

FELSTED PARISH COUNCIL

Minutes of the 1065th meeting held on 3 April 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Nicholas Hinde, Richard Freeman, Alan Mackrill, Frances Marshall, John Moore, Peter Rose, Chris Woodhouse and Stephanie Woodhouse.
7 members of the public were also present plus District Councillor Alan Mills.
- 19/58 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillor Malcolm Radley, County Councillor Simon Walsh, District Councillor Maire Felton and Youth Representatives Elliott Smith, James Austin and Peter Hipkin. There were no Declarations of Interest.
- 19/59 **Public Forum**
No matters were raised by the public.
- 19/60 **Accessibility of public footpaths to users of disability scooters**
It was agreed to consider this item at the start of the meeting. A local resident who had been a keen walker now needed to use a mobility scooter to continue to enjoy the countryside, because of an escalating disability. Many local footpaths near her home (namely FP's 21,22,24,25 and 42) were no longer accessible to her because of narrow bridges, steps and uneven terrain. She pointed out that ECC have a duty of care to make public rights of way (PROW) accessible to all walkers, including those with a disability, but are failing to meet these obligations despite her regularly informing them of the problems experienced over recent years. The resident hoped that the PC would agree to contact ECC to highlight the issue and support her case for modifications to the problem areas.

Councillors discussed the problem and agreed to write to Kevin Bentley, Chairman of ECC Highways Committee requesting that they investigate these problems and take action to address the issues raised. The Felsted P3 Group would also be made aware of the problems so that they could consider remedial works within their remit and ECC would be requested to put up signs stating 'NO HORSES' on Peaks Hall Lane as this was a footpath and not a bridleway and the horses were damaging the surface. The matter would be considered further at the June PC meeting.
- 19/61 **Minutes of Meeting 1064 held on 6 March 2019**
The Minutes were approved and were signed by the Chairman.
- 19/62 **Minutes of the Highways Committee meeting on 13 March, the Planning Committee meeting on 19 March and the Annual Parish Assembly on 21 March 2019**
The Highways and Planning Committee minutes were noted and would be formally approved at the next meetings of the respective Committees. The Annual Parish Assembly minutes were noted and would be formally approved at the 2020 APA.
- 19/63 **Matters arising from the March Council meeting**
63.1 Bollards to prevent parking on Watch House Green (Item 19/44.3) – Members noted that the bollards had been erected on Watch House Green and the drainage gully's had also been dug out on Braintree Road, opposite Thorpes at Frenches Green and near The Vineyard at Crix Green, to reduce flooding.
63.2 Parish Council Election on 2 May 2019 (Item 19/44.4) – The deadline for the submission of Nomination Papers had expired earlier that day and UDC would be processing them and announcing how many valid nominations had been received in the next few days. [CLERK'S NOTE: UDC subsequently confirmed that 10 nominations had been received and all nominees were accordingly elected in an 'uncontested election'. There would be one vacant seat to fill by co-option].
63.3 Weekly Green Waste collection service (Item 19/46.1) – Members noted that this service would start on Sunday 7 April at Bannister Green.
63.4 The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 (Item 19/46.5) – Dunmoweb had advised that the PC website already met

the new regulations and a statement to that effect would be placed on the website to achieve compliance.

63.5 Hedge overhanging Main Road, Willows Green (Item 19/52.3) – Members noted that the owners had cut back the hedge, at their own volition, just after the last meeting.

63.6 Annual Parish Assembly 2019 – Police presence (item 19/54.6) – Members noted that one of the Community Policing Team had planned to attend the APA but had been called away at short notice. Two constables had briefly attended the meeting to submit his apologies.

63.7 Woodleys Car Park resurfacing problems - Following completion of previous resurfacing work a further quote had been received from Ted Anderson to re-tarmac the resulting low point and feather it in to the higher level at a cost of £2070 plus VAT. Members were disappointed at this situation as they felt that the problem should have been highlighted by the contractor and rectified as part of the previous works. Quotes for the remedial works would be sought from other contractors and in future the term 'laid to falls' would be included in the specification of works.

63.8 Training for Asst Clerk – The Asst Clerk had been booked to attend an EALC course on the Preparation of Agenda and Minutes on 9 May 2019.

63.9 Litter Pick on 23 March – Members noted that the Litter Pick had been very successful with 24 bags of rubbish being collected plus an assortment of larger items. Members wished to thank all those who took part.

