

FELSTED PARISH COUNCIL

Minutes of the 1088th meeting held on 31 March 2021 at 6:30 pm using the Zoom online platform

Present: Councillors Graham Harvey (Chairman-Entered the meeting during the discussion of Item 80.1), Frances Marshall (Chaired the meeting until the end of Item 80.1), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Roy Ramm, Peter Rose and Richard Silcock, along with 11 members of the public. In attendance: The Clerk, the Assistant Clerk and the RFO.

21/78 **Apologies for Absence**

Apologies had been received from County Councillor Simon Walsh and District Councillors John Evans and Sandi Merrifield.

21/79 **Declarations of Interest**

Councillor Frances Marshall declared a prejudicial interest in Item 21/87.2 Diversion of PROW re Sunnybrook Farm Planning Application and withdrew from the meeting at the start of that item.

21/80 **Public Forum**

80.1 The Swan Erection of Permanent Structure in Rear Garden - Concern was expressed that permanent raised decking areas were being built together with a marquee in the rear garden of The Swan without planning permission. Previous planning applications from The Swan have been refused. Residents reported that last year noise from the garden was excessive. This issue will be discussed at the next meeting of the Planning Committee.

80.2 Bin in Church Porch - The paint has been received and the bin repaired. It will be installed in April.

80.3 Wildlife Area in Churchyard - Part of the area under the Beech Tree should now be mown on a regular basis as part of the Churchyard Maintenance Contract. JCM Services have confirmed that it will be included in future cuts.

21/81 **Minutes of Meeting 1087 held on 3 March 2021**

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

21/82 **Minutes of the Highways Committee meeting on 10th March and the Planning Committee meeting on 16 March 2021**

These Minutes were noted and would be formally approved at the next meeting of the respective committees.

21/83 **Resignation of Cllr Margaret Attwood**

Cllr Margaret Attwood had submitted a letter of resignation on 5th March. The Clerk had informed UDC and notices had been posted advertising the vacancy and giving residents the opportunity to request an election to fill the vacant seat. If no election is requested UDC will give the PC permission to fill the vacancy by co-option.

21/84 **Matters Arising from the 3rd March Council Meeting**

84.1 Damaged Bridge over the River Ter (Item 21/52.2) - Asst Clerk confirmed that the bridge had been reported to Highways and was awaiting inspection.

84.2 20mph speed limit outside of the Primary School (Item 21/52.4) - Uttlesford Local Highways Panel have suggested working with the school to implement a '20's plenty' zone. The Highways Committee will work with ULHP/the school to progress this.

84.3 Remainder of Grass Heap in Churchyard (Item 21/56.3) - JCM Services cleared the remainder of the heap for £95. The Clerk confirmed signs have been erected requesting visitors not to leave rubbish in the churchyard.

84.4 Public Toilets (Item 21/56.5) - These have re-opened. Council noted that a number of

appreciative emails had been received from residents.

84.5 Play Area Path (Item 21/58.3) - The Village Attendant has assessed the path. Generally it is in good condition but the natural camber of the path means it is extremely difficult to stop puddles forming. The Village Attendant will continue to sweep water/debris away as required.

21/85 **County Councillor Report**

Members noted the [report](#) from County Councillor Simon Walsh which contained information on keeping to social distancing rules; the importance of getting tested regularly for Covid-19 and the availability of self-test kits from libraries for residents, who do NOT have Covid-19 symptoms. The report also mentioned ambitious plans by Essex County Council for an additional 50,000 trees, more electric vehicle charging stations and county-wide energy saving LED street lighting as part of its 2021/22 annual plan.

21/86 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on the early consultation on the Local Plan ending on 21 April 2021; The Rural Services Network ("RSN") of which UDC is a member, and the Gladman Planning Appeal which has been supported in their request to the Supreme Court for permission to pursue their Appeal, by the trade body of which they are members.

21/87 **Correspondence**

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

87.1 Planning Application Churchyard Wall – The Conservation Officer has commented on the Planning Application saying that whilst supporting in principle the upgrade to the boundary of the church they do not support the proposed boundary fencing as currently submitted. They would prefer the curved tops of the proposed fence to be removed and have a preference for planting/hedging to be employed behind in order to soften the appearance of the proposed railings. The PC agreed to look into amending the Planning Application by changing the railings from hoops to more traditional arrow topped. Doubts were expressed as to the room for hedge planting with pedestrians using an already narrow path. The Clerk will discuss this with the Planning Officer.

