

FELSTED PARISH COUNCIL

Minutes of the 1073rd meeting held on 4 December 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Alan Mackrill, John Moore, Roy Ramm and Joyce Stoddart. District Councillor Sandi Merifield and Youth Representative Elliott Smith were also present along with 4 members of the public.
- 19/220 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Frances Marshall and Peter Rose, County Councillor Simon Walsh and District Councillor John Evans. There were no Declarations of Interest.
- 19/221 **Public Forum**
221.1 Replacement churchyard boundary wall – It was suggested that a professional plan should be commissioned to ensure that the final works are completed to the Council's specification. (see Item 19/236.3 below).
221.2 Lighting of the Beacon – It was noted that the event went well but see Item 19/224.6 below for more details.
- 19/222 **Minutes of Meeting 1072 held on 6 November 2019**
The Minutes were approved and were signed by the Chairman.
- 19/223 **Minutes of the Finance Committee meeting on 20 November and the Planning Committee meeting on 19 November 2019**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees. The Minutes of the Highways Committee meeting on 13 November would be noted at the next meeting.
- 19/224 **Matters arising from the November Council meeting**
224.1 Replacement tree at playing field (Item 19/204.1) – Members were pleased to note that the replacement tree had been delivered and planted at the playing field the previous day.
224.2 County Broadband supply poles (Item 19/204.2) – UDC had opened an Enforcement case on the erection of the additional supply poles by County Broadband but a further update was awaited.
224.3 Parish magazine (Item 19/204.5) – The Clerk had been contacted by 3 people who were potentially interested in editing a Parish Magazine. Other volunteers were willing to undertake other roles. The last issue of Interface had been produced and it was understood that the Church were no longer wishing to produce a magazine. It was therefore agreed to set up a Parish Magazine Working Group to consider the costs and logistics involved in producing a Parish magazine including its frequency of publication, format, circulation (free to every house or subscription), advertising and delivery mechanism. The Working Group would consist of Cllrs Graham Harvey, Roy Ramm and Richard Freeman. They would meet in January, liaise with interested parties, and report back to the February PC meeting.
224.4 Asst Clerk's laptop warranty (Item 19/206.5) – The Clerk confirmed that the warranty had been extended for a further year.
224.5 Review of UDC Members Grant for 2018-19 (Item 19/207.4) – It was unanimously agreed to also purchase a printer and printer inks for the Asst Clerk out of the grant funds.
224.6 Remembrance Day Lighting of the Beacon (Item 19/216.5) – The Beacon lighting ceremony had been very successful, although it had taken several attempts by the Chairman to actually light the beacon itself. Temporary lighting and safety fencing had been provided this year which had improved access arrangements. Members wished to record their thanks to Felsted School for their significant contribution to the ceremony and to David Dempsey and George Bellingham-Smith for their work preparing the beacon and erecting the safety fencing.
224.7 Donation to Joint Councils campaign against West of Braintree Garden Community (Item 19/218.2) – Cllr Andy Bennett explained that the Joint Parishes Group had engaged 2 experts to represent them during the next stage of Examiners Hearings starting 16 January 2020. It was proposed by Cllr Andy Bennett, seconded by Cllr Penny Learmonth and

agreed (7 in favour, 1 against) to make a donation of £750 towards the consultant's costs once invoices were available. Cllr Andy Bennett would notify the Joint Parishes Group accordingly.

224.8 New Councillor Training courses – The four Councillors who had attended these courses all considered that they had been run very professionally and had provided them with a real insight into the role of the Parish Council and its Members. The interaction between attendees had also been very productive. The Clerk would circulate details of an EALC course covering Planning matters on 1 February and Members would contact the Clerk if they wished to attend.

19/225 **County and District Councillor Reports**

225.1 County Councillor's Report – Members noted the Mid November Report from County Cllr Simon Walsh. [CLERK'S NOTE: The December County Councillors Report was received on 9 December and was circulated to Members]

225.2 District Councillor's Report – The District Councillors written report included their congratulations on the publishing of the Felsted NP, the delay in receiving the Inspectors Report on the LP because of the General Election (purdah), a resume of Health and Wellbeing support available from UDC and the Christmas Tree recycling service which will be at Bannister Green on Saturday 11 January 2020 from 11.30 to 12.30pm.

