

## FELSTED PARISH COUNCIL

### Minutes of the 1085th meeting held on 13 January 2021 at 6:30 pm using the Zoom online platform

- Present:** Councillors Graham Harvey (Chairman), Margaret Attwood, Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, John Moore, Roy Ramm and Richard Silcock. District Councillors John Evans and Sandi Merifield were also present along with 10 members of the public. Note: Cllr Andy Bennett left the meeting during item 21/10.  
In attendance: The Clerk, the Assistant Clerk and the RFO.
- 21/01 **Apologies for Absence and Declarations of Interest**  
Apologies had been received from Councillor Peter Rose and County Councillor Simon Walsh. There were no declarations of interest.
- 21/02 **Public Forum**  
**Allotments** - The PC agreed to fix a sign onto the gates requesting that allotment holders refrain from driving onto the allotments during the muddy winter months thereby damaging the ground.
- 21/03 **Minutes of Meeting 1084 held on 2 December 2020**  
The Minutes were approved. They will be signed by the Chairman when the Council next meets in person.
- 21/04 **Minutes of the Planning Committee meeting on 15 December 2020**  
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 21/05 **Matters arising from the September/December Council meetings**  
**05.1 Football Posts/Nets (Item 20/148.2)** - Felsted Rovers have obtained a grant for posts/high netting to be used on the main playing field. These are removable and will only be up during games.  
**05.2 White hatched area between the Alms Houses/The Chequers (Item 20/204.1)** - The Village Attendant has swept the area to help it to dry. Painting of the lines cannot take place until better weather in the Spring.  
**05.3 Seat outside Alms Houses (Item 20/204.2)** - The seat has been repaired.  
**05.4 UDC Tree Planting Initiative (Item 20/204.5)** - Delivery of the trees is still awaited.  
**05.5 Abandoned Car in Woodleys Car Park (Item 20/204.6)** - The car has been removed.  
**05.6 Village Crest (Item 20/204.8)** - Following the refurbishment the Crest has been re-installed.  
**05.7 Future protection of Horse Mounting Block (Item 20/206.1)** - Cllr Graham Harvey will speak to Wendy Barker at The Chequers to discuss possibly moving the block to a more public place.  
**05.8 Request from Whipper Snappers for a Directional Sign (Item 20/206.3)** - Whipper Snappers confirmed that the sign is intended to be permanent. The Clerk will contact Whipper Snappers and ask them to mark on a map the intended location of the sign.  
**05.9 Bin near Gazebo in Playing Field (Item 20/214.2 (ii))** - The bin is now in place.
- 21/06 **Planning Applications and Decisions**  
**06.1 APPLICATIONS TO BE CONSIDERED AT THE 19 JANUARY PLANNING MEETING**  
UTT/20/2972/LB **The Barn Evelyn Road Willows Green**  
Replacement windows  
UTT/20/3102/DFO **Farm Yard South of Causeway End Road**  
Details following outline application UTT/19/0027/OP for 4 no. dwellings - details of appearance, landscaping, layout and scale  
UTT/20/2909/FUL **Land At 39 Evelyn Road Willows Green**  
Demolition of outbuildings and erection of 4 no. dwellings with associated access  
UTT/20/3136/HHF/ UTT/20/3137/LB **The Taverners Crix Green Crix Green Road**

Demolition of existing cartlodge, proposed Garage Conversion, erection of new car port and link extension between garage and cartlodge (revision to previously approved application UTT/19/2965/LB).

**UTT/20/2895/FUL Land At Milch Hill Willows Green Main Road**

Construction of 1 no. dwelling and associated development including upgrading the access.

**UTT/20/3196/FUL Mill House Mill Lane Hartford End**

Proposed demolition of 2 no. barns and erection of 1 no. Estate manager's cottage and cart lodge.

**UTT/20/3323/OP Land Between Hillside & Brewers House Hartford End**

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

**UTT/20/3405/LB / UTT/20/3404/HHF Buckcroft Braintree Road Felsted**

Proposed demolition of existing conservatory and replacement with side extension (variations to earlier approved scheme) Proposed removal of flat roof dormer within roof space and replacement with monopitch lean to surfaced in slate. Minor alterations and proposed installation of screen enclosure incorporating pedestrian and pair of gates.

