

FELSTED PARISH COUNCIL

Minutes of the 1075th meeting held on 5 February 2020 at 7:00 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, Roy Ramm, Peter Rose and Joyce Stoddart. County Councillor Simon Walsh and District Councillor Sandi Merifield were also present along with 7 members of the public.

20/21 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Andy Bennett and John Moore, District Councillor John Evans and Youth Representative Elliott Smith. There were no Declarations of Interest.

20/22 **Public Forum**

22.1 Felsted Neighbourhood Plan – Congratulations were offered on the result of the Neighbourhood Plan Referendum and thanks given to all members of the Steering Group for all their work.

22.2 Further planning application for Land off Stevens Lane, Felsted – Members noted that despite the refusal of previous applications, outline permission had now been granted on appeal to develop the site. The PC had however objected to the proposed layout and style of the dwellings.

20/23 **Minutes of Meeting 1074 held on 8 January 2020**

The Minutes were approved and were signed by the Chairman.

20/24 **Minutes of the Planning Committee meeting on 14 January 2020**

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

20/25 **Matters arising from the January Council meeting**

25.1 Tidying up Bannister Green outside the Mission Hall (Item 20/02.3) - The owners of the Mission Hall had confirmed that they would be tidying up the area used for storage during the building works. They intended to clear the overgrown area and erect a fence along the boundary as soon as the current wet conditions improved.

25.2 Review of UDC Members Grant for 2018-19 (Item 20/05.1) – Members noted that the projector screen had been purchased and the final item, the laptop, had been ordered.

25.2 EALC Planning course on 1 February (Item 20/05.3) – Cllr Penny Learmonth reported that the course had been very comprehensive and had provided an excellent base on planning matters and procedures.

25.3 Metro Bank signatories (Item 20/05.4) – The Clerk had not yet received official confirmation from Metro Bank that the signature change had been completed but the bank had cleared a recent cheque. It was accordingly agreed that the cheques being held for works at the Nature Area by JCM Services would be sent out.

25.4 New BT Contract for telephone and broadband – The Clerk had received a refund of £37.01 from BT following savings in the cost of providing the Council's telephone and broadband service under the new Agreement.

25.5 New PC Standing Orders and Financial Regulations (Item 20/09.2) – The Clerk had circulated final copies of these revised documents to all Councillors.

25.6 Meeting with Felsted School Bursar (Item 20/15.01) – The meeting had been arranged for 15 April 2020 at 4pm.

25.7 Repairs to pavilion and public toilets (Item 20/20.3) – Members noted that a new hardwood external fire door had been purchased for the pavilion at a cost of £138.79. This would be fitted shortly and a second new door, for the emergency exit, would also be required.

25.8 Chelmsford City racecourse (item 20/20.4) – The Chairman reported that the Facilities Manager at the racecourse had made contact with him and confirmed that they have permission to close Moulsham Hall Lane up to 8 times per year, although they did not anticipate reaching this maximum figure. He agreed to provide the road closure dates to the Chairman for publication on the PC website. He would also provide the dates of large scale events in

advance. The sign stating 'road closed except for access' was not erected by the racecourse but may have been left behind following recent surveying works. Members noted the responses and willingness to improve communications. No update was provided on the noise issues.

20/26

County and District Councillor Reports

26.1 County Councillor's Report – County Cllr Simon Walsh would circulate a written report later in the week but he provided a verbal report which included items on a 100mile cycle event on Sunday 20 September 2020, a new consultation by the Stansted Airport Consultative Committee on airspace changes (looking at flightpaths under 7000' to consider best routing options), the latest Essex Energy Switch and the proposed ECC Budget increases of 2% for Social Care and 2.9% for Council Tax. Cllr Walsh also provided updates on the Little Dunmow travellers' site (traveller family were evicted for being in breach of their tenancy and shortly afterwards plots within the site were set alight. Police are investigating the incident) and flooding problems in Felsted. Cllr Walsh had visited the Causeway End flood site and he agreed to chase the ECC Flood Team to expedite action. He would request the clearance of the ditches/pond at Milch Hill corner near Crix Green and he will again report the problems at the Hollow Road/ Molehill Green junction.