19/226 **Correspondence**

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

226.1 EALC – Appointment of Charlene Slade as CEO from 1 April 2020 – The Clerk had congratulated Charlene Slade on this appointment. It was agreed to send a letter of thanks to retiring CEO Joy Darby prior to her departure.

226.2 Request to hire playing field for private reunion – It was agreed that it would not be practical to hire the playing field for exclusive use but people were welcome to use the facilities at the same time as members of the general public.

19/227 **Finance**

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

227.2 Receipts – Members noted the following receipt - Allotment rent £2.00

227.3 Setting up Felsted Community Trust – The Clerk had chased Holmes and Hills but a response was still awaited from the Charity Commission.

227.4 Funding request for Crix Green Mission Hall extension works - Cllr Graham Harvey confirmed that 3 quotes had now been received for the extension works by the Crix Green Mission Trust. These ranged from £88,000 to £97,000. The Finance Committee had considered the proposed expenditure for 2020-21 at their recent meeting and had concluded that if funds were provided for the Crix Green Mission as previously requested, this would result in PC funds dropping significantly below the reserve levels recommended by the External Auditors (i.e. year end reserves at least equal to annual precept figure). As this was a non-urgent, long term project it was agreed to postpone making a final decision on the funding until next year. The quotes obtained to date would be made available at the February 2020 Finance Committee meeting along with details of current income to the Trust and projections for future income if the extension was built. Alternative sources of funding for the project would also be considered at this time.

227.5 Initial consideration of Precept for 2020-21 – The Finance Committee had considered a draft budget for 2020-21 at their meeting on 20 November and recommended that the Council should increase the Precept for next year. The Precept had last been increased in April 2014. It was proposed by Cllr Richard Freeman, seconded by Cllr Alan Mackrill and unanimously agreed to increase the Precept for 2020-21 to £77,000. The necessary paperwork would be signed at the January PC meeting. Members agreed that it would be preferable to increase the Precept gradually in future rather than in steps every 5-6 years.

227.6 Metro Bank signatories – The Clerk would investigate why the signature changeover had not yet been completed by Metro Bank.

19/228 **Meeting Dates for 2020**

The Clerk had circulated a list of proposed meeting dates for 2020 and these were approved subject to confirming the availability of the URC Hall. [CLERK'S NOTE: Booking of hall on agreed dates confirmed]

- 19/229 **Review of Financial Regulations and Standing Orders**
Cllr John Moore had met with the Clerk and Asst Clerk and they had reviewed both the Financial Regulations and Standing Orders against the latest Model Regulations produced by NALC. The Clerk will re-draft the documents and circulate them to Members prior to them being approved at the next meeting.
- 19/230 **Highway matters**
230.1 Clifford Smith Drive verge on Braintree Road – The Clerk had not yet received confirmation of the exact line of the boundary on this site so the matter would be considered again at the next meeting.
230.2 Road with no name - The Clerk had established that no new application to name the road had been submitted when UDC had revised their policy criteria in early 2018. Members agreed that a new application should be submitted and noted that this would include payment of a fee of approximately £230.
230.3 Footpath 80 off Chelmsford Road re-opened – Members were pleased to note that Footpath 80 had finally re-opened to walkers, on its agreed new line, on 8 November after being closed/inaccessible for many years. Members wished to record their thanks to the most recent owner of the site, for engaging with ECC and neighbouring property owners to resolve this very long standing issue.
230.4 Footpath 125 at Molehill Green – Members noted that the Clerk had reported the use of a pallet as a temporary ‘gate’ on this footpath, to ECC Highways.
- 19/231 **Playing Fields**
231.1 Playbark edging – Members noted that the local builder had not yet been able to source suitable materials for the edging (rubber/plastic wood effect) in the UK. It was suggested that plastic decking planks might be suitable. This would be considered further at the next meeting.
231.2 Installation of integral goals and basketball hoops within the MUGA – The Asst Clerk reported that a Community Project Grant application for £3500 had been submitted to UDC for this project. Four quotations had been received for the works and Members considered the detailed report/spreadsheet provided by the Asst Clerk. It was proposed by Cllr Roy Ramm, seconded by Cllr Andy Bennett and unanimously agreed to accept the quotation to install recessed goals at a cost of £11,926 from Creative Play, subject to the UDC grant application being approved.
231.3 MUGA surface repairs – Members agreed that this work should not be ordered/undertaken until the new goals were installed (see Item 19/231.2 above). As requested at the last meeting, the Asst Clerk had obtained 4 quotes from the referred company covering different repair options for the MUGA surface. It was proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman and unanimously agreed to accept the quote for £3840 to cutback around the surface cracks and repair in green and then remark the pitch lines.
231.4 Willows Green playing field boundary line – No response had been received from the developers to date. It was agreed to contact them again and give a deadline for a reply.
- 19/232 **Felsted Nature Area**
The two owl boxes would be ordered shortly and a site meeting had been arranged on Monday 9 December with a bat expert to obtain further advice.
232.1 Woodland planting proposal from UDC – The Landscape Officer at UDC was identifying sites in the District which would be suitable to accommodate new native woodland planting to contribute to carbon sequestration. The Nature Area was considered a potential suitable site subject to PC agreement. Members were reluctant to jeopardise the open grassland areas on the existing site but agreed to suggest a site meeting with UDC (before the next NAWG meeting in February) to determine if some woodland planting could be incorporated onto the site without causing any detrimental effect on the open grassland areas.
232.2 Nature Area Accounting procedures policy – It was agreed to consider this policy further once a new RFO had been appointed.
- 19/233 **Felsted Neighbourhood Plan**
Cllr Roy Ramm reported that the Felsted NP had been officially ‘published’ by UDC on 26 November. This was the penultimate step before the Referendum which was scheduled for 30 January 2020. If 50% +1 of those voting are in favour of the NP it will be adopted by UDC as a material consideration in all future planning applications. The result of the vote should be known by 11pm on the day of the Referendum. The NPSG will be sending a leaflet to every house in