Note: Cllr Frances Marshall left the meeting at this point.

87.2 Diversion of PROW re Sunnybrook Farm Planning Application - The existing public right of way which runs along the edge of Sunnybrook Farm is proposed for diversion. If diverted, there may no longer be any public rights for pedestrians to gain access to/from the car park from Braintree Road. Springfields Planning have therefore suggested that it may be preferable that the public footpath is kept in situ.

Note: At the request of the PC Cllr Frances Marshall re-joined the meeting as it was felt she would have knowledge useful to the PC re the Footpath

Cllr Frances Marshall explained that some local residents do not wish the FP to be moved. The Primary School however have requested that the FP be diverted for safeguarding reasons as they wish to be able to use the car park for a play area during the day and could not do so safely if a footpath ran through the middle. ECC have stated that they cannot commit to an additional side gate into the school grounds. They have asked if they would be granted a license allowing use of the car park for free and confirmation that they would not have to pay Felsted Community Trust any maintenance for the car park.

The Clerk together with Cllr Richard Freeman will respond to Springfields Planning asking for clarification as to why ECC cannot commit to a side gate and stating that the matter of using the car park will be a matter to be discussed by the Felsted Community Trust.

87.3 Household bins – A resident has informed the PC that bins are blocking the pavement between Jolly Boys Lane North and the Memorial Hall on refuse collection days. The Clerk will write to UDC and also leaflet the houses in that location asking that the bins be placed/replaced so as not to block the pavement.

87.4 Farm Shop at The Swan - A resident queried the legality of the Farm Shop. The Clerk contacted UDC who confirmed that they are actively encouraging businesses adversely affected by the pandemic to diversify.

87.5 Speed of traffic in Jolly Boys Lane North – A letter from a resident expressed concern about the speed of vehicles in this road as there are not any pavements and it is used by

elderly people. The Asst Clerk will source a sign to be erected by the gates of the car park asking drivers to abide by the 20mph limit.

Note: Cllr John Moore left the meeting at this point.

21/88 **Finance**

88.1 Payments - Members considered the list of payments on page 8. Proposed by Cllr Richard Freeman, Seconded by Cllr Frances Marshall the payments list was unanimously approved.

88.2 Receipts - Members noted the receipts of £245 Felsted Focus Donations / £125 Felsted Focus Advertising. The Felsted Focus Just Giving Page is close to £1000. These monies will be transferred to the PC by Cllr Roy Ramm once the Just Giving Page is closed.

21/89 **Return to Face to Face Meetings**

The secretary of state for Housing, Communities and Local Government, Robert Jenrick MP, has written to council leaders about remote meetings to confirm the government has considered the case for extending the legislation beyond 7th May that allows councils to meet remotely. They have concluded that it is not possible to bring forward emergency legislation on this issue at this time. Hertfordshire County Council have issued a legal challenge to this and a Barristers Opinion is expected by the end of April. The PC believe that it is too early to meet safely in an inside venue and that the URC Hall cannot accommodate councillors / staff / members of the public whilst being able to safely socially distance. The PC believes along with many other councils that they should be allowed to make their own decision as to when they feel it is safe to meet in person again, continuing to meet remotely meantime. Cllrs Graham Harvey and Frances Marshall will write to MP Kemi Badenoch asking for her help and guidance.

Note: The RFO left the meeting at this point.

21/90 **Flooding Updates**

The Council acknowledged receipt of the flooding update from the Asst Clerk. Cllr Simon Walsh has offered to request an indication of timings for when the various flood works around the parish will be completed.

21/91 **Felsted Focus**

A working group met on 9th March via zoom with editor Janice Ratcliffe. They discussed ways to support her valuable work thus enabling her to continue producing the magazine. They recommended that the Felsted Focus becomes a quarterly magazine. The RFO will assist with administration of advertiser payments/Asst Clerk will join the editorial team. Proposed by Cllr Alec Fox, seconded by Cllr Frances Marshall and unanimously agreed the PC funding of the magazine will be increased from £1000 to £2000.

