

FELSTED PARISH COUNCIL

Minutes of the 1069th meeting held on 7 August 2019 at 7:00 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Penny Learmonth, Frances Marshall, John Moore, Roy Ramm and Peter Rose,
9 members of the public were present plus District Councillors John Evans and Sandi Merifield.

19/141 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Alec Fox and Alan Mackrill, County Councillor Simon Walsh, Youth Representative Elliott Smith and Asst Clerk Heather Read. Youth Representatives James Austin, Peter Hipkin were not present but had not submitted apologies. There were no Declarations of Interest.

19/142 **Public Forum**

142.1 Passing Place in Jollyboys Lane North – An update was requested. The Clerk and the new Chairman of the Highways Committee would meet on site to agree the best position for the passing place. A quotation for the work had already been accepted – see Item 18/52.1.

19/143 **Minutes of Meeting 1068 held on 3 July 2019**

The Minutes were approved and were signed by the Chairman.

19/144 **Minutes of the Highways Committee on 10 July, the Finance Committee meeting on 15 July and the Planning Committee meeting on 16 July 2019**

The Highways, Finance and Planning Committee Minutes were noted and would be formally approved at the next meeting of the respective Committees.

19/145 **Matters arising from the July Council meeting**

145.1 Village Crest (Item 19/123.2) - The Clerk had been informed that the Uttlesford Highway Rangers did not have a record of the request to repaint the Village Crest. She would follow this up with the ULHP.

145.2 'Pick it up' dog poo notices (Item 19/126.2) – Members noted that 'Pick it Up' notices had been erected on FP15 and on the track to Sunnybrook Farm, both at Watch House Green. Further signs had been put up at Willows Green playing field where dog fouling had recently been reported.

145.3 Meeting with Felsted School Bursar – The Chairman and Vice Chair would meet the Bursar on 9 October at 4pm.

145.4 UALC AGM on 21 August (Item 19/128.4) – Cllr Andy Bennett confirmed that he would be attending this meeting.

145.5 Change in bank signatories (Item 19/129.4) - The Clerk confirmed that an application to amend the Barclays Community Account signatories had been submitted. Confirmation that the request had been actioned was awaited.

145.6 Tree Warden vacancy – No applications had yet been received for this vacancy so further local advertising (notice boards/ website/ Interface) would take place.

19/146 **County and District Councillor Reports**

146.1 County Councillor's Report – Members noted that the report was expected to be sent through next week. This would then be circulated by the Clerk. Members hoped that County Cllr Simon Walsh would be available to attend the next PC meeting as he had missed several recent meetings and his presence would be appreciated.

146.2 District Councillor's Report – District Cllr Sandi Merifield provided a verbal report which included: a) an update on the LP process b) the UDC declaration of a Climate and Ecological Emergency and their commitment to achieve 'net carbon status by 2030' c) County Library service – UDC welcomed the retention of all libraries but were concerned by the proposal to rely on volunteers to run many of them d) Youth Council integration – One position on the full council would be given to a Youth Member who would be encouraged to participate fully (albeit without voting rights) e) Planning Committee meetings trial – In order to make the meetings more user friendly, the time allocated for members of the public to address the Planning meetings would be extended to 5 minutes per speaker and the 10 permitted speakers would no

longer be restricted to 5 in favour and 5 against the application. Members of the public would also be invited to attend Planning Committee site visits. Parish Councillors welcomed these changes.

Cllr Evans confirmed that a written report would be submitted for future PC meetings.

19/147 **Correspondence**

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

147.1 Temporary closure of Station Road – Members noted the closure from 19 August for 14 days to replace a water main.

147.2 BT Consultation on removal of 30 public payphones including the one at Bartholomews Green – The Clerk would forward the paperwork to Cllr Andy Bennett for consideration, but Members raised no objection to this proposal. Members discussed the litter bin at this location which was regularly overflowing. It was agreed to ask UDC to empty it more frequently or if this was not possible the PC would consider providing a larger bin at this site.

147.3 Freedom of Information request for the number, size and ownership status of children's play areas in Felsted – Members noted that the Clerk had already provided the requested information as far as it was available.

147.4 NALC survey on the 2019 Local Elections – The Clerk had completed the survey and Members were encouraged to complete it on an individual basis.

