

FELSTED PARISH COUNCIL

Minutes of the 1079th meeting held on 1 July 2020 at 6:00 pm using the Zoom online platform

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, Roy Ramm, Richard Silcock (entered during Item 20/112.2) and Joyce Stoddart. County Councillor Simon Walsh (left after Item 20/112.2) and District Councillor John Evans were also present along with 3 members of the public.
In attendance: The Clerk, the Assistant Clerk and the RFO.

20/107 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Peter Rose and John Moore, District Councillor Sandi Merifield and Youth Representative Elliott Smith. There were no declarations of interest.

20/108 **Public Forum**

108.1 Replacement litter bin near church archway - The Clerk confirmed that a waste bin had been ordered for near the church archway. There was a supply issue but it was on an order list for when becomes available.

108.2 Churchyard wall - The clerk confirmed that the preferred layout has been agreed for the churchyard wall. Final plans were awaited in order to apply for planning permission. David Dempsey offered to help update the plans.

108.3 Byway 101 - A member of the public addressed the council re Byway 101 see Agenda Item 20/118 below.

108.4 Zoom meetings - The council were complimented on using the new zoom on-line meeting platform. Cllr Graham Harvey said it was unlikely that the PC would have any physical meetings this year. All council business is proceeding as usual with both full PC and Committee meetings taking place successfully on-line.

108.5 Councillors e-mail addresses on PC website - It was suggested that it would be useful to have councillors individual email addresses on the council website. Cllr Andy Bennett will put them on the website together with a recommendation that the Clerk be copied into any email sent to individual councillors in case the councillor happens to be away.

20/109 **Minutes of Meeting 1078 held on 3 June 2020**

The Minutes were approved. They will be signed by the Chairman when the Council next meets in person.

20/110 **Minutes of the Planning Committee meeting on 16 June 2020**

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

20/111

Matters arising from the June Council meeting

111.1 Community Initiative Fund (Item 20/95.1) - The Asst Clerk confirmed that following submission of the pre-application form to EALC for funding to provide additional play equipment at the Willows Green play area, Council had received permission from EALC to submit a full grant application. Asst Clerk had met with 3 play equipment companies and was awaiting quotes. If received it will need to be match funded. The Clerk confirmed that £6000 was ring fenced in the budget for this project. It was proposed by Cllr Francis Marshall, seconded by Cllr Alec Fox and unanimously agreed that an application be made to the CIF for £6000 giving a total budget of £12000 for redevelopment of Willows Green play area. Asst Clerk confirmed that the application needs to be submitted by 16th August.

111.2 Churchyard Wildlife Area (Item 20/95.3) – JCM Services had confirmed that a pathway had been created through the Wildlife Area to enable family members to tend a grave.

111.3 Felsted Memorial Hall (Item 20/96.3) – The request for a donation towards the upgrading of the toilets was discussed at the Finance Committee meeting on Monday 29th June. It was agreed that a donation of £500 would be made.

111.4 Playing field hedges - The Clerk confirmed that JCM had cut all the hedges around the play area on the main playing field.

20/112 **District and County Councillor Reports**

112.1 District Councillor's Report – Cllr Evans was thanked for his ongoing updates on the Local Plans. Cllr Evans said that as much participation as possible from all Parish and Town Councils throughout the district was encouraged.

UDC are considering reducing the numbers of people who go into the office on a more permanent basis. No decision has yet been taken. A view will be taken on it over the next few months. Much needed revenue could be derived from alternative use of the space.

112.2 County Councillor's Report – Members noted that County Cllr Simon Walsh had submitted a Report for July 2020 which included items on the re-opening of the remaining 6 recycling centres. Existing centres had been extremely busy. Cllr Walsh requested that where possible residents wait before going to the recycling centres to ease the pressure. Libraries are scheduled to re-open with the bigger ones in the first phase. This will enable the registrations of births to recommence.

The Government has asked ECC to set up a local track and trace system and this has been done. Cllr Walsh said we are beginning to move through the recovery phase but it would still be a long process. Should further localised lockdowns become necessary a special committee had been set up to manage the situation.

Possible S106 development monies could be available from prior developments in the parish to help with local projects. Cllr Walsh also has a fund which he is able to distribute to local good causes.