19/64 **County and District Councillor Reports**

64.1 County Councillor's Report – Members noted the report which included: the new look 'Community Initiatives Fund', Crossing Temple Chocolate Festival on 19 April, the new 24 hour domestic abuse helpline (0330 3337444) , that to date 50 groups had expressed an interest in running a community managed library and the Who Will Care Awards 2019

64.2 District Councillor's Report – Members noted that the District Councillors had given a full report at the recent Annual Parish Assembly. The Chairman thanked District Councillors Alan Mills and Marie Felton for all the help and support which they had provided to the PC throughout their term in office.

19/65 **Correspondence**

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

65.1 Election procedures and expense forms – Members noted the content of these documents.

65.2 Temporary road closures – Members noted the scheduled closures of Station Road on 24 April for 6 days and 11 June for 4 days to enable repairs and resurfacing works to be carried out.

19/66 **Finance**

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

66.2 Receipts – Members noted that £57 had been received in allotment rent.

66.3 Setting up Felsted Community Trust – Members noted that a response was awaited from the solicitors on the latest amendments submitted on 19 March. Any response would be circulated on receipt to avoid further delays.

66.4 Review of Insurance Policy prior to renewal – Members noted that the Policy was due for renewal on 1 June 2019. The Clerk would respond to the Insurers request for further information on Council assets. A response on the query regarding Directors Cover was awaited.

19/67 **Highway matters**

67.1 Molehill Green Road parking problems – The Clerk read out an update from Regard detailing measures taken to minimise parking on the grass verge opposite the Care in the Community properties in Molehill Green Road, Willows Green. Capital expenditure, to provide further 'off road' parking, would be considered by Regard during the new financial year. Members agreed that the parking problems had reduced as a result of the measures taken to date and it was agreed to thank Regard for their efforts and consider this matter again in 3 months (July PC meeting).

19/68 **Felsted Nature Area**

68.1 Works update – Members noted that the bollard had been made and would be installed

adjacent to the gravel path, early next week. JCM Services had sourced the specified wildflower seed mix and this would be set at the end of April. The construction of the hard surface at the main entrance would also be undertaken at the end of the month once a topping material had been agreed. UDC had cleared the fly tipped rubbish at the end of the sewage works access road and members thanked the Assistant Clerk for arranging this. Laminated signs updating information on works being undertaken had been erected, but once again the sign at the Flitch Green end of the gravel path had been thrown into the river within a few days. Flitch Green PC would be asked for permission to place any future signs in their notice board outside the Community Hall, which is near the access point to the Nature Area.

68.2 Incursion – The Clerk had circulated details to Councillors of a recent vehicular incursion into the Nature Area to provide access to the former sewage works site off Station Road. The Clerk, Chairman, Vice Chairman and Cllr Richard Freeman had visited the site immediately prior to the start of the PC meeting. Because of the urgent nature of the problem, after consultation, the Chairman had authorised the purchase of a substantial stone block which had been sited, with the permission of Anglian Water, at the far end of the sewage works access road (beyond the entrance to the current site). The Chairman was also obtaining a quotation to plant sapling trees along the line of the incursion route across the Nature Area [CLERK'S NOTE: Having received the quotation, it was subsequently agreed to import several lorry loads of soil to block the line of the incursion route rather than plant trees]. These measures were intended to prevent a recurrence of the problem and were unanimously endorsed by Members.

The Clerk had also been in contact with the Land Registry, UDC, Anglian Water and the Environment Agency to establish the ownership of the former sewage works site. The owners would then be able to take the necessary action to regain control of the site. Members declined a request to meet with the individual who had gained access to the former sewage works site.

19/69 **Felsted Neighbourhood Plan**

Members noted that the NP was ready to be submitted and an Inspector had been selected and formally appointed to examine the NP. The Habitat Regulations Assessment (HRA) issue was being actively worked upon but had not yet been resolved which was very frustrating.

19/70 **Primary School Art Competition**

Cllr Richard Freeman had spoken to the primary school and they would confirm timings after the Easter holidays. This matter would therefore be considered again at the next meeting.

19/71 **Chairman's Matters**

71.1 Hollow Road name sign missing – Cllr Chris Woodhouse would check if the owners of Bridgehouse Farm knew of the whereabouts of the missing road name sign.

