

FELSTED PARISH COUNCIL

Minutes of the 1082nd meeting held on 7 October 2020 at 6:00 pm using the Zoom online platform

Present: Councillors Graham Harvey, Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Roy Ramm, Richard Silcock. District Councillor Sandi Merifield was also present along with 3 members of the public. In attendance: The Clerk, the Assistant Clerk and the RFO.

20/158 **Apologies for Absence and Declarations of Interest**

Apologies for absence had been received from Councillors Francis Marshall and Peter Rose County Councillor Simon Walsh and District Councillor John Evans. There were no Declarations of Interest.

20/159 **Public Forum**

159.1 Flower Tubs – These will be changed to their winter display this month. A team of volunteers will be changing compost/ replanting all the tubs in the village. They will be socially distanced and working in groups of no more than six.

159.2 Letter from Resident – The Chairman read out a letter received from a resident querying certain items of Council expenditure. The Chairman will draft a response.

20/160 **Minutes of Meeting 1081 held on 2 September 2020**

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

20/161 **Minutes of the Planning Committee meeting on 15 September 2020**

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

20/162 **Matters arising from the September Council meeting**

162.1 Waste Bin in Church porch (Item 20/141.1) - The large 150 litre waste bin for the church porch is still not available so a 130 litre bin has been ordered. A standard size bin is also on order for the playing field next to the gazebo. There is a 6 week lead time for both orders.

162.2 White hatched area between the Alms Houses/The Chequers (Item 20/141.2)

The Village Attendant is awaiting dry weather in order to perform this task.

162.3 Seat outside Alms Houses (Item 20/141.3) – Drier weather is needed for the Village Attendant to inspect the seat.

162.4 Replacement Tree on Memorial Hall Field (Item 20/141.5) - North End Nursey inspected the tree. They said it had suffered from severe drought/hot weather earlier in the year but is now recovering. They hope to pull the tree upright and re-stake it.

162.5 Edwards House site toilet sign (Item 20/141.6) - The missing footpath fingerpost has been re-reported to Essex County Council.

162.6 Parking Enforcement visits (Item 20/144.7) – The clerk has received the 2020-21 schedule of visits from NEPP. They have agreed to send the clerk a full list of figures/ enforcement actions/ tickets issued at the end of every school term which will then go to the Highways Committee for review.

162.7 Local Council's Liaison Forum meeting on 15 September (Item 20/146.1) – It was noted that there is a proposal to issue a new Member Code of Conduct Model in the Autumn addressing current limitations in the UDC model.

162.8 CCTV Maintenance agreement with Videcom (Item 20/147.4) - The annual inspection was carried out by Videcom on 30th September. They identified and rectified a problem with a dislodged power jack which had resulted in photos not getting back to the hub in Dunmow. The system is now working again.

162.9 Resumption of football matches (Item 20/148.1) – It was noted that the playing field/pavilion now have their own QR code for track and trace.

162.10 Woodley's Car Park (Item 153.3) – The contractor has confirmed that he will carry out the re surfacing works as soon as he can. Half of the car park will need to be closed off for the day when the works are carried out. The clerk confirmed that the big hole in the entrance to the car park had been reported to ECC as an urgent issue.

162.11 Future works specifications (Item 154.6) –The Clerk confirmed that she has drafted an article requesting any suitably qualified residents to volunteer to provide assistance with technical specifications whenever the PC puts a job out to tender. The article will appear in the October November edition of the Felsted Focus.

20/163 **District and County Councillor Reports**

163.1 County Councillor's Report – Members noted the October Report from County Cllr Simon Walsh which included the following topics: High Covid rates in certain Districts: improved Blue Badge scheme : New Essex Resident's Panel: Better Health Greater Essex campaign: Essex Lottery: Secondary School Admissions open.

163.2 District Councillor's Report – Members noted the Report for October 2020 which included the following topics: Covid numbers in Uttlesford are the highest in Essex. Cllr Merifield emphasised the importance of staying 2m apart and staying safe to avoid a local lock down; the Doctors' Surgery- the legal officer/planning officer will be looking at the paperwork for the surgery next week. The developer's lawyer has been informed; UDC Planning Parish Forum on Monday 12th October - Asst Clerk and Cllr Andy Bennett confirmed that they will be attending; Gladman Application (260 houses on Station Road) has gone to Appeal on technical/legal grounds.

