

## FELSTED PARISH COUNCIL

### Minutes of the 1070th meeting held on 4 September 2019 at 7:00 pm in the URC Hall.

**Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Penny Learmonth, Alan Mackrill, Frances Marshall, John Moore, and Peter Rose.  
5 members of the public were also present.

19/161 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Richard Freeman and Roy Ramm, County Councillor Simon Walsh, District Councillors John Evans and Sandi Merifield and Youth Representative Elliott Smith. There were no Declarations of Interest.

19/162 **Public Forum**

**162.1 Go Homes planning application for land south of Braintree Road, Felsted (former Catesby site)** – Members of the public wished to thank Cllrs Richard Freeman and Roy Ramm who had recently attended a meeting of the UDC Planning Committee and had spoken, on behalf of the PC and NPSG, very effectively against the above planning application.

**162.2 Almshouses parking area** - Members attention was drawn to the need to re-paint the parking area markings outside the almshouses and also trim back overhanging trees to maintain ambulance access. It was agreed that the village attendant would undertake this work.

**162.3 Trimming hedges and trees** – It was noted that the fruit trees at the western end of the allotments would be pruned and trimmed in the autumn and that the shrubs around the Children’s Play Area would be trimmed on 19 September.

**162.4 Interface article on Nature Area** – It was suggested that the Nature Area was becoming a real asset to the village and it should be publicised in Interface. Members agreed that the Asst Clerk would compose an article for the October issue of Interface. It was also suggested that the Council should extend their articles in Interface to 2 pages, but with the future of the magazine undecided it was agreed not to pursue this suggestion at this time.

**162.5 Pollution records** – Members were asked if any details were available of pollution levels (from traffic/aircraft) in the village. Councillors were not aware of any such testing or records but suggested that UDC be consulted.

19/163 **Minutes of Meeting 1069 held on 7 August 2019**

The Minutes were approved and were signed by the Chairman.

19/164 **Minutes of the Planning Committee meeting on 20 August 2019**

The Planning Committee Minutes were noted and would be formally approved at the next meeting of the Committee.

19/165 **Matters arising from the August Council meeting**

**165.1 Passing Place in Jollyboys Lane North (Item 19/142.1)** – The Clerk and Cllr Richard Freeman had met and identified the best position for the passing place (immediately to the north of Footpath 48, adjacent to Abbeyfield). The Clerk had subsequently notified Abbeyfield and their comments were awaited.

**165.2 UALC AGM on 21 August (Item 19/145.4)** – Cllr Andy Bennett had attended this meeting and reported that there were only 7 other attendees. The UALC had rather ‘lost it way’ and no subscriptions had been collected last year because of administrative problems. The subscriptions for 2019-20 would only be £5 instead of £25 for the same reason. Former UDC Councillor Artus would represent UALC at future STAC meetings (Stansted Airport).

**165.3 Appointment of a separate RFO (Item 19/148.5)** – It was agreed to commence advertising the new position of RFO.

**165.4 Installation of dog bin on Footpath 15 at Watch House Green (Item 19/150.5)** – Members noted that the 2 new dog bins would be delivered on 10 September. One would be installed at this location shortly afterwards.

**165.5 Application to Land Registry for adverse possession – 43 Evelyn Road, Willows Green (Item 19/151.3)** - Members were disappointed to note that the Land Registry had assessed that their objection to the application was “groundless”. However further documents

and plans provided with this judgement had clarified the precise area of land in dispute and Members concluded that no further action was therefore appropriate.

19/166 **County and District Councillor Reports**

**166.1 County Councillor's Report** – Members noted that the County Councillor's report was expected to be sent through next week. This would then be circulated by the Clerk

**166.2 District Councillor's Report** – The District Councillors written report included: a) the Scrutiny Committee's review of Section 106 obligations and a comparison with the alternative Community Infrastructure Levy system. The PC would be consulted during this process. b) the first Ward Surgery on 2 October at 6pm c) the availability of UDC Members Grant funds – applications invited and d) updates on the Local Plan process and the planning appeal for the Gladman site at Station Road, Felsted for 240 houses.