147.5 Letter from Stratstone re Nature Area land – Members rejected this approach which encouraged the Council to consider development of the land for housing.

147.6 125th Anniversary of the founding of Parish Councils in 1894 – Having celebrated the Council's 1000th meeting in December 2013, Members did not plan to hold any events to mark this anniversary.

147.7 Request for funding from Volunteer Uttlesford – This would be considered by the Finance Committee when agreeing the 2020 Donation List.

19/148 **Finance**

148.1 Payments – The list of payments on page 8 were approved. Members noted that the Finance Committee expected PC expenditure to exceed income by £25,000 during 2019-20 as play equipment and other projects came to fruition. This would reduce the Council's current high level of reserves.

148.2 Receipts – Members noted that £60 had been received in allotment rents.

148.3 Setting up Felsted Community Trust – A final draft of the FCT document had been received from Holmes and Hills and it was noted that this had been submitted

to the Charity Commission for their initial consideration and comments prior to the official application being made.

148.4 Review of UDC members grant for 2018-19 – Members noted that UDC had agreed that the grant monies could be spent on an alternative technology project as the Chrome Book trial had resulted in the Council not pursuing that project. Members agreed to consider alternative suggestions at the next meeting.

148.5 Review of staffing arrangements – The Finance Committee had considered future staffing arrangements at their July meeting (see Item F19/16.1) as the Clerk had expressed a desire to reduce her contracted hours in advance of her likely retirement in October 2020. Members endorsed the Finance Committee recommendation to appoint a separate RFO and it was agreed that the RFO position would be advertised in the Autumn.

19/149 **Councillor vacancy**

Members noted that 2 residents had applied for the vacancy. It was agreed to arrange interviews of the applicants so that an appointment could be confirmed at the September PC meeting. The Chairman and Vice Chair would lead the interview panel.

19/150 **Highway matters**

150.1 Access across Frenches Green Common Land – There had been no further developments and this would therefore be considered again at the next meeting.

150.2 Woodleys Car Park remedial works – Members noted that a quotation had been received from Colne Contracts Ltd to undertake drainage works to alleviate the puddling problem. The Clerk and Chairman had met Ted Anderson on site to consider various remedial options. The contractor agreed to undertake further investigations and submit a quotation for

the most appropriate solution. Both quotations would be considered further at the next meeting.
150.3 Bollards on edge of verge at Bannister Green (Road with no name) – The Chairman and Ted Anderson had met on site to consider options and a quotation was awaited from the contractor.

150.4 Creation of wildflower areas on verge of Braintree Road – This matter had been discussed at the July Highways Committee meeting having been raised by a member of the public. The Highways Committee suggested that 2 blocks of wildflowers might be created on the wide grass verge between Mansard House and Buckcroft in Braintree Road. Members noted that some County and District Councils were creating wildflower areas on verges and that this could be very successful if managed properly. It was agreed to ask JCM Services to provide a quotation and advice regarding the preparation and sowing of a trial plot.

150.5 Installation of dog bin on Footpath 15 at Watch House Green – A resident had requested a dog bin on FP15 where it crossed the 'Private Lane' behind Watch House Farm. The Clerk and Cllr Penny Learmonth had visited the site and agreed a suitable location on this well used footpath. Members agreed that 2 dog bins should be purchased to save on delivery charges. One would be installed on FP15 and the second one would be stored until required.

150.6 Molehill Green Road parking problems – Members noted that Keleigh Lane was now managing the properties in Molehill Green Road. She had offered to meet the Council but it was agreed that there had been an improvement in the parking problem so Members concluded that a meeting was not necessary. Members discussed the possibility of placing posts along the verge opposite the properties and re-seeding it with wildflowers and grass in the autumn. This plan would be put to Regard.

19/151 **Playing Fields**

151.1 Play equipment repairs – Members noted that the Playdale repair work would take place in mid-August. A cheque for 50% of the cost had been approved earlier in the meeting (see Item 19/148.1).

A further quotation had been received from RTC Safety Surfaces to replace the rubber tiles under the swings next to the pavilion with black wetpour. It was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to accept the quotation at a cost of £2508. This work would be undertaken at the same time as the wet pour repairs approved at the last meeting.