He warned that travellers are moving in the area and recommended securing any open spaces.

Cllr Simon Walsh was asked for an update re flooding at Milch Hill and the road at Mole Hill Green at the end of Hollow Road. Cllr Walsh agreed to chase again and said if necessary he would ask for a meeting with the cabinet member responsible. Cllr Richard Freeman requested that Cllr Simon Walsh add the flooding of Causeway End pond/ditch to the meeting with the cabinet member as this is an on-going problem impacting an elderly couple.

20/113 **Correspondence**

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

113.1 UDC Hub Meeting – This is a new initiative. Cllr Harvey has asked to join the next meeting.

113.2 ECC - Salt Bag Partnership Scheme – They are offering salt supplies again this year although they are not sure if they can source them. It was confirmed that Felsted has plenty of salt and will not need to order more.

113.3 Footpath 48 – Replacement of the 'wrong footbridge' – Members noted that following ECC Highways recently replacing the wrong footbridge on FP48 between Jollyboys Lane North and Bannister Green they have now scheduled to replace the correct bridge on 29th July.

113.4 Felsted P3 Footpath Group – ECC have provided them with a second hand brushcutter. It is in for service. Under the terms of the agreement the Parish Council pay for the service and any parts replaced and then re-claim from ECC.

113.5 Trimming of Playing Field Hedge - Request from resident requesting that the playing field hedge behind their property be trimmed. In past years some residents have asked for the hedge behind their property to be cut back, whereas others ask for theirs not to be cut back. The Parish Council will respect residents wishes. The Clerk will therefore check with the other residents and ask if they would also like their hedge trimmed. JCM Services will then be asked for a price.

113.6 JS Wright and Son Willow Plantation – They are experiencing incursions onto their plantation in Station Road (adjacent to River Chelmer). This is on the Flitch Green/Felsted border. Wrights have written to Flitch Green Parish Council and also to Felsted Parish Council. They request that Felsted PC publicise that there is NO Public Right of Way across the plantation. This will be posted onto the PC website. The Clerk will confirm to Wrights that this has been done.

20/114 **Finance**

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

114.2 Internet Banking – The RFO is investigating the setting up of internet banking for the Parish Council.

114.3 Receipts – Members noted that receipts for the year so far were £38500 for the first half of the precept, £100 for an advertisement in Felsted Focus and £31 for allotment rents.

114.4 Confirmation of appointment of internal auditor for 2020-21 – The PC confirmed the re-appointment of Maurice Howard to carry out the Internal Audit for the year 2020-21

114.5 Fill vacant seats on Finance Committee - Cllr John Moore has stepped down as both Chair and a member of the Finance Committee. Cllrs Penny Learmonth and Roy Ramm both agreed to join the Finance Committee. Cllr Graham Harvey will take over as Chair.

The PC recorded their thanks to Cllr John Moore for all the work he has done as Chair of the Finance Committee for the past 10 years.

114.6 Consideration of the Internal Audit Report for 2019-20 – Members noted the Internal Audit Report which had been submitted by Maurice Howard.

114.7 Approval of the 2019-20 Audit Annual Governance Statement - The Finance Committee had studied the accounts and Audit Return in detail at their meeting on 29th June 2020. It was unanimously agreed to approve the Annual Governance Statement.

This document will be physically signed by the Clerk and Chairman prior to submission to the External Auditors

114.8 Approval of the 2019-20 Audit Accounting Statements and Audit Return – It was unanimously agreed to approve these documents. The documents will be physically signed by the Chairman and the Clerk/RFO prior to submission to the External Auditors.

20/115 **Coronavirus situation – Re-opening play areas**

Cllr Graham Harvey will join an online EALC webinar on Friday 3rd July and circulate any advice received to Councillors. If appropriate a decision will be made via e-mail.

20/116 **Playing Fields**

116.1 Quote for Playbark edging works/Playbark top up (supply and spread) - Members considered a revised quotation to replace the wooden edging around the playbark section of the children's play area. It was proposed by Cllr Alec Fox, seconded by Cllr Andy Bennett and unanimously agreed to accept the quotation from local builder, Glen Mixture, to replace the rotten wooden edging at a cost of £2700.