21/92 **Woodleys Car Park**

A number of wooden posts are broken/rotted alongside the wall at the front of the car park. The PC discussed the possibility of building a new soft red brick wall. This will take a relatively long time to complete. Meanwhile to improve safety the Village Attendant will be asked to do a temporary repair with conventional posts and rails. The Planning Committee will establish if a new wall will require planning permission.

21/93 **Notice Board at Watch House Green**

This will be installed on the back wall within the bus shelter.

21/94 **The Road with No Name**

Royal Mail confirmed that should the road be named the current postcode would have to change. As agreed at the last meeting the application to name the road has therefore been withdrawn.

21/95 **Storage of Parish Council Deeds**

Essex Records Office have agreed to take the deeds but request waiting for a face-to-face appointment.

21/96 **Bury Farm Section 106 Agreement**

This has been agreed and the application approved. It will deliver the Doctor's Surgery to the Felsted Community Trust together plus additional open space to the PC together with a

maintenance fee for the benefit of the parish. The PC thanked Cllrs Richard Freeman and Roy Ramm for their commitment and the enormous amount of work they have put into achieving this agreement.

21/97 **Triennial Tree Safety Survey**

This has been carried out by Place Services. The report is awaited. It is expected that it will recommend the felling of the Copper Beech in the Churchyard as it is believed to be diseased and a safety issue. It was proposed by Cllr Frances Marshall, seconded by Cllr Roy Ramm and unanimously agreed that should the report recommend felling JCM Services will be instructed to proceed. The PC discussed the possibility of a rustic bench being made from the tree. Cllr Graham Harvey will contact Rev'd Taylor to see if he would like one in the churchyard and also to discuss the church advising the relatives of families buried under the Copper Beech of the pending works.

Clerks Note: The Triennial Tree Safety Survey has been received and recommends that the Copper Beech be felled.

21/98 **Purchase Mobile VAS sign**

The Uttlesford Local Highways Panel have indicated that they will not be purchasing a replacement sign in the near future. The PC agreed that the possible purchase of one by the PC should be kept on the Highways agenda.

21/99 **Parish Footpath Map**

An initial inquiry to M & B Printers in Dunmow resulted in a quote of £1122 for printing 3000 folded maps. Additional artwork costs would be incurred in order to update the map with diversions. This will be discussed further at the next meeting of the PC.

21/100 **Footpath 80**

The Village Attendant has informed the Clerk that to stop walkers needing to enter the road in order to turn left some earth could be dug away to create a narrow walkway, but ideally a digger would be needed. The Clerk will ask JCM Services to quote.

21/101 **Parish Signage**

Nothing new to report.

21/102 **Climate Change**

The initial meeting of the Climate Change Working Group (CCWG) was held on 25th March. The CCWG had noted that some other councils have declared a Climate Emergency. The Clerk will investigate what this means in practice. Another meeting of the CCWG is planned for next month.

21/103 **Queens Platinum Jubilee**

Cllr Frances Marshall will speak to the Bursar at the school to see if they will help with celebrations. Previously Cllr Richard Silcock chaired the Events Committee. Cllr Roy Ramm indicated that he would be happy to join him and help organise a Parish event. A future Felsted Focus Article will ask for volunteers to help support this.

21/104 **Chairman's Matters**

Art Competition - Last year the competition was opened up to the whole Parish but unfortunately there were very few entries. The PC agreed that this year the competition will revert to being open only to entries from the primary school. Historically teachers have promoted it widely within school resulting in a greater number of entries. Cllr Richard Silcock will liaise with the school.

21/105 **Clerk's Matters**

105.01 Defibrillator Willows Green – The PC were advised that the telephone box does have a power supply. The books have been temporarily cleared facilitating access for the electrician and in readiness for the installation of a defibrillator.

105.02 UDC Community Achievement Awards – The PC agreed that The Felsted Focus Team be nominated in recognition for the amount of time they freely give producing such a well-received magazine.

105.03 Allotments Unauthorised Trees – The Clerk confirmed that a second allotment holder had been given notice to remove unauthorised trees from their plot. Failure to do so will result

in the termination of their allotment tenancy agreement.

