

FELSTED PARISH COUNCIL

Minutes of the 1067th meeting held on 5 June 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Penny Learmonth, Alan Mackrill, Frances Marshall and Peter Rose,
7 members of the public were also present plus District Councillors Sandi Merifield and John Evans.
- 19/102 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Andy Bennett and John Moore, County Councillor Simon Walsh and Youth Representatives, James Austin, Peter Hipkin and Elliott Smith. Cllr Graham Harvey declared a prejudicial interest in the planning application for Limecroft at Molehill Green (see Item 119.3).
- 19/103 **Public Forum**
No matters were raised by the public.
- 19/104 **Minutes of Meeting 1066 held on 15 May 2019**
The Minutes were approved and were signed by the Chairman.
- 19/105 **Minutes of the Planning Committee meeting on 21 May 2019**
The Planning Committee Minutes were noted and would be formally approved at the next meeting of the Committee.
- 19/106 **Resignation of Cllr Chris Woodhouse**
Members noted the resignation of Cllr Chris Woodhouse on 23 May 2019. Cllr Woodhouse had been a long serving member of the Council, including as Chairman of the Planning Committee, and Members wished to record their thanks for all the work he had undertaken on behalf of the Council for many years. It was agreed that Chris Woodhouse would continue his involvement with the Crix Green and the Botelers Education Trusts as a non-Council member and that Cllr Frances Marshall would become a Council representative on both these Trusts. The appointment of bank signatories to replace Cllr Chris Woodhouse would be considered later in the meeting – see Item 19/111.8 below.
The Clerk had reported the resignation to UDC and been informed that the seat could be filled by immediate co-option because a nomination process exercise had only just been completed for the 2 May Local Elections. This would be considered at the next meeting.
- 19/107 **Co-option to fill vacant seat following local election on 2 May 2019**
It was proposed by Cllr Graham Harvey, seconded by Cllr Peter Rose and unanimously agreed to co-opt Roy Ramm to fill the vacant seat on the Council. The Chairman welcomed Cllr Roy Ramm to the Council and he took his seat and completed his Declaration of Acceptance of Office. It was agreed that Cllr Ramm would become a member of the PC Planning Committee.
- 19/108 **Matters arising from the May Council meeting**
108.1 Village Attendant works (Item 19/101.5) - The Clerk had spoken to the Village Attendant and had ascertained that he would site the Horse Society bench on the playing field but that he would suggest that a builder be employed to site the second bench in Braintree Road (near Sunnybrook Farm) as a greater level of construction work was involved. In future a local builder would be approached to undertake work of a constructional nature rather than the Village Attendant. The Chairman would provide details of a local builder to the Clerk.
108.2 Felsted Next Door (Item 19/97) – Cllr Andy Bennett had been monitoring this site and placing PC updates on it. A public post had suggested that more should be done by the Council to ensure dog owners ‘picked up’ after their pets. It was agreed that the Clerk would obtain further notices (possibly from UDC) to encourage owners to pick up dog poo. These would be sited at problem hotspots (including Sunnybrook Farm access track).

19/109 **County and District Councillor Reports**

109.1 County Councillor's Report – Members noted the June report which included: ECC Green Spaces Strategy Consultation, Yoga Unites Festival at Crossing Temple on 8 June, ECC Cabinet portfolio holders and ECC tips on waste disposal. Members noted that a Highways Engineer had recently carried out a site visit at the Hollow Road/Molehill Green junction to investigate the drainage problem.

109.2 District Councillor's Report – District Cllrs Sandi Merifield and John Evans provided a verbal report which included: the intention to a) replace the existing UDC Cabinet system next year, with an Executive, to provide a more open structure b) to instigate changes to the UDC Planning Committee meetings to make them more 'user friendly' for the public and c) to liaise more closely with ECC in the future. Members noted that the Annual Business Exhibition at Stansted Airport would take place on 20 June, the ExtraOrdinary meeting to discuss the Stansted Airport Planning Application Section 106 Agreement had been postponed from 3 to 28 June to enable further legal advice to be sought and that District Cllr Sandi Merifield had been elected Chair of UDC Planning Committee and Cllr John Evans had been elected onto the UDC Scrutiny Committee.

