

## FELSTED PARISH COUNCIL

### Minutes of the 1091st meeting held on 7 July 2021 at 6.30 pm in the URC Hall

- Present:** Councillors Graham Harvey(Chairman), Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Roy Ramm and Richard Silcock along with 1 member of the public. Also present was District Councillor Sandi Merifield. In attendance: The Clerk.
- 21/159 **Apologies for Absence**  
Apologies had been received from Cllr Andy Bennett and County Cllr Martin Foley.  
*Clerk's Note: Due to limited spaces in line with Covid-19 regulations District Cllr John Evans, the Assistant Clerk and the RFO had agreed not to attend this meeting.*
- 21/160 **Welcome of New Councillor/Youth Representative**  
The Chairman welcomed new Parish Councillor Hywel Jones and Youth Representative Will Bennett.
- 21/161 **Declarations of Interest**  
There were no declarations of interest.
- 21/162 **Public Forum**  
**The Swan** - Loud music is an on-going problem. Outside amplified music is in contravention of the Swan's planning permission. The Clerk will ask UDC to raise an enforcement.
- 21/163 **Minutes of Meeting 1090 held on 2 June 2021**  
These Minutes were approved and signed by the Chairman.
- 21/164 **Minutes of the Planning Committee Meeting on 15 June 2021**  
These Minutes were noted and would be formally approved at the next meeting of the committee.
- 21/165 **Co-Option to Fill Councillor Vacancy**  
Following the vote to co-opt at the meeting on 2 June 2021 one vacancy remained (Minute 21/146). The two remaining candidates had confirmed that they both wished to stand for co-option again. Each Councillor voted for their preferred candidate. Andrew Parker received the majority of the votes cast and the Chairman will accordingly invite him to join the council.
- 21/166 **Human Resources Committee**  
A vacancy had been created by Cllr Andy Bennett standing down from the HR Committee. This will be considered at the September meeting of the PC.
- 21/167 **Matters Arising from the 2nd June Council Meeting**  
**167.1 Litter Bins (Item 21/143.1)** - The issue of litter bins will be looked at as "the bigger picture" rather than being replaced on a piecemeal basis. Assistant Clerk has undertaken some initial investigation and this will be progressed.  
**167.2 The Swan (Item 21/148.1)** – Details of how to report Anti-Social Behaviour have been posted on the PC website.  
**167.3 Defibrillator Willows Green (Item 21/148.7)** - This has been installed. The Village Attendant will install some book shelves so that the book box can be retained alongside the defibrillator as per residents' responses to the leaflet drop.  
**167.4 Bus Shelter at Garnetts Lane (Item 21/151.3)** - Perspex has been purchased to replace the window. The Village Attendant will undertake this task.  
**167.5 Felsted Focus Article (Item 21/151.4)** - Assistant Clerk wrote an article about the issue of litter. This will appear in the latest edition of the Focus.  
**167.6 Bannister Green Repair (Item 21/151.5)** - JCM Services laid topsoil free of charge to fill the dips. Grass seed will be added in the Autumn if required.  
**167.7 Linsells Shop (Item 21/151.6)** - A letter of thanks was written by the Chairman and sent

to Richard and Kay Silcock.

**167.8 Mobile Phone (Item 21/156.1)** - The number of the parish council's new mobile phone is 07719 552174. All calls to the main office line also divert to this number. The mobile will be used by the Clerk and will be her main contact number.

**167.9 Footpath 48 Broken Bridge (Item 21/158.1)** - Assistant Clerk has reported the broken bridge to ECC Highways.

**167.10 Potholes Watch House Green (Item 21/158.2)** Assistant Clerk has reported the potholes to ECC Highways.

21/168 **County Councillor Report**

Members noted the email from the County Councillor which contained information on Highways issues including very dangerous roads/pavements. These should be immediately reported on