19/167 **Correspondence**

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

**167.1 Revised 'road closure' application process** – Members noted that applications to close roads for events (carnival/street party etc) could now be submitted to UDC online.

**167.2 EALC Legal update for September 2019** – Members noted the guidance relating to residents with disabilities attending meetings and requiring assistance in accordance with The Equality Act 2010.

19/168 **Finance**

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

**168.2 Receipts** – Members noted that £30 had been received in allotment rents.

**168.3 Setting up Felsted Community Trust** – Members noted that the Charity Commission were not in a position to comment on the FCT document prior to an official application being submitted online. Members therefore officially agreed the FCT document and it was signed by the Chairman and Vice Chair and witnessed by the Clerk. The signed copy would be returned to Holmes and Hills for onward submission to the Charity Commissioners.

**168.4 Review of UDC members grant for 2018-19** – Members agreed to obtain costings for the purchase of an additional computer for the new RFO and for a lighter weight projector screen. This would be considered again at the next meeting.

**168.5 Bank account signatories** – Members noted that Barclays Bank had confirmed the revised signatories on the Community Account. New signatories for the Metro Bank Nature Area account had still to be confirmed.

19/169 **Councillor vacancy**

Members noted that 2 residents had applied for the vacancy. One candidate had been interviewed but the second candidate was currently abroad and would not be available for interview until early October. It was important to agree the appointment as soon as possible and it was proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox and unanimously agreed to appoint Joyce Stoddart to fill the vacant Councillor post. The second candidate would be invited to apply again for any future vacancies.

19/170 **Highway matters**

**170.1 Access across Frenches Green Common Land** – This would be considered further at the next meeting.

**170.2 Woodleys Car Park remedial works** – Members considered quotes from Ted Anderson and Colne Contracts Ltd to undertake drainage works to alleviate the puddling problem in the car park. It was proposed by Cllr Andy Bennett, seconded by Cllr Alan Mackrill and unanimously agreed to accept the quote from Ted Anderson at £1222 plus VAT (as a gesture of goodwill this quote just covered the contractor's costs). It was agreed that the contractor would also be asked to fill the holes on the junction of the car park and Station Road. These potholes would however still be reported to ECC Highways.

**170.3 Potholes on edge of verge at Bannister Green (Road with no name)** – A quotation had been received from Ted Anderson to fill the potholes and install bollards but further investigations had concluded that the verge in question was not part of Bannister Green itself and so responsibility for its maintenance would fall to ECC Highways. The problem would therefore be reported to Highways for their assessment.

**170.4 Creation of trial wildflower block on verge of Braintree Road** – The Clerk had met

JCM Services on site and been advised that one long wildflower block (approximately 30m x 2-3m) would be most appropriate on the wide grass verge between Mansard House and Buckcroft in Braintree Road. The site sloped which would showcase the wildflowers. The grass would need to be removed and the soil tilled prior to setting wildflower seed and bulbs and ongoing management would then be required. The initial cost was likely to be in the region of £600. It was proposed by Cllr Andy Bennett, seconded by Cllr Penny Learmonth and agreed (with one abstention) to go ahead with this trial wildflower block. JCM Services would provide a detailed quotation for consideration at the next meeting. It was suggested that the Council could apply for a UDC Members Grant to cover the cost of this project.

19/171 **Playing Fields**

**171.1 Play equipment repairs** – Members noted that the Playdale repair work had now been completed and the wetpour works by RTC would be undertaken in mid to late September. A further quotation was being sought from Playdale to repair/replace the wooden edging around the playbark area as the rot was more extensive than originally thought. Playdale would also be asked to quote for repairs to the MUGA surface and replacement goal areas and hoops within the MUGA, which were identified as requiring action in the latest Playground Inspection Report.

