

FELSTED PARISH COUNCIL

Minutes of the 1062nd meeting held on 9 January 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Nicholas Hinde, Richard Freeman, Alan Mackrill, Frances Marshall, John Moore, Malcolm Radley, Peter Rose and Chris Woodhouse.
11 members of the public were also present plus District Councillor Alan Mills and Youth Representatives Peter Hipkin and Elliott Smith.
- 19/01 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Andy Bennett and Stephanie Woodhouse, County Councillor Simon Walsh, District Councillor Marie Felton and Youth Representative James Austin. There were no Declarations of Interest.
- 19/02 **Public Forum**
02.1 Go Homes planning application for 30 homes on land to the south of Braintree Road, Felsted (site subject to a previous application from Catesby Estates) – Local residents had received written notification from UDC of the application. However the Clerk provided full details of the new proposal, which included the provision of a new village hall, for everyone present. The PC had objected strongly to the Catesby application and it was anticipated that they would also object to the new application when it was considered at the January Planning Committee meeting. The site is not included in the emerging Felsted Neighbourhood Plan and the Memorial Hall Committee have stated that they would not wish to relocate to this site. Residents were urged to submit their objections direct to UDC.
02.2 Trimming of allotment and playing field hedges - It was noted that the December Minutes (Item 18/167.4) had incorrectly identified the problem areas. The Clerk had visited the area behind the pavilion and found no problems but would now investigate the correct areas.
- 19/03 **Minutes of Meeting 1061 held on 5 December 2018**
In accordance with Item 19/02.2 above it was agreed to amend Item 18/167.4 to read "It was reported that some areas of hedging on the allotments and the playing field had not been trimmed". With this amendment, the Minutes were approved and were signed by the Chairman.
- 19/04 **Minutes of the Planning Committee meeting on 18 December and the Highways Committee meeting on 12 December 2018**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 19/05 **Matters arising from the December Council meeting**
05.1 Affordable Housing site meeting with Hastoe (Item 18/170.1) – Hastoe had confirmed that they were willing to proceed with the site visit even though there were no immediate plans to undertake an Affordable Housing scheme in Felsted. The Clerk would arrange the meeting for 30 January [CLERK'S NOTE: This date was no longer available and an alternative was agreed].
05.2 Trimming of FP62 at the eastern edge of the allotments (Item 18/167.3) - The hedges and undergrowth on FP62 had been extensively cut back on 6 December and the Clerk had received favourable comments from local residents.
05.3 Armistice Centenary events (Item 18/181.5) – Members were pleased to note that the Felsted Events Committee had agreed to make a grant of £90 to the Felsted Branch of the Royal British Legion to support the entertainment costs at the Dinner/Dance held on 10 November 2018.
- 19/06 **Highway matters**
It was agreed to consider Highway matters at this point in the meeting.
06.1 Parking and other problems in Molehill Green Road, Willows Green - It was agreed that Councillors Graham Harvey, Frances Marshall and Malcolm Radley would meet a representative from Regard, who now run the four Care in the Community Homes in Molehill Green Road, on Wednesday 23 January at 5pm in the URC Hall.

06.2 P3 Footpath Group – Members noted that a schedule of work had been submitted to ECC and the first Work Party was expected to take place in late February.

06.3 Further diversion proposal for FP's 59 and 10 around Felsted Mill – Three further Councillors had walked the footpaths since the last meeting. It was suggested that a new bridge could be placed near the junction of Footpaths 59 and 60 which would remove the necessity to cross the intrusive (currently closed) bridge adjacent to Felsted Mill but would retain the line of FP59. It was reported that this option had been considered previously but had been dismissed because of problems with crossing the spillway. The Clerk re-iterated the current proposals and members of the public were given the opportunity to express their opinions (both for and against the proposal). It was proposed by Cllr Richard Freeman, seconded by Cllr Malcolm Radley and agreed (6 in favour with 3 abstentions) that the Council would not object to the proposed diversion of FP's 59 and 10 around Felsted Mill.

19/07

County and District Councillor Reports

07.1 County Councillor's Report – No report had been received before the meeting.

[CLERK'S NOTE: Report received on 14 January and circulated to all Councillors].

07.2 District Councillor's Report – The report focused on: Christmas tree recycling facilities, the setting up of a Working Group to consider a new Sustainability Appraisal to support the Local Plan, plans to redevelop Walden Place sheltered housing scheme and an Essex Police scheme for recruiting additional volunteer Police Cadet leaders.

