

## FELSTED PARISH COUNCIL

### Minutes of the 1063rd meeting held on 6 February 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Nicholas Hinde, Richard Freeman, Alan Mackrill, Frances Marshall, John Moore, Chris Woodhouse and Stephanie Woodhouse.  
10 members of the public were also present plus District Councillor Alan Mills and Youth Representative Elliott Smith.
- 19/20 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillors Andy Bennett and Malcolm Radley, County Councillor Simon Walsh, District Councillor Marie Felton and Youth Representatives James Austin and Peter Hipkin. There were no Declarations of Interest.
- 19/21 **Public Forum**  
**21.1 Planning information/links on PC website** - The Clerk confirmed that the PC website already included an Item detailing 'How to Comment on Planning Applications'. It was suggested, and agreed, that this should be extended to include commenting on Planning Appeals and the process involved. It was also agreed that links to the UDC Planning website and the Planning Inspectorate website should be included on all future Planning Committee Agenda. It was noted that any members of the public could request Minutes and Agenda of all Full Council and Committee meetings and the Asst Clerk agreed to send copies of all future Planning Committee Minutes to David Dempsey.
- 19/22 **Minutes of Meeting 1062 held on 9 January 2019**  
The Minutes were approved and were signed by the Chairman.
- 19/23 **Minutes of the Planning Committee meeting on 15 January 2019**  
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 19/24 **Matters arising from the January Council meeting**  
**24.1 Affordable Housing site meeting with Hastoe (Item 19/05.1)** – Confirmation of the date of the meeting with Hastoe (21 February or 6 March) was awaited because John Lefever was currently away. Cllrs Richard Freeman and Chris Woodhouse would attend along with the Clerk  
**24.2 Trimming of allotment and playing field hedges (Item 19/02.2)** – The Clerk and David Dempsey had met to view the relevant areas. It was suggested that future cuts of the allotment site hedge would only leave the boundary hedge at full height immediately behind the nature area. In the playing field, it was suggested that the semi-circle of brambles and the adjacent boundary hedge to the west of the mound be cut back and that the mound area be generally tidied up. The Greens Working Group would consider this further at their next meeting. Meetings of the Greens and Churchyard Working Groups would be arranged shortly.  
**24.3 P3 Footpath Group (Item 19/06.2)** – Members noted that the initial P3 Work Party would take place on 27 February at 2.30am.
- 19/25 **County and District Councillor Reports**  
**25.1 County Councillor's Report** – The report covered: the ECC budget proposals for 2019-20 (increase in Council Tax of 3.99%), the total closure of Finchingfield bridge from 18-22 February, the current Library and Bus Service Consultations, Essex Energy Switch, the extension of the ECC Live Traffic Information service to include Saturdays and the receipt of a £10.68 million National Lottery grant to increase resident's activity levels across Essex.  
**25.2 District Councillor's Report** – The report focused on: the approval of the Thaxted Neighbourhood Plan, the availability of UDC Leisure and Sports grants, Essex Energy Switch and the District Council discussion on their future Investment Strategy.  
District Cllr Alan Mills reported that UDC had submitted their Local Plan to the Inspector on 18 January 2019. He went on to stress the importance of the UDC Investment Strategy which was vital to maintain sufficient income when central government funding to District Councils was being significantly reduced.

The District Councillors had jointly approved a Members Grant totalling £1000 towards the cost of the PC purchasing tablets (Chrome Books) for Councillors to use at PC meetings. These funds had been sent to the Council's bank account today by UDC. The Chairman thanked both District Councillors for their generous contribution.

19/26 **Correspondence**

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

**26.1 UDC Consultations on Statement of Community Involvement and Sustainability Appraisal to the Regulation 19 Pre-Submission Local Plan / BDC Consultation on Statement of Community Involvement** – Members noted these consultations but agreed to make no comment.