26.2 District Councillor's Report – The District Councillor's written report included items on the parish flooding problems (attempting to facilitate better communications between ECC Flood Team and the PC/local residents), an offer to submit regular articles for the new Parish magazine, the recent Inspector's Hearings on the North Essex Authorities Local Plan (including West of Braintree) and congratulations on the success of the Felsted NP at Referendum. Comprehensive detailed updates were also included on the UDC refusal of the Stansted Airport planning application to increase passenger numbers and the UDC reaction to the Inspectors Report on the LP. Members thanked the District Councillors for their very interesting and informative report.

20/27

Correspondence

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

27.1 Green Waste skips service for 2020 – Members confirmed that they would continue to participate in this well used scheme in 2020.

27.2 Local Council's Liaison Forum on 18 February – This meeting clashed with the PC Planning Committee meeting so it would not be possible for a representative to attend.

27.3 Temporary road closures - Temporary closures of Stevens Lane and Hollow Road were noted for County Broadband works.

27.4 Request from Felsted Memorial Hall – The PC agreed to act as an independent referee for the Memorial Hall application to the Essex Community Foundation, for funding to improve the toilet facilities in the hall.

27.5 Letters of thanks for donations – Members noted receipt of letters of thanks from Essex and Herts Air Ambulance, Uttlesford CAB, EACH and Felsted Friendship Club.

27.6 Retirement of Joy Darby from EALC – As CEO of the EALC Joy Darby had provided frequent and invaluable advice to the PC over many years. It was therefore proposed by Cllr Richard Freeman, seconded by Cllr Roy Ramm and unanimously agreed to make a contribution of £25 to her retirement gift.

20/28

Finance

28.1 Payments – The list of payments on page 8 were approved. Only one cheque signatory was present at the meeting so Cllr Graham Harvey signed the cheques and these would be countersigned by Cllr John Moore as soon as he was available.

28.2 Receipts – Members noted the following receipts - Allotment rent £171.00 and BT refund £37.01.

28.3 Felsted Community Trust – The Clerk had confirmed that the FCT would need to open a bank account and have £5000 in funds before it could apply for registration with the Charity Commission. She had however ascertained that the PC could set up a Charitable Incorporated Organisation (CIO) in place of a traditional 'Trust'. A CIO could be registered with the Charity Commission without the restrictions above and with a CIO, trustees did not have personal liability. She was seeking more information regarding a CIO from other Parish Councils who had pursued this option. After some discussion, Members agreed to continue with the original option for the Trust. The residual funds from the NPSG would be transferred to the Trust and it was proposed by Cllr Richard Freeman, seconded by Cllr Peter Rose and unanimously agreed

that the PC would provide the balance of funds up to £5000. The Chairman would investigate the possibility of opening an FCT bank account with National Westminster Bank.

Members agreed that it was important to appoint Trustees to the FCT as soon as possible and the option of 5 or 7 trustees was considered. Cllrs Graham Harvey, Richard Freeman and Roy Ramm would represent the PC on the FCT (and one further PC representative may be confirmed at a later date). Residents would be invited to apply to become a trustee via news items on the NP and PC websites. Some names had already been suggested as trustees and these people would be approached to establish if they were interested in undertaking the role.

28.4 Staff online passwords – In accordance with the Council's Financial Regulations the Clerk and Assistant Clerk had recorded all their online passwords and handed them in sealed envelopes to the Chairman for safe keeping. The envelopes would only be opened in an emergency.

20/29 **Draft policies on Equal Opportunities, Press and Media and Data Management**

Policies had been drafted by the Asst Clerk and Cllr Andy Bennett and these had been circulated to Members for their consideration. It was proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall and unanimously agreed to adopt the three additional policies. A further policy on Document Retention would be considered at the next meeting.

