

FELSTED PARISH COUNCIL

Minutes of the 1084th meeting held on 2 December 2020 at 6:30 pm using the Zoom online platform

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, John Moore, Roy Ramm and Margaret Attwood. District Councillors John Evans and Sandi Merifield were also present along with 10 members of the public.
In attendance: The Clerk (joined after Item 20/201), the Assistant Clerks and the RFO.
- 20/199 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Peter Rose and Richard Silcock and County Councillor Simon Walsh. The Chairman welcomed new Councillor Margaret Attwood to the Council.
- 20/200 **Public Forum**
Flower Tubs Council agreed to the request of residents for extra tubs to be sited outside of the Memorial Hall and at Crix Green in Spring 2021.
- 20/201 **Allotments**
Following concerns raised by local residents re fencing restricting access to the allotments (minute 20/185) Cllr Roy Ramm met with a local resident at the allotments to look at the site. It was agreed that Cllr Roy Ramm and one other councillor will also meet with allotment holders and the Allotment Society Chair to hear their views. The matter will be considered again at the next meeting.
- 20/202 **Minutes of Meeting 1083 held on 4 November 2020**
The Minutes were approved. They will be signed by the Chairman when the Council next meets in person
- 20/203 **Minutes of the Highways Committee meeting on 11 November, the Planning Committee meeting on 17 November and the Finance Committee meeting on 25 November**
These Minutes were noted and would be formally approved at the next meeting of the respective Committees.
- 20/204 **Matters arising from the November Council meeting**
204.1 White hatched area between the Alms Houses/The Chequers (Item 20/185.2) - The Village Attendant is still awaiting dry weather in order to perform this task.
204.2 Seat outside Alms Houses (Item 20/185.3) – Drier weather is also needed for the Village Attendant to inspect the seat.
204.3 Coronavirus situation (Item 20/185.7) – The second national lockdown finished on 2nd December. The MUGA has been unlocked and local level football will re-commence.
204.4 PAT Test – (Item 20/185.9) Electrical Equipment Testing has now been carried out. Everything was found to be in order.
204.5 UDC Tree Planting Initiative - (Item 20/185.10) The PC have accepted UDC's offer of 19 trees for Watch House Green, Willows Green and the Nature Area. Delivery is expected during the 2nd week of December. The trees will be delivered to Cllr Graham Harvey. Cllr Graham Harvey met with the Assistant Clerks to agree the siting of the trees for Willows Green. The Clerk will meet with Cllr Penny Learmonth to agree the siting of the trees at Watch House Green. The Nature Area Working Group will be approached for their views regarding the siting of the trees for the Nature Area.
204.6 Abandoned Car in Woodleys Car Park (Item 20/187.5) – The Clerk has reported this to UDC but she will contact them again to find out when they expect to remove the car.
204.7 The Chequers (Item 20/195.2) – The PC noted that the landlady of The Chequers may not now be retiring.
204.8 Village Crest (Item 20/15.5) – The re-paint of the crest has been completed, the new framework has been received and the crest is expected to be re-installed on Friday 11th December.