20/164 **Correspondence**

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

164.1 Guide to procedures re Unauthorised Traveller Encampments – Felsted is covered by the UDC arrangements so would receive assistance.

164.2 Essex Forest Initiative - Essex are looking to plant 375,000 trees within the next 5 years and are looking for suitable sites. Clerk will write to ECC explaining that Felsted have sites in mind including the new Bury Farm development site.

164.3 Government consultation on Managing Pavement Parking (England) – Pavement Parking was a problem in Felsted and Members agreed that the Clerk should respond in favour of Option 3 to: Simplify traffic regulations **and** an England wide pavement prohibition with certain exemptions.

164.4 Dangerous hole on FP 107 caused by the removal of a tree - Councillors noted a resident's correspondence with County Councillor Walsh requesting urgent action.

164.5 Highway issues - Three letters had been received from residents highlighting various highway issues. These would be considered at the next Highways Committee meeting.

164.6 Proposal to hold a Coffee with Cops event in Felsted - Members supported this event, on a date to be agreed.

20/165 **Finance**

165.1 Payments – The list of payments on page 8 were approved.

165.2 Receipts – Members noted the following receipts: second half of the precept £38,500, Crix Green Mission Trust £18,000, VAT refund from HMRC £5000, Reimbursement from UDC re Crix Green Mission Trust building inspection £384, Felsted Focus advertising £135, Felsted Rovers £120, Allotment Rents £54.

165.3 Donation of £1000 to Stop Stansted Expansion Group – It was proposed by Cllr Alec Fox, seconded by Cllr Andy Bennett and agreed (7 in favour and 1 abstention) to make a donation of £1000 to SSE.

165.4 Online banking update – The RFO is progressing this with Barclays Bank.

165.5 Village Crest refurbishment – A quote for a replacement of the wooden framework on which the crest stands, for £1350 plus vat, had been received. Acceptance of the quote was proposed by Cllr Roy Ramm and seconded by Cllr Richard Freeman. This was approved unanimously.

Thanks were expressed to Cllr Roy Ramm who has spent a considerable amount of time refurbishing the crest. It was noted that once back in place the crest should be turned every 5 years to ensure that it weathers evenly on both sides.

165.6 Crix Green Mission works contract to fit out the shell – At the March 2020 PC

meeting Stage 1 works were approved (Minute 20/51.5). Details of Stage 2 works need to be formally agreed at the Finance Committee on 14th October. It was noted that should it be possible to apply for any grants in the future these could be used to improve parking at the Mission Hall.

165.7 Felsted Community Trust update - Nothing to report.

165.8 UDC Community Grant scheme – This scheme is to assist with the development of community based projects. The closing date for applications is 19th November. The maximum amount that can be applied for is £3500 which has to be match funded. Asst Clerk recommended that an application be made to purchase an accessible picnic table made from recycled material for each of the four play areas at a cost of approximately £600 each. It was proposed by Cllr Richard Freeman and seconded by Cllr Andy Bennett to apply for a grant of £1200 to be match funded. This was agreed unanimously. Asst Clerk will apply for the grant.

20/166 Resignation of Cllr Joyce Stoddart / Filling of Councillor vacancy

UDC have been informed of Cllr Stoddart's resignation and they have commenced the process of advertising the vacancy and inviting any residents to call for an election. The deadline for that process is the 8th October. If no requests are received they will give the PC permission to co-opt. Once permission has been received the Clerk will then draft a notice advertising the vacancy on notice boards and Cllr Andy Bennett will post it on the website.

20/167 Approval of Contract for RFO

Proposed by Cllr Richard Freeman and seconded by Cllr Andy Bennett. This was approved unanimously.

20/168 Coronavirus situation – Remembrance Sunday 2020 arrangements

The poppy wreaths will be laid at the War Memorial in private on the Saturday, abiding by social distancing regulations, and this will be filmed. A Zoom church service will be held on Remembrance Sunday to include the film of the wreath laying. A set of still photos will be requested for the website/Felsted Focus. Cllr Graham Harvey will collect the PC wreath from Alan Hale.

20/169 Churchyard – Planning application for wall

The Clerk has filled in the form and is ready to submit the planning application together with the £117 fee. The plans will be sent to two local builders to obtain quotations for the work. The Clerk will clarify with UDC the position of the PC when the application comes up for consideration by the Planning Committee.