20/30 **Councillor vacancy (including filling vacant positions)**

The deadline for UDC to receive requests to hold an election to fill the vacancy had expired on 4 February but UDC were not yet in a position to confirm that the PC could co-opt to fill the vacancy (although this seemed the likely scenario). Assuming that co-option was confirmed the Clerk would advertise the vacancy and contact previous unsuccessful candidates. Members agreed to leave the vacant positions on the Finance and Planning Committees for the time being.

Following the resignation of Cllr Alan Mackrill in January 2020 it was agreed that he would be removed as a signatory on the Metro and Barclays bank accounts. It was also unanimously agreed that Cllr Graham Martin Harvey (Chairman) and Cllr John Moore (Chairman of Finance Committee) will remain as signatories and Cllr Frances Marshall (Vice Chair) will be added as an authorised signatory on all three accounts. Two of the three signatories will be required to approve all transactions on the accounts. No Debit cards will be issued and online banking access will be granted to the three signatories on a 'view only' basis.

20/31 **Future staffing**

31.1 RFO vacancy – The RFO vacancy had been advertised and 5 candidates would be interviewed on 12 and 17 February. The Clerk would draft and circulate suggested questions to put to each candidate for continuity. The interview panel would consist of Cllrs Graham Harvey, Frances Marshall, Richard Freeman and John Moore.

31.2 Volunteer Co-Ordinator – It was proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox and unanimously agreed to appoint Roger Buckley as the Volunteer Co-Ordinator. He would co-ordinate all future Speedwatch Group activities and also the village litter picks.

20/32 **County Broadband supply poles**

Members noted that 1 of the County Broadband poles had been removed from Bannister Green (outside Oxneys Farm) but the second pole remained.

20/33 **Highway matters**

33.1 Clifford Smith Drive verge on Braintree Road – The Clerk had carried out further research and informed Members that the ECC website showed the unkempt area in question as Highways verge. She would confirm this with ECC and also request confirmation that they would be cutting the verge twice a year as part of their regular maintenance schedule.

33.2 Road with no name - The Clerk had confirmed that the fee for processing the road naming application would be £230. A cheque for this amount had been approved earlier in the meeting as part of the Unpaid List.

33.3 Causeway End flooding – Members were concerned that the flooding problems were ongoing. See Item 20/26.1 above re action to be taken by County Cllr Simon Walsh.

33.4 Rutted and damaged roadside grass verges – Members noted that because of the very wet weather this winter most minor rural roads had deep ruts along their grass verges. This

was very unsatisfactory but Members accepted that any remedial action would be incredibly expensive because the problem was so widespread. The Council would consider re-instating the corners of some of the smaller Greens and grass triangles in the Spring.

33.5 Ditch at Watch House Green – Members noted that the ditch to the north of Chimes, Rayne Road, Watch House Green was full of garden rubbish. The Clerk would ask UDC to remove this rubbish.

20/34 **Playing Fields**

34.1 Playbark edging – Members noted that this work would commence during week beginning 24 February.

34.2 Installation of integral goals and basketball hoops within the MUGA – Members noted that Creative Play had completed the works earlier in the day although the skip and fencing used during the works would be collected shortly. The Asst Clerk would arrange for the repair works to the remainder of the MUGA surface to commence shortly.

34.3 Willows Green playing field boundary line – The Clerk had spoken to the developer of the Red Oaks site. He had assured her that he had not intentionally claimed any additional land but had arranged for the new fence to be erected in a straight line between the start and finish points. He intended to make future maintenance of the fence the responsibility of the new householder of the site adjacent to the playing field rather than the PC, to save public funds. Members discussed the situation and agreed that if the future maintenance responsibility was confirmed in writing to the PC, as detailed, then no further action would be taken regarding the line of the fence.

34.4 Willows Green play area FP99 – The Asst Clerk had visited the play area to investigate a complaint regarding the erection of a fence behind the playing field, close to the line of FP99. The Clerk would report this to ECC Highways and ask them to check if any encroachment had taken place.

20/35 **Grass cutting contracts**

Members noted that both the village grass cutting contract and the churchyard grass cutting contract were due for renewal in April 2020. It was agreed that tenders should be invited separately for the two contracts. These would be considered at the April PC meeting.