District Cllr Alan Mills reported that UDC had completed Local Plan Regulation 19 and it would be submitted to the Inspector by 24 January 2019.

Following a request from a local resident, and after consultation with the Chairman of the Planning Committee, the Clerk had recently contacted District Cllr Mills to request that the planning application UTT/18/3336/FUL for a 4 Bedroom dwelling off Bakers Lane be 'Called in' to ensure that it was not approved 'under the radar' at officer level as had occurred with Aylands at Bannister Green. Cllr Mills had established that planning officers were currently expecting to recommend refusal of the application but if this position changed the application would be 'Called in'.

19/08

Correspondence

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

08.1 UDC 'Be a Councillor' event on 21 January at 7.30pm – This would be advertised on the notice boards and website.

08.2 Local Bus Service Consultation - Members noted that the proposed changes concentrated on evening and weekend services and none directly affected Felsted. The Council agreed to make no comment.

08.3 Training for Assistant Clerk – It was agreed that the Asst Clerk would attend a New Clerk's course on 4 April and attend the Cilca qualification course starting on 9 October 2019.

08.4 NALC new pay scales – It was noted that revised pay scales had been agreed by NALC. Members agreed that these would be implemented with effect from 1 April 2019.

08.5 RCCE Essex Village of the Year Competition – It was agreed to consider this further at the next meeting.

08.6 Uttlesford CAB and EACH donations – Letters of thanks had been received for the £200 donations made to these two organisations. Members noted that the Uttlesford CAB had assisted 32 Felsted residents in 2018.

08.7 Letters from residents – Members noted receipt of letters expressing concern about road safety in Chelmsford Road (this would be considered at the next meeting of the Highways Committee) and mud on roadway from building works at Red Oaks, Evelyn Road, Willows Green (the Clerk had referred this complaint to UDC).

08.8 County Broadband – County Broadband had held a public meeting to promote their planned fibre broadband service to properties in Willows Green and surrounding areas. If 70 residents completed 'intentions to subscribe' to the new service the project would be taken forward to provide significantly faster broadband speeds.

19/09

Finance

09.1 Payments – The list of payments on page 8 were approved. It was agreed that the possibility of the Council transferring to electronic banking would be considered at the June PC meeting, after the elections.

09.2 Receipts – There had been no receipts since the last meeting.

09.3 Setting up Felsted Community Trust – Members noted that the Clerk would chase a response from Holmes and Hills solicitors.

09.4 PC support policy for local community/charity groups and projects – Members had considered the draft policy circulated by Cllr Andy Bennett and had submitted certain comments. With these comments incorporated the policy was formally approved and would be published on the website. Members thanked Cllr Bennett for his work on the document.

09.5 Consideration of 2019-20 Precept – It was proposed by Cllr John Moore, seconded by Cllr Frances Marshall and unanimously agreed to request a Precept of £70,000 for 2019-20. This was the same amount as for the current financial year to reflect the general restriction of local government spending and the fact that the Council were currently holding substantial reserves. Because the Parish Tax Base had increased for 2019-20 this would result in the parish element of Council Tax, payable for a Band D property, being £52.05 (a reduction of 3.58%).

19/10 **Playing Fields/Allotments**

There were no matters to discuss this month.

19/11 **Felsted Nature Area**

11.1 Nature Area Working Group (NAWG) – Members noted that the landscaping works along the roadside boundary of the site had now been completed along with the clearance of the remainder of the line of Footpath 59 and the installation of new covers and fencing around the manholes within the site. The NAWG would meet again to consider a planting schedule. A provisional date of 28 February at 7.30pm was agreed subject to Essex Wildlife Trust being available to attend. Members were disappointed to learn that the Information signage at the Flitch Green end of the gravel pathway had been smashed and the signage at the Station Road end had been knocked over (although the latter had now been re-erected). The Clerk had ordered the 2 Dog bins and 2 Litter bins but members noted that the litter bins would not be delivered until mid February.