20/170 Quote for works to reduce Wildlife Area

The Clerk had met with JCM Services on site. They suggested that the ivy is left on the older graves but that it is trimmed. They recommended strimming the larger weeds regularly and believe that the grass will then regrow resulting in a gradual regeneration of the area. Their quote for the necessary works was £60 plus vat. This was approved and will be added into the annual grass cutting contract when it becomes due for renewal in Spring 2021.

20/171 Playing fields – Replacement fence works at Bannister Green

Dunmow Fencing are due on site w/c 12th October. The replacement of the fence is expected to take approximately 4 days.

20/172 Review of Tree Works contract

Members noted that the original company had withdrawn from the contract due to staffing problems. The PC considered a revised quotation from JCM Services, to undertake the work on the large copper beech in the churchyard but a full revised quotation for all works was expected shortly. Due to the urgency of the work, this quotation would be circulated to Councillors with a view to agreeing that JCM Services be appointed to carry out the work on both the Copper Beech in the churchyard and the Oak Tree at Bannister Green. Quotes will be

obtained for work on the 3 trees in the playing field bordering Jolly Boys Lane North to be considered at the next meeting.

20/173 **Causeway End flooding**

Cllr Walsh confirmed that the landowner had been contacted by ECC. The Floods Team are arranging a meeting with the landowner. The PC expressed their frustration on behalf of the residents that this issue has still not been resolved.

20/174 **Chairman's matters**

174.1 The Clerk confirmed that she had reported the dislodged manhole cover at Pyes Bridge earlier this year. She will report it again highlighting that it is an urgent and dangerous issue.
174.2 The goal posts for Willows Green play area have been refurbished. They will be put back in situ this month.

20/175 **Clerk's Matters**

175.1 Quotes to clean the public toilets -The Clerk met a commercial company on site to obtain a quote for a weekly clean of the toilets. The resulting quote was for £160 per month for 51 weekly cleans a year. The Village Attendant is willing to clean the toilets twice a week for £25 per week. There is however no current interest for the position of locking/unlocking the toilets/car park and so it is not currently possible for the toilets to be open. It was agreed that the Clerk would investigate an automatic time lock for the toilets.

175.2 Review of allotment rodent control – The Clerk had approached Command Pest Control re quarterly visits in future. Command Pest Control advised that lawfully rat poison has to be checked every 2 months. It was therefore agreed that they continue to carry out 6 bi monthly inspections per annum.

175.3 Assistant Clerk vacancy – Several applications have been received. It was noted that no applications had been received from local residents. Interviews will be scheduled for mid October.

175.4 Approve Emergency Plan – It was unanimously agreed to adopt the plan.

175.5 Nature Area update – A working party consisting of both council members and local residents have removed hundreds of tree guards/stakes from the trees planted by the developers along the back of Station Road. These will be collected for recycling. The PC recorded their thanks to the residents for such a great community effort.

175.6 Approve Document Retention Policy - This will be brought to the November PC meeting

20/176 **Planning – Decisions and new Applications**

176.1 APPLICATIONS TO BE CONSIDERED AT THE 20 OCTOBER PLANNING MEETING

UTT/20/2375/FUL Land At Watch House Green

Construction of 4 no. detached dwellings and garages with new access off Braintree Road

UTT/20/2424/HHF 6 Crix Green Villas Crix Green Road

Erection of single storey side extension

UTT/20/1617/FUL Moorlea Bartholomew Green Lane Bartholomew Green

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

176.2 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/20/1696/LB Three Horse Shoes Bannister Green

Proposed repair works to existing sole plate, replacement lime render to entire front elevation and proposed installation of 1 no. air source heat pump to external wall

Permission Granted 3rd September 2020

UTT/20/1389/HHF Pankinya Cock Green Road

Proposed timber gate and rendered piers

Permission Refused 8th September 2020 “detrimental impact to the functionality and safety of the highway, whilst the gates are opened and closed”

UTT/20/1730/HHF Brook Cottage Cobblers Green Causeway End Road

Proposed works to existing residential outbuilding to create annexe accommodation for family occupation.

Permission Granted 8th September 2020

UTT/20/1818/HHF Farley House Braintree Road

Proposed vehicular access

Permission Refused 15th September 2020 “failed to demonstrate adequate visibility splays”

UTT/20/1821/HHF Belvedene Willows Green Main Road

Proposed demolition of conservatory and erection of single storey rear extension, lowering of roof and internal alterations.