Members considered quotes received for 30 cubic metres of Playbark. It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed to accept a quote from Giffords for £1250 for the supply and delivery of the bark, and to accept a quote from JCM services for £670 to renovate, level and spread the bark.

116.2 Bannister Green play area fence – Members considered various options contained in a report pre circulated by the Asst Clerk. Option B a wooden 'built on site' picket fence for £2890 was proposed by Cllr Roy Ramm and seconded by Cllr Richard Freeman. This was approved unanimously.

116.3 2020 Play equipment inspection report – Members noted that the 2020 Playground Inspection Report had been received. No items were categorised as high risk or requiring urgent attention. The Asst Clerk would meet with the Village Attendant to schedule in some minor cleaning and repair works. It was agreed that due to decay the picnic table at Bannister Green would be removed.

116.4 Willows Green play area problem (consider temporary removal of goal posts) – The goal post is unstable and needs attention. Cllrs Graham Harvey and Alec Fox would meet on site to assess the problem and arrange for the goalpost to be removed and refurbished by AJB Engineering. It will then be re-installed.

Some antisocial behaviour has been occurring at the play area. This has been reported to Uttlesford's Community Safety Team who deal with low level anti-social behaviour problems.

20/117 **Allotment site fencing, gates and notices**

The Village Attendant had indicated that labour cost would be in the region of £250-300 to install a 4 foot high, heavy duty galvanised chain link fence at the top end of the allotments. The materials (fencing and posts) would be sourced from Janus Timber Company at a cost of approximately £500 and a gate at the Mill Road entrance to the allotments would cost an additional £188 plus posts. The whole project would therefore cost in the region of £1000. A padlock would be put on the Mill Road gate enabling allotment holders to enter. This was proposed by Cllr Alec Fox, seconded by Cllr Francis Marshall and agreed unanimously.

20/118 **Byway 101 at Willows Green – Stopping Up Order for section adjacent to 16 Evelyn Road**

Members noted that this matter had been discussed extensively in Spring 2019 and the Council had agreed to withdraw its previous objection to the application. It was proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall and unanimously agreed to make no further comment on the application (to support or object) and to leave the decision to the Statutory process.

20/119 **Chairman's Matters**

New ways of working – The Chairman reported that the meetings are going smoothly with all Councillors being fully briefed and well prepared before the meetings. Both full council meetings and committee meetings are successfully running on-line. Joining information is well advertised enabling members of the public access to meetings if they wish.

20/120 **Clerk's Matters**

120.1 Vacancy re public toilets and car park – The Clerk had advertised this vacancy in Felsted Focus and on the notice boards but there had been no applications received to date.

120.2 Assets of Community Value – Asst Clerk confirmed that the 5 expiring Assets of Community Value (Allotments, Bannister Green, Ravens Crescent play area, Willows Green play area and the main playing field) had been re applied for and go to UDC Committee for a decision on 14th July.

120.3 Art competition 2020 – Cllr Richard Freeman reported that entries were being submitted but so far numbers were down on previous years. The competition had been advertised in three issues of Felsted Focus. Cllrs Graham Harvey and Frances Marshall will judge the competition after the closing date of 10 July. This year the competition has been opened up to children of the entire parish, which has been appreciated by residents living in Willows Green and surrounding areas.

120.4 Churchyard Wildlife Area Policy review – The Churchyard Working Group will hold a review as to the size/existence/location of the Churchyard Wildlife Area. This will be put on the September agenda. Cllr Penny Learmonth will prepare an article for the Felsted Focus to inform residents as to the intentions/purpose of the wildlife area.

20/121 **Planning Applications and Decisions**

121.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/20/0451/LB / UTT/20/0450/FUL

The Watch House Watch House Green

Demolition of existing barn and garage and erection of 1 no. detached dwelling

Applications Withdrawn 2nd June 2020

UTT/20/0800/HHF **Foresters Jollyboys Lane North**

Proposed removal of existing garage and erection of single storey and two storey extensions.

