

FELSTED PARISH COUNCIL

Minutes of the 1086th meeting held on 3 February 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 8 members of the public. County Councillor Simon Walsh joined the meeting during discussion of item 21/31 and left after Item 21/36. In attendance: The Clerk, the Assistant Clerk and the RFO.
- 21/22 **Apologies for Absence**
Apologies had been received from Councillor Peter Rose.
- 21/23 **Declarations of Interest**
Cllr Frances Marshall declared a prejudicial interest in Item 21/31.1 and left the meeting during discussion of this item.
- 21/24 **Captain Sir Tom Moore** Members observed a minutes silence in memory of Captain Tom to reflect on all that he has done for the NHS and the country. They acknowledged what a lovely and great gentleman he was.
- 21/25 **Public Forum**
25.1 Stile Entry to Allotments - An update was requested on the possible temporary stile. Consideration was asked to be given to either installing a gate or removing the blockage. This was discussed further under Item 21/41.2.
25.2 Replacement Mill Bridge - A resident expressed pleasure that the replacement bridge work had been scheduled as it would open up footpaths to ramblers. This was discussed under Item 21/36.
25.3 Waymarks - The P3 group have been given permission by ECC to install a number of missing waymarks. They are looking at a Covid secure way to put them in over the next few weeks.
25.4 Definitive Footpath Map - ECC have confirmed to the P3 group that most footpaths that have changed since the original map was produced have now been put onto the definitive map. This will be very useful when a new footpath map is produced.
25.5 Village Bench - The bench outside of Elwyns is broken. The Village Attendant has been asked to repair it.
- 21/26 **Minutes of Meeting 1085 held on 13 January 2021**
The Minutes were approved. They will be signed by the Chairman when the Council next meets in person.
- 21/27 **Planning**
27.01 Housing Land Supply
UDC can now demonstrate a 3.11 year land supply. Councillors noted that now the HLS is over 3 years it makes the Neighbourhood Plan the prime development plan and the reference point.
27.02 Applications to be considered at the next planning meeting (16th February 2021)
UTT/20/3368/OP Land Between Hop House & Hillside Hartford
Outline application with all matters reserved except access for the erection of 4 no. detached dwellings
UTT/21/0193/FUL Land East Of Oaklea Causeway End Road
S73a retrospective application for new access. Proposed construction of 1 no. Dwelling and garage.
27.03 Decisions received since previous council meeting
UTT/20/2988/HHF 4 Bury Fields
Proposed two storey side extensions and single storey rear extension with associated landscaping works and building remodelling
Permission Granted 11th January 2021

UTT/20/2972/LB The Barn Evelyn Road Willows Green

Replacement windows

Permission Granted 11th January 2021

UTT/20/2912/HHF 19 Cressages Close

Single storey extension to create an accessible shower room, en-suite to the ground floor bedroom.

Permission Granted 12th January 2021

UTT/20/2015/LB Mill House Mill Road

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

Permission Granted 19th January 2021

UTT/20/3137/LB / UTT/20/3136/HHF 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

Permission Refused 26th January *'it would fail to preserve the special architectural or historic interest of the listed building at The Taverners, and cause less than substantial harm to the fabric and character of the listed building...it would be harmful to the fabric and setting of the listed building.'*

27.04 Appeals to be considered at the next planning meeting

UTT/19/3091/FUL Appeal ref: APP/C1570/W/20/3263184

Land to the West of Chelmsford Road Felsted Essex

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.

27.05 Local Plan

The consultation process with Town and Parish Councils has begun. Both District Councillors and Cllr Andy Bennett attended a Local Plan Town and Parish Council meeting necessitating their leaving this meeting at 7pm.

21/28 **District Councillors Report**

Members noted the Report from the District Councillors which included items on UDCs Investments and Finances, the Local Plan and the Stansted Airport Appeal.

Note: District Councillors John Evans and Sandi Merifield plus Councillor Andy Bennett left the meeting at this point.