**26.2 UDC Composting Workshop on 6 March and Essex Energy Switch 2019** – These items were noted and leaflets for the latter were available at the meeting.

**26.3 EALC Routine Playground Inspection course and examination** – It was agreed that the Village Attendant would attend both these sessions (total cost £310) to renew his qualification which expires in June 2019.

**26.4 ECC consultation on Chelmsford Park and Ride facility** – It was agreed that the Clerk would provide more detailed information for consideration at the next PC meeting.

**26.5 North Essex Authorities Consultation on Section 1 Additional S A Methodology - SERCLE request for further funding** – Members noted this consultation but agreed to make no comment. It was agreed not to provide any additional funding to SERCLE at this time.

**26.6 Essex and Herts Air Ambulance donation** – A letters of thanks had been received for the donation made to this organisation.

**26.7 Stansted Rapid Transit Study** – Members discussed this long term-proposal and questioned the premise that a substantial number of residents living in the proposed WoB Garden Community would be employed at Stansted Airport. The reality was that residents were more likely to be employed in London and Cambridge and the proposed Rapid Transit system would not feed into these transport routes. Members also doubted that the residents would choose to use 'fast track public transport' in preference to private cars unless the costs were significantly less than other similar schemes currently in operation.

19/27 **Finance**

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

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

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

**27.4 Purchase of tablets for Councillors to use at PC meetings** – Following the February PC meeting the Chairman had discussed this project with the District Councillors and been informed that a Members Grant might be available towards the costs. An application had been submitted by the Clerk and £1000 funding had recently been approved (see Item 19/25.2 above). One Chrome Book had been purchased to be used as a trial. The Chairman was using the device at the meeting and it was agreed that Cllr Alan Mackrill would trial the device at the March meeting before a final purchasing decision was made.

19/28 **Playing Fields/Allotments**

There were no matters to discuss this month.

19/29 **Highway matters**

**29.1 Parking and other problems in Molehill Green Road, Willows Green** - Councillors Graham Harvey, Frances Marshall and Malcolm Radley had met Regard, who now run the four Care in the Community Homes in Molehill Green Road, on 23 January. The meeting had been positive and Regard had listened to details of the problems being experienced by local residents. It was agreed that their staff would be made aware of the problems caused by inconsiderate parking. They would be asked to park outside whichever of the properties had a parking space available and only use the verge opposite the houses if there was no alternative. Longer term measures would be investigated including using the garages for parking and possibly obtaining vehicle access to the rear of at least one of the properties. The situation would be reviewed in 8 weeks and Regard would be asked to provide an update/meet again.

**29.2 Felsted Speedwatch Group** – The Clerk reported that 82 vehicles had been reported to

Essex Police in November 2018, 28 vehicles in December (limited sessions because of Christmas) and 125 vehicles in January 2019. Two new volunteers had been trained on 12 January, including the Asst Clerk, and they were now regularly attending sessions which provided greater flexibility for the Group.

19/30 **Felsted Nature Area Working Group (NAWG)**

The NAWG will meet on 28 February at 7pm to consider a planting schedule and future projects and Essex Wildlife Trust have confirmed their attendance. The Asst Clerk will meet James Mead on site next week to consider additional work required around the entrance area and the road frontage. The 2 dog bins had been received 2 weeks ago and the 2 litter bins had been delivered on Monday. It was agreed that one 'set' of bins would be sited near the gravel path junction with Station Road and the other 'set' where FP59 crosses the gravel path. These bins will be emptied regularly by the Village Attendant.

19/31 **Felsted Neighbourhood Plan**

Roy Ramm, Chairman of the Felsted NPSG, reported that having received the high level 'Health Check' Report before Christmas, it had then been agreed to commission an in-depth 'Health Check' on certain sections within the NP. The in-depth Health Check Report had been received last week and the NPSG had welcomed the detailed comments. Further work was now required to incorporate the advice received from the in-depth Health Check into the NP, including the necessity for UDC to address the Habitat Regulations Assessment (HRA) issue. It was still hoped to submit the NP for formal inspection in the next few weeks but this was subject to the HRA issue being satisfactorily resolved.

