

## FELSTED PARISH COUNCIL

### Minutes of the 1064th meeting held on 6 March 2019 at 7:00 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Richard Freeman, John Moore, Malcolm Radley, Peter Rose and Chris Woodhouse.  
5 members of the public were also present plus District Councillors Alan Mills and Marie Felton.

- 19/40 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillors Alan Mackrill, Frances Marshall and Stephanie Woodhouse, County Councillor Simon Walsh and Youth Representatives Elliott Smith, James Austin and Peter Hipkin. There were no Declarations of Interest.
- 19/41 **Public Forum**  
**41.1 Light bulb out on zebra crossing** – It was agreed that the Clerk would report the failed bulb on the northern end of the crossing in Braintree Road outside the Prep School.
- 19/42 **Minutes of Meeting 1063 held on 6 February 2019**  
The Minutes were approved and were signed by the Chairman.
- 19/43 **Minutes of the Planning Committee meeting on 19 February and the Finance Committee meeting on 27 February 2019**  
These Minutes were noted and would be formally approved at the next meetings of the respective Committees.
- 19/44 **Matters arising from the February Council meeting**  
**44.1 Planning information/links on PC website (Item 19/21.1)** – The Clerk confirmed that details of how to comment on Planning Appeals had now been included on the PC website along with brief details of the appeal process. In future Planning Committee Agenda would also include links to the UDC Planning website and the Planning Inspectorate.  
**44.2 ECC Consultation on Chelmsford Park and Ride facility (Item 19/26.4)** – Members discussed the new proposals and agreed to object to the suggested closure of the Park and Ride facility on Saturdays. Individual Councillors would also submit their objections.  
**44.3 Bollards to prevent parking on Watch House Green (Item 19/39.5)** – Members noted that the posts should have been delivered today and would be erected shortly by the Village Attendant.  
**44.4 Parish Council Election on 2 May 2019 (Item 19/08.1)** – The Clerk outlined the timetable for the submission of Nomination Papers and distributed Nomination Packs to all Councillors present who wished to stand. She would hand deliver Nomination Packs to those Councillors who were not in attendance, after the meeting. These must be returned to UDC by hand between 27 March and 3 April by prior appointment.
- 19/45 **County and District Councillor Reports**  
**45.1 County Councillor's Report** – The report had not yet been received but would be circulated to Councillors by e-mail on receipt.  
**45.2 District Councillor's Report** – The report focused on: the approval of a new retail rate relief scheme to benefit local businesses, encouraging young people to join the Youth Housing Working Group, the next Community Led Housing workshop on 20 March and the purchase of 5 new litter picking vehicles to support two dedicated litter picking teams.  
It was agreed to circulate the Youth Housing Group details to the FPC Youth Representatives and publicise the UDC contact details for reporting fly tipping and litter problems, on the PC website.
- 19/46 **Correspondence**  
Members noted the Correspondence received (see page 6) including the following:  
**46.1 Weekly Green Waste collection 2019** – Members unanimously agreed to continue with the weekly Green Waste collection service at Bannister Green and requested the same day/time slot as last year if at all possible (Sundays 9-10am). [CLERK'S NOTE: This request was agreed by UDC and the service will be provided every Sunday morning from 9-10am between 7 April and 24 November (inclusive).]

**46.2 Stopping Up Order for part of Byway 101 at Willows Green** – Members considered the application and agreed to submit their objection to the Stopping Up Order. They acknowledged that the fence had been in its present location for some time but they did not consider that this should enable the householder to remove highway rights and create a dangerous precedent. The fence should be moved back to the original boundary line.

**46.3 Cycle racks** – Members noted the generous offer from a school in Chelmsford to give 2 cycle racks, which are surplus to their requirements, to the PC free of charge. It was agreed that the Clerk would establish if the umbrella shaped tops to the cycle stands were removable as Members were concerned that they might be easily vandalised. If the tops were integral to the design, it was agreed that the cycle stands would not be suitable for Council use but if they could be detached the offer would be accepted. In the latter case the racks would be placed into storage pending further discussions on a suitable location for them to be installed.

**46.4 Renewal of AEF and Essex Playing Fields Association membership for 2019-20** – Members agreed to renew their membership of these two bodies at a cost of £36 and £30 respectively.

**46.5 SLCC – The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018** – Cllr Andy Bennett had read this document and it was agreed that Dunmoweb would be asked for their advice on any changes that would be required to the PC website to meet the new regulations.

19/47 **Finance**

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

**47.2 Receipts** – Members noted that £250 had been received from Felsted Rovers Football Club for rent of the playing field pitch/pavilion

**47.3 Approval of Asset Register** – Cllr Chris Woodhouse had advised that a value of £65,000 should be placed on the Nature Area to reflect the covenant which restricted its use and its resultant inability to produce any significant income. The valuation was discussed and although some Members had reservations that it should be higher, it was agreed to accept the professional advice and formally approve the Asset Register.