**UTT/20/3140/HHF Foxtons Mole Hill Green**

Two storey side and rear extensions and hipped roof to replace the existing gable roof

## **06.2 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING**

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

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

**Permission Granted 10th December 2020**

**UTT/20/2646/HHF 45 Station Road Felsted**

Proposed erection of new garage and external porch to front of property, and conversion of existing garage area into utility and shower rooms.

**Permission Refused 11th December 2020** *'It would, by virtue of its scale, design and position, cause significant harm to the character and appearance of the existing dwelling and street scene'*

**UTT/20/2688/HHF Taverners Barn Crix Green Crix Green Road**

Erection of two storey infill extension and detached cartlodge with living accommodation at first floor level

**Permission Granted 9th December 2020**

**UTT/20/2696/HHF The Cottage Cock Green Road**

Demolition of existing rear extension, front porch and detached garage. Erection of two storey front extension, bay window and two dormer windows, rear two storey/part single storey extension, new roof and fenestration alterations to elevations. New oil tank for heating and enclosure

**Permission Granted 16th December 2020**

**UTT/20/2767/HHF Farley House Braintree Road**

Proposed vehicular access

**Permission Granted 31st December 2020**

**UTT/20/2014/FUL Mill House Mill Road**

Like-for-like replacement of the pedestrian footbridge within the curtilage of the Mill House.

**Application Withdrawn 4th January 2021**

**UTT/20/2914/HHF 7 The Terrace Chelmsford Road**

Proposed rear first floor extension to existing dwelling

**Permission Granted 4th January 2021**

## **06.3 NEW APPEALS SINCE PREVIOUS COUNCIL MEETING**

**UTT/19/3091/FUL Land to The West Of Chelmsford Road**

Change of use of land to use as a residential caravan site for 5 gypsy families, each with two caravans including laying of hardstanding, erection of 3 utility buildings and construction of access.

**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

## **06.4 APPEAL DECISIONS SINCE PREVIOUS COUNCIL MEETING**

**UTT/20/1970/HHF Drummonds Stevens Lane CM6 3NJ**

Section 73A Retrospective application for single story rear extension

**Appeal Allowed 23 December 2020**

### 21/07 **Other Planning Issues**

**UDC Local Plan Consultations** – The consultation is now on the 4th of the 9 consultation points. It can be found on the PC website. Felsted PC are submitting a response.

### 21/08 **County and District Councillors Report**

**08.1 County Councillor's Report** – Members noted the Report from the County Councillor Simon Walsh which included items on the importance of the lockdown, the latest Covid data for Essex, Grants available to help Essex residents self-isolate, New fast Covid-19 testing centre opening in Harlow, an overview of the vaccination program and technology support for children and families.

**08.2 District Councillor's Report** – Members noted the January report which touched upon the Coronavirus. It then moved on to talk about various planning issues including the Local Plan, the Stansted Airport Appeal and Land East of Highwood Quarry - Dunmow, where outline planning permission is being sought for 1200 dwellings. The report moved onto talk about the Bulk Energy Purchase Initiative which may be of interest to residents not already locked into long term supply contracts. More information can be found at <https://bigcommunityswitch.co.uk/essex/landing>

### 21/09 **Allotments**

Cllr Roy Ramm had met with the Veronica Smith (Chair of the Allotment Society) on site. It was agreed that a meeting be arranged at the allotments with all interested parties once lockdown restrictions are no longer so stringent. It was suggested that meanwhile the South East corner could be unblocked and a temporary stile put in to allow access. The Clerk will contact the Chair of the Allotment Society to request an email from her signifying the agreement of allotment holders to this compromise.

### 21/10 **Correspondence**

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

**10.1 Community Governance Review of Parishes** This commences in June 2021.

**10.2 TRACC Accessibility Modelling Local Plan** This will be looked at by the Parish Council as part of their regular monthly meetings.

**10.3 London Heart Charity** Possible grants available towards defibrillators. Cllr Richard Silcock expressed an interest and requested that the Clerk forward him details.