19/12 **Felsted Neighbourhood Plan**

Roy Ramm, Chairman of the Felsted NPSG reported that the 'Health Check' had been completed and the report had not suggested any fundamental changes to the document. Some amendment to language and setting out had been recommended and these recommendations had been considered and where appropriate been incorporated into the NP. The Group continued to have positive interaction with the CCG regarding the doctor's surgery. It was hoped to submit the NP for formal inspection in the next few weeks, but further clarification was still being sought regarding the need for a full Habitat Regulations Assessment (HRA). The NPSG had liaised with the Memorial Hall Committee concerning the Go Homes planning application for land to the south of Braintree Road (see Item 19/02.1 above). A joint statement had subsequently been published on the NP website clarifying that neither Group had received any prior communication from Go Homes regarding the proposal to build a new village hall on this site and they did not support it. Councillors urged both the NPSG and the Memorial Hall Committee to submit their objections to the planning application direct to UDC. Cllr Chris Woodhouse congratulated the NPSG on all their excellent work.

19/13 **Primary School Art Competition 2019**

Members noted that last year's competition had been very successful, and they hoped to build on the success this year. Cllr Richard Freeman agreed to liaise with the Primary School and discuss timing and possible ways of extending the scope of the competition (such as involving all youngsters living in the village and school staff and extending the scope to include sculpture and collage). Prizes would be awarded to the same value as last year and sponsorship would be investigated to cover the cost of the prizes and hire of the hall for the exhibition. This matter would be considered again at the next meeting.

19/14 **Chairman's Matters**

None

19/15 **Youth Representative Matters**

15.1 Digital communication – Elliott Smith had studied various forms of digital communication and reported his conclusions **a) Facebook** - Several local PC's used Facebook, including

Great Notley Parish Council who had 700 followers and who made it clear that 'all communications via Facebook were unofficial'. They primarily used the page to publicise events rather than enter into dialogue or deal with comments. The Clerk would contact the Great Notley Clerk to obtain more details on the practicalities of managing their Facebook Page. A single responsible person would need to be appointed to manage the Facebook page. **b) Felsted Community Page** – This has around 1000 members. Cllr Frances Marshall would contact the organiser of the site to discuss the possibility of the PC having a section of the page. **c) Twitter** – Very few PC's operated a Twitter account. **d) Next Door Felsted page** – Elliott Smith agreed to look at this site in more detail as it appeared to offer a good medium for sharing information.

Councillors congratulated Elliott Smith and the other Youth Representatives for suggesting new ideas and providing background information so that the PC could move forward into the digital age.

19/16

Clerk's Matters

16.1 Weekly Police Crime Lists – The Asst Clerk reported that there had been 3 incidents in Felsted in the last month. 600 litres of heating oil had been stolen from a house in Cock Green and jewellery had been stolen during 2 house burglaries in Leez Lane and Causeway End Road.

16.2 Assets of Community Value – The Asst Clerk would be progressing this once appropriate guidance had been given.

16.3 Salt bin volunteers - The Clerk had submitted an article to Interface asking volunteers to come forward to spread the salt during periods of adverse weather.

16.4 Consultation on Essex Library Services Future Strategy – Members discussed the proposals to close some smaller libraries and reduce the hours of other libraries, including Great Dunmow Library. It was agreed that the Clerk would respond to the Consultation that the libraries still provided a useful service and that the Council supported the introduction of additional services to increase their viability. Cllr Alan Mackrill would forward his personal response to the Consultation to the Clerk for her reference.

16.5 Dedicated Councillor e-mail addresses/ tablets – Members discussed the merits of setting up dedicated FPC e-mails for all Councillors to be used exclusively for Council matters. It was agreed that Gmail addresses would be used rather than .gov addresses because these did not incur monthly service charges. A uniform format for the addresses was agreed. The Chairman reported that his investigations had concluded that conventional tablets were too small to be used to create lengthy Word documents and that Chrome books might be more practical, especially those with a 32 gb memory capacity. The costs would be considered in detail at the next Finance Committee meeting. The Chairman would trial one of the devices at the February PC meeting.

19/17

Planning Decisions and New Applications

17.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING

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.

Permission Refused 6th December 2018: (*"The proposals design and scale and proximity to the common boundary of its nearest neighbour would create an unacceptably visually intrusive appearance which would have a material detrimental impact on the amenity of that neighbour and so the proposal is contrary to the NPPF and Uttlesford Local Plan Policy GEN2(i)."*)

UTT/18/2739/HHF Firs End, Causeway End Road, Felsted

Proposed roof terrace area created within existing garage roof.

Permission Refused 6th December 2018: (*"The proposed terrace would allow additional overlooking which would result in a material loss of privacy to the immediate neighbour to the west and so create a materially adverse effect on that neighbour's reasonable occupation and enjoyment of their property and so the proposal is contrary to Uttlesford Local Plan Policy GEN2(i)."*)

UTT/18/2796/HHF 14 The Copse, Bannister Green

Erection of first floor side extension.