71.2 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.

19/72 **Youth Representative Matters**

Although the Youth Representatives were not present Members discussed media communications. Cllr Andy Bennett had recently joined 'Next Door Felsted' and he recommended that other Councillors join to see what the site offers. He would circulate a link for Members to use. Members also noted that Superfast Broadband was now available at Willows Green and Molehill Green following the installation of a fibre box at Willows Green.

19/73 **Clerk's Matters**

73.1 Weekly Police Crime Lists – The Asst Clerk reported that only 1 incident had occurred in Felsted during the last month. A car battery had been stolen and fence damaged in Braintree Road.

73.2 Assets of Community Value (ACV) – The Asst Clerk was preparing the ACV applications for Linsells Shop, The Chequers and The Swan public houses. The Chairman reported that he had been made aware that registering a property as an ACV could deter banks from lending against a property (because of the inability to undertake a quick sale if necessary) and so have a detrimental effect on the business. It was accordingly proposed by Cllr Frances Marshall, seconded by Cllr John Moore and agreed (5 in favour, 1 against and 3

abstentions) not to pursue the ACV registration for Linsells shop. The remaining applications for the public houses and halls would continue.

73.3 Emergency Plan – The Asst Clerk had downloaded a suitable template for an Emergency Plan and she would adapt it for Felsted. She would compile a list of potential emergency venues and establish what facilities were available at each. It was suggested that 1 volunteer from each venue should be nominated to liaise via an emergency cascade system. A meeting would be arranged to progress the Emergency Plan after the elections.

73.4 Employment Contract for new Assistant Clerk - The draft contract had been agreed and copies were signed by the Chairman and the Assistant Clerk.

73.5 Purchase of tablets for Councillors to use at PC meetings – Cllr Alan Mackrill was trialling the device at the meeting. He suggested that the PC Office wi-fi code needed to be made available to Councillors, that a mouse might be needed by some users, that the Clerk should send documents as PDF versions and that training might be required to file/store information. The 64gb version of the tablet would be preferable. It was agreed to wait until after the elections before purchasing the devices.

73.6 Cycle racks – It had been confirmed that the umbrella shaped roof could not be detached from the cycle racks so the kind offer to give the two cycle racks to the PC had been declined.

19/74

Planning matters

74.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/19/0243/PDE Merlin, Causeway End Road

Proposed single storey rear extension - extending 4.2m from rear wall, maximum height 3.95m and height to eaves 2.95m

Permission Granted 28 February 2019

UTT/18/3449/HHF Keepers, Mole Hill Green

Demolition of existing garage and erection of single storey extensions

Permission Granted 5 March 2019

UTT/18/3396/FUL Exhibit House Dunmow Road

The proposed installation of two windows on the South elevation facing the access road.

Permission Granted 4 March 2019

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

Remove existing dilapidated render finish and apply new render finish.

Permission Granted 4 March 2019

UTT/18/3038/FUL Gate Cottage, Cock Green, Felsted

Erection of 1 no. detached dwelling.

Permission Granted 5 March 2019

UTT/18/3019/FUL Land At Thorpes Frenches Green

Proposed erection of single dwelling with garage together with demolition of and replacement cartlodge and associated landscaping work

Permission Granted 5 March 2019

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

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

Permission Granted 6 March 2019

UTT/18/2645/HHF Terleys, Mole Hill Green, Felsted

Proposed demolition of existing cart lodge and erection of replacement cart lodge.

Permission Granted 8 March 2019

UTT/18/2646/LB Terleys, Mole Hill Green, Felsted

Proposed front porch extension including reinstatement of historic doorway.

Withdrawn 5 March 2019

UTT/18/2573/LB Andrews House Braintree Road Felsted

Retention of amendments to previously approved scheme UTT/16/1107/LB including dismantling and rebuilding of chimney breasts and stacks.

Permission Granted 15 March 2019

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

Permission Refused 15 March 2019 (*"The proposed development would have an unacceptable impact upon the neighbouring occupiers residential amenity due to overlooking from the large new bedroom window. The parking provision resulting from the extension would be insufficient."*)

UTT/18/3430/HHF Alvignac Watch House Green Felsted

3 no. Flat Roof Front Dormers.