the Parish in early January explaining the advantages of having a NP and encouraging everyone to vote at the Referendum. The Referendum will also be advertised on both the NP and PC websites.

19/234 **Chairman's Matters - None**

19/235 **Youth Representative Matters**

The Clerk had approached the owner of Linsells shop and he had agreed that a Suggestion Box could be placed in the shop. The Clerk would make the necessary arrangements. Youth Representative Elliott Smith detailed his idea of providing a platform for local bands/musicians to perform to a local audience. He would pursue the idea further and consider approaching local musicians to gauge their reaction to the project.

19/236 **Clerk's Matters**

236.1 Emergency Planning – No further volunteers had come forward from an item placed in the Primary School newsletter. A request for volunteers would be put on the notice boards.

236.2 Future Staffing (RFO Vacancy) – Because of lead times, the vacancy would now be advertised after Christmas.

236.3 Churchyard works – Members considered commissioning a professional plan to be used for obtaining quotes for the new churchyard boundary wall adjacent to Braintree Road. It was suggested that the Clerk invite the builders who had worked on Andrews House (opposite the site) to quote for the work.

236.4 Request to operate a Pizza truck in Woodleys car park – Members considered the additional information provided by the applicant. They also considered the potential impact on trade at The Swan and The Boote House from this project. It was proposed by Cllr John Moore, seconded by Cllr Roy Ramm and unanimously agreed that it would not be appropriate to give permission for the Pizza truck in this location. Members did however wish the applicant well and hoped that a more suitable location might be identified.

19/237 **Planning Applications and Decisions**

237.1 DECISIONS SINCE PREVIOUS COUNCIL

UTT/19/2217/FUL **Land Adj. Lord Riche Hall Felsted School, Braintree Road, Felsted**

Proposed erection of single storey temporary classroom facility

Permission Granted 5 November 2019

UTT/19/2285/HHF **Loveney's, Cock Green**

Single storey rear extension.

Permission Granted 7 November 2019

UTT/19/2532/HHF **White Oaks, Cock Green**

Replacement of single storey side extension (amendments to previously approved application UTT/19/1369/HHF).