Permission Granted 6 December 2018.

UTT/17/2935/LB and UTT/17/2936/HHF **Great Greenfields, Gransmore Green, Felsted**
Section 73A Retrospective Listed Building application for (and Planning application for retention of) remodelling and reduction in volume of upper floor extension, alterations to single storey rear extension, internal re-planning within rear later section of dwelling, alterations to joinery, and lantern enclosure and alterations to existing linked basement.

Permission Granted 30th November 2018.

UTT/18/3140/HHF **4 The Terrace, Chelmsford Road, Felsted**

Proposed demolition of rear extension and erection of single storey rear extension with associated landscaping works.

Permission Granted 20 November 2018.

UTT/18/3054/HHF **Yew Tree Cottage Stevens Lane Felsted**

Rebuild detached garage following fire damage.

Permission Granted 31 December 2018.

UTT/18/2964/LB **Yew Tree Cottage Stevens Lane Felsted**

Rebuild detached garage following fire damage.

Withdrawn by UDC 31 December 2018.

17.2 APPLICATIONS TO BE CONSIDERED AT THE 15 JANUARY PLANNING MEETING

UTT/18/3054/HHF **Yew Tree Cottage, 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.

UTT/18/3529/OP **Land To The South Of Braintree Road, Felsted**

Outline application for residential development of up to 30 no. Dwellings and a community building with associated roads and infrastructure with all matters reserved except access.

UTT/18/3430/HHF **Alvignac, Watch House Green**

3 no. Flat Roof Front Dormers

UTT/18/3497/HHF **Willow Cottage, Felsted School, Braintree Road**

Erection of single storey side extension

UTT/18/3480/FUL **Richmond Lodge, Chelmsford Road**

Demolition of existing dwelling and outbuildings. Erection of replacement dwelling

UTT/18/3458/CC **Felsted County Primary School, Braintree Road**

Essex County Council consultation on CC/UTT/49/18 - Proposed replacement of temporary accommodation with a permanent standalone building, associated expansion to the existing nursery, and reconfiguration of the existing car park to provide additional car parking spaces.

UTT/18/3459/CC **Felsted County Primary School, Braintree Road**

Consultation for Essex County Council reference CC/UTT/48/18 - Continuation of use of one temporary classbase until 31st August 2019, two temporary classbases until 31st August 2020 and one temporary classbase until 31st August 2024, without compliance with Condition 2 attached to planning permission

UTT/18/3450/FUL **The Cottage Stebbing Road Felsted**

Roof extension to existing barn and conversion to 2 no. dwellings

UTT/18/3449/HHF **Keepers Mole Hill Green Molehill Green Road**

Demolition of existing garage and erection of single storey extensions.

UTT/18/3013/HHF **Brook Bank House Stebbing Road Felsted**

Erection of three storey side extension (two storey plus attic room) and single storey front

porch.

UTT/18/3424/OP Land East of Station Road Little Dunmow

Outline planning application for the erection of up to 240 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Station Road. All matters reserved except for means of access

17.3 APPEALS LODGED SINCE THE LAST MEETING

18/00087/REF Land West of Maranello Watch House Green Felsted

Outline application, with appearance, landscaping and scale reserved, for the construction of 28 new dwellings, including 11 affordable homes, formation of new vehicular access, associated local area for play, parking and landscaping

18/00083/REF Land Off Stevens Lane Felsted

Outline application with all matters reserved for a proposed residential development of 8 dwellings.

19/18 Local Plan updates

18.1 Uttlesford – See Item 19/07.2 above.

18.2 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.

18.3 Chelmsford – The Inspectors report is expected in a few months' time.

19/19 Urgent Matters and items for the next Agenda

19.1 Pothole at Cobblers Green – It was agreed to report a pothole opposite the driveway to Brook Cottage at Cobblers Green.