**47.4 Setting up Felsted Community Trust** – Members noted that a revised draft had been received from Holmes and Hills solicitors and had recently been circulated. The Clerk detailed the changes and it was agreed to consider this further at the next meeting once members had had an opportunity to study the document in greater detail.

**47.5 Purchase of tablets for Councillors to use at PC meetings** – In the absence of Cllr Alan Mackrill it was agreed to consider this further at the next meeting. The Clerk noted that ideally a wi-fi connection would be required for the devices and any last minute amendments to documents would need to be circulated so that they were available digitally.

Cllrs Stephanie and Chris Woodhouse had not yet set up their FPC e-mail addresses but Cllr Chris Woodhouse agreed to do so soon.

19/48 **Playing Fields/Allotments**

There were no matters to discuss this month.

19/49 **Highway matters**

**49.1 P3 Group** – Members noted that the initial working party had met on 27 February and that further working party dates would be agreed once ECC had provided confirmation of the work schedule that had been submitted (following consultation with utility companies). Cllr Andy Bennett requested photos for the website of future working parties so that the Group's work could be publicised.

19/50 **Felsted Nature Area Working Group (NAWG)**

The NAWG met on 28 February and a representative of the Essex Wildlife Trust was in attendance. It was noted that recent works included the replanting of willow saplings, the clearance of FP59, the installation of 2 litter bins and 2 dog bins, re-landscaping works at the front of the site and the fencing and replacement of damaged manhole covers.

Quotes were accepted to harrow and seed the re-landscaped area at the front of the site, to install a bollard adjacent to the gravel path at the Station Road end and to construct a hard surface at the main entrance. The EWT representative suggested monitoring the invasive species within the site prior to their eradication and this was agreed. The next meeting of the

NAWG would be on Thursday 25 April at 7.30pm, on site. Other Councillors were welcome to attend this meeting.

19/51 **Felsted Neighbourhood Plan**

Members noted that the Habitat Regulations Assessment (HRA) issue was being addressed by UDC but this was taking time. The NP was now virtually ready for submission but this could not happen until the HRA issue was satisfactorily resolved, which was proving frustrating for all concerned.

19/52 **Chairman's Matters**

**52.1 Flooding at Hollow Road/Molehill Green junction** – The Chairman reported that County Cllr Simon Walsh had raised this issue with Chris Stonham of ECC Highways but his response was awaited. A further site meeting had been suggested.

**52.2 Cleaning of dirty road signs** - It had previously been agreed that the Chairman and Village Attendant would steam clean the worst road signs but the volume of signs requiring attention was greater than anticipated. It was therefore agreed to request that the Highway Rangers undertake this work. The Clerk would prepare a schedule of the work required and make an application to the ULHP.

**52.3 Hedge overhanging roadway at Main Road, Willows Green** – The hedge was significantly reducing the width of the road at this point making it difficult for two vehicles to pass. The Clerk would contact the owners and request that they trim the hedge.

19/53 **Youth Representative Matters**

In the absence of Youth Representative Elliott Smith it was agreed to consider this further at the next meeting.

19/54 **Clerk's Matters**

**54.1 Weekly Police Crime Lists** – The Asst Clerk reported that there had been 5 incidents in Felsted during the last month. Four of the incidents had occurred in Chelmsford Road namely damage to a road sign, tools stolen from a van, car stolen and an office break in and the fifth incident involved graffiti being sprayed on the A131 bridge in Blackley Lane.

**54.2 Assets of Community Value (ACV)** – The Asst Clerk had circulated the original list of potential ACV's compiled by her predecessor. Members were reminded that applications should only be made for assets where there would be a genuine appetite for residents to run the facility should it come under threat. To date 5 applications had been submitted and approved (Main playing field, Willows Green and Ravens Crescent play areas, Bannister Green and the allotments). Applications were currently being prepared for Linsells Shop, The Chequers and The Swan public houses. Future applications would be limited to the Memorial Hall, the URC Hall and the Crix Green Mission Hall.

**54.3 Emergency Plan** – The Asst Clerk reported that she had looked at a number of neighbouring Parish Council's Emergency Plans and concluded that it was necessary to assess the risks as the first step. It was agreed that the Plan should be kept as simple as possible.

**54.4 Employment Contract for new Assistant Clerk** - The HR Working Group had met earlier that day to study the draft Contract and Job Description. The Clerk would incorporate their suggestions into the document and it was anticipated that it would be ready for formal approval at the next PC meeting.