20/36 **Felsted Nature Area**

The Chairman reported that J S Wright had inspected the Willow saplings and guards and noted that a significant number of the saplings had been snapped off and their protective guards broken. This mindless vandalism had been reported to Essex Police. JS Wright would replant and supply replacement guards as necessary. Members noted that the motorbike problem was ongoing at the Nature Area site.

20/37 **Felsted Neighbourhood Plan**

Cllr Roy Ramm was delighted to report that the NP had been passed resoundingly at the Referendum on 30 January. 754 residents had voted (31%) and of those 687 supported the NP (91.1%) and only 65 voted against (there were also 2 spoilt ballot papers). This overwhelming level of support in the community, for the document and its policies, was very gratifying. Cllr Ramm thanked everyone in the NPSG who gave so much time to the project and also thanked UDC and the 2 sets of District Councillors who had given their support. The NPSG were now working with UDC Officers to ensure that Officers recommendations on future planning applications would be consistent with the Felsted NP. The NPSG would meet in February and March to finalise matters and then the Group would be disbanded. The PC Planning Committee would then take over responsibility for monitoring NP matters going forward.

20/38 **Chairman's Matters**

38.1 Communication from Flitch Green Parish Council re traveller's site– Members noted that the Chairman had been contacted by a Flitch Green Parish Councillor the previous week, to advise him of the eviction proceedings at the traveller's site. This information was much appreciated but a longer lead time would have enabled the PC to respond more fully to the situation.

20/39 **Youth Representative Matters - None**

20/40

Clerk's Matters

40.1 Emergency Planning – The Asst Clerk reported that an article had been drafted, seeking volunteers, for insertion in the new Parish magazine.

40.2 Churchyard works – Members agreed to accept a quotation to provide drawings, to accompany the planning application for the churchyard wall project, at a cost of £250.

40.3 Parish Magazine – The Magazine Working Group had met on 13 January and progressed arrangements for the production of the magazine. A bespoke e-mail address had been set up for Janice Ratcliffe. It was agreed that a WG further meeting should be arranged to maintain the momentum of the project.

40.4 Felsted United Charities – Cllr Frances Marshall, the PC representative on the FUC, briefly outlined the aims of the charity and members noted that 10 applications for assistance had been received from Felsted residents in the current financial year. It was agreed that the purpose of the charity should be publicised on the PC website to encourage future applications. Cllr Frances Marshall would draft an item for the website.

20/41

Planning Applications and Decisions

41.1 DECISIONS SINCE PREVIOUS COUNCIL 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

Permission Refused 13 January 2020 *"The proposal is not sustainable development...backland site would give rise to an unsatisfactory form of development badly related to adjoining properties"*

UTT/19/2810/HHF | UTT/19/2811/LB Roslyn House, Braintree Road, Felsted

Proposed demolition of residential outbuilding garage and erection of single storey replacement structure with associated minor landscaping works and alterations.

Permission Granted 20 January 2020

UTT/19/3148/AG Land West of Mill Road, Felsted

Proposed agricultural storage building.

Deemed Approved 17 January 2020

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

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

Permission Refused 23 January 2020 *"The proposed extension by reason of size, massing, design, siting and scale will result in development that would not be sympathetic to the original dwelling."*

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

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

Permission Granted 27 January 2020

41.2 APPEAL DECISIONS SINCE PREVIOUS COUNCIL MEETING

UTT/19/0801/FUL Frenches Farm, Frenches Green, Felsted

Erection of 1 no. detached dwelling with car parking and landscaping

Appeal Dismissed 13 January 2020 *"harm to designated heritage asset....*

development in this location and would be harmful to the character and appearance of the area, contrary to Policy S7"

UTT/18/3529/OP Land to the south of Braintree Road

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

Appeal Allowed 15 January 2020

UTT/18/3336/FUL Land at Bakers Lane, Felsted

Erection of detached 4 bed dwelling and garaging

Appeal Dismissed 16 January 2020 *"harmful to the character and appearance of the area.....harm to the significance of heritage asset"*