105.04 Locking Playing Field Car Park – A local resident responded to the advert in the Felsted Focus and has taken over the locking/unlocking of the Car Park from Mr Ron Chapman. The PC acknowledged the many years that Mr Chapman had worked for the PC and expressed their gratitude to him.

21/106 **Planning Applications and Decisions**

106.01 APPLICATIONS TO BE CONSIDERED AT THE NEXT PLANNING MEETING

UTT/21/0895/FUL RTF Commercial Ltd Willows Green Main Road

Demolition of existing office, and the erection of a two storey replacement/addition to existing workshop

UTT/21/0881/HHF Loreley Bannister Green

Proposed two story and single storey extensions, alterations, landscaping and enlargement of private drive.

UTT/21/0867/FUL Mill House Mill Lane Hartford End

Proposed demolition of barn and erection of 1 no. Estate Manager's cottage and cart lodge

106.02 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/20/2898/FUL Land Adjacent To Cemetery (Gransmore Meadow) Chelmsford Road

Erection of 2 no. single storey bungalows (1 no. to wheelchair standard) and parking area to serve adjacent cemetery

Permission Granted 8th March 2021

UTT/21/0102/HHF Gate Cottage Cock Green Cock Green Road

First floor bathroom extension and internal alterations

Permission Granted 10th March 2021

UTT/21/0128/HHF 3 Watch House Villas Braintree Road

First floor front and side extension and two storey rear extension, and alterations to porch

Permission Granted 12th March 2021

UTT/21/0151/HHF 3 Watch House Villas Braintree Road

Detached Double Garage to the front of the site

Permission Granted 16th March 2021

UTT/20/3294/LB Taylors Chelmsford Road

Remedial works relating to dampness and timber infestation

Permission Refused 19th March 2021 *'it would, by virtue of the introduction of modern materials and practices, cause harm to the fabric and character of the listed building,'*

UTT/18/2508/OP Land West Of Bury Farm Station Road

Outline application with all matters reserved, with the exception of access, for a mixed use development comprising a Doctors Surgery and a residential development of up to 38 new dwellings, new accesses, parking provision, landscaping and associated development.

Permission Granted 25th March 2021

106.03 EXISTING APPEAL TO BE CONSIDERED AT NEXT PLANNING MEETING

UTT/19/3091/FUL Land to the West of Chelmsford Road

Appeal ref: APP/C1570/W/20/3263184

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.

This appeal has now been ratified and an inspector allocated.

106.04 Other Planning Business

Cllr Richard Freeman had attended the second of two UDC parish liaison meetings regarding UDC's Local Plan. He pointed out to UDC that Felsted has had 212 extra dwellings approved over the last 2 years. The school is already full and he questioned where the extra school places for these dwellings are expected to be found. The Neighbourhood Plan represents part of a statutory development plan and it supports an extra 63 houses. Cllr Richard Freeman

made it clear during the liaison meeting that there is an expectation from Felsted that no further new housing should be allocated to the parish.

21/107

Proposals for Future Agenda Items

Parish Christmas Tree – Asst Clerk will organise a meeting of the Christmas Working Group.

There being no further business the meeting closed at 8.30pm

Next Meetings:

Clerks Note: His Royal Highness The Prince Philip Duke of Edinburgh sadly passed away on 9th April. During the official period of mourning it was not permissible to give legal notice of council meetings. The next Planning Meeting and the Annual Parish Assembly were therefore postponed and the new dates are below:

Next Planning Committee Meeting:	Monday	26 April 21	online at 6.00 pm
Next Finance Committee Meeting:	Wednesday	5 May 21	online at 6.00 pm
Next Council Meeting:	Wednesday	5 May 21	online at 6.30 pm
Annual Parish Assembly:	Friday	7 May 21	online at 7.00 pm