19/110 **Correspondence**

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

110.1 ECC Member led footway repair programme – It was agreed to ask County Cllr Simon Walsh to submit details of the footway outside the Doctor's surgery in Braintree Road to be considered for repair.

110.2 Salt Bag Partnership 2019 – Members agreed that no further supplies of salt were required at this time.

110.3 Zone of Influence for Hatfield Forest SSSI and NNR - Members noted that Felsted was included in the Zone of Influence.

110.4 Government fund to improve village hall facilities - Members noted the letter from Kemi Badenoch MP detailing this fund and agreed to pass the information on to the Memorial Hall Committee.

110.5 Abbeyfield 50th Anniversary Year Garden Party – The Chairman, Vice Chair and Clerk had been invited to this event. The Clerk had responded that she was not available, the Chairman was unlikely to be available but the Vice Chair would attend if possible.

19/111 **Finance**

111.1 Payments – The list of payments on page 7 were approved along with the cheque to Came and Company for £2397.26 (see Item 19/111.4 below)

111.2 Receipts – Members noted that £54 had been received in allotment rents.

111.3 Setting up Felsted Community Trust – Councillors had met Andrew East from Holmes and Hills immediately prior to the PC meeting. He had answered certain queries relating to the draft Trust document and members agreed to proceed on the basis of the Parish Council, as a body, being the Trustee which would result in all parish councillors automatically becoming trustees during their period of office. A management committee would be set up to cover the day to day running of the Trust and this committee would include both Councillors and residents.

111.4 Renewal of Insurance Policy (due 1 June 2019) – Members unanimously agreed to renew the Council's insurance policy at a cost of £2397.26 (Year 2 of a 3 year agreement with Inspire via Came and Co brokers). The query regarding Trustees Indemnity would be considered at the next meeting.

111.5 Consideration of Internal Audit Report for 2018-19 – Members noted the Internal Audit Report which had been submitted by Maurice Howard.

111.6 Approval of the 2018-19 Audit Annual Governance Statement - The Finance Committee had studied the accounts and Audit Return in detail at their meeting on 3 June 2019. It was proposed by Cllr Frances Marshall, seconded by Cllr Alan Mackrill and unanimously agreed to approve the Annual Governance Statement.

111.7 Approval of the 2018-19 Audit Annual Accounting Statements and Audit Return – It was proposed by Cllr Frances Marshall, seconded by Cllr Alan Mackrill and unanimously agreed to approve these documents. The necessary documents were signed by the Chairman and Clerk and these would be submitted to the External Auditors. It was agreed that the Public

Inspection of Accounts would take place between 17 June and 26 July 2019.

111.8 Electronic banking review / Replacement bank signatories - Members regularly viewed the position regarding the use of electronic banking. They noted that cheques were increasingly being replaced by the transfer of funds online and after some discussion it was agreed that the Clerk should investigate the practicalities of changing to internet banking payments. This would be considered further at the next meeting.

Following the resignation of Cllr Chris Woodhouse (see Item 19/106 above) it was agreed that Cllr Alan Mackrill would become a signatory on the Council's main account (Barclays) and Cllrs John Moore and Alan Mackrill would become signatories on the Nature Area account (Metro). Cllr Chris Woodhouse would be removed as a signatory on both accounts.

19/112 **Highway matters**

112.1 Road with no name – Cllrs Alan Mackrill and Alec Fox had contacted the residents of the 'road with no name' and reported that the majority of residents supported the naming of the road as Horseshoe Lane (1 resident abstained and 1 was away). The Clerk would accordingly submit an application to UDC.

112.2 Woodleys Car Park remedial works – Members noted that there had been a delay in obtaining the 2 alternative quotes. The Clerk and Chairman would arrange to meet the original contractor to discuss the matter further and this would be considered again at the next meeting.