41.3 APPLICATIONS TO BE CONSIDERED AT THE 18 FEBRUARY PLANNING MEETING

UTT/20/0028/DFO **Land off Stevens Lane, Felsted**

Details following outline permission UTT/17/0649/OP (granted under appeal ref: APP/C1570/W/18/3205707) - Details of access, appearance, landscaping, layout, scale for 7 no. dwellings

UTT/20/0063/CLP (UTT/19/2067/CLP was previously refused) **4 Cromwell Park, Chelmsford Road, Felsted**

Installation of mobile home in garden

UTT/20/0072/LB **George Boote House, Chelmsford Road, Felsted**

Internal alterations and refurbishment including the addition of new toilets to ground floor restaurant and first and second floors for domestic use.

UTT/20/0128/DFO **Land at Gransmore House, Gransmore Green**

Details following outline approval UTT/18/1340/OP for the erection of 1 no. residential dwelling and associated garage - details of Layout, Scale, Landscaping and Appearance. Includes widening of access in accordance with condition 4 attached to UTT/18/1340/OP.

UTT/20/0205/HHF **The Barn, Evelyn Road, Willows Green**

Proposed swimming pool and pool room structure.

UTT/20/0097/FUL **Pond Park Farm, Cock Green**

Retrospective application for variation of condition 1 on UTT/19/1718/FUL (within 3 months of the date of permission the roof will be clad with natural slate to within 3 months of the date of permission the existing roof of barn shall be painted black.

41.4 PC response to UTT/19/3091/FUL – Land to the west of Chelmsford Road, Felsted – Change of use to a residential caravan site for 5 gypsy families – A request for this application be ‘called in’ had been submitted to UDC via the District Councillors, should planning officers recommend approval of the application.

20/42 **Local Plan updates**

42.1 Uttlesford – The Examiner’s response had now been received and the LP had been judged as ‘unsound’ (see District Councillors Report at 20/26.2 above).

42.2 Braintree – The Inspector’s Hearings had ended and their decision on the Garden Community section of the LP was awaited.

42.3 Chelmsford – No further updates had been received.

20/43 **Urgent Matters and items for the next Agenda**

43.1 Pavilion painting – Members noted that Rayne Youth Football Club had been voluntarily painting and cleaning the interior of the pavilion and they wished to record their thanks for this work to maintain the appearance of the pavilion.

43.2 Request for donation towards VE 75th Anniversary dance on 9 May – The Memorial Hall Committee had requested a donation towards the cost of organising this event. This request would be considered at the next meeting.

43.3 Cleaning of signage at Hartford End – Members wished to thank the Village Attendant for cleaning these signs.

43.4 NEPP Parking Enforcement visits – Members noted that the cost of the NEPP Parking Enforcement visits up to the end of the Summer Term 2020 would be £1836 plus VAT and that Felsted School had agreed to pay £765 towards the cost (50% of all visits during Felsted School term time).