Permission Refused 2nd June 2020 *"The proposed extensions would, by virtue of their scale and form, cause significant harm to the character and appearance of the existing dwelling."*

UTT/19/1446/FUL **Thorpes Frenches Green**

Proposed erection of single dwelling with garage together with replacement cartlodge and associated landscaping work (amendments to previously approved scheme UTT/18/3019/FUL).

Application Withdrawn 4th June 2020

UTT/20/0771/HHF

Belvedene Willows Green Main Road

Single storey rear extension, loft conversion including the raising of the roof to the rear of the existing extension, addition of dormer windows to the rear and internal alterations

Permission Refused 9th June 2020 *“the proposed extensions would, by virtue of its scale and form, cause significant harm to the character and appearance of the existing dwelling and neighbouring properties,the rear dormer would impact on the amenity and impede on the privacy of neighbouring properties”*

UTT/20/0911/HHF **4 Cromwell Park Chelmsford Road**

Proposed extension and alteration consisting of an enclosed porch, lower roof alteration and enlarged upper roof dormer. **Permission Granted 8th June 2020**

UTT/20/0849/FUL

Land At Bakers Lane Erection of detached self build 4 bed dwelling and garaging

Permission Refused 9th June 2020 *“would cause significant harm to the particular rural character of the area whereby Jollyboys Lane North represents a natural building break along Bakers Lane..... would erode the public’s enjoyment of the PROW network.....would cause harm by way of inappropriateness, to the setting of Jollyboys, a grade II designated heritage asset”*

UTT/20/0433/HHF **Larks Bannister Green**

Proposed conversion of existing garage barn to form 2 bedroom self contained annex

Permission Granted 25th June 2020

121.2 APPLICATIONS TO BE CONSIDERED AT 21 JULY PLANNING MEETING

UTT/20/1442/HHF **Foresters Jollyboys Lane North**

Proposed alterations and extensions

UTT/20/1432/HHF **Mariskalls Mill Road**

Proposed 3-bay detached garage, with first floor accommodation for home office/studio

UTT/20/1421/FUL **Thorpes Frenches Green**

Proposed erection of single dwelling with garage together with replacement cartlodge and associated landscaping work (amended scheme to that approved under planning permission UTT/18/3019/FUL)

UTT/20/1395/HHF **Beacons Cobblers Green Causeway End Road**

Proposed single storey rear extension

UTT/20/1389/HHF **Pankinya Cock Green Road**

Proposed timber gate and rendered piers

UTT/20/1328/HHF **29 Ridley Green Hartford End**

Proposed raising of height of rear garden wall to 3m.

UTT/20/1462/HHF **Corn Barn Cobblers Green Causeway End Road**

Erection of garage / cart lodge.

121.3 Appeal process BDC 19/01326/OUT 150 Dwellings Land off School Lane Rayne

Cllr Andy Bennett attended sections of the virtual Appeal Hearing representing Felsted PC and objecting to the application alongside Rayne Parish Council. The appeal has now closed and the decision of the Planning Inspector is awaited.

20/122 **Local Plan updates**

122.1 Uttlesford and Braintree - No new updates.

20/123 **Urgent matters and future Agenda items**

123.1 Flooding at Causeway End - Cllr Richard Freeman will draft a letter summarising the situation to MP Kemi Badenoch, County Cllr Simon Walsh and District Cllrs John Evans and

Sandi Merifield asking them to use their influence to get the relevant authorities to find a practical and technical resolution to the problem.

The meeting closed at 8.20pm

Next Meetings: Planning Committee meeting: Tuesday 21 July online at 6.00pm
 Highways Committee Meeting: Wednesday 8 July online at 5.00 pm
 Council meeting: Wednesday 5 August online at 6.00pm