Permission Granted 25 November 2019

UTT/19/2494/LB / UTT/19/2493/FUL **Boote House Restaurant, Chelmsford Road, Felsted**

Demolition of late C20 addition and construction of new part two storey/part single storey extension. Internal alterations and refurbishment to ground floor level to include replacement entrance door, creation of new bathrooms, replacement glazing, glazed link to kitchen, repair to floor boards, new flooring and glass panel over wine cellar, remove and replace some internal doors and partition walls and repairs to staircase. Alterations and refurbishment to first and second floor levels to form new en suite letting bedrooms - to include new staircase, installation of fireproof plasterboard, replacement windows, installation of rooflight, removal and erection of stud walls, new flooring.

Permission Refused 25 November 2019

237.2 APPEALS SINCE PREVIOUS COUNCIL MEETING

UTT/19/1288/FUL (APP/C1570/W/19/3238389) **Land Adjacent to Cemetery (Gransmore Meadow) Chelmsford Road**

Erection of 2 no. single storey bungalows, associated garaging and parking area to serve adjacent cemetery.

UTT/19/2241/FUL (APP/C1570/W/19/3241210) **Land Adjacent to Cemetery (Gransmore Meadow) Chelmsford Road**

Erection of 2 no. single storey 2 bedroom wheelchair adaptable bungalows, permissive footpath and parking area to serve adjacent cemetery.

237.3 APPLICATIONS TO BE CONSIDERED AT THE 17 DECEMBER PLANNING MEETING

UTT/19/2572/OP **Land at 39 Evelyn Road, Willows Green**

Outline application with all matters reserved for the demolition of outbuildings and the erection of 3 no. one and a half storey chalet style dwellings, replacement garage to parent property and associated works

UTT/19/2908/HHF **Foresters Jollyboys Lane North, Felsted**

Proposed alterations and extensions and new garage/workshop

UTT/19/2946/FUL **Land West of Breadlands, Cock Green**

Section 73A Retrospective application for the erection of an extension to a storage building

UTT/19/2940/HHF **Cromwells, Watch House Green**

Proposed first floor front extension, two storey extension to North East elevation and garage conversion

237.4 PC RESPONSES TO FUTURE PLANNING APPEALS

There had been a huge increase in the number of planning applications being submitted to the Appeal Inspectors whilst revised applications were still being considered by UDC. It was agreed that Cllr Andy Bennet (Chairman of the Planning Committee) would draw up a template for future appeal responses. Each response would be considered individually but could be based on this template.

19/238 **Local Plan updates**

238.1 Uttlesford – The Examiner’s response would not now be received until after Christmas because of the calling of the General Election (Purdah) – See Item 19/225.2 above.

238.2 Braintree – The Inspector’s Hearings would recommence on 16 January 2020.

238.3 Chelmsford – Nothing further updates had been received.

19/239 **Urgent Matters and items for the next Agenda**

239.1 PAT testing – Members noted that the annual PAT test of all electrical items owned by the PC had recently been completed.

239.2 The Swan Public House picnic tables – It was noted that 2 picnic tables had been placed on ECC Highway land fronting the public house (adjacent to Braintree Road). This land was used for public parking and it was agreed that the Clerk would ask for the picnic tables to be removed. If they were not removed ECC would be informed and asked to take further action.

239.3 Car crash under church archway - On 23 November at approximately 11pm a car had crashed under the church archway and totally demolished the Council litter bin at this location. The Clerk had contacted 101 and visited Braintree Police Station to obtain an incident number but to date without success. Once the incident number had been obtained the Council’s insurers would be informed.

239.4 Seasonal refreshments – Members wished to record their thanks to the Chairman and his wife for providing the seasonal refreshments prior to the meeting.