Members noted that a stretch of the wooden edging surrounding the playpark had recently been broken. The Village attendant would be asked to carry out repairs.

151.2 Quotation to cut hedges around children's play area – Members considered a quotation from JCM Services to cut the hedges twice a year at a cost of £340 per cut plus a one-off cut at £400 to bring the hedges into the maintenance schedule. It was proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman and unanimously agreed to accept the quotation for a total of 4 cuts during 2019 and 2020 (total £1704 plus VAT).

151.3 Application to Land Registry for adverse possession - 43 Evelyn Road, Willows Green (adjacent to Willows Green playing field) – Prior to the meeting, several Members had visited the playing field to inspect the boundary line between the playing field and Mace Dell. It was agreed that the correct boundary line was clearly marked with a 6' high chain link fence between concrete posts which had been erected shortly after the playing field had been purchased by the Council in 1977. Members considered this application, which did not mention the chain link fence so it was not clear exactly what land was being claimed. Members agreed to object to the application and provide evidence of the correct boundary line for consideration by the Land Registry. It was also agreed to trim the hedge back to the boundary line as soon as practicable.

19/152 **Felsted Nature Area**

152.1 Works update – Members noted the many favourable comments received from residents regarding the wildflower area which looked superb. Consideration would be given to extending the wildflower area and planting additional wildflower 'blocks' around the site at the next NAWG meeting in September.

152.2 Opening Nature Area Deposit Account – A Premium account had been opened with Barclays Bank for the Nature Area 'deposit' monies. Signatories were confirmed as Cllrs Graham Harvey, John Moore and Alan Mackrill (any two to sign). A cheque had been approved for £64,000 earlier in the meeting (see Item 19/148.1) to transfer the funds from the Barclays

Community Account to the FPC Nature Area Account.

19/153 **Felsted Neighbourhood Plan**

Members noted that 15 representations had been received to the Felsted NP Regulation 16 Consultation which ended on 24 July 2019. The Plan had now been submitted to Chris Collison for an Independent Examination which had commenced on 1 August. The examiner had set out how the examination would be conducted in an official letter which had been published on the PC and NP websites. The PC had been invited to comment on the Regulation 16 representations by 15 August. The NPSG had studied the representations in detail and were in the process of drafting a response letter. The letter and relevant documents would be circulated to all Councillors for their approval prior to its submission to the examiner. Members noted that the examination should be completed towards the end of September 2019.

19/154 **Churchyard Working Group**

The WG had met last week and had agreed that a skip should be hired to remove the non-compostable element of the rubbish deposited at the rear of the churchyard.

A quotation had been received from JCM Services to raise the crowns (to 10 feet) of the double row of Lime Trees to the west of the Smylie Hall. It was proposed by Cllr Peter Rose, seconded by Cllr Roy Ramm and unanimously agreed to accept the quotation at a cost of £500 plus VAT. The WG had discussed at length the removal of the poor quality hedge fronting Braintree Road and its replacement with a low wall topped with either post and chain or ornate railings, both of which mirrored other boundary structures in the immediate vicinity. Only one access point would be created in the new wall. Members thanked David Dempsey for providing drawings of possible configurations. It was agreed to obtain advice and costings on the new wall from a local builder and the Churchyard WG would then meet again to consider the options. The Clerk would apply to UDC for permission to undertake the works to the Lime Trees and clarify the need to apply for permission for the new wall as both are in the Conservation Area.

19/155 **Chairman's Matters** - None

19/156 **Youth Representative Matters** – Members noted that two of the current Youth Representatives, James Austin and Peter Hipkin, would shortly be leaving Felsted to go to university. However the third Youth Representative, Elliott Smith, would continue at Felsted School for a further year and it was agreed that he should be invited to continue with the Youth Representative position on the Council. Members wished to record their thanks to all the Youth Representatives for their input and work during the last year.

19/157 **Clerk's Matters**

157.1 Market Cross meeting – The Clerk had contacted previous attendees and established their availability. It was agreed to meet in the URC Committee Room on Monday 2 September at 5pm to consider this project further.

157.2 VE Day 75th Anniversary – The Clerk had contacted the Chairman of the Felsted Events Committee. She had not yet received a direct response but understood that discussions were taking place regarding a possible event. The PC had previously suggested that they would commemorate the event by planting fruit trees in the Nature Area accompanied by a memorial plaque. It was agreed that the cost of the trees would be met from Nature Area funds but the plaque would be funded by the PC.