**10.4 Resident Letter re Apple Trees requiring Surgery at Allotments** Clerk to ask JCM Services to quote.

**10.5 Watch House Green Dog Bin** Members were advised that a resident of WHG has kindly been emptying bins installed by the developers for the past few years. The PC agreed to adopt these bins and put them on the rota for emptying. They expressed their thanks to the resident for his community spirit.

### 21/11 **Finance**

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

**11.2 Receipts** – Members noted the following receipts: EALC Matched Funded Grant for Willow Green play equipment: £6000; Felsted Focus: Advertising £1550/Donations: £220; CILCA donation for cost of registration £150; Return of Petty cash float £100; Eon rebate £42.58; MUGA Hire: £15; Allotment Rent: £4.

**11.3 Approval of Precept for 2021-2** – Members considered a pre-circulated report from the RFO detailing possible precept levels/effect on reserves. Prior to a small increase last year the precept had been kept at the same level for several years despite costs increasing. Members noted that maintenance of grass verges, trees and the churchyard taken on in 2017 have all added substantially to the cost base. Proposed by Cllr Roy Ramm, Seconded by Cllr Richard Freeman members agreed unanimously to increase the precept from £77,000 to £85,000. The increase for a band D property will be less than 40 pence per month. Members noted that it will

take approximately three years before reserves are back over the recommended minimum of one times precept level.

**11.4 Accessible Picnic Tables** – Members considered a pre-circulated report detailing the cost of purchasing accessible picnic tables. It was proposed by Cllr Frances Marshall, Seconded by Cllr Richard Freeman and unanimously agreed to purchase four accessible picnic tables (one for each play area) from Earth Anchors at a cost of £2485. Members noted that a successful application had been made to UDC for a Community Project Grant. This will contribute £1178 towards the cost of the tables.

**11.5 Expiry of Insurance on Clerk's Laptop** – Members noted that the insurance on the clerk's laptop had expired. They agreed that this would not be renewed.

21/12 **Coronavirus Situation**

**12.1 Helpline** It was believed that a separate helpline was no longer needed. Any requests for assistance could be directed via the main PC telephone number. The PC acknowledged the community spirit in Felsted during the first lockdown that saw neighbours helping one another largely negating the need for Parish Council assistance.

**12.2 Muga Closure.** Members noted that this has been necessary in the light of Government restrictions.

**12.3 Banners** Council agreed to purchase banners for the entrances to the village consistent with current Government messaging to encourage residents to abide by Government restrictions.

21/13 **Flooding Update**

**13.1 Causeway End**

**(i) Flooding**

ECC Floods team have written to the landowner requesting that the ditch is skimmed to correct the levels allowing the water to reach the pipe across the field at a quicker rate.

The Clerk will request an update from Floods Essex.

**(ii) Non Approved Access**

Council discussed the access which was put in without formal approval to facilitate unconsented drainage works. The drainage works received retrospective approval and the access temporary approval from Floods Essex. The temporary approval for the access was extended to January 2021. The PC believe that this was because the landowner had submitted a planning application since refused by both UDC and dismissed on Appeal. Floods Essex have indicated that they may extend the temporary approval of the access because they believe that the landowner is intending to submit another planning application.

As the temporary consent and the approved extension have now expired, the Clerk will write to Floods Essex (copy to District Councillors) requesting that they ensure that the access is removed as it is the view of the Council that such extensions should only be given for works necessary for water management and not for unrelated planning reasons.

**13.2 Merrybones** The PC were advised that this issue is showing as having been reported several times on the ECC Highways map. It states that an initial assessment has been carried out and that more information is being gathered so that ECC can decide what action to take in order to repair the defect. The PC expressed concern that the flood is on a bend causing traffic to go on to the other side of the road thus being confronted by oncoming traffic. This will be put on the agenda for the February PC meeting. Cllr Graham Harvey will contact County Councillor Simon Walsh to request that he attends the meeting.