21/29 **Minutes of the Planning Committee meeting on 19 January 2021**

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

21/30 **Matters arising from the January Council meeting.**

30.1 Allotments (Item 21/02) The access code on the gates has been changed to prevent driving onto the allotments during the muddy winter months thereby negating the need for a sign.

30.2 UDC Tree Planting Initiative (Item 21/05.04) - 17 trees have been received and planted around the village. The PC expressed thanks to all of the volunteers who helped with planting.

30.3 Request from Whipper Snappers for a Directional Sign (Item 21/05.8) - Whipper Snappers had confirmed that the sign they wished to erect would be on the B1417. The PC confirmed that they had no objections.

30.4 Watch House Green Bins (Item 21/10.5) - Members were advised that the village attendant is now emptying these bins on a regular basis.

30.5 Banners (Item 21/12.3) - Four banners were purchased and erected around the village to encourage residents to abide by Government restrictions.

30.6 Playing Field Tree Works (Item 21/15) - These works have been completed.

30.7 Fly tipping at Molehill Green (Item 21/19.02) - Asst Clerk confirmed that this had been reported to ECC.

30.8 Old Abandoned Car on Flich Way (Item 21/19.03) - Asst Clerk confirmed that the ECC waste team were to remove the car once the ground had dried out.

30.9 Bannister Green Damage (Item 21/20.3) - Following resident complaints the Clerk will write to the Construction Company asking them to be more considerate and to refrain from further damages to the verges.

Note: Cllr Frances Marshall left the meeting before discussion of item 21/31.1, she re-joined the meeting during item 21/31.2

21/31 **Correspondence**

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

31.1 Highways Informal Consultation re Diversion of Footpath 12 near Primary School -

Members considered the proposed diversion and noted that it was in order to secure the school car park and enable it to be used as an extended play area as supported by the Neighbourhood Plan. They unanimously agreed to support the diversion. The consultation letter also mentioned FP 16. This appeared to be a transcription error. The Clerk will contact Highways to confirm that was the case and ensure that the proposed divert will only affect FP12.

Clerk's Note: Highways have confirmed that it was a paperwork error and the proposed diversion will only affect FP12.

31.2 Mill Footbridge Replacement Commencing 1st March / Plus Responses from Highways - This was discussed once Cllr Walsh joined the meeting. See Item 21/36

31.3 Letter from Mobile Start up Business requesting permission to operate in Felsted -

This will be discussed at the next PC meeting.

21/32 **County Councillor Reports**

Members noted the report from County Councillor Simon Walsh which contained updates on a new Covid-19 fast testing centre opening in Saffron Walden for residents without symptoms of Covid-19, the local vaccination roll-out programme and the distribution of laptops to help children study at home. He also focussed on the significant rainfall over the past few weeks and the extensive flooding across the district.

21/33 **Finance**

33.1 Payments - The list of payments on page 7 was approved.

33.2 Receipts - Members noted the receipt of £20 Felsted Focus Donations.

21/34 **Flooding Updates**

34.1 Molehill Green/Milch Hill/Stevens Ln/Braintree Rd Opposite Merrybones/Stebbing Rd. - These areas are experiencing severe flooding problems. The Floods Officer is due to visit Stevens Lane. Cllr Walsh will ask him to also look at the other sites as he feels that the issue goes beyond Highways but into land behind the roads.

34.2 Causeway End Road - Floods Essex have written to the owner of the land adjacent to "The Bungalow" asking him to clear out the trench which runs down to the pipe running across the field. The owner of the land opposite The Bungalow carried out unconsented drainage works over a year ago. In the process of doing that he created an access across the ditch. Floods Essex gave retrospective approval for the drainage work and granted a S23 temporary "ordinary watercourse consent" for the access in order to complete the watercourse work. They then extended the permission because the landowner had put a planning application in. That application was refused by UDC and dismissed on appeal. Refusal had been recommended by Highways who said that the visibility of the access was not acceptable and it would not be supported as an access. The landowner has now submitted a further application which includes a retrospective S73a application to seek permission for works that haven't been approved. The PC query why Floods Essex are giving authority for temporary access when it has nothing to do with water course works as it is not considered to be the intended use of a S23 temporary consent. Cllr Walsh will contact Floods Essex for clarification.