112.3 Disabled access to footpaths - A response was awaited from ECC.

112.4 Bollards on edge of verge at Bannister Green (near Burnstie Road/ Road with no name junction) - It was agreed to meet Ted Anderson (Chairman/Clerk/Cllr Alan Mackrill) on site to consider options including filling holes within the verge and erecting bollards.

112.5 Potholes – It was agreed that the Clerk would report to ECC, one pothole adjacent to the grass triangle at Milch Hill and two potholes on the road from Hartford End to Littlely Green.

19/113 **Playing Fields**

113.1 Playbark – Members were pleased to note that the playbark top up would be delivered on 19 June and JCM Services would spread the playbark the following day. The Village Attendant would repair the wooden surround of the play area prior to the delivery.

113.2 Play equipment repairs – Members noted that Playdale had attended the play area and during the visit had tightened the zip wire and secured the handrail on the roundabout. They would be providing a quote for the remaining work including replacement of the zip wire seat and chain and 2 swing seats and repairs to the Loud Speaker and the wet pour edges. The Asst Clerk had met the Village Attendant at the Bannister Green play area and agreed repairs at that location including further work to the fencing surrounding the play area.

113.3 Playground Inspection Report 2019 - Members noted that the 2019 Playground Inspection Report had been received yesterday. No items required urgent attention but the full document would be considered once it had been studied in further detail.

19/114 **Felsted Nature Area**

114.1 Works update – The NAWG would meet on 13 June at 7.30pm but the Asst Clerk and Cllr Richard Freeman had already met Ruth Angrave from Essex Wildlife Trust to familiarise her with the site. EWT suggested that the annual cut should include removing the cut material so as not to perpetuate the docks and thistles. The Asst Clerk would obtain a quotation from JCM Services for this option, to be considered at the next NAWG meeting.

Peter Stonham would be removing the residual Willow branches shortly and had also asked to attend the next NAWG meeting.

114.2 Incursion - The heaps of earth near the sewage works had been used to create bunds to preclude any future incursion. Peter Stonham would therefore be asked to move the concrete block to the playing field car park for storage pending any future use. The NAWG would consider future access arrangements via the track off Station Road (on the bend) with regard to the existing oil drums or alternatives.

114.3 Opening a Deposit Account – This would be arranged shortly.

114.4 Valuation of Nature Area land - The Chairman had sought independent advice which recommended that the value of the Nature Area on the Council's Asset Register be increased to £120,000. Members accepted this recommendation and unanimously agreed to increase the value accordingly.

19/115 **Felsted Neighbourhood Plan**

Roy Ramm, Chairman of the Felsted NP Group, reported that the NP had finally been submitted to UDC (Regulation 15) on 13 May 2019. Receipt had been acknowledged by UDC but there appeared to have been a delay in them subsequently publishing it under Regulation 16, prior to it being examined by an Independent Inspector. This was frustrating because the planning appeal at Maranello, Watch House Green had been allowed during that period and the appeal for Clifford Smith Drive, also at Watch House Green, was due to be decided shortly. The delay in achieving Regulation 16 status was likely to have a significant impact on these appeal decisions.

19/116 **Chairman's Matters**

116.1 Construction of access across Frenches Green – Members noted that a few years ago a new access was created across Frenches Green to provide access to a paddock. The access was lined with wooden sleepers and a gravel surface laid. At the time the PC queried the legitimacy of the construction. An application to build a house on part of the paddock has now been received utilising this access track. It was agreed that the Clerk would contact ECC to confirm that Frenches Green is classified as Common Land, to clarify the ownership position of the Green and the roadways across it and to ascertain if permission is required to create a new access across Common Land.

19/117 **Youth Representative Matters - None**

19/118 **Clerk's Matters**

118.1 Assets of Community Value (ACV) – The Asst Clerk reported that the ACV applications for The Chequers and The Swan public houses were being considered by UDC. The application for the Felsted Memorial Hall was being progressed and would be submitted shortly.

118.2 Emergency Plan – The Asst Clerk would arrange a meeting for mid-September ideally on a Thursday evening. This would be considered further at the next meeting.