**171.2 Quotation to cut hedges around children’s play area** – Members noted that the hedges around the Children’s Play Area, plus those around the perimeter of the main playing field, along the front of Willows Green playing field and around the allotments would all be cut on 19 September. The Clerk also clarified that only one cut would actually be undertaken of the Play Area hedges this year (at £400) but in 2020 two cuts (at £340 each) would be completed (see Item 19/151.2 of August PC Minutes).

19/172 **Felsted Nature Area**

**172.1 Works update** – Members of the Working Group had met the Barn Owl Trust and identified suitable sites for Barn Owl boxes. This project would be discussed fully at the next meeting of the NAWG on 12 September.

19/173 **Felsted Neighbourhood Plan**

Members noted that the Independent Examiner had requested clarification from FPC and UDC on a number of matters within the draft NP. The NPSG would meet early next week to consider the queries in detail and, in conjunction with their advisors and UDC, a response would be submitted to the Inspector by the 17 September deadline.

19/174 **Churchyard Working Group**

The Clerk had contacted UDC to establish what permissions were required for the works on the Lime Trees and the replacement churchyard boundary wall adjacent to Braintree Road. She had also contacted a local builder and would meet him on site shortly to obtain a quotation for the construction of the proposed new boundary wall.

19/175 **Review of Allotment Tenancy conditions**

Members reviewed the terms of the Allotment Tenancy Agreement and noted that 3 plots, or part plots, were currently planted with conifer trees and a fourth plot had a variety of fruit and non fruit tree species many of which exceeded the 6 foot maximum height detailed in the Tenancy Agreement (paragraph 7(h) refers). Prior permission had not been sought for any of these trees. Allotment holders were not permitted to sell any produce from their allotments so the purpose of growing the conifer trees was unknown. Members concluded that the potential problem of clearing the specified plots of trees, should they be vacated by the current tenants, meant that they did not consider this to be an appropriate use for the allotments within the terms of the Tenancy Agreement. It was therefore agreed to serve notice on the relevant allotment holders to remove the trees in question by the end of the year.

19/176 **176.1 Chairman’s Matters**

**Noise problems from Chelmsford City Racecourse** - The Chairman had contacted CCC direct to complain about excessive noise from the racecourse during the recent “Love Festival” which was held over a whole weekend and included 5 music stages on site. The previous “Clock Stock Festival” was also very noisy and in addition the organisers appeared to have failed to apply for a road closure order although the closure was in place. Lewis Mold from CCC had agreed to meet the Chairman to discuss the problems and it was agreed that the Clerk would contact the Clerks of Great Leighs and Great Notley Parish Council’s to establish if those

Council's had also received complaints and wished to attend the meeting. Cllr Andy Bennett would also attend the meeting. The current Racecourse license enables events to take place up to 1 a.m. but if a nuisance is being created the terms can be reviewed.

**176.2 Youth Representative Matters** – None.

19/177

**Clerk's Matters**

**177.1 Emergency Planning meeting** – The Emergency Plan Working Group would meet on 26 September to take this project forward.

**177.2 Market Cross meeting** – The Market Cross Working Group (MCWG) had met on 2 September and considered options for displaying the 'Market Cross' stone to the public. Before any decisions could be taken it was agreed to obtain expert practical advice and the Clerk agreed to contact Vince Tourle from the Gallagher Group who had been recommended to the MCWG. The stone was currently protected from the weather on Felsted School premises to preserve its integrity. Responsibility for the stone had been discussed by the MCWG and Councillors agreed that the PC had a duty to preserve the history of Felsted and this should include the Market Cross stone. The MCWG would meet again once the expert advice had been received.