21/35 **Notice Board at Watch House Green**

The notice board at WHG had for many years been positioned in front of a hedge. The resident having taken out his hedge expressed concern as to the stability of the board and removed it. County Councillor Simon Walsh will obtain guidance from Highways on re erecting the board.

21/36 **Mill Footbridge Replacement**

The PC is supportive of getting a crossing at the mill as soon as is reasonably possible, but expressed unhappiness with the ECC application for a like for like replacement. ECC have a

footpath improvement programme which specifically says that they will take every opportunity to improve accessibility for footpaths. The PC believe that this was an opportunity to make an improvement on a Footpath which would have been there indefinitely. The like for like replacement restrictive crossing does not provide disabled access being a narrow bridge accessed by steps and it will prohibit non active people from using the footpath. The PC believe there is a Covid risk to the householder as the proposed replacement bridge necessitates walkers passing extremely close to the householders property. The householder had put in an alternative accessible bridge application still within the curtilage of the mill just 4 days after the ECC application. No objections were made to the householders application yet whilst this application is still awaiting a decision ECC decided that they no longer needed permission and withdrew their applications. They plan to replace the bridge with like for like on 1st March. Cllr Margaret Attwood felt that the PC should recognise “where we are” and move on but the majority of the PC were concerned that circa £80k of taxpayers’ money is being spent on a bridge which is only accessible to fitter walkers and perpetuates the danger to householders. The PC also expressed extreme disquiet at the lack of engagement by ECC who did not once visit the site despite requests from the householder to do so. They also felt that ECC had been extremely discourteous to the PC.

21/37 **Grass Cutting Tenders: Village/Churchyard**

Members had a considered a pre circulated report containing the tender details. It was proposed by Cllr Richard Freeman seconded by Cllr Roy Ramm and unanimously agreed to accept the quote from JCM services for £5100 for the Village Grass Cutting Contract and for £2800 for the Churchyard Grass Cutting Contract. The contract is to run for three years.

21/38 **Grass Heap Removal from Churchyard**

It was proposed by Cllr John Moore, seconded by Cllr Frances Marshall and unanimously agreed to accept the quote from JCM Services for £570. Once the heap has been cleared The Clerk will erect a sign requesting that visitors to the churchyard take their rubbish home and do not leave it in the Churchyard.

21/39 **Copper Beech Tree in Churchyard - Update/Consider Quotes for Works**

A tree survey report is being arranged. Should the tree need removing it would be specialist and important work. The PC felt it important that a known and proven contractor be used. Due to the urgency of the works it was proposed by Cllr Richard Freeman, Seconded by Cllr Margaret Attwood and unanimously agreed to accept a quote from JCM Services for £5972 (an increase of £3632 on the previously agreed works of £2340 Minute 20/196.4) to remove the tree should it prove necessary.

21/40 **Defibrillator for Willows Green**

It was proposed by Cllr Richard Silcock, Seconded by Cllr Alec Fox and unanimously agreed to purchase a Lifepak CR2 USB Defibrillator at a cost of £974 together with a Key Code Locked Heated Stainless Steel Powder Coated Cabinet at a cost of £430 from SADS should the telephone box prove a viable location for the defibrillator. The clerk would approach Meditrain/Cllr Graham Harvey would approach Phil Bosworth for information/prices on possible training.

21/41 **Allotments**

41.1 Consider Quote re Pruning Apple Trees - It was proposed by Cllr Alec Fox seconded by Cllr Penny Learmonth and agreed unanimously to accept the quote from JCM Services for £475

41.2 Update on Stile - There are a number of issues being raised re the allotments. The PC agreed unanimously to suspend this issue for three months until an on-site meeting with the allotment holders and other people that use the area can safely be held.

41.3 Unauthorised Trees - An allotment holder has been growing fir trees on two plots. He has been given 14 days’ notice to clear the trees and vacate both plots.