**54.5 Affordable Housing site visit with Hastoe** – Cllrs Chris Woodhouse and Richard Freeman and the Clerk had met John Lefever from Hastoe at a one year old Passive house that Hastoe had built as part of a scheme at Wimbish. The visit had proved extremely interesting and everyone had been very impressed with the specialist methods of construction, the energy saving figures and the general attention to detail. The Clerk would thank Mr Lefever for taking the time to arrange the visit.

**54.6 Agenda for Annual Parish Assembly on 21 March at 7pm** – Members noted that Chief Inspector Janette Rawlinson was not able to attend the APA but she had suggested that a member of the Community Policing Team may be available. Nothing more had been heard from the Police so it was agreed that a separate item should not be included in the Agenda. Separate items on the Neighbourhood Plan and Nature Area would however be included.

**Planning Decisions and New Applications****55.1 DECISIONS RECEIVED SINCE THE PREVIOUS COUNCIL MEETING****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 class base until 31st August 2019, two temporary class bases until 31st August 2020 and one temporary class base until 31st August 2024, without compliance with Condition 2 attached to planning permission.

**Permission Granted 8 February 2019****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.

**Permission Granted 14 February 2019****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.

**Permission Refused 15 February 2019** (*"The development of this site would result in substantial additional built form in the countryside which would be detrimental to the open and rural character of the surrounding countryside."*)

**UTT/18/2450/HHF The Jays Braintree Road Felsted**

Erection of two storey rear extension

**Permission Granted 20 February 2019****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.

**Permission Granted 22 February 2019****UTT/18/3357/FUL Belmont Hollow Road Felsted Dunmow Essex**

Proposed demolition of bungalow, outbuildings and workshop buildings and erection of 1 no. 5 bedroomed house and garage building - revised scheme to that approved under UTT/17/2725/FUL.

**Permission Granted 22 February 2019****UTT/18/3480/FUL Richmond Lodge Chelmsford Road**

Demolition of existing dwelling and outbuildings. Erection of replacement dwelling.

**Permission Granted 27 February 2019****UTT/18/3112/FUL Land Adj 15 Evelyn Road Willows Green**

Erection of 1 no. detached dwelling (Amendment to scheme previously approved under UTT/16/2348/FUL)

**Permission Refused 28 February 2019** (*"The proposal in relation to the appearance and character of the area would appear out of character and not be in keeping with the existing setting and pattern of development within the area. The proposed development by virtue of its location, design, ridge height and eaves height would appear incompatible with the street scene."*)

**55.2 APPLICATIONS TO BE CONSIDERED AT THE 19 MARCH PLANNING MEETING**

None received to date.

**55.3 APPEAL LODGED SINCE PREVIOUS COUNCIL MEETING**

**UTT/18/0784/OP Land East and North of Clifford Smith Drive Watch House Green**

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.

Cllr Richard Freeman had drafted and circulated a suggested response to the appeal (objecting to the application) and members unanimously agreed that the response should be submitted to the Planning Inspectorate by the Asst Clerk.

19/56 **Local Plan updates**

**56.1 Uttlesford** – Members noted that the Inspectors had requested additional information on certain points.

**56.2 Braintree** – It had been reported that alternative sites for the proposed Garden Communities had been suggested to the recent NEGC Methodology consultation.

**56.3 Chelmsford** – The Inspectors review was completed on 13 December 2018 and the decision is awaited.

19/57 **Urgent Matters and items for the next Agenda**

**57.1 Damaged road signs** – The Clerk would report the following road signage problems in the village: the ‘Hollow Road’ sign, at the western end of Hollow Road, required repair, the ‘Gransmore Green’ sign at the entrance to the lane had now disappeared and required replacement, the 30mph limit sign opposite Lower Rays Farm on Molehill Green Road, Willows Green required re-erection and 2 signs on the Chelmsford side of the bridge at Hartford End required repair/replacement.

**57.2 Affinity Water request to form a site compound on the Nature Area** - The request to construct a temporary storage compound on the Nature Area during upcoming Affinity Water works in Station Road was considered but refused because of the ongoing improvement works taking place on the Nature Area site.

**57.3 Road with no name** - The Clerk would clarify the current position with regard to naming this roadway.

**57.4 Peter Watson** - The former Asst Clerk had confirmed that all FPC documents and records not in the public domain, had been deleted from his personal computer.

**57.5 Registering new dedicated e-mail addresses for PC website News Items** – All Councillors were reminded to register their new e-mail addresses to receive regular updates from the PC website.