19/32 **Primary School Art Competition 2019**

Members noted that Cllr Richard Freeman had liaised with the Primary School art teacher and it had been agreed that the 2019 Art Competition would be run along similar lines to last year but would commence at Whitsun rather than later in the Summer Term. An Exhibition would again take place in the Memorial Hall but this would be advertised more extensively than before.

19/33 **RCCE Essex Village of the Year Competition**

Members considered whether to enter the competition in 2019 year but concluded that whilst there was a lot going on in the village it would be better to delay entering the competition until some of the projects had reached fruition. It was therefore agreed not to enter the competition in 2019 but to consider this again next year.

19/34 **Employment Contract for new Assistant Clerk**

The Clerk had circulated a draft Contract to members of the HR Committee based on the previous Assistant Clerk's Contract. It was agreed to arrange a meeting of the HR Committee to agree the Contract and this would then be formally considered at the next PC meeting.

19/35 **Chairman's Matters**

**35.1 Highway issues** – The Chairman was awaiting a response from County Cllr Simon Walsh regarding the ongoing drainage problems at the Molehill Green/Hollow Road junction. The flooding problem at Main Road corner near Crix Green had not recurred this year because the volume of rainfall to date had been significantly less than last year.

**35.2 Building works on Rayne Road, Bannister Green** – The Chairman was concerned that builders vehicles were blocking the pavement and also the roadway. Deliveries of sand and topsoil were being tipped onto the roadway and only cleared gradually over the course of a day. It was agreed that the Clerk would report these problems to UDC Enforcement for action.

19/36 **Youth Representative Matters**

**36.1 Digital communication update**

**a) Facebook** - The Clerk had contacted Great Notley PC and established that they ran a Facebook Group rather than a Page and they were therefore able to control who could join the Group. The PC publish a social media policy which includes expected conduct for Group users and they have not experienced any particular problems. Three administrators have been appointed and one monitors the site each day, responding to comments made. The Group is used to disseminate information on a regular basis (usually 2 or 3 times per week to retain interest) and it also drives traffic to the PC website for further information. It provides "a really positive means of communication for the PC" but is a commitment which can be quite time

consuming on occasions.

**b) Felsted Community Page** – Cllr Frances Marshall had contacted the organiser of the site to discuss the possibility of the PC contributing to the page. The organiser was currently trying to introduce regulations for users of the site and at present it was not considered to be the right medium for the PC.

**c) Next Door Felsted page** – Elliott Smith had looked at this site in more detail. Visitors to the site were required to register and verify that they lived in Felsted. Next Door were keen to work with PC's nationally. The site was well managed and offered a good medium for sharing information.

Members thanked Elliott Smith for his continued contribution to this topic. Members would look at the Facebook and Next Door options themselves for further consideration at the next meeting.

19/37

### **Clerk's Matters**

**37.1 Weekly Police Crime Lists** – The Asst Clerk reported that there had been 2 incidents in Felsted in the last month. Jewellery had been stolen during a house burglary at Cock Green and items had been stolen from a car in Ravens Crescent.

**37.2 Assets of Community Value (ACV)** – The Asst Clerk was progressing applications for Linsells shop, The Chequers and The Swan public houses. Ownership details and site plans had been obtained from The Land Registry and contact had been made with UDC who had expressed a preference for applications to be submitted in groups rather than individually. UDC had also provided copies of previous applications for guidance and advised that Council's needed to be very selective when making applications and only list genuine assets where there would be an appetite from residents to run the facility should it come under threat. Members agreed to review their original list of potential ACV's at the next meeting.

**37.3 Salt bin volunteers** - The Clerk reported that no new volunteers had come forward to spread the salt during periods of adverse weather. The Clerk would compile a list of the locations of the salt bins and the volunteers who would use them for future reference.