21/42 **Bury Farm Section 106 Agreement**

A further meeting was held between UDC and the landowner’s agents/solicitors to deal with the last few remaining issues on the S106 agreement. The agreement is expected to be finalised soon.

- 21/43 **Felsted Focus Future Funding**
Councillors felt that the magazine was a great asset to the village. It was proposed by Cllr Roy Ramm, seconded by Cllr John Moore and unanimously agreed to continue support the magazine for a further six months with an amount of £1000.
- 21/44 **Horse Mounting Block**
Cllrs Graham Harvey, Frances Marshall and Roy Ramm will look at possible new locations for the Horse Mounting Block. This will then be discussed at next month's PC meeting.
- 21/45 **Parish Footpath Map**
Cllr Margaret Attwood will put a group together to scope the work involved in a re drawing of the map.
- 21/46 **Blue Sky Meeting**
This meeting will take place once it is safe for the PC to meet in person.
- 21/47 **Chairman's Matters**
47.1 Playing Fields Willows Green – Re siting of the goal posts will need to take into account newly planted trees. The positioning of the goal will need to be away from the trees.
47.2 Signposts – Various signage around the village has been broken for some time. Due to the length of time taken by ECC to deal with these issues the PC agreed to look at replacing the signs themselves. The Clerk will write to Lees Priory to ask if they would consider a contribution towards refurbishing their sign out of Hartford End.
- 21/48 **Clerk's Matters**
48.1 Training Updates – Courses recently attended: Cllr Margaret Attwood - New Councillor Days 1 and 2; Cllrs Penny Learmonth and Richard Silcock Climate Conference; Asst Clerk Planning Update.
48.2 Churchyard Archway Litter Bin - The supplier has agreed to provide touch up paint and new vinyl bands for the bin free of charge. Once restored the bin will be installed by the Archway.
48.3 Picnic Tables - UDC granted an extension of the spend deadline until 30 September. The picnic tables will be ordered once restrictions lift and it is safe to accept delivery and locate the tables in the play areas.
48.4 Toilets - Automatic timer locks have been fitted to both public toilets. An override system is needed in the event of an emergency. Proposed by Cllr Frances Marshall, Seconded by Cllr Roy Ramm it was unanimously agreed to accept the quote from Healthmatic for £340 to install 2 x Override Boxes with keys.
48.5 Locking playing field car park – No progress has been made in this matter.
- 21/49 **Urgent matters and future Agenda items**
49.01 Climate Crisis
49.02 Oak Tree at Bannister Green

The meeting closed at 9.30pm

Next Meetings: Planning Committee meeting: Tuesday 16 February online at 6 pm
Finance Committee meeting: Wednesday 24 February online at 5 pm
Council meeting: Wednesday 3 March online at 6.30pm

..... 3 March 2021
Chairman

Correspondence List – February 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 - Town and Parish Council Workshop 1 (themes 1-5) 3 rd February 2021 - Portfolio Holders Newsletter re Planning/Local Plan (Circ to Planning C. 28/01/21) - Essex Boys/Girls Club – Virtual Half Term Activities - Youth Initiatives WG – Funding Avail for Health and Wellbeing Projects
3. ECC - Closure of Cock Green Road, 1st February 2021 for 7 days for Affinity Water connection works. (Circ to Council 22/1/21) - Closure of Cock Green Road, 8th February 2021 for 2 days for BT cabling works (Circ to Council 22/1/21) - Mill Footbridge Replacement Commencing 1 st March / Plus Responses from Highways/Cllr Walsh (All Circ to Council 26/01/21– 02/02/21) - Winter Covid Grant Funding - Highways Informal Consultation re Diversion of FP 12 (Circ to Council 01/02/21) - Dept for Transport Rural Mobility Fund – Successfully into Stage 2 of Funding Bid
4. EALC - Health and Wellbeing Forums 23/02/21 and 02/03/21 (Circ to Council 02/02/21) - Lockdown Support Fund for provision of food packages to families. - Asset Based Community Development Course 8 sessions commencing 23 February (Circ to Council 27/01/21) - Micro Grants to Support Volunteer Organisations without infrastructure/technology responding to Pandemic
5. Environment Agency – On-Line Consultation re nuclear power station design. 23 or 25 February 2021
6. Letter from Start Up Business (mobile) - eco refilling of household products Requesting permission to operate once a week in Felsted
7. Freedom of Information request - Byelaws relating to UAV Flights (unmanned ariel vehicles).
8. Various Resident Letters re Allotments
9. Resident Letters re Flooding on Stebbing Road/Stevens Lane (on Agenda)
10. CPRE: Petition requesting a policy from UDC for opposing Solar Farms in Uttlesford.
11. RCCE: -Eastern Community Homes – On line sessions re affordable housing in March -Essex Warbler February 2021
12. Aviation Environment Federation – Annual Report (Circ to Chair of Planning Committee)