21/14 **Notice Boards**

**14.1 Quote for Notice Board in Chelmsford Road** - Members considered quotes received for the supply of a lockable 2 x A4 Oak Notice Board. It was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to accept a quote from Earth Anchors for £1288

**14.2 Re-Siting Watch House Green Notice Board** - Members considered a resident's request to re-site the current notice board at WHG to the other side of the road. The board is currently on the side of the road with the greatest passing footfall. The PC agreed that the board should remain in its current location. The Village Attendant will be asked to inspect the board to

ensure that it is stable and secure.

21/15 **Consider quote for Playing Field Tree Works**

Members considered quotes received for the required works. It was proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall and unanimously agreed to accept a quote from Crown Tree Care for £875.

21/16 **Removal of Grass Heap in Churchyard**

This will be discussed at the February PC meeting.

21/17 **Felsted Focus - Crowdfunding**

The appeal has been set up. In order to proceed it needed to be linked to a private person's bank account as Parish Council accounts cannot be used for Crowdfunding purposes. Cllr Roy Ramm offered to allow his bank details to be put forward to enable the crowdfunding to go live again with the February issue. As donations are received Cllr Ramm will transfer the funds to the PC bank account.

21/18 **Bury Farm Section 106 Agreement**

This agreement is very close to being completed.

21/19 **Chairmans Matters**

**19/01 Annual Parish Assembly** - Due to current restrictions it is not yet clear if APAs will take place as usual this year. If they don't the PC will consider holding an unofficial APA in order to engage with residents/local groups even if there is not a legal requirement to do so.

**19/02 Fly tipping at Molehill Green** - More fly tipping has appeared at this site. Asst Clerk will report it.

**19/03 Old Abandoned Car on Flich Way** - The Chairman will supply some photographs and the "what3words" location from the google app to The Clerk. This will enable more precise reporting of the car to UDC.

**19/04 "Blue Sky" Meeting** - The PC agreed to hold a meeting to brainstorm ideas for the coming year. This meeting will be held in the Spring.

**19/05 Email Usage** - Members were encouraged to keep email circulations to a minimum in order to aid the smooth running of Parish Council business.

21/20 **Clerk's Matters**

**20.1 Churchyard**

**(i) Litter Bin** – The bin for the churchyard archway was found to be damaged on arrival. Discussions are ongoing with the supplier.

**(ii) Copper Beech** – The tree has been found to have a large and very deep cavity in the root area making it potentially unsafe. UDC recommended that the tree be felled. JCM Services will be asked to quote.

**20.2 Trees Outside Doctors Surgery** - One of the trees appears to be dead. The PC agreed to wait and reassess it in the spring.

**20.3 Bannister Green Damage** – The green has been churned up by a vehicle. The Village Attendant will be asked to restore it with top soil/grass seed in the Spring.

**20.4 Nature Area Incursion** – Reports have been received of youngsters riding motor bikes in the Nature Area. Council will wait to see if this is an ongoing problem.

**20.5 Locking Playing Field Car Park** – No progress has been made with this issue.

**20.6 Willows Green Play Area** - The work on the play area has been completed. Council acknowledged the work of The Clerk/Asst Clerk in applying successfully for grants to enable projects such as this to proceed.

21/21 **Urgent matters and future Agenda items**

**Christmas Tree** – Cllr Richard Freeman suggested that this year there is a lit Christmas Tree in the Village Centre. This will be discussed at the "Blue Sky" meeting in the Spring.

The meeting closed at 9.15pm

Next Meetings: Planning Committee meeting: Tuesday 19 January online at 6.00pm  
Council meeting: Wednesday 3 February online at 6.30pm