**37.4 Dedicated Councillor e-mail addresses** – Most Members had now set up their dedicated FPC e-mails to be used exclusively for Council matters. The Clerk would use the new e-mail addresses from 25 February so that all documents for the March meeting would be available on the new system. It was agreed that these e-mail addresses would not be in the public domain, with the exception of that for the Chairman.

19/38

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

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

UTT/18/3404/CLP **1 Ravens Crescent Felsted**

Proposed rear dormer and roof light

**Permission Granted 16 January**

UTT/18/3291/CLP **45 Station Road Felsted**

Proposed single storey rear extension and internal alterations

**Permission Refused 18 January** (*"The proposed extension does not meet the criteria of the Town and Country Planning (General Permitted Development) as the extension is in contact with an extension and not just the original Dwelling house"*)

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

**Permission Granted 18 January**

#### **38.2 APPLICATIONS TO BE CONSIDERED AT THE 19 FEBRUARY PLANNING MEETING**

UTT/19/0180/HHF **Pine House Chelmsford Road Felsted**

Demolition of detached garage and erection of two storey front and part single and part two storey rear extensions

- 19/39 **Local Plan updates**  
**39.1 Uttlesford** – See Item 19/25.2 above.  
**39.2 Braintree** – BDC were expected to resubmit their Local Plan to the Inspector in summer 2019.  
**39.3 Chelmsford** – The Inspectors report is expected in a few months' time.
- 19/39 **Urgent Matters and items for the next Agenda**  
**39.1 Annual Parish Assembly** – The Clerk would invite Janette Rawlinson from Essex Police to attend the APA as previously suggested.  
**39.2 Memorial Hall Committee AGM on 26 March at 7.30pm** – Members were urged to attend the AGM to view plans for the refurbishment of the hall.  
**39.3 UDC litter picking and drain clearance in the village** – Following a request from the Clerk, Uttlesford Councillor Susan Barker had arranged for the UDC Litter Team to 'pick' Braintree Road from the A120 roundabout to Sparlings Farm. Members recorded their thanks to District Cllr Barker for her assistance with this matter. Members also noted that some drains around Watch House Green had recently been cleared by UDC.  
**39.4 Re-erection of signage to Public Toilets** – Following a request made in August 2018, the developers of the Edwards House site had removed the Public Toilets directional sign which had been obscured by their hoarding. This had now been re-erected on the outside of the hoarding by the Village Attendant.  
**39.5 Bollards to prevent parking on Watch House Green** – Having considered various options and materials for this project, it was agreed that the Clerk would purchase 5 treated wooden posts with spike fixings at a cost of £16.50 each. Members noted that vehicles were also cutting up the verges of the 'Road with no name' at Bannister Green. The suitability of installing bollards was discussed and it was agreed to monitor this problem and consider installing posts in future if appropriate.  
**39.6 Purchase of new flag** – In recent years the Clerk had resewn areas of the flag but Members noted that the condition of the flag was now past repair. It was agreed that a new flag should be purchased.  
The meeting closed at 8.47 pm

**Next Planning Committee meeting: Tuesday 19 February in the URC Hall at 7.30 pm**  
**Next Finance Committee meeting: Wednesday 27 February in the URC Hall at 5.00 pm**  
**Next Council meeting: Wednesday 6 March in the URC Hall at 7.00 pm**