The meeting closed at 8.42 pm

Next Planning Committee meeting: Tuesday 15 January in the URC Hall at 7.30 pm

Next Council meeting: Wednesday 6 February in the URC Hall at 7.00 pm

..... (Chairman) 6 February 2019

Correspondence List – January 2019

1. UDC – ‘Be a Councillor’ event – UDC Offices, Saffron Walden on 21 January 7.30pm
<p>2. ECC – Application CC/UTT/48/18 – Felsted Primary School - Continuation of use of temporary classbases until 31st August 2019 (x1), 31st August 2020 (x2) and 31st August 2024 (x1), without compliance with Condition 2 attached to planning permission CC/UTT/31/14</p> <ul style="list-style-type: none"> - Application CC/UTT/49/18 – Felsted Primary School - Proposed replacement of temporary accommodation with a permanent standalone building, associated expansion to the existing nursery, and reconfiguration of the existing car park to provide additional car parking spaces. - Local Bus Consultation (evening and weekend services) Deadline 22 March - Further information on proposed ECC Highways Devolution Pilot - Highways Highlights – December 2018
<p>3. EALC – New Clerk’s Course on 4 April</p> <ul style="list-style-type: none"> - Essex Equals courses (CiLCA) on 27 February, 26 June or 9 October 2019 - NALC new pay scales w.e.f. 1 April 2019 - Legal Update – December 2018 - County Update – December 2018
<p>4. RCCE – Essex Village of the Year Competition Deadline 1 March</p> <ul style="list-style-type: none"> – New grant funding available from Essex Community Foundation - Essex Warbler – January 2019
5. Essex Police - Local Community Meeting (LCM) at 7.30pm-9.30pm on 24th January 2018 at Thaxted Day Centre.
<p>6. Uttlesford CAB – Letter of thanks for donation</p> <ul style="list-style-type: none"> - Update on assistance provided to Felsted residents in 2018
7. EACH – Letter of thanks for donation
8. Letter from resident highlighting road safety concerns about Chelmsford Road
9. Complaint from resident regarding mud and stones on roadway from building work at Red Oaks, Evelyn Road, Willows Green
10. Superfast Essex – County Broadband Monitoring Plan Update

Unpaid List – January 2019

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	06/12/2018	32409	Street light repairs (x 7)	585.42	
	14/12/2018	32446	Street lights - 2 repairs / 2 new brackets and fit	1,248.84	
Total A & J Lighting Solutions				1,834.26	102725
BFR Electrical Testing					
	10/12/2018	5564	PAT Testing	60.00	
Total BFR Electrical Testing				60.00	102726
D M B Smith					
	24/12/2018		Clerk's salary - Dec 2018	1,134.47	
	24/12/2018		Clerk's mileage (£9.00) and expenses (£9.50) -	18.50	
Total D M B Smith				1,152.97	part 102727
EON					
	16/12/2018	H169DDAFCA	MUGA electricity	54.95	
	16/12/2018	H10043EFD8	Pavillion electricity	22.72	
	02/01/2019	H16AA54667	Street light electricity - Dec 2018	275.36	
Total EON				353.03	DD
Heather Read					
	24/12/2018		Asst Clerk (HR) salary - Dec 2018	357.18	
	24/12/2018		Asst Clerk's (HR) mileage - Dec 2018	4.50	
Total Heather Read				361.68	102728
HM Revenue & Customs					
	07/01/2019		Tax due Oct- Dec 2018	497.16	
Total HM Revenue & Customs				497.16	102729
JCM Services					
	17/12/2018	INV-0209	Clearance of Footpath 62 adj. to allotments	504.00	102730
	17/12/2018	INV-0210	Clearance of FP 59 at Nature Area	1,194.00	Metro 800005
Total JCM Services				1,698.00	
Nicholas Smith					
	03/12/2018		Setting up new laptop/ e-mail for Asst Clerk (Q	50.00	
Total Nicholas Smith				50.00	part 102727
Peter J Watson					
	24/12/2018		Asst Clerks (PW) salary - Dec 2018	251.03	
Total Peter J Watson				251.03	102731
R Chapman					
Total R Chapman	10/12/2018		Unlocking toilets etc 3 to 31 December 2018	80.00	102732
S P Barnard					
	02/01/2019		Village Attendant - December 2018	500.00	
Total S P Barnard				500.00	102733
Earth Anchors Ltd					
	08/01/2019		2 Dog bins for Nature Area	351.54	
Total Earth Anchors Ltd				351.54	Metro 800006
TOTAL				7,189.67	
PLUS: Command Pest Control	08/01/2019		Allotment rodent control	£54.00	102736
PLUS: Felsted Poppy Appeal - A further replacement cheque (number 102735) was issued for £75.00 as the first replacement cheque (number 102713) had also been lost, this time in the recipients home.					