The meeting closed at 9.12 pm

**Next Highways Committee meeting: Wednesday 13 March in the URC Hall at 5.00pm**

**Next Planning Committee meeting: Tuesday 19 March in the URC Hall at 7.30 pm**

**Annual Parish Assembly: Thursday 21 March in the URC Hall at 7.00 pm**

**Next Council meeting: Wednesday 3 April in the URC Hall at 7.00 pm**

..... (Chairman) 3 April 2019

## Correspondence List – March 2019

1. UDC – Weekly Green Waste collection 2019 – Confirmation of interest required - UDC Parish Council Forum meeting on 18 March postponed until June 2019
2. ECC – Stopping up Order application for part of Byway 101 at Willows Green – PC Comments required - Temporary Prohibition of Use for FP80 in Chelmsford Road (because of continuing building works) - Temporary road closures - Braintree Road, Watch House Green, Rayne Road, Frenches Green Road and Crix Green Road on 28th February 2019 for 1 day (pre-patching works) - Temporary road closure – Stevens Lane on 1 March for 7 days (pre-patching) - Temporary road closure – Causeway End Road on 6 March for 1 day (Affinity Water connection) - Transport meetings – June 2019
3. EALC – Legal update – February 2019 - VAT Registered w.e.f. 1 February 2019
4. Offer of 2 bicycle racks for PC use (free of charge)
5. Essex Police – Connecting with Communities meeting on 9 March in The Community Hub, Gt Dunmow from 1-3pm
6. Superfast Essex Programme update
7. AEF – Renewal of membership due (£36) for 2019-20
8. RCCE – Essex Warbler – February 2019
9. Affinity Water – Community Engagement Programme
10. SLCC – Prior notification of ‘The Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 – From 23 September 2019 new public sector websites will need to meet certain accessibility standards. Existing websites must comply by 22 September 2020.
11. Keep Britain Tidy – Great British Spring Clean - 22 March to 23 April
12. Essex Playing Field Association update and membership renewal (£30 p.a.)

## Unpaid List – March 2019

	Date	Num	Memo	Open Balance	Cheque number
<b>A &amp; J Lighting Solutions</b>					
	25/02/2019	32711	2 x street light repairs	282.54	
Total A & J Lighting Solutions				282.54	102746
<b>A J B Steel Products Ltd</b>					
	31/01/2019	04695	2 x manhole cover 'keys'	24.00	
Total A J B Steel Products Ltd				24.00	102747
<b>Affinity Water(formerly Veolia)</b>					
	24/01/2019		Water supply to allotments (Mill Road end)	65.80	
	07/02/2019	77	Allotment water supply charges	40.79	
Total Affinity Water(formerly Veolia)				106.59	DD
<b>Buzz Supplies Ltd</b>					
	28/02/2019	99314	Toilet rolls for public toilets	47.95	
Total Buzz Supplies Ltd				47.95	102748
<b>Currys plc</b>					
	20/02/2019		Printer inks (Q payable to DMB Smith)	194.95	
Total Currys plc				194.95	102749 (part)*
<b>D M B Smith</b>					
	28/02/2019		Clerk's salary - February 2019	1,134.47	* Total
	03/03/2019		Clerk's mileage (£35.55) and expenses (£182.76)	218.31	£1,692.33
Total D M B Smith				1,352.78	102749 (part)*
<b>EON</b>					
	01/02/2019	H16C78F0AF	Street light electricity	275.36	
	16/02/2019	H16D6C749B	MUGA electricity	54.99	
	16/02/2019	H10136CD43	Pavilion electricity	31.43	
Total EON				361.78	DD
<b>Glasdon UK Ltd</b>					
	12/02/2019	S1768284	Salt bin	177.83	
Total Glasdon UK Ltd				177.83	102750
<b>H S Jackson and Son (Fencing) Ltd</b>					
	01/03/2019	JACKSONS-5647	Marker posts for Watch House Green verge (Q p	144.60	
Total H S Jackson and Son (Fencing) Ltd				144.60	102749 (part)*
<b>Heather Read</b>					
	28/02/2019		Asst Clerk's salary - February 2019	356.98	
	04/03/2019		Asst Clerk mileage (£4.50) and expenses (£6.98)	11.48	
Total Heather Read				368.46	102751
<b>R Chapman</b>					
	03/03/2019		Unlocking toilets 4 Feb to 3 March 2019	80.00	
Total R Chapman				80.00	102752
<b>Robert Barnard</b>					
	03/03/2019		Installing litter and dog bins	95.00	
Total Robert Barnard				95.00	102753
<b>Roe Environmental Ltd</b>					
	27/02/2019	28635	Emptying septic tank at playing field	174.00	
Total Roe Environmental Ltd				174.00	102754
<b>S P Barnard</b>					
	03/03/2019	53/2019	Village Attendant - February 2019	525.00	
Total S P Barnard				525.00	102755
<b>TOTAL</b>				<b>3,935.48</b>	
<b>PLUS:</b>	05/03/2019		AEF - Membership renewal 2019-20	36.00	102757
	05/03/2019		Essex Playing Fields Assocn renewal of membership for 2019-20	30.00	102756