The meeting closed at 8.56 pm

Next Planning Committee meeting: Tuesday 18 February in the URC Hall at 7.30 pm

Next Finance Committee meeting: Wednesday 26 February in the URC Hall at 5.00pm

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

..... (Chairman) 4 March 2020

Correspondence List – February 2020

<p>1. UDC – Green Waste skips for 2020 – PC asked to confirm their continued participation in the Scheme in 2020</p> <ul style="list-style-type: none"> - Local Council’s Liaison Forum on 18 February at 7.30pm at UDC Offices, S/W - Housing Market Report – January 2020 - Loans and Grants for Homeowners - Invitation to Chairman to attend UDC Chair’s Civic Dinner on 14 February
<p>2. ECC – Temporary road closures:</p> <ul style="list-style-type: none"> Stevens Lane from 27 January for 3 days (County Broadband) Hollow Road from 12 February for 2 days (County Broadband) - Consultation on proposal to expand Stebbing Primary School (considered by FPC Planning Committee on 14 January – no comment required) - Works to Fentons Farm Bridge over Flitch Way – update - Essex Energy Switch – Deadline 11 February 2020
<p>3. East Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document – Consultation by 12 local authorities in Essex (sent separately to PC by UDC, BDC and CCC) Deadline 21 February</p>
<p>4. EALC – Legal Update – January 2020</p>
<p>5. Letter from Felsted Memorial Hall Committee asking PC to be an independent referee on their application to the Essex Community Foundation for funding to improve the toilet facilities in the hall</p>
<p>6. Saffron Walden Neighbourhood Plan – Regulation 14 consultation</p>
<p>7. UALC – Letter explaining their role liaising between UDC and PC’s</p>
<p>8. RCCE – Essex Warbler – January 2020</p>
<p>9. Essex and Herts Air Ambulance / Uttlesford CAB / EACH / Felsted Friendship Club Letters of thanks for recent donations</p>

Unpaid List – February 2020

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	29/01/2020	33794	Repair street light in BT Road	162.42	
Total A & J Lighting Solutions				162.42	102879
BT					
	23/01/2020	Q00130	Telephone and broadband	186.11	
Total BT				186.11	DD
Command Pest Control Ltd					
	08/01/2020	799619	Pest control visit to allotments	54.00	
Total Command Pest Control Ltd				54.00	102880
Currys plc					
	24/01/2020	91611	Projector screen (Q payable to H Read)	169.00	
	30/01/2020		Paper Shredder (Q payable H Read)	69.99	
Total Currys plc				238.99	102881 (part)
DM B Smith					
	13/01/2020		Clerks salary - January 2020	1,164.27	
	04/02/2020		Clerk's expenses (£22.38) and mileage (£13.50)	35.88	
Total D M B Smith				1,200.15	102882 (part)
EA L C					
	16/01/2020	12125	Clr Day 1 training course - Joyce Stoddart	126.00	
Total EA L C				126.00	102883
EON					
	17/01/2020	H180DECE12	Electricity for MUGA	52.53	
	17/01/2020	H10667421D	Electricity for pavilion	17.90	
Total EON				70.43	DD
East of England Apples and Orchards Proje					
	14/01/2020	TS19-065	Fruit trees for Nature Area	354.80	
Total East of England Apples and Orchards Proje				354.80	METRO 800017
Fisher Michael					
	31/01/2020	923	Payroll administration (10 months)	240.00	
Total Fisher Michael				240.00	102884
Heather Read					
	13/01/2020		Asst Clerks salary - January 2020	366.43	
	04/02/2020		Asst Clerk expenses (£5.49) and mileage (£22.00)	27.99	
Total Heather Read				394.42	102881 (part)
JCM Services					
	20/01/2020	INV-0232	Nature Area grass cutting	720.00	METRO 800018
	20/01/2020	INV-0230	Trimming lime trees in churchyard	600.00	102885
Total JCM Services				1,320.00	
R Chapman					
	03/02/2020		Unlocking toilets etc 30 December to 2 February	125.00	
Total R Chapman				125.00	102886
S P Barnard					
	02/02/2020	2020/32	Village Attendant - January 2020	650.00	
Total S P Barnard				650.00	102887
Travis Perkins					
	04/02/2020		Hardwood door/fittings for pavilion (Q payable	138.79	
Total Travis Perkins				138.79	102882 (part)
Uttlesford District Council (as supplier)					
	24/01/2020		Green waste service 2019	2,312.00	102888
	03/02/2020		Road with no name application	230.00	102889
Total Uttlesford District Council (as supplier)				2,542.00	
Zen Office Ltd					
	20/01/2020	SINV00612337	Copy paper etc	77.41	
Total Zen Office Ltd				77.41	102890
TOTAL				7,880.52	
NOTES: Diane Smith cheque (102882) total = £1338.94			Heather Read cheque (102881) = £633.41		
PLUS: EALC	05/02/2020		Planning course - Clr P Learmonth	78.00	102891
EALC	05/02/2020		Joy Darby retirement gift	25.00	102892