118.3 Purchase of tablets for Councillors to use at PC meetings – A response was awaited from UDC regarding the retention of the grant monies.

118.4 PC Open Morning on 1 June 2019 - Members agreed that the Open Morning had been very worthwhile with approximately 12 residents attending to discuss topics with Councillors. It was however agreed that future Open Mornings should run from 10-12noon.

118.5 Primary School Art Competition – Cllr Richard Freeman had booked the Memorial Hall for 10 August to hold the exhibition of the artworks and had also provided the Clerk with posters, advertising the competition, which would be erected nearer the date.

118.6 Market Cross – The Clerk would arrange a meeting of this Group.

118.7 UDC Community Project Grant – Members discussed making an application but concluded that there was insufficient time to obtain accurate costings for the proposed play equipment before the 26 June deadline. It was therefore agreed not to make an application on this occasion.

118.8 VE Day 75th Anniversary - Members agreed to support any village event arranged to commemorate this significant anniversary. The Chairman and Vice Chair would speak to the Memorial Hall and Felsted Village Events Committees to encourage them to start planning an event(s) and Cllr Alex Fox would speak to the Royal British Legion.

118.9 Vacancy for car park/toilet attendant - Possible interest in the unlocking duties had been received and the Clerk would follow this up. Cllr Alex Fox would contact the cleaner of the Memorial Hall to ascertain if they would be interested in taking on the toilet cleaning duties.

19/119 **Planning matters**

119.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

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.

Permission Granted 15 May 2019

UTT/18/2064/FUL The Swan Hotel Station Road Felsted

Section 73A retrospective application for change of use of existing cart shed to garden room.

Permission Granted 24 May 2019

UTT/19/0527/FUL Adj 1 Park Cottages Littley Park Lane Felsted.

Demolition of garage and erection of 1 no. detached dwelling

Permission Refused 31 May 2019 (*"The erection of a new dwelling at this site would represent development at an unsustainable location."*)

119.2 APPEAL DECISION SINCE PREVIOUS COUNCIL 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

Appeal Allowed 30 May 2019

119.3 APPLICATIONS TO BE CONSIDERED AT THE 18 JUNE PLANNING MEETING

UTT/19/1263/HHF Limecroft Mole Hill Green Felsted

Demolition of conservatory and erection of single storey side extension

[CLERK'S NOTE: Cllr Graham Harvey declared a prejudicial interest in this application]

UTT/19/1211/HHF Little Langtons Cock Green Felsted

Rear extension - part two storey, part single storey

UTT/19/0980/LB Kerrys Causeway End Road Felsted

To fit 3 no. chimney guards to top of chimney

19/120 **Local Plan updates**

120.1 Uttlesford – Members noted that Cllr Andy Bennett had registered to speak at the Local Plan hearing sessions (with specific respect to the West of Braintree Garden Community and Stansted Airport) which commence on 1 July 2019.

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

120.3 Chelmsford – The Inspectors decision is awaited.

19/121 **Urgent Matters and items for the next Agenda**

121.1 Stopping up Order for bridleway 101 at Willows Green – Solicitor's acting for the owners of the property had sent a letter questioning the Council's decision to object to the stopping up order for part of Bridleway 101 adjacent to 16 Evelyn Road. The Chairman had subsequently visited the site. Members discussed the application and their previous response and agreed (7 in favour, 1 abstention) to respond that they "were willing to withdraw the objection in this particular circumstance because of the time elapsed since the bridleway boundary was originally moved". They were however very concerned that this should not be seen as setting a precedent for other cases where bridleways and footpaths were claimed by neighbouring properties. The Chairman would speak to the owners of the property direct to inform them of this decision.

121.2 Problems in the Memorial Hall car park - An e-mail had been received from the Chair of the Memorial Hall Committee outlining recent problems with people parking at the rear of the Hall late at night and causing a disturbance. The suspicious behaviour could be drug related and Members therefore agreed that it should be reported to the Community Police Team and that Felsted School Security team should also be informed. The Memorial Hall Committee were advised to lock the access road to the rear of the Hall overnight and take the registration numbers of any vehicles involved in suspicious activity.