**177.3 Assets of Community Value** – Members were pleased to note that Felsted Memorial Hall had been approved as an ACV by UDC. Felsted now had a total of 8 sites/buildings protected by ACV listing. Members noted that the approval for the 4 playing fields and the allotment site expire in 2020 and it will be necessary to re-apply to UDC to maintain the ACV protection.

**177.4 Car park/public convenience attendant** – Members noted that Steve Allan had resigned from this position after 2 weeks on 18 August. In the circumstances, the Clerk had approached Ron Chapman who had agreed to resume the role from 19 August 2019. Mr Chapman's health had improved significantly since his original resignation and he was now in a position to undertake the work again. Members agreed that Mr Chapman would be remunerated at £25 per week going forward, to reflect the previously agreed increase in rate for the role.

**177.5 Tree Warden applications** - Two applications had been received for this voluntary role. Members conducted a written vote and, having received the majority of the votes, it was agreed that Stephen Easom should be appointed to the position. The other candidate would be thanked for their interest.

**177.6 Training courses** – It was agreed that the Asst Clerk should attend the next Cilca course and that new Councillors Penny Learmonth, Alec Fox, Roy Ramm and Joyce Stoddart should attend the New Councillor courses on 15 and 22 October if available. The bespoke training session for all Councillors would be put 'on hold' for the time being.

**177.7 VE Day 75<sup>th</sup> Anniversary** – Members noted that the Memorial Hall Committee and the Royal British Legion planned to hold a themed Dinner Dance to mark this anniversary. An afternoon tea for the elderly had also been suggested (to include music and school children serving the tea to bridge the generations). This would be considered again at the next meeting.

Members noted that Felsted Events Committee planned to hold a 'carnival style event' in July 2020 to coincide with the 900<sup>th</sup> Anniversary of Holy Cross Church. Other events would also be held in the church throughout the year to mark the anniversary.

19/178

**Planning Applications and Decisions**

**178.1 DECISIONS SINCE PREVIOUS COUNCIL MEETING**

**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  
Permission Granted 25 July 2019

**UTT/19/1366/FUL 1 Park Cottages Littley Park Lane Felsted**

Demolition of garage and erection of 1 no. detached dwelling with new vehicular access.  
Permission Refused 25 July 2019 "*unsustainable location, not within a settlement or other site boundary*"

**UTT/19/1362/HHF Littledown Watch House Green**

Single storey rear extension, loft conversion with rear facing dormers and construction of new single storey front entrance extension. Permission Granted 26 July 2019

**UTT/19/1284/HHF Pine House Chelmsford Road**

Two storey front and part single and part two storey rear extension including conversion of garage. Permission Granted 26 July 2019

**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. Permission Refused 26 July 2019 *"The introduction of a new dwelling at this site would cause environmental harm"*

**UTT/19/0027/OP Farm Yard South Of Causeway End Road**

Outline application with all matters reserved except for access for the demolition of existing farm buildings, construction of 4 no. residential dwellings. Permission Granted 26 July 2019

**UTT/18/2960/FUL Land To The West Of Chelmsford Road**

Erection of 23 no. dwellings together with internal roads and open play space Permission Refused 31 July 2019 *"would create undesirable urbanised extension of this linear hamlet into open countryside."*

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

Outline application with all matters reserved for 3 no. dwellings

Permission Refused 1 August 2019 *"The introduction of three new dwellings at this site would cause environmental harm.....It has not been adequately demonstrated that safe and suitable access to the site can be achieved..... There is no mechanism within the application to mitigate the impacts of the development on the Blackwater Estuary Special Protection Area and RAMSAR."*

**UTT/19/0742/FUL Weston, Bannister Green**

Demolition of existing bungalow and erection of 4 no. detached dwellings and associated works including landscaping, parking areas and creation of 2 no. vehicular accesses

Permission Refused 14 August 2019 *"The quantum of development, namely four dwellings, results in an unsatisfactory layout and scale of development that would over dominate this prominent edge of settlement setting"*