..... (Chairman) 6 March 2019

## Correspondence List – February 2019

1. UDC – Leisure and Sports grants available
- Consultation on Sustainability Appraisal to the Regulation 19 Pre-Submission Local Plan <span style="float: right;">Deadline 25 February</span>
- Statement of Community Involvement Consultation <span style="float: right;">Deadline 25 February</span>
- Uttlesford Composting Workshop 6 March 6pm (Free compost bin for attendees)
2. ECC – Essex Energy Switch 2019
- Temporary road closure – Leez Lane 11 February for 12 days (BT works)
- Flitch Way – Fentons Farm Bridge repairs/rebuilding update
- Chelmsford Park and Ride Consultation <span style="float: right;">Deadline 22 March</span>
- Adult Mental Health First Aid Training programme
- Highways Highlights – January 2019
- Love Essex campaign “To good to throw away”
3. BDC – Statement of Community Involvement Consultation <span style="float: right;">Deadline 11 March</span>
- North Essex Authorities Consultation – Section 1 Additional S A Methodology
4. EALC – Routine Playground Inspection course on 23 May at £150 (plus exam on 20 June at £160) – Village Attendant’s qualification expires June 2019 so is due for renewal
- Legal Update – January 2019
- County Update – January 2019
5. RCCE – Best Kept Churchyard Competition 2019
- Essex Warbler – February 2019
6. SERCLE – Request for additional funding
7. Came and Co change of ownership – Stackhouse Poland, who trade as Came and Co, is being sold to Arthur J Gallagher and Co subject to regulatory approval
8. G Suite – Increase in Basic Plan charges
9. E-On – Restructuring their Terms and Conditions (re credit checks and re-opening contracts)
10. Essex and Herts Air Ambulance – Letter of thanks for donation
11. Farleigh Hospice launches new Hospital Outreach Project using their newly purchased HOP vehicle
12. Aviation Environment Federation Annual Report 2018
13. Essex Playing Fields Association magazine – Winter 2018-19
14. Stansted Rapid Transit Study

## Unpaid List – February 2019

	Date	Num	Memo	Open Balance	Cheque number
<b>Affinity Water(formerly Veolia)</b>					
	24/01/2019		Water supply to allotments (Mill Road end)	65.80	
Total Affinity Water(formerly Veolia)				65.80	DD
<b>D A Dempsey</b>					
	03/02/2019		2 x allotment water stopcock signs	39.00	
Total D A Dempsey				39.00	102737
<b>D M B Smith</b>					
	04/02/2019		Clerk's salary - Jan 2019	1,134.47	
	04/02/2019		Clerks expenses (£119.88) & mileage (£15.30)	135.18	
Total D M B Smith				1,269.65	102738
<b>EON</b>					
	16/01/2019	H100B27C4F	Electricity for pavilion	26.48	
	16/01/2019	H16B8C7DBF	Electricity for MUGA	64.49	
Total EON				90.97	DD
<b>Heather Read</b>					
	04/02/2019		Asst Clerk's salary - Jan 2019	357.18	
	04/02/2019		Asst Clerk's expenses (£143.00) & mileage (£3.00)	176.30	
Total Heather Read				533.48	102739
<b>R Chapman</b>					
	04/02/2019		Unlocking toilets 1 Jan to 3 February 2019	100.00	
Total R Chapman				100.00	102740
<b>Robert Barnard</b>					
	04/02/2019		Labour to replace oak gatepost at Childrens Pla	75.00	
Total Robert Barnard				75.00	102741
<b>S P Barnard</b>					
	04/02/2019		Village Attendant - January 2019	625.00	
Total S P Barnard				625.00	102742
<b>TOTAL</b>				<b>2,798.90</b>	
PLUS: Graham Harvey					
	06/02/2019		1 x Chrome Book for trial	179.00	102745
Diane Smith					
	06/02/2019		Further expenses	247.99	102743
A and J Lighting Ltd					
	06/02/2019		Street light repairs x 2	240.18	102744
<b>PLUS: Nature Area expenditure</b>					
	04/02/2019		Broxap Ltd - 2 litter bins	786.00	METRO 800008
	21/01/2019		JCM Services - Digger works	2160.00	METRO 800007 (part)
	21/01/2019		JCM Services - Manhole covers and		
			fencing	1212.00	METRO 800007 (part)
				<b>£4,158.00</b>	