Permission Granted 22nd September 2020

UTT/20/1972/HHF Terleys Mole Hill Green Molehill Green Road

Proposed demolition of existing garage and construction of new timber frame cartlodge: Amendment to application UTT/18/2645/HHF currently under construction

Permission Granted 24th September 2020

UTT/20/1903/LB / UTT/20/1902/HHF Mill House Cock Green Cock Green Road

Addition/extension to cart lodge front elevation. Cladding to annexe front and rear elevation, additional windows to front elevation. Addition of dormers and roof lights to swimming pool roof and windows to rear pool elevation. New doors and glazing to swimming pool building together with rear elevations first floor bedroom, ground floor kitchen relocation and new doors to kitchen. Internal remodelling and structural work.

Withdrawn 24th September 2020

UTT/20/0766/OP Great Greenfields Gransmore Green Gransmore Green Lane

Outline application with all matters reserved except for access for the Construction of 1 no. dwelling.

Permission Refused 29th September 2020 “The proposed development would be entirely inappropriate and not in keeping to the pattern of development for the areawould fail to preserve the special interest of the listed building, including its setting”

176.3 APPEAL DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/19/2940/HHF Cromwells Watch House Green

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

Appeal Allowed 16th September 2020

UTT/20/0097/FUL Pond Park Farm Cock Green Road 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 "J" shall be painted black.

Appeal Allowed 28th September 2020

Other Planning Matters

20/177

177.1 Stansted Airport planning application appeal It was noted that the PC have lodged an objection to the Appeal Inspectors.

177.2 Planning for the Future Consultation The PC have submitted comments to Ministry of Housing, Communities and Local Government expressing frustration with the process.

177.3 Changes to the Current Planning System. The Planning Committee will respond to this consultation within the allocated time scale.

20/178 **Urgent matters and future Agenda items**

The PC wished to record the thanks of local residents who had been in contact with District Cllrs Sandi Merifield and John Evans. The residents had stated that both Councillors had really listened to them and been extremely responsive to the queries that they had raised.

The meeting closed at 8 pm

Next Meetings: Finance Committee meeting:	Wednesday	14 October online at 5pm
Planning Committee meeting:	Tuesday	20 October online at 6.00pm
Council meeting:	Wednesday	4 November online at 6.30pm

..... 4 November 2020 Chairman

1. Coronavirus situation - Regular updates on the evolving Coronavirus situation have been received from ECC, UDC, EALC and NALC and other companies and organisations.
2. UDC – Guide to procedures re Unauthorised Traveller Encampments - Victim Support initiative – ‘My Support Space’ (Circulated to Cllrs 28 Sept) - Precept 2020-21 -Second instalment received 15 September 2020
3. ECC – Essex Forest Initiative (Circulated to Cllrs 28 Sept) - Highways Highlights – August 2020 (Circulated to Cllrs 8 Sept)
4. EALC -
5. Government review of roads policing – Survey link (Circulated to Cllrs 11 Sept) Deadline 30 September
6. Government consultation on Managing Pavement Parking (England) – https://www.gov.uk/government/consultations/managing-pavement-parking (Circulated to Cllrs 28 Sept) Comments sought by 22 November
7. Essex Police – Proposal to hold a Coffee with Cops event in Felsted
8. Consultation on The Salings Neighbourhood Plan (Regulation 16) Deadline 9 November
9. Helena Romanes School, Gt Dunmow – Consultation on proposed age range change and increase in capacity (Circulated to Cllrs 28 Sept) Deadline 30 October
10. Dangerous hole on Footpath 107 – Copy of a letter from a resident to County Councillor Walsh requesting urgent action
11. Essex Playing Fields Association – AGM on 12 October at 7pm (online)
12. RCCE – AGM on 21 October at 6pm (via Zoom) - Oyster magazine – Summer 2020 - Essex Warbler – September 2020
13. CPRE AGM – 3 October 2020 at 10.30am (via Zoom)
14. 3 letters from residents highlighting highway issues as follows: a) Raised manhole in Chelmsford Road opposite The Old Telephone Exchange b) Overgrown pavement in Chelmsford Road (cemetery to Causeway End) c) Speed calming at Watch House Green (Braintree Road towards Gransmore Green)