..... 3 February 2021  
Chairman

Correspondence List – January 2021

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 – 2020 Electoral Register received <ul style="list-style-type: none"> <li>- UDC Local Plan request for details of local facilities in Felsted</li> <li>- Notification Essex move to Tier 3 (not Uttlesford) (Circulated to Cllrs 14 Dec)</li> <li>- Guide to Parish Meetings</li> <li>- Community Governance Review of Parishes 2021(commences June 21)</li> <li>- Local Council's Liaison Forum Thurs 11 February 21 7.30pm Zoom</li> <li>- Local Heritage List Consultation 4 Jan – 15 Feb</li> <li>- TRACC accessibility modelling for the Local Plan</li> <li>- Highway Defects Statistics (circulated to Cllrs 12 Jan)</li> </ul>
3. ECC - Essex Wide Bus Shelter Project <ul style="list-style-type: none"> <li>- Temporary Road Closures: Garnetts Lane on 5 January for 1 day (BT cables) (Circulated to Cllrs 10 Dec)</li> <li>- A120 Whites Hill to Coggleshall/Marks Farm to Galleys Roundabout 2 weeks 18 Jan – 29 Jan 8pm to 6am (Resurfacing) (Circulated to Cllrs 22 Dec)</li> <li>- Highways Highlights – December 2020</li> <li>- Let's Stop the Spread</li> </ul>
4. EALC - Climate Crisis Conference on 28 January 2021 <ul style="list-style-type: none"> <li>- Councillors Training Days 4/11 March (Circulated to Cllrs 15 Dec)</li> <li>- Volunteer Stewards to support local COVID-19 Vaccination Programme (Circulated to Cllrs 11 Dec)</li> <li>- Essex Climate Action Commission</li> <li>- Learning Disabilities Awareness Training 25th January(Circ. to Cllrs 11 Jan)</li> <li>- Intro to Planning Additional Course on 9 Feb (Circulated to Cllrs 12 Jan)</li> </ul>
5. Environment Agency – 12 week consultation re any new nuclear power station design Commences 12 January 21
6. London Heart Charity – Grant available towards defibrillator equipment
7. Stop Stansted Expansion – Public Enquiry Commences 12 <sup>th</sup> Jan (Circ to Cllrs 11 Jan)
8. East Anglian Children's Hospital – Letter of thanks for donation of £300
9. Essex and Herts Air Ambulance – Letter of thanks for donation of £325.
10. Letter of thanks re grave/wildlife area transitioning to mown grass.
11. Resident Letters: - Slippery Path near Pavilion <ul style="list-style-type: none"> <li>- Trees at Allotments</li> <li>- Verge Damage at Watch House Green</li> <li>- Dog Bin at Watch House Green</li> </ul>
12. University of Southampton Nat Institute for Health Research – Covid19 Project
13. Felsted Allotment Society – Annual Charity Commission Return submitted
14. CPRE – Countryside Voice magazine - Autumn/Winter 2020
15. RCCE – New Community Agent for Uttlesford Area/Essex Warbler – January 2021
16. NE Essex Parking Partnership Surgeries – Commencing 19 Jan by appointment