- 20/205 **County and District Councillors Report**
205.1 County Councillor's Report – Members noted the Report from the County Councillor Simon Walsh which included items on the Essex move to Tier 2 restrictions, a £6.2m package to support residents worst hit by the pandemic, the Essex Forest Initiative to plant 375,000 trees and the Essex Energy Switch where residents can sign up to potentially save money on energy bills. Registration can be done online at www.essex.gov.uk/energyswitch or by calling 0800 048 8439. Once the registration window closes energy companies bid to see who can offer the lowest energy tariff. Once registered there is still no obligation to switch supplier.
205.2 District Councillor's Report – Members noted the December report. Whilst Coronavirus was touched upon the bulk of the report comprised of the many current planning issues including the UDC Local Plan, the Stansted Airport Appeal and the Station Road (Gladman) Appeal. The District Councillors thanked Diane Smith for her generous support and professionalism during the past 18 months following the election of both District Councillors. They wished her well in her retirement.
- 20/206 **Correspondence**
Members noted the Correspondence received (see page 5) including the following:
206.1 Future protection of Horse Mounting Block - Cllr Graham Harvey will speak to Wendy Barker at The Chequers to discuss possibly moving the block to a more public place.
206.2 Willow Plantation on Nature Area – Members noted that many tree guards have been stolen/trees destroyed by deer. This will be put on the Agenda for the next meeting of the Nature Area Working Group.
206.3 Request from Whipper Snappers for a Directional Sign – The Clerk will contact Whipper Snappers to ask why this sign is needed and if it is intended to be permanent or temporary.
206.4 National Census on 21 March 2021 – Members noted that for the first time online responses will be encouraged.
- 20/207 **Finance**
207.1 Payments – The list of payments on page 6 were approved.
207.2 Receipts – Members noted the following receipts: Allotment rents £1300; Felsted Focus Advertising £185; MUGA rental £10.
207.3 External Audit Report for 2019-20 - Members noted that the report has been received and published on notice boards and the website. The External Auditors concluded that everything has been done in accordance with proper practices.
207.4 Approval of Precept for 2021-2 – Members noted that due to expenditure on several large projects during 2020-21, council reserves were projected to drop below 1 x precept by the year end. Good practice is to have a reserve of at least 1 x precept. Reserves therefore need to be built back up in 2021-22 which will necessitate an increase in precept. The Clerk will investigate how much the previous year's increase in Precept equated to per household. This matter will be considered further at the next meeting.
Clerk's note: The previous year's increase equated to the owner of a Band D property paying an additional £5.46 a year in Council Tax towards PC expenditure.
- 20/208 **Clerk's Retirement**
Members noted with sadness that Diane Smith, Clerk to Felsted Parish Council for many years will be retiring at the end of the month. They thanked Diane for all of her dedication and hard work and wished her a very happy retirement.
- 20/209 **Staffing Matters**
209.1 Cilca Qualification – Members noted that Asst Clerk Heather Read had achieved the Cilca qualification and they congratulated her on her success.
209.2 Contract of Employment for Asst Clerk Clare Schorah – Proposed by Cllr Frances Marshall, Seconded by Cllr Roy Ramm and approved unanimously.
209.3 Staff holiday arrangements for 2020-21 – Members noted that staff had taken very little

holiday this year. They acknowledged the hard work undertaken by all staff this year and hoped that they would manage to take their holiday entitlement before the end of March 2021. The Clerk would be paid for her unused holiday entitlement.

20/210 **Former Bury Farm site Section 106 Agreement**

The S106 Agreement has been drafted. Members noted that a form of words reflecting the current status of the Felsted Community Trust has been suggested as a temporary measure until the Trust has been formally registered with The Charities Commission.

Thanks were recorded to Cllr Richard Freeman and Cllr Roy Ramm who noticed an error in the S106 agreement as drafted. Their timely intervention ensured that the Doctors surgery premises would be transferred to the FCT as originally agreed by all parties.

20/211 **Causeway End flooding update**

Following ECC Floods team clearing the culvert, concern had been expressed that the problem may have been moved further downstream. (Minute 20/194). Members noted that a meeting had taken place between ECC Floods, the landowner and local residents. ECC Floods team have confirmed that they are currently in correspondence with the landowner and the individual who carried out works on the other side of the road.

20/212 **Meeting Dates for 2021**

The Asst Clerk had circulated a list of proposed meeting dates for 2021 and these were approved. Meetings remain online until further notice. Members noted that dates for the PC Open Morning and Litter Picks will be agreed once restrictions allow.

20/213 **Chairman's Matters**

Old Abandoned Car on Flich Way – The Clerk had already reported this to UDC. She will contact them again and ask for the car to be removed.

20/214 **Clerk's Matters**

214.1 Tree works

(i) Playing Field - Two additional companies have been asked to quote for tree works on the playing field.

(ii) Bannister Green - The Large Oak Tree adjacent to Burnstie Road is scheduled to be pruned this month.

(iii) Churchyard - The Copper Beech in the churchyard is scheduled to be pruned early in January 2021.

214.2 Litter Bins

(i) Churchyard Archway - The litter bin has been delivered and will be installed in the near future. Members noted that Felsted School have agreed to replace the large wooden post that was to the rear of the litter bin. They have also agreed to ensure that the repair to the wall of the old schoolroom is completed.

(ii) Gazebo in Playing Field - A bin is to be installed on the main playing field by the play area fence nearest to the gazebo.

214.3 New Notice Board in Chelmsford Road – The council has been awarded a Locality Fund grant from Essex County Council for £1000 to purchase a new notice board for Chelmsford Road. It is planned to site the board outside of the telephone exchange. The Clerk will obtain quotes for the January meeting.

214.4 Locking laying field car park – No progress has been made with this issue.

214.5 County Broadband service - The Clerk has written to County Broadband and is awaiting a response.

20/215 **Planning Applications and Decisions**

215.1 APPLICATIONS TO BE CONSIDERED AT THE 15 DECEMBER PLANNING MEETING

UTT/20/2988/HHF 4 Bury Fields Felsted

Proposed two storey side extensions and single storey rear extension with associated landscaping works and building remodelling

UTT/20/3068/HHF Bury Farm Bury Chase Felsted

Demolition of summer house and erection of single storey outbuilding as incidental leisure

accommodation and home office to main dwelling

215.2 DECISIONS SINCE PREVIOUS COUNCIL MEETING

UTT/20/2269/HHF Trespassers Will Causeway End Road

Proposed new detached double garage.