Unpaid List October 2020

	Date	Num	Memo	Open Balance	Cheque Number
A & W Gowers Ltd					
	15/09/2020	6746	Oak Sign post for Village Crest	405.00	
Total A & W Gowers Ltd				405.00	102993
CPRE					
	05/10/2020	CPRE 2020	CPRE Membership November 2020 for 12 months	36.00	
Total CPRE				36.00	102995
D M B Smith					
	05/10/2020	Sep 2020	Clerk's expenses £207.61 - Sep 2020	207.61	
	30/09/2020	Sep20	Clerk's salary - September 2020	1,173.03	
Total D M B Smith				1,380.64	102996
Daniel Plunkett					
	05/10/2020	Sep 2020	RFO expenses £9.00 - Sep 2020	9.00	
	30/09/2020	Sep20	RFO salary - September 2020	227.92	
Total Daniel Plunkett				236.92	102997
E.ON					
	02/09/2020	H18E13525A	AC # 0113 9823 6360 - Street light electricity for 01/08/20 to 31/08/20 - MPAN 1013095287825 - U...	279.34	
	17/09/2020	H18EFD26CE	Ac # 0132 6195 8940 - MUGA electricity for period 14/08/20 to 14/09/20 - MPAN 1030072525215 - Me...	8.17	
	17/09/2020	H10A0BFC9E	Ac # 3605 5026 48 - Pavilion electricity 14/08/20 to 14/09/20 - MPAN 1012485770570 - Meter # D11...	14.61	
Total E.ON				302.12	Direct Debit
Heather Read					
	02/10/2020	Sep 2020	Asst Clerk's expenses - Sep 2020 - Zoom subscription, working from home allowance, Stationery	171.01	
	30/09/2020	Sep20	Asst Clerk salary - September 2020	518.67	
Total Heather Read				689.68	102998
Holmbuild Ltd					
	14/09/2020	14Sep20	Stage 3 payment - Crix Green Mission Hall works	18,000.00	
Total Holmbuild Ltd				18,000.00	102992
M G Howard CPFA					
	31/08/2020	1589	Internal Audit for 2019-20	350.00	
Total M G Howard CPFA				350.00	102999
Medical Premises Consultants					
	30/09/2020	MPC0362	Professional Advice to Felsted Community Trust re Felsted Surgery, Bury Farm	1,190.16	
Total Medical Premises Consultants				1,190.16	103000
Paul Clark Printing Limited					
	24/09/2020	25622	Printing Felsted Focus - October 2020	580.00	
Total Paul Clark Printing Limited				580.00	103001
Proofnow					
	19/09/2020	AD0026A	Proof Reading - Felsted Focus - Oct 2020	30.00	
Total Proofnow				30.00	103002
S P Barnard					
	02/10/2020	Sep 2020	Village attendant - Sep 2020 - 49 Hours @ £12.50	612.50	
Total S P Barnard				612.50	103003
Uttlesford District Council (as supplier)					
	08/09/2020	0000079246	Crix Green Mission Building work inspection fee	384.00	
Total Uttlesford District Council (as supplier)				384.00	103004
ZAP Distribution Ltd					
	25/09/2020	0610	Delivery of Felsted Focus - Oct 20	234.00	
Total ZAP Distribution Ltd				234.00	103005
TOTAL				24,431.02	
NOTES:					
Cheque 102982 in payment of D Smiths salary and expenses was lost in the post and replaced by 102994.					
Additional Invoices Received by 07/10/20:					
	Date	Num	Memo	Open Balance	Cheque Number
Broxap Ltd	07/10/2020	Oct20	Church Porch and Playing field - 2 litter bins	782.34	103006
SADS UK	07/10/2020	Defib	Replacement defibrillator pads and batteries	143.74	103007
Uttlesford Distric Council	07/10/2020	Churchyard Wa	Planning application fee for Churchyard wall works	117.00	103008
Felsted Poppy Appeal	07/10/2020	Poppy Appeal	Donation and wreath (LGA 1972 s 137)	75.00	103009
R Chapman	06/10/2020	Sep20	Unlocking toilets and car park 1 - 5 weeks - September 2020	62.50	103010
JCM Services	05/10/2020	INV-0488	Church grass cutting - Cut 3 of 4	825.00	103011
JCM Services	05/10/2020	INV-0487	Village grass cutting - 3 of 4, play area hedge cutting 2 of 2, flail hedge cut hedge cut to Wil...	2,682.00	103011
JCM Services	05/10/2020	INV-0501	Nature Area - Maintenance of footpaths and frontage - 3 of 4	270.00	103011
SLCC	06/10/2020	BK13914	Training - Asst Clerk	42.00	103012
			TOTAL	4,999.58	