# Unpaid List January 2021

	Date	Num	Memo	Open Balance	Cheque Number
<b>A &amp; J Lighting Solutions</b>					
	05/01/2021	34794	Repair street light at junction of Mill Road and Station Road	180.54	
Total A & J Lighting Solutions				180.54	103061
<b>BFR Electrical Testing</b>					
	10/12/2020	5995	PAT testing	60.00	
Total BFR Electrical Testing				60.00	103062
<b>Castle Water</b>					
	02/12/2020	0003009316	Ac # 2601428 - Allotment water supply (Mill Road) 01/10/20 to 31/03/21 - SPID 3013582456W14 - Me...	100.47	
	02/12/2020	0003008824	Ac # 2595497 - Allotment water supply (Station Road) 01/10/20 to 31/03/21 - SPID 301337036XW1X -...	130.56	
Total Castle Water				231.03	Direct Debit
<b>Clare Schorah</b>					
	31/12/2020	Dec20	Asst Clerk salary - December 2020	1,124.40	
	31/12/2020	Dec20	Asst Clerk Expenses - December 2020 - Home Working Allowance	8.75	
Total Clare Schorah				1,124.40	103063
<b>Command Pest Control Ltd</b>					
	05/01/2021	811804	Rodent control visit - 05/01/21 to 05/04/21	54.00	
Total Command Pest Control Ltd				54.00	103064
<b>Creative Play</b>					
	11/12/2020	22207	Willows Green Play Equipment supply and installation	14,655.61	
Total Creative Play				14,655.61	103065
<b>D M B Smith</b>					
	31/12/2020	Dec 2020	Clerk's expenses £17.03 - Dec 2020 - Google Suite, use of home	17.03	
	31/12/2020	Dec20	Asst Clerk's salary - December 2020	1,260.00	
Total D M B Smith				1,277.03	103066
<b>Daniel Plunkett</b>					
	31/12/2020	Dec 2020	RFO Expenses - Dec 2020 - Mileage 10 miles, home working allowance	13.25	
	31/12/2020	Dec20	RFO salary - December 2020	234.12	
Total Daniel Plunkett				247.37	103067
<b>E A L C</b>					
	02/01/2021	13459	Councillor Training Day 2 - 08/12/20 - Margaret Attwood - CREDIT FOR DOUBLE CHARGE	-108.00	
	10/07/2020	12930	Councillor Briefing Webinar - 10/07/20 - Richard Silcock	48.00	
	10/12/2020	13357	Councillor Training Day 2 - 14/01/21 - Margaret Attwood	114.00	
	15/12/2020	13456	Introduction to Planning Training - 23/01/21 - Clare Schorah	90.00	
Total E A L C				144.00	103068
<b>E.ON</b>					
	02/12/2020	H193A18157	AC # 0113 9823 6360 - Street light electricity for 01/11/20 to 30/11/20 - MPAN 1013095287825 - U...	289.81	
	16/12/2020	H194797666	Ac # 0132 6195 8940 - MUGA electricity for period 14/11/20 to 14/12/20 - MPAN 1030072525215 - Me...	27.88	
	16/12/2020	H10B5FF165	Ac # 3605 5026 48 - Pavilion electricity 14/11/20 to 14/12/20 - MPAN 1012485770570 - Meter # D11...	14.70	
	02/01/2021	H1955444E3	AC # 0113 9823 6360 - Street light electricity for 01/12/20 to 31/12/20 - MPAN 1013095287825 - U...	299.47	
Total E.ON				631.86	Direct Debit
<b>Fisher Michael</b>					
	11/01/2021	2374	Payroll administration (11 months) - Feb20 to Dec20	264.00	
Total Fisher Michael				264.00	103069
<b>Heather Read</b>					
	31/12/2020	Dec20 - Pension	Parish Pension Contribution - H Read - Dec20	20.63	
	31/12/2020	Dec 2020	Asst Clerk's expenses - Dec 2020 - Zoom subscription, working from home allowance, mileage, postage	36.68	
	31/12/2020	Dec20	Clerk salary - December 2020	1,095.91	
Total Heather Read				1,153.22	103070
<b>HM Revenue &amp; Customs</b>					
	31/12/2020	Dec20	PAYE/NI payment for October - December 2020	640.19	
Total HM Revenue & Customs				640.19	103071
<b>Leading Edge Graphics Ltd</b>					
	06/01/2021	SI-3703	Toilet Signs	66.00	
Total Leading Edge Graphics Ltd				66.00	103072
<b>Medical Premises Consultants</b>					
	31/12/2020	MPC0396	Professional Advice to Felsted Community Trust re Felsted Surgery, Bury Farm	549.84	
Total Medical Premises Consultants				549.84	103073
<b>R Chapman</b>					
	06/01/2021	Dec20	Unlocking car park 1 - 5 weeks - December 2020	62.50	
Total R Chapman				62.50	103074
<b>SLCC</b>					
	02/12/2020	MEM233501	SLCC membership 2021	161.00	
Total SLCC				161.00	103075
<b>ZAP Distribution Ltd</b>					
	25/12/2020	655	Delivery of Felsted Focus - Jan 21	234.00	
Total ZAP Distribution Ltd				234.00	103076
<b>TOTAL</b>				<b>21,736.59</b>	
<b>Notes:</b>					
Cheque 103076 cancelled as invoice issued in error - no January issue of Felsted Focus.					
<b>Additional Payments:</b>					
<b>S P Barnard</b>					
	31/12/2020	Dec 2020	Village attendant - Dec 2020 - 48 Hours @ £12.50	600.00	
Total S P Barnard				600.00	103077