Permission Granted 3rd November 2020

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

Erection of single storey side extension .

Permission Granted 6th November 2020

UTT/20/2319/HHF/ UTT/20/2320/LB The Barn Evelyn Road Willows Green

Single storey glass flat roofed extension to kitchen wing of barn conversion.

Permission Refused 6th November 2020 “ *would not be of design and scale that would be in keeping with the host dwelling... would harm the character and setting/significance of the neighbouring listed building 'Rutlands'”*

UTT/20/1421/FUL Thorpes Frenches Green Felsted

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)

Permission Granted 12th November 2020

UTT/20/2472/HHF Mariskalls Mill Road Felsted

Proposed 3-bay detached garage, with first floor accommodation for home office/studio (amendments to approved scheme under ref UTT/20/1432/HHF)

Permission Granted 23rd November 2020

20/216 **Other Planning Issues**

216.1 Stansted Appeal – The expansion appeal commences on 12th January 2021 and is scheduled to last for 40 days. Felsted PC have submitted a response.

216.2 UDC Local Plan Consultations – The consultation is now on the 2nd of the 9 consultation points. It can be found on the PC website. Felsted PC are submitting a response.

20/217 **Urgent matters and future Agenda items**

Churchyard Grass - The grass heap is overflowing. This needs to be considered when the grass cutting contract is due for renewal.

The meeting closed at 8.40pm

Next Meetings: Planning Committee meeting: Tuesday 15 December online at 6.00pm

Council meeting: Wednesday 13 January online at 6.30pm

..... 13 January 2021

Chairman

Correspondence List December 2020

1	Coronavirus situation - Regular updates on the Coronavirus situation have been received from ECC, UDC, EALC and NALC and other companies and organisations.
2	UDC – New development postal address – Syon Lodge, Graunt Courts, Rayne - Uttlesford Foodbank – Request to publicise their service in the villages
3	ECC – Essex Climate Action Commission Interim Report - Highways - FP76 damaged bridge – Scheduling works (Thistley Green area) - Temporary Road closure of Stebbing Road and Garnetts Lane from 26 November for 5 days (Gigaclear broadband) - Highways Highlights – October 2020 - Grants of up to £2000 for local community and voluntary sector providers to offer wellbeing support during pandemic.
4	PC website – Renewal of Domain Name due 27 November 2020
5	Future protection of horse mounting block currently located in the rear garden of The Chequers
6	J S Wright and Sons Ltd – Nature Area Willow plantation – Many tree guards stolen and trees then destroyed by deer. Action required to stop the destruction.
7	Request to erect a directional sign towards Whipper-Snappers on B1417
8	UK Power Networks undertaking tree trimming in February 2021 at Jollyboys Lane North (including Byway 66) to protect electricity cables
9	Uttlesford Citizens Advice Bureau – Letter of thanks for donation
10	National Census on 21 March 2021 – Online responses will be encouraged
11	Affinity Water – Advance notification of increased charges (in the region of 7%) to fund infrastructure investment
12	RCCE – Renewal of membership due at £72.60 - Essex Warbler – October and November and December 2020
13	Charity Commission newsletter – Issue 65
14	SLCC – The Clerk magazine – November 2020
15	CPRE – Countryside Voices magazine – Winter 2020
16	EALC – County Update – Emergency Foodbank Grant - Introduction to Planning briefings in January 2021
17	Essex Police, Fire and Rescue Precepts for 2021-22 – PFCC survey of resident's opinions Deadline 20 December
18	Resident's request for a flower tub to be sited at Crix Green