The meeting closed at 9.07 pm

Next Planning Committee meeting: Tuesday 18 June in the URC Hall at 7.30 pm
Next Council meeting: Wednesday 3 July in the URC Hall at 7.00 pm

..... (Chairman) 3 July 2019

Correspondence List – June 2019

1. UDC – Parish Forum on 1 July at 6pm - Community Led Housing workshop – 10 July at 7pm at Saffron Walden - Active Uttlesford funding opportunities Deadline 17 June
2. ECC – Highway Highlights newsletter – May 2019 - Member led footway repair programme - Salt Bag Partnership 2019 Deadline 23 July
3. EALC – Draft Strategic Plan Consultation 2019-24 – Comments invited - Update re Data Protection fees - Best Practise – Provision of Welcome Packs for new residents
4. Notification of Zone of Influence for Hatfield Forest SSSI and NNR
5. Letter from MP re Government fund to improve village hall facilities
6. Felsted Memorial Hall Hirers survey
7. Environment Agency Consultation on draft National Flood and Coastal Erosion Risk Management Strategy for England. Deadline 4 July
8. Uttlesford Community Travel AGM – Monk Street, Thaxted on 19 June at 2pm
9. Abbeyfield 50 th Anniversary Year Garden Party on 15 June
10. RCCE – Oyster magazine Spring 2019

Unpaid List – June 2019

	Date	Num	Memo	Open Balance	Cheque number
A J B Steel Products Ltd					
	20/05/2019	04761	Barrier at Nature Area	360.00	
Total A J B Steel Products Ltd				360.00	METRO 800012
B & H M Baker					
	02/06/2019	0722	Bedding plants for tubs	194.50	
Total B & H M Baker				194.50	102776
Currys plc					
	30/05/2019	030310	Printer inks (Q payable to DMB Smith)	99.98	
Total Currys plc				99.98	part 102778
D A Dempsey					
	02/06/2019		Fertiliser for tubs and new trough	50.99	
Total D A Dempsey				50.99	part 102777
D M B Smith					
	31/05/2019		Clerk's salary - May 2019	1,164.27	
	03/06/2019		Clerks expenses (24.79) and mileage (7.20) - M	31.99	
Total D M B Smith				1,196.26	part 102778
EON					
	16/05/2019	H102B4B845	Electricity for pavilion	18.76	
	16/05/2019	H172D3AA61	Electricity for MUGA	15.79	
Total E.ON				34.55	DD
Felsted Memorial Hall					
	03/06/2019		Hire of Hall - 10 August fro Art Competition	30.00	
Total Felsted Memorial Hall				30.00	102779
Felsted U R C					
	03/06/2019		Office rent Jan - June 2019	750.00	
Total Felsted U R C				750.00	102780
Giffords Recycling Ltd					
	03/06/2019		Playbark for play area	1,296.00	
Total Giffords Recycling Ltd				1,296.00	102781
Heather Read					
	31/05/2019		Asst Clerk salary - May 2019	366.43	
	03/06/2019		Asst Clerk mileage - May	4.50	
Total Heather Read				370.93	102782
JCM Services					
	03/06/2019	INV-0025	Grass cutting (£1750) and churchyard grass c	3,259.99	
Total JCM Services				3,259.99	102783
Playsafety Ltd					
	02/06/2019	41819	Play equipment inspection	362.40	
Total Playsafety Ltd				362.40	102784
R Chapman					
	03/06/2019		Unlocking toilets etc 6/5 to 2/6/19	100.00	
Total R Chapman				100.00	102785
S P Barnard					
	03/06/2019		Village Attendant - May 2019	637.50	
Total S P Barnard				637.50	102786
Wyvale Garden Centre					
	21/05/2019	5359	Fertiliser for tubs (Q payable to D Dempsey)	5.85	
	28/05/2019	5916	Compost for tubs (payable to D Dempsey)	97.20	
Total Wyvale Garden Centre				103.05	part 102777
TOTAL				8,846.15	