Permission Granted 15 March 2019

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

Erection of single storey side extension

Permission Granted 15 March 2019

UTT/19/0157/HHF 45 Station Road Felsted

Proposed single storey rear extension and internal alterations

Permission Granted 19 March 2019

UTT/18/3450/FUL The Cottage Stebbing Road

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

Permission Granted 21 March 2019

UTT/18/3400/HHF Rockets Bannister Green

Replace existing hedge with a 2 metre high brick wall to rear garden.

Permission Refused 26 March 2019 (*"The removal of the hedge and its replacement with proposed wall would result in significant adverse harm due to its harsh and prominent appearance within the rural landscape setting."*)

UTT/19/0200/HHF Foxtons Mole Hill Green

Demolition of existing garage and erection of single, two and three storey rear extensions.

Permission Granted 27 March 2019

UTT/18/2930/FUL Tinsley House Bartholomew Green

Erection of 1 ½ single storey rear extension and detached snooker room. Change of use of paddock land to domestic amenity. Erection of 3 no. stables with hay store, tack room and wash down area. Demolition of garden store, adaptation and ground floor extension to the rear of existing garage to form summer house with access to existing first floor studio

Permission Granted 29 March 2019

74.2 APPEAL DECISION RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/17/0649/OP Land off Stevens Lane

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

Permission Granted 19 March 2019

74.3 DECISION RECEIVED SINCE PREVIOUS COUNCIL MEETING – LITTLE DUNMOW

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

Permission Refused 21 March 2019 (*"The proposal would result in the introduction of new built form at a rural fringe location situated outside the defined development limits. The proposal would result in the urbanisation of the rural area which makes a significant contribution to the setting of the village of Little Dunmow. The application does not provide sufficient evidence to demonstrate to the satisfaction of the Highway Authority that the impact on the local highway network caused by this proposal is acceptable in terms of highway safety, capacity and accessibility is acceptable. The proposal does not provide any mechanism to secure the infrastructure requirements arising from the development."*)

74.4 APPLICATIONS TO BE CONSIDERED AT THE 9 APRIL PLANNING MEETING

UTT/19/0583/LB Three Horse Shoes Bannister Green

Renew timber soleplate to front and left elevation. Extending or cutting in new sections

of stud timbers. Including a damp proof course. Repair any defective joinery. Removal of cement render. Installing thermal insulation (woodwool or similar breathable material) and recover with smooth lime render externally. Repair any disturbed surfaces internally.

UTT/19/0604/OP Land East Of The Bungalow Causeway End Road

Outline application with all matters reserved for 3 no. dwellings

UTT/19/0536/LB Felsted School Braintree Road Felsted

Demolition of former Five Courts building

UTT/19/0535/FUL Felsted School Braintree Road

Erection of a two-storey teaching block, landscape improvements and alterations to existing access and vehicle parking following the demolition of three temporary portacabin classrooms and the former Fives Courts building,

UTT/19/0284/HHF Potash Farm Cobblers Green

Proposed oak framed garage with bin store. New turning area and electric gates in new opening in boundary hedge to form new vehicular access. Addition of black stained timber boundary fence.

UTT/19/0675/LB Potash Farm Cobblers Green

Replacement of all existing, non-original, 20th century windows and secondary glazing with white painted timber framed casement windows with slim 14mm double glazing.

UTT/19/0695/FUL Andrews House Braintree Road

Proposed change of use from school to dwelling including the demolition of rear additions, erection of proposed two storey rear extension, replacement fenestration, works to roof, layout changes internally and the erection of a new boundary wall and cart lodge (amendment to previously approved application UTT/16/3273/FUL in order to incorporate proposed alterations to two areas of drop kerb to the front of the property).

UTT/19/0682/OP Land Adj To 1 Myrtle Villas Chelmsford Road

Outline application, with all matters reserved except for access, for the erection of 1 no. dwelling house and garaging.

UTT/18/3529/OP (Re-Consultation) Land To The South Of Braintree Road

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

UTT/17/2397/FUL(Re-Consultation) Post Office Station Road

Redistribution of retail and residential accommodation to create 2 no. two bedroom flats with associated works

UTT/17/2398/LB (Re-Consultation) Post Office Station Road

Redistribution of retail and residential accommodation to create 2 no. one bedroom flats. Associated works including internal partitions, acoustic treatment to floors and ceilings, stair opening boarded over. Central staircase brought back into use, windows adapted as means of escape and as smoke vent, fire detections and separation to walls and floors. Window and door brought back into use.