Unpaid List December 2020					
	Date	Num	Memo	Open Balance	Cheque Number
A & W Gowers Ltd					
	25/11/2020	6784	Oak Sign post for Village Crest - Final Payment	1,215.00	
Total A & W Gowers Ltd				1,215.00	103042
A R Drover					
	23/11/2020	Church wall plans	Church yard wall - visit site, take measurements, prepare and supply plans	280.00	
Total A R Drover				280.00	103043
BT					
	23/11/2020	Q004 FE	Telephone and broadband - 01/11/20 to 31/01/21	164.60	
Total BT				164.60	Direct Debit
Clare Schorah					
	30/11/2020	Nov20	Asst Clerk salary - November 2020	540.80	
Total Clare Schorah				540.80	103044 (PART)
Currys plc					
	11/11/2020	918246	Inks for home printer (lockdown) Cheque payable H Read	119.99	
Total Currys plc				119.99	103045 (PART)
D M B Smith					
	30/11/2020	Nov20	Clerk's salary - November 2020	1,196.65	
	30/11/2020	Nov 2020	Clerk's expenses £28.03 - Nov 2020 - Google Suite, use of home (Oct & Nov) & mileage	28.03	
Total D M B Smith				1,224.68	103046
Daniel Plunkett					
	30/11/2020	Nov 2020	RFO Expenses - Nov 2020 - Mileage 50 miles, home working allowance & envelopes	34.25	
	30/11/2020	Nov20	RFO salary - November 2020	234.12	
Total Daniel Plunkett				268.37	103047
E A L C					
	13/11/2020	13260	Councillor Training Day 2 - 08/12/20 - Margaret Attwood	108.00	
	13/11/2020	13256	Councillor Training Day 1 - 01/12/20 - Margaret Attwood	108.00	
Total E A L C				216.00	103048
E.ON					
	02/11/2020	H191E95F70	AC # 0113 9823 6360 - Street light electricity for 01/10/20 to 31/10/20 - MPAN 1013095287825 - U...	299.47	
	16/11/2020	H10AFD45C9	Ac # 3605 5026 48 - Pavilion electricity 14/10/20 to 14/11/20 - MPAN 1012485770570 - Meter # D11...	13.20	
	16/11/2020	H192BF2F9C	Ac # 0132 6195 8940 - MUGA electricity for period 14/10/20 to 14/11/20 - MPAN 1030072525215 - Me...	42.65	
Total E.ON				355.32	Direct Debit
Felsted U R C					
	30/11/2020	H2 2020	Rent of office - July to Dec 2020	750.00	
Total Felsted U R C				750.00	103049
Heather Read					
	30/11/2020	Nov 2020	Asst Clerk's expenses - Nov 2020 - Zoom subscription, working from home allowance	23.14	
	30/11/2020	Nov20	Asst Clerk salary - November 2020	666.03	
Total Heather Read				689.17	103045 (PART)
Janus Contract Services Ltd					
	05/11/2020	38369	2x 1800x100x100 posts, 4x 3600x100x38 rails, 10x postmix, 2x 2400x100x100 wood	134.40	
Total Janus Contract Services Ltd				134.40	103050
JCM Services					
	30/11/2020	INV-0588	Church works - hedge cutting and strimming of area in conservation area	60.00	
	30/11/2020	INV-0570	Church grass cutting - Cut 4 of 4, hard surface spraying	885.00	
	30/11/2020	INV-0571	Village grass cutting - Cut 4 of 4, hard surface spraying	1,590.00	
Total JCM Services				2,535.00	103051 (PART)
M J Read					
	30/11/2020	2020	Rental of storage facility for 1 Dec 2020 to 30 Nov 2021	300.00	
Total M J Read				300.00	103052
Paul Clark Printing Limited					
	01/12/2020	25955	Printing Felsted Focus - December 2020	659.00	
Total Paul Clark Printing Limited				659.00	103053
PKF Littlejohn					
	15/11/2020	SB20202984	External Audit for 2019-20 financial year	480.00	
Total PKF Littlejohn				480.00	103054
R Chapman					
	30/11/2020	Nov20	Unlocking car park 1 - 4 weeks - November 2020	50.00	
Total R Chapman				50.00	103055
Rural Community Council of Essex					
	30/11/2020		Membership fee 2020-21	72.60	
Total Rural Community Council of Essex				72.60	103056
S P Barnard					
	30/11/2020	Nov 2020	Village attendant - Nov 2020 - 41 Hours @ £12.50	512.50	
Total S P Barnard				512.50	103057
ZAP Distribution Ltd					
	25/11/2020	0640	Delivery of Felsted Focus - Dec 20	234.00	
Total ZAP Distribution Ltd				234.00	103058
Zen Office Ltd					
	30/11/2020	SINV00647938	Stationery - Paper	57.62	
Total Zen Office Ltd				57.62	103059
TOTAL				10,859.05	
Additional Invoices for payment:					
Clare Schorah	30/11/2020	SINV00647938	Assistant Clerk Expenses - working from home allowance	8.75	103044 (PART)
JCM Services	30/11/2020	INV-0581	Nature Area Maintenance	150.00	103051 (PART)
G M Harvey	30/11/2020	Clerk Leaving Gift	Leaving gift for Diane Smith	141.95	103060