157.3 Appointment of a new car park/public convenience attendant - The Clerk reported that the new attendant had commenced his duties on 1 August. A draft Job Description for the post was considered and agreed in principal, subject to some amendments being incorporated. The revised document would be re-circulated to Councillors.

Members agreed to write to the outgoing attendant thanking him for all his work over the last few years which had been carried out to an exceptional standard.

19/158 **Planning Applications and Decisions**

158.1 DECISIONS SINCE PREVIOUS COUNCIL MEETING

UTT/19/1124/HHF **The Brook, Molehill Green**

Proposed extension and remodelling of house and extension of annexe

Permission Granted 28 June 2019

UTT/19/1369/HHF **White Oaks, Cock Green**

Replacement single storey side extension

Permission Granted 11 July 2019

UTT/19/1263/HHF **Limecroft, Molehill Green**

Demolition of conservatory and erection of single storey side extension

Permission Granted 1 July 2019

UTT/19/1211/HHF **Little Langtons, Cock Green**

Rear extension - Part two storey, part single storey

Permission Granted 1 July 2019

UTT/19/0770/FUL **Land Adj 15 Evelyn Road, Willows Green**

Erection of 1 Detached dwelling - Amended scheme

Permission Granted 9 July 2019

UTT/19/0752/FUL **Elms Farm, Bartholomew Green**

Conversion of ancillary residential outbuilding to 1 no. self-contained dwelling with garden and parking areas

Permission Granted 5 July 2019

UTT/19/0535/FUL **Felsted School, Braintree Road, Felsted**

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

Permission Granted 1 July 2019

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

Demolition of former Five Courts building

Permission Granted 1 July 2019

UTT/19/0253/HHF and UTT/19/0254/LB **Taylor's, Chelmsford Road, Felsted**

Erection of single storey rear extension and internal alterations

Permission Refused 12 July 2019 *"The extension would represent a poor design unsympathetic to the character of the heritage asset."*

UTT/19/0695/FUL **Andrews House, Braintree Road, Felsted**

Widening of existing dropped kerbs.

Permission Granted 18 July 2019

UTT/19/1119/HHF **Rosemary Cottage, Causeway End Road, Felsted**

Section 73 Retrospective application for Single storey rear extension

Permission Granted 12 July 2019

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

Fit 3 no. chimney guards to top of chimney

Permission Granted 18 July 2019

158.2 APPLICATION TO BE CONSIDERED AT THE 20 AUGUST PLANNING MEETING

UTT/19/1718/FUL **Pond Park Farm, Cock Green, Felsted**

Section 73A Retrospective application for amendments to planning application

UTT/13/2877/FUL - raising of ridge and eaves height by 400mm to building K, and installation of air-conditioning units in between buildings K and J (roofs to barns K and J to be clad in natural slate).

158.3 OTHER PLANNING MATTERS

a) Go Homes application for land to the south of Braintree Road, Felsted – Cllrs Richard Freeman and Roy Ramm attended the UDC Planning Committee meeting on 24 July and spoke against the application. The application was referred back to Planning Officers. This meeting highlighted a communications issue with respect to the many new Councillors at UDC who were unfamiliar with procedures and documents. The NPSG would be writing to all UDC Councillors requesting that they study the detail in the Felsted NP to enable them to fully understand the total picture, particularly in respect to commuted affordable housing, before considering future planning applications in Felsted.

b) Planning application for 150 houses off School Road, Rayne – Felsted PC had not been informed of this application because it fell within the Braintree District Council area. However all

larger vehicle movements to the site (including construction traffic) would need to travel via Bartholomew and Willows Greens in Felsted so the application would have a significant impact on communities within Felsted. The application would be considered at the next Planning Committee meeting and comments would be submitted to BDC by the 23 August deadline.

c) Stansted Airport planning application Section 106 agreement – This had been referred back to the UDC Planning Committee for further consideration. It was suggested that the Planning Committee needed to digest all the information and implications fully before re-considering this matter.