19/75 **Local Plan updates**

75.1 Uttlesford – Members noted that there had been no further update.

75.2 Braintree – BDC were continuing to work on their revised LP.

75.3 Chelmsford – The Inspectors decision is awaited.

19/76 **Urgent Matters and items for the next Agenda**

76.1 Playing Field top up of Playbark - The Clerk had obtained a quotation to top up the playbark. The previous suppliers, Playdale Ltd, were no longer offering this service but they had recommended Giffords who previously provided the material to Playdale Ltd. Giffords did not however offer an installation service but would deliver 30 cu metres of Cushionfall at a cost of £1120.00 plus VAT. The Asst Clerk would investigate the cost and practicality of the Village Attendant or JCM Services laying the material in the play area.

76.2 Market Cross – It was agreed to include this on the next Agenda.

76.3 Thanks to outgoing Councillors – As this was the final Council meeting of the current term, the Chairman thanked those Councillors who would not be standing again for their work

as Councillors. Cllr Nicholas Hinde was retiring after 10 years as a Councillor and he had been Chairman of the Highways Committee for most of that time. Cllrs Stephanie Woodhouse and Malcolm Radley had served for a shorter period but their contribution was still very much appreciated.

The meeting closed at 9.04 pm

Next Planning Committee meeting: Tuesday 9 April in the URC Hall at 7.30 pm

Next Council meeting: Wednesday 15 May in the URC Hall at 7.00 pm

..... (Chairman) 15 May 2019

Correspondence List – April 2019

1. UDC – Election procedures - Election expenses forms	
2. ECC – Temporary road closures – Station Road on 24 April for 6 days – Station Road on 11 June for 4 days	
3. EALC – ‘The Future of Essex’ document 2017 – Online survey to assess progress on delivering the shared vision - Legal Update – March 2019 - County Update – Community Initiatives Fund edition	Deadline 21 April Deadline 31 May
4. Affinity Water – Revised draft Water Resources Management Plan	
5. CPRE – Anti litter campaign suggesting deposits on drink bottles	
6. Stansted Airport Biodiversity Week	
7. SLCC Clerk magazine – March 2019	

Unpaid List – April 2019

etail - 2 April 2019		Date	Number	Memo	Open Balance	Cheque number
Payment made since the last meeting						
Uttlesford District Council (as supplier)						
	18/03/2019	66934	Green waste skip servive 2018	2,244.00		
Total Uttlesford District Council (as supplier)				2,244.00		102758
Payments to be made						
BT						
	18/03/2019	Q049BW	Telephone and broadband	231.00		
Total BT				231.00		DD
D M B Smith						
	31/03/2019		Clerk's salary - March 2019	1,134.47		
	31/03/2019		Clerk's exoenses (£156.76) and mileage (£36.4	193.21		
Total D M B Smith				1,327.68		102759
E A L C						
	01/04/2019	11083	Playground inspection course on 23 May	180.00		
	01/04/2019	10617	2019-20 Membership of EALC	588.45		
Total E A L C				768.45		102760
EON						
	01/03/2019	H16E30E61D	Street light electricity	248.72		
	16/03/2019	H16F2AE46A	MUGA electricity March 2019	46.28		
	16/03/2019	H101B53FFC	Pavilion electricity March 2019	64.80		
Total EON				359.80		DD
Heather Read						
	31/03/2019		Asst Clerk's salary March 2019	357.18		
	31/03/2019		Asst Clerk's mileage March 2019	4.50		
Total Heather Read				361.68		102761
HM Revenue & Customs						
	20/03/2019		Tax and NI due Jan - March 2019	850.28		
Total HM Revenue & Customs				850.28		102762
R Chapman						
	31/03/2019		Unlocking toilets etc 4 - 31 March 2019	80.00		
Total R Chapman				80.00		102763
S P Barnard						
	01/04/2019		Village attendant March 2019	487.50		
Total S P Barnard				487.50		102764
TOTAL					6,710.39	
PLUS: Fisher Michael	03/04/2019		10 months salary administration	240.00		102765
Diane Smith	03/04/2019		Re-imbusement of cost of stone block from Safesite (Nature Area)	858.00		METRO 800009