..... 5 May 2021
Chairman

Correspondence List – 31 March 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 - Local Plan Consultation Theme 8 Homes 10 March – 21 April 21 / Theme 9 Creating New Communities 24 March – 21 April 21 - Address Notification Land Adj Aylands Bannister Green - Licensing Consultation Taxi Fare Increase - Planning Application Churchyard Wall (circ to council 30/3/21)
3. ECC - Closure of Stebbing Road re Zebra Crossing Installation 27 March 21 for 3 days. (circ to council 11 March) - Love Essex Fund £500 grants to businesses/individuals reducing household waste - Broadband Survey 18 March – 19 April 21 - Highways Highlights February Edition
4. EALC- Lockdown Support Fund (food hampers) - Grant “Contain Outbreak Management Fund” - Foodbank White Goods Scheme - Training Bulletin March 21
5. NALC- Government announces remote meeting powers not being extended. (see Agenda Item 11)
6. Springfields Planning - Diversion of PROW re Sunnybrook Farm Planning Application.
7. Essex Fire and Rescue – Speedwatch can resume from 29 March 21
8. Resident Letter – Gransmore Green Excessive Speed (referred to Highways Committee)
9. Resident Letter – Household Bins Blocking Pavements on Refuse Collection Days
10. Resident Letter – Dog Walker Looking for small piece of land to rent for dogs (Please inform Clerk if any known)
11. Resident Letter - Concern re Farm Shop at the Swan (Note UDC advised Clerk they encourage pubs to diversify in current climate)
12. Resident Concerned Speed of Traffic in Jolly Boys Lane North
13. CPRE – Campaigns Update March 21
14. SSE - Member Letter March 21 - End of Public Inquiry Press Release
15. Great Notley Country Park – Designation of Flich way as Local Nature Reserve
16. Aviation Environment Federation – Night Flight Consultation

Unpaid List –31 March 2021

	Date	Num	Memo	Open Balance	Cheque Number
E A L C					
	09/03/2021	13664	Co-option & Elections Course - 19/04/21 - H Read	84.00	
	10/03/2021	13699	Councillor Training Day 1 - 22/04/21 - R Silcock	108.00	
	10/03/2021	13715	Mintues & Agendas Course - 16/03/21 - C Schorah	84.00	
	10/03/2021	13720	Councillor Training Day 2 - 29/04/21 - R Silcock	108.00	
Total E A L C				384.00	103101
E.ON					
	02/03/2021	H198C5B424	AC # 0113 9823 6360 - Street light electricity for 01/02/21 to 28/02/21 - MPAN 1013095287825 - U...	270.49	
	18/03/2021	H10CAC4B2C	Ac # 3605 5026 48 - Pavilion electricity 14/02/21 to 14/03/21 - MPAN 1012485770570 - Meter # D11...	15.27	
	18/03/2021	H199D5FBCA	Ac # 0132 6195 8940 - MUGA electricity for period 14/02/21 to 14/03/21 - MPAN 1030072525215 - Me...	14.20	
Total E.ON				299.96	Direct Debit
Fisher Michael					
	29/03/2021	2756	Payroll administration (3 months) - Jan21 to Mar21	72.00	
Total Fisher Michael				72.00	103102
Healthmatic Ltd					
	05/03/2021	10654	2x override boxes & keys for Automatic door timer system - Playing field toilets	408.00	
Total Healthmatic Ltd				408.00	103103
JCM Services					
	21/03/2021	INV-0659	Church Yard - Removal of grass heap	684.00	
Total JCM Services				684.00	103104
NEST Pensions					
	31/03/2021	Mar21	Pension Contribution - H Read - Mar21	48.14	
Total NEST Pensions				48.14	Direct Debit
Officials - Salary					
	31/03/2021		Officials Salary - March 2021	1,962.63	
Total Officials - Salary				1,962.63	103105, 103106, 103107
Officials - Expenses					
	31/03/2021		Officials Expenses - March 2021	380.65	
Total Officials - Expenses				380.65	103105, 103106, 103107
Paul Clark Printing Limited					
	12/03/2021	26309	Printing Felsted Focus - March 2021	659.00	
Total Paul Clark Printing Limited				659.00	103108
R Chapman					
	28/03/2021	Mar 21	Unlocking car park 1 - 4 weeks - Mar 2021	50.00	
Total R Chapman				50.00	103109
S P Barnard					
	28/03/2021	Mar21	Village attendant - Mar 2021 - 44 Hours @ £12.50	550.00	
Total S P Barnard				550.00	103110
Uttlesford District Council (as supplier)					
	05/03/2021	00000079990	Green waste service 2020	2,170.00	
Total Uttlesford District Council (as supplier)				2,170.00	103111
TOTAL				7,668.38	