Unpaid List February 2021

	Date	Num	Memo	Open Balance	Cheque Number
A R Dover					
	29/01/2021	Church wall plans	Church yard wall - supply 6x additional copies of plans	27.00	
Total A R Dover				27.00	103078
Clare Schorah					
	31/01/2021	Jan21	Asst Clerk salary - January 2021	632.60	
	31/01/2021	Jan21	Asst Clerk Expenses - January 2021 - working from Home Allowance	8.75	
Total Clare Schorah				641.35	103079
Crown Tree & Garden Care					
	01/02/2021	1Feb21	Tree works at Felsted Playing fields - 4m reduction on oak, dead wood ash tree, remove dead elm ...	875.00	
Total Crown Tree & Garden Care				875.00	103080
Daniel Plunkett					
	31/01/2021	Jan21	RFO salary - January 2021	234.32	
	31/01/2021	Jan 2021	RFO Expenses - Jan 2021 - home working allowance	8.75	
Total Daniel Plunkett				243.07	103081
E A L C					
	19/01/2021	13499	Climate Crisis Conference - 28/01/21 - P Learmonth	60.00	
	25/01/2021	13507	Climate Crisis Conference - 28/01/21 - R Silcock	60.00	
	29/01/2021	13533	Financial Regulations Course - 25/02/21 - H Read & D Plunkett	168.00	
Total E A L C				288.00	103082
E.ON					
	16/01/2021	H19634ADD9	Ac # 0132 6195 8940 - MUGA electricity for period 14/12/20 to 14/01/21 - MPAN 1030072525215 - Me...	51.43	
	16/01/2021	H10BC8A404	Ac # 3605 5026 48 - Pavilion electricity 14/12/20 to 14/01/21 - MPAN 1012485770570 - Meter # D11...	40.48	
Total E.ON				91.91	DIRECT DEBIT
Heather Read					
	31/01/2021	Jan21	Clerk salary - January 2021	1,095.91	
	31/01/2021	Jan 2021	Asst Clerk's expenses - Jan 2021 - Zoom subscription, working from home allowance, mileage, post...	192.18	
Total Heather Read				1,288.09	103083
R Chapman					
	31/01/2021	Jan21	Unlocking car park 1 - 4 weeks - January 2021	50.00	
Total R Chapman				50.00	103084
S P Barnard					
	31/01/2021	Jan21	Village attendant - Jan 2021 - 42 Hours @ £12.50	525.00	
Total S P Barnard				525.00	103085
ZAP Distribution Ltd					
	25/01/2021	665	Delivery of Felsted Focus - Feb 21	234.00	
Total ZAP Distribution Ltd				234.00	103086
				4,263.42	
Additional Invoices Received					
Heather Read - Pension	31/01/2021	Jan21	Clerk Pension - January 2021	48.14	DIRECT DEBIT
Paul Clark Printing	31/01/2021	26179	Felsted Focus Printing - Feb 2021	580.00	103087
Extrayard Limited	31/01/2021	Banners	Reimbursement for Covid-19 Banners	147.88	103089
				776.02	
Notes:	103088 - Cheque Void - Made to wrong name.				