..... 5 August 2020 Chairman

Correspondence Summary – July 2020

Coronavirus situation - Regular updates on the Coronavirus situation have been received from ECC, UDC, EALC and NALC and other companies and organisations.
UDC – New Uttlesford Hub monthly meetings (formerly Joint Action Group meetings) Invitation to local parishes to report in, by telephone, with any specific concerns raised by residents - District Cllr John Evans appointed UDC member representative on the LGA Rural Special Interest Group
ECC – Salt Bag Partnership Scheme 2020 Deadline 26 July - Highways Highlights – May 2020 (circulated to Cllrs 27 June) - Temporary closure of Garnetts Lane for 3 days from 29 June (BT works) - Temporary 30 mph restriction of Mill Road for 12 days from 14 Sept (ECC replace footbridge) - Highway repairs scheduled for ‘road with no name’ opposite Woods Farm Cottages – deep ruts along edge of roadway (Ref: 2646251) - Highway works – Dangerous footbridge on FP 48 to be replaced 29 June
BDC – Coggeshall Neighbourhood Plan Consultation (Regulation 16) Deadline 3 August
EALC – Legal Update – May 2020
Felsted P3 Footpath Group – Cost of servicing brushcutter provided to them by ECC
Letter from resident requesting playing field hedge behind their property be trimmed.
Letter from JS Wright and Son re NO Public Right of Way within their Willow plantation in Station Road (adjacent to River Chelmer)
NEPP – Suspension of ‘paid for’ Parking Enforcement visits until Autumn Term 2020
Affinity Water – High demand for water this summer
Chelmsford North Eastern Bypass Scheme – June newsletter/update
RCCE – Essex Warbler – June and July 2020
PFCC – Rural Crime Facebook Live Event – 30 June 7-8pm
NALC / SLCC – Model Code of Conduct Consultation Deadline 17 August - The Clerk magazine – May 2020
CPRE – Countryside Voices magazine – Spring 2020

Unpaid List – July 2020

Supplier	Date	Memo	Amount	Cheque no.
A & J Lighting Solutions	19/06/2020	Annual street light maintenance contract	959.34	102940
BT	23/05/2020	Telephone and broadband - 01/04 to 31/07/20	222.67	Direct Debit
Buzz Supplies Ltd	11/06/2020	Sanitiser, hand gel, anti-bacterial wipes	107.85	
	15/06/2020	Latex gloves	<u>59.10</u>	
		Total Buzz Supplies Ltd	166.95	102941
Castle Water	11/06/2020	Allotment water supply (Mill Road) April-Sept 20	179.45	
	11/06/2020	Allotment water supply (Station Road) Apr-Sept 20	<u>129.27</u>	
		Total Castle Water	308.72	Direct Debit
D M B Smith	30/06/2020	Clerk's salary - June 2020	1,173.03	
	26/06/2020	Clerk's expenses - June 2020	<u>26.03</u>	
		Total D M B Smith	1,199.06	102942
Daniel Plunkett	10/06/2020	RFO salary - June 2020	227.92	
	26/06/2020	RFO Expenses - June 2020	<u>13.50</u>	
		Total Daniel Plunkett	241.42	102943
E.ON	02/06/2020	Street light electricity - May 2020	279.34	
	19/06/2020	MUGA electricity 14/05 to 14/06/20	8.17	
	19/06/2020	Pavilion electricity 14/05 to 14/06/20	<u>31.02</u>	
		Total E.ON	318.53	Direct Debit
Felsted Memorial Hall	23/06/2020	Insurance of war memorial	37.38	102944
Heather Read	10/06/2020	Asst Clerk salary - June 2020	907.47	
	26/06/2020	Asst Clerk's expenses - June 2020	<u>23.14</u>	
		Total Heather Read	930.61	102945
HM Revenue & Customs	10/06/2020	PAYE/NI payment for April - June 2020	645.01	102946
Information Commissioners Office	11/06/2020	Data Protection fee 2020-21	40.00	102952
M G Howard	22/06/2020	Internal Audit for 2018-19	385.00	102947
Paul Clark Printing Ltd	29/06/2020	Printing Felsted Focus - July 2020	549.00	102955
Playsafety Ltd	10/06/2020	Play equipment inspection	362.40	102948
Proofnow	19/06/2020	Proof Reading - Felsted Focus - July 2020	30.00	102954
R Chapman	20/06/2020	Unlocking car park - May/June 2020	75.00	102949
Robert Barnard	23/06/2020	Replacement wooden ramps at play areas	100.00	102950
S P Barnard	27/06/2020	Village attendant - June 2020	550.00	102951
ZAP Distribution Ltd	26/06/2020	Delivery of Felsted Focus - Jul 20	234.00	102953

TOTAL 7,355.09