19/159 **Local Plan updates**

159.1 Uttlesford – Members noted that Cllr Andy Bennett had spoken at the Inspector’s Local Plan Hearings with respect to the West of Braintree Garden Community and Stansted Airport. The two LP Inspectors were now reviewing the information provided at the Hearings.

159.2 Braintree – BDC Cabinet had voted last week to undertake a final consultation prior to re-submitting their Plan to the Inspector. No consultation dates were yet available. Members noted that BDC had identified 98% of their future housing allocation numbers without the inclusion of any Garden Community sites.

159.3 Chelmsford – The Modifications Consultation was ongoing.

19/160 **Urgent Matters and items for the next Agenda**

160.1 Art Competition Exhibition on 10 August from 10.30 – 1pm – Members were reminded of this event. Judging of the entries would take place at 11.15am.

160.2 Highway problems – Members reported two broken drain covers which required urgent repair. One was situated near Taverners on Rayne Road, between Pyes Green and Crix Green and the second was on Braintree Road on the left hand side as you approach the roundabout at the top of the A120 slip road.

160.3 Discarded bags of cannabis – Members noted that 2 carrier bags of cannabis leaves had been found by a member of the public on the roadside verge near Hollow Road. These had been handed in to the Police.

The meeting closed at 9.02 pm

Next Planning Committee meeting: Tuesday 20 August in the URC Hall at 7.30 pm

Next Council meeting: Wednesday 4 September in the URC Hall at 7.00 pm

..... (Chairman) 4 September 2019

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	05/07/2019	33158	Repair street light at Garnetts Bungalow s, JBLN	175.20	
	19/07/2019	33173	Street light repair o/s 36 Chaffix	139.02	
Total A & J Lighting Solutions				314.22	102798
Command Pest Control Ltd					
	02/07/2019	793736	Rodent control at allotments	54.00	
Total Command Pest Control Ltd				54.00	102799
Currys plc					
	07/07/2019		Printer inks (Multi + 2 x black) - Q payable to DV	119.97	
Total Currys plc				119.97	Part 102800
D M B Smith					
	31/07/2019		Clerk's salary - July 2019	1,164.27	
	31/07/2019		Clerk's mileage (£24.30) and expenses (£31.00)	55.30	
Total D M B Smith				1,219.57	Part 102800
EON					
	02/07/2019	H1754C9DD6	Street lighting electricity	270.94	
	16/07/2019	H17619A548	MUGA electricity	19.45	
	16/07/2019	H10381CC44	Pavilion electricity	19.44	
Total EON				309.83	DD
Edge IT Systems Ltd					
	08/07/2019	33682	Advantage Planning service Sept 2019-20	170.40	
Total Edge IT Systems Ltd				170.40	102801
Heather Read					
	31/07/2019		Asst Clerk salary - July 2019	366.43	
	31/07/2019		Asst Clerk mileage - July 2019	4.50	
Total Heather Read				370.93	102802
HM Revenue & Customs					
	05/08/2019		Underpayment due to HMRC for 2018-19 (Emplo	701.85	102803
	05/08/2019		Underpayment due to HMRC April- June 2019 (E	231.42	102804
Total HM Revenue & Customs				933.27	
JCM Services					
	09/07/2019	INV-0076	Laying playbark at childrens play area	576.00	102805
	13/07/2019	INV-0077	Footpath cutting w ithin Nature Area	240.00	METRO 800013
Total JCM Services				816.00	
Playdale Playgrounds Ltd					
	19/07/2019		50% deposit for play equipment repairs	1,085.92	
Total Playdale Playgrounds Ltd				1,085.92	102806
R Chapman					
	31/07/2019		Unlocking toilets etc from 2- 31 July 2019 (final	90.00	
Total R Chapman				90.00	102807
S P Barnard					
	05/08/2019		Village Attendant - July 2019	700.00	
Total S P Barnard				700.00	102808
Uttlesford District Council (as supplier)					
	31/07/2019	71998	Uncontested Parish Election expenses (2 May 2	115.35	
Total Uttlesford District Council (as supplier)				115.35	102809
TOTAL				6,299.46	
PLUS: Richard Freeman	06/08/2019		Art competition prizes from The Works	180.00	102810
FPC Nature Area account (Barclays)	07/08/2019		Transfer of 'deposit' monies into new Premium account at Barclays	64,000.00	102811