**UTT/19/1288/FUL Land Adjacent to Cemetery (Gransmore Meadow) Chelmsford Road**

Erection of 2 no. single storey bungalows, associated garaging and parking area to serve adjacent cemetery. Permission Refused 20 August 2019 *"...a sensitive location due to its contribution to the distinction between two settlements, would result in significant harm."*

**UTT/19/1559/LB Five Corners Chelmsford Road**

Replacement of front sash windows and attic side window. Permission Granted 23 August 2019

**UTT/19/1058/HHF Terleys, Mole Hill Green**

Reinstatement of historic doorway. Permission Granted 22 August 2019

**UTT/19/1059/LB Terleys, Mole Hill Green**

Blocking up existing front door and reinstatement of historic doorway.

Permission Granted 22 August 2019

**UTT/19/1285/PIP Land At Watch House Green**

Application for permission in principle for the erection of between 3 and 4 dwellings

Permission Granted 29 August 2019

**178.2 APPLICATIONS TO BE CONSIDERED AT 17 SEPTEMBER PLANNING MEETING**

None notified as yet.

**178.3 OTHER PLANNING MATTERS**

**a) Go Homes application for land to the south of Braintree Road, Felsted** – This application had been submitted for appeal

**b) Planning application for 150 houses off School Road, Rayne** – The PC had objected to this application which is just inside the BDC boundary adjacent to Felsted Parish.

**c) Land adj to Clifford Smith Drive** – The original application had been approved for 30 houses by the appeal inspector. A revised application for 41 houses on the site had just been submitted to UDC.

19/179 **Local Plan updates**

**179.1 Uttlesford** – The LP Inspectors had suggested a large number of very detailed amendments to the LP. Cllr Andy Bennett had re-iterated the PC's position regarding Stansted Airport.

**179.2 Braintree** – A technical consultation was underway. Cllr Andy Bennett was studying the documentation prior to submitting comments before the 20 September deadline. The Joint Councils Group had been resurrected to fight the West of Braintree Garden

Community proposal. They had met 2 weeks ago and, along with CAUSE, they were providing very active resistance to the WoB proposals. A 'drop in' display detailing the proposals was being held at Great Saling Hall on various dates up to 25 September and the public were urged to attend. It was suggested that further funding would be required for consultants to undertake further work in fighting the proposals but it was agreed to make no decision in that regard at the present time.

**179.3 Chelmsford** – The 'green buffers' on the site near the Great Leighs racecourse had been confirmed but members noted that the 1000 houses proposed would still be very close to the settlement of Willows Green.

19/180

**Urgent Matters and items for the next Agenda**

**180.1 Flitch Way problem** – Members noted that vehicles had been accessing The Flitch Way near Rayne and had caused considerable damage and disruption. Rayne PC had taken action to prevent a recurrence of the problem.

**180.2 Superfast Broadband** – Members noted that County Broadband had again contacted residents in the Bartholomew Green/Molehill Green area of the village offering initial discounts on their broadband service.

**180.3 Felsted Memorial Hall car park** – Problems with disturbance at night in the car park was ongoing so the Memorial Hall Committee had agreed that the car park would be closed overnight to all vehicles in future.

The meeting closed at 9.21 pm

**Next Planning Committee meeting: Tuesday 17 September in the URC Hall at 7.30 pm**

**Next Council meeting: Wednesday 2 October in the URC Hall at 7.00 pm**

..... (Chairman) 2 October 2019

**Correspondence List – September 2019**

1.	UDC – Review of Polling Districts and Places 2019 - Revised 'Road closure' application process – now online	Deadline 7 October
2.	ECC – Temporary road closure – A120 Stansted to Braintree – Overnight closures from 12 August for 5 weeks (line marking and pavement surveys) - Annual Plan for ECC Highways 2019-20	
3.	EALC – AGM (am) and ECC/EALC Joint Conference (pm) on 19 September - County Update – July 2019 - Legal Update – August and September 2019	
4.	RCCE – Essex Warbler – August 2019	
5.	Superfast Essex – Gigaclear Phase 3 works – Change to timetable because of unanticipated engineering challenges	
6.	CPRE – Countryside Voice – Summer 2019 - Field Work newsletter – Summer 2019	

