refused 23 November 2018: (*"The proposal would result in an encroachment into the open countryside and would result in environmental harm which would outweigh the economic and social benefits of the proposal.... Unsustainable ... would not meet the criteria of acceptable development in the countryside in accordance with the Uttlesford Local Plan Policy S7."*)

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

Erection of two storey side extension.

Permission Granted 14 November 2018.

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

Erection of single storey rear extension.

Permission Granted 14 November 2018.

UTT/18/3175/TPO Cadet Centre CCF, Felsted School, Felsted

Group of 14 Limes (T1-T14) - Pollard at 10m. 1 no. Holm Oak reduce crown by 6m.

Tree Permission Granted 20 November 2018.

UTT/18/3135/HHF Homefield, Cock Green Road, Felsted

Erection of single storey and two storey side extension, front porch and front and side single storey canopies.

## **182.2 APPLICATIONS TO BE CONSIDERED AT THE 18 DECEMBER PLANNING MEETING**

UTT/18/3135/HHF Homefield, Cock Green Road, Felsted

Erection of single storey and two storey side extension, front porch and front and side single storey canopies.

UTT/18/3238/FUL and UTT/18/3239/LB Graunt Courts, Felsted

Reinstatement of historic and original driveway to Graunt Courts. Erection of detached garaging. Conversion of barns one and two into a single dwelling, including the partial removal of later addition to barn two and erection of single story extensions. Conversion of barns three and four into a separate dwelling, including small link extension uniting buildings. Associated landscaping works and alterations.

UTT/18/3256/LB Brook Cottage, Gransmore Green

Remove existing dilapidated render finish and apply new render finish.

### 18/183 **Local Plan updates**

**183.1 Uttlesford** – The PC's objections to the West of Braintree Garden Community had been submitted to the UDC Addendum of Changes Consultation.

**183.2 Braintree** – BDC were continuing to obtain further justification for the Garden Community concept and expected to resubmit their Local Plan to the Inspector in summer 2019.

**183.3 Chelmsford** – The Inspectors hearings had taken place commencing on 20 November.

### 18/184 **Urgent Matters and items for the next Agenda**

**184.1 Allotment Society Charity Annual Return** – Members noted that the Clerk had submitted the Annual Return (a nil return) to the Charity Commissioners.

**184.2 Felsted Royal British Legion Carol Service on 9 December** – Members noted that approval had been given for the RBL to reserve 3 parking spaces in Woodleys Car Park for this event.

The meeting closed at 9.04 pm

**Next Highways Committee meeting: Wednesday 12 December in the URC Hall at 5.00pm**

**Next Planning Committee meeting: Tuesday 18 December in the URC Hall at 7.30 pm**

**Next Council meeting: Wednesday 9 January 2019 in the URC Hall at 7.00 pm**

..... (Chairman) 9 January 2019

## Correspondence List – December 2018

1. UDC – Changes to bin collection timetable over Christmas/New Year <ul style="list-style-type: none"><li>- Local Council's Liaison Forum and Election Briefing meeting on 27 February</li><li>- UDC Workshop on Housing for Local Residents on 23 January at 7pm at UDC Offices – Tickets required (free)</li><li>- Official address of new houses at Edwards House, Braintree Road, Felsted</li><li>- Rough Sleeper Count on 22 November</li></ul>
2. ECC – Consultation on Essex Future Library Services Strategy Deadline 20 February <ul style="list-style-type: none"><li>- Temporary road closure of Braintree Road, Felsted on 19 February for 1 day (BT pole replacement)</li><li>- Local Highway Panels – Appointment of one 'PC Representative' to each Panel</li></ul>
3. EALC – Local Service Fund County Update <ul style="list-style-type: none"><li>- County Update – November/December 2018</li></ul>
4. External Audit notification of Conclusion of Audit for 2017-18
5. Letter from Felsted Friendship Club thanking the PC for their donation
6. Essex Police – Police Precept 2019-20 Consultation <ul style="list-style-type: none"><li>- First Fire and Rescue Plan – Survey</li></ul> Deadline 15 January 2019
7. RCCE – Essex Warbler November 2018
8. Letter from resident re planning decision at Aylands, Bannister Green

## Unpaid List – December 2018

A replacement cheque (number 102713) for £75.00 was issued to Felsted Poppy Appeal as the original cheque (number 102691) had been lost in the post.

	Date	Num	Memo	Open Balance	Cheque number
<b>Cheque paid since the last meeting</b>					
Felsted School	12/11/2018		Contribution towards Armistice Day Spitfire flypast	150.00	
				150.00	102712
<b>Cheques to be paid</b>					
<b>A J B Steel Products Ltd</b>					
	31/10/2018	04601	Drill holes in bottom plate of beacon	62.40	
Total A J B Steel Products Ltd				62.40	102714
<b>Association of Local Council Clerks</b>					
	20/11/2018		ALCC membership for 2019	40.00	
Total ALCC				40.00	102715
<b>Andy Bennett</b>					
	17/11/2018		Cllr Andy Bennett mileage	40.85	
Total Andy Bennett				40.85	102716
<b>Currys plc</b>					
	22/11/2018		Printer inks (Q payable to DMB Smith)	114.96	
	24/11/2018	157103	Laptop and Microsoft key card for Asst Clerk (C	518.00	
Total Currys plc				632.96	102717 (part)
<b>D M B Smith</b>					
	02/12/2018		Clerk's salary - Nov 2018	1,134.47	
	02/12/2018		Clerk's mileage (£10.80) and expenses (£71.68)	82.48	
Total D M B Smith				1,216.95	102717 (part)
<b>EON</b>					
	01/11/2018	H16716908A	Street lighting electricity - November 2018	275.36	
	16/11/2018	H1681F4CB3	Electricity for MJGA	55.44	
	16/11/2018	HFFD255C8	Electricity for pavilion	22.58	
Total EON				353.38	DD
<b>Felsted URC</b>					
	02/12/2018		Office rent - July - December 2018	750.00	
Total Felsted URC				750.00	102718
<b>M J Read</b>					
	02/12/2018		Storage facility rent - December 2018 to November	300.00	
Total M J Read				300.00	102719
<b>Peter J Watson</b>					
	02/12/2018		Asst Clerk (PW) mileage - Nov 2018	4.50	
	02/12/2018		Asst Clerk (PW) salary - November 2018	250.83	
Total Peter J Watson				255.33	102720
<b>PKF Littlejohn</b>					
	14/09/2018	SB201801829	External Audit for 2017-18	360.00	
Total PKF Littlejohn				360.00	102721
<b>R Chapman</b>					
	02/12/2018		Unlocking toilets etc 5.11 to 2.12.2018	80.00	
Total R Chapman				80.00	102722
<b>S P Barnard</b>					
	02/12/2018	2018-33	Village Attendant - November 2018	500.00	
Total S P Barnard				500.00	102723
<b>Society of Local Council Clerks</b>					
	20/11/2018		SLCC membership for 2019	156.00	
Total SLCC				156.00	102724
<b>TOTAL</b>				<b>4,897.87</b>	