The meeting closed at 9.10 pm

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

Next Council meeting: Wednesday 8 January in the URC Hall at 7.00 pm

..... (Chairman) 8 January 2020

Correspondence List – December 2019

<p>1. UDC – New dwelling adj Fairfield, Hartford End – New postal address of The Burrow</p> <ul style="list-style-type: none"> - Christmas and New Year refuse collection dates - Festive car Parking Offers - Rough Sleeper Count – Thursday 21 November
<p>2. ECC – Temporary closure of Cock Green Road from 19 December for 5 days, Molehill Green from 16 December for 3 days and Littley Park Lane from 16 December for 5 days for County Broadband installation</p> <ul style="list-style-type: none"> - Temporary closure of Braintree Road (near Garnetts Lane junction) on 8 December for 1 day (gas supply work) - Highway Highlights – October 2019
<p>3. EALC – Appointment of new CEO, Charlene Slade, from 1 April 2020</p> <ul style="list-style-type: none"> - Legal Update – November 2019 - County Update – October 2019
<p>4. Request to hire main playing field for a private reunion in June 2020</p>
<p>5. Freedom of Information Request – Employment of School Crossing Patrol Officers (Clerk responded NIL)</p>
<p>6. SLCC Membership renewal due 1 January 2020 ALCC Membership renewal due 1 January 2020 The Clerk magazine – November 2019</p>
<p>7. Abbeyfield Christmas Carols by Candlelight on 4 December at 7pm (clashes with PC meeting so apologies submitted by the Clerk)</p>
<p>8. RCCE – Essex Warbler – December 2019</p>
<p>9. CPRE – Countryside Voice magazine – Winter 2019</p>

Unpaid List – December 2019

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	22/11/2019	33556	Street light repairs (outside The Manse and 9 S	330.24	
	03/12/2019	33630	Street light repair outside Three Horseshoes at	139.02	
Total A & J Lighting Solutions				469.26	102852
ALCC					
	02/12/2019		ALCC subscription 2020	40.00	
Total ALCC				40.00	102853
B & Q Braintree					
	05/11/2019		Padlock and chain for Chaffix Book Box - Q pay	21.41	
Total B & Q Braintree				21.41	part 102854
BFR Electrical Testing					
	16/11/2019	5812	PAT testing	60.00	
Total BFR Electrical Testing				60.00	102855
Buzz Supplies Ltd					
	13/11/2019	118795	Soap and dispenser for public toilets	42.49	
Total Buzz Supplies Ltd				42.49	102856
Currys plc					
	21/11/2019		Printer inks (2 x multipack / 2 x black) - Q payab	199.96	
Total Currys plc				199.96	part 102854
DA Dempsey					
	30/10/2019		Fertilizer/compost and new flower tub	126.79	
Total D A Dempsey			[Replaces lost cheque no.102842]	126.79	102857
DM B Smith					
	30/11/2019		Clerk's salary - November 2019	1,164.27	
	03/12/2019		Clerk's mileage (£24.75) & expenses (£20.14) -	44.89	
Total D MB Smith				1,209.16	part 102854
E A L C					
	18/11/2019	12077	Clr Training Day 2 - Joyce Stoddart	108.00	
	18/11/2019	12078	Clr Training Day 2 = Penny Learmonth	108.00	
	18/11/2019	12079	Clr Training Day 2 - Alec Fox	108.00	
Total E A L C				324.00	102858
EON					
	03/11/2019	H17C8C7787	Street light electricity	279.97	
	16/11/2019	H10581A821	Pavilion electricity	26.48	
	17/11/2019	H17D670B8A	MUGA electricity	39.83	
Total EON				346.28	DD
Essex Wildlife Trust					
	02/12/2019		2 Owl boxes for Nature Area	140.00	
Total Essex Wildlife Trust				140.00	METRO 800016
Felsted U R C					
	02/12/2019		Rent of office - July to Dec 2019	750.00	
Total Felsted U R C				750.00	102859
Heather Read					
	30/11/2019		Asst Clerk's salary - November 2019	366.43	
	03/12/2019		Asst Clerk's mileage (£11.70) & expenses (£19	31.04	
Total Heather Read				397.47	102860
JK Tech Productions Ltd					
	03/12/2019		Floodlights for Beacon lighting on 10 November	120.00	
Total JK Tech Productions Ltd				120.00	102861
M J Read					
	02/12/2019		Rental of storage facility for 1 Dec 2019 to 30 N	300.00	
Total M J Read				300.00	102862
R Chapman					
	03/12/2019		Unlocking toilets etc 4.11 to 1 12.2019	100.00	
Total R Chapman				100.00	102863
S P Barnard					
	03/12/2019		Village Attendant - November 2019	525.00	
Total S P Barnard				525.00	102864
SLCC					
	03/12/2019		SLCC membership 2020	161.00	
Total SLCC				161.00	102865
Team Know how					
	02/12/2019		Asst Clerk's laptop - Repair and Support Plan (1	98.00	
Total Team Know how				98.00	part 102854
TOTAL				5,430.82	