# Unpaid List – September 2019

	Date	Num	Memo	Open Balance	Cheque number
<b>Affinity Water(formerly Veolia)</b>					
	30/07/2019		Allotment water supply	192.58	
	09/08/2019	78	Allotment water supply (Stn Road supply)	250.44	
Total Affinity Water(formerly Veolia)				443.02	DD
<b>Andy Bennett</b>					
	27/08/2019		Mileage 17/7 and 21/8/19 - 90 mls total	40.50	
Total Andy Bennett				40.50	102812
<b>Buzz Supplies Ltd</b>					
	19/08/2019	111614	Toilet rolls and new soap dispenser and 2 toilet rol	96.86	
Total Buzz Supplies Ltd				96.86	102813
<b>Currys plc</b>					
	28/08/2019		Printer inks x4 (Q payable to D Smith)	199.96	
Total Currys plc				199.96	part 102814
<b>DM B Smith</b>					
	31/08/2019		Clerk's salary - August 2019	1,164.27	
	02/09/2019		Clerk's mileage (£8.10) & expenses (£95.75)	103.85	
Total DMB Smith				1,268.12	part 102814
<b>EON</b>					
	01/08/2019	H176FB14FF	Street light electricity	279.97	
	22/08/2019	H104080EF8	Electricity for pavilion	25.13	
	22/08/2019	H178144FBE	Electricity for MUJA	29.17	
Total EON				334.27	DD
<b>Felsted Memorial Hall</b>					
	02/09/2019		Hire for Allotment AGM on 16/10/19	12.00	
Total Felsted Memorial Hall				12.00	102815
<b>Heather Read</b>					
	31/08/2019		Asst clerk's salary - August 2019	366.43	
	31/08/2019		Asst Clerk's mileage - August 2019	4.50	
Total Heather Read				370.93	102816
<b>JCM Services</b>					
	11/08/2019	INV-0126	Parish Grass cutting	2,100.00	
	11/08/2019	INV-0127	Churchyard grass cutting	1,159.94	
	20/08/2019	INV-0133	Churchyard - surface spraying	60.00	
	20/08/2019	INV-0132	Grass cutting areas - surface spraying	60.00	
Total JCM Services				3,379.94	102817
<b>OfficeTeam Ltd</b>					
	19/08/2019	IQ113332	Copier paper	57.62	
Total OfficeTeam Ltd				57.62	102818
<b>Playdale Playgrounds Ltd</b>					
	22/08/2019	36800	Balance of invoice due - Play equipment repairs	1,085.91	
Total Playdale Playgrounds Ltd				1,085.91	102819
<b>R Chapman</b>					
	31/08/2019		Unlocking toilets etc 19 August to 1 Sept 2019	50.00	
Total R Chapman				50.00	102820
<b>Richard Freeman</b>					
	12/08/2019		Additional Art competition prize (joint Prize winners	20.00	
Total Richard Freeman				20.00	102821
<b>S P Barnard</b>					
	31/08/2019		Village attendant - August 2019	525.00	
Total S P Barnard				525.00	102822
<b>Steve Allan</b>					
	31/08/2019		Unlocking car park and toilets 1-18 August 2109	60.00	
Total Steve Allan				60.00	102823
<b>Videcom Security Ltd</b>					
	12/08/2019	36252	Annual maintenance contract for CCTV Sept 2019	456.00	
Total Videcom Security Ltd				456.00	102824
<b>TOTAL</b>				<b>8,400.13</b>	
PLUS: JCM Services	03/09/2019		Cutting paths at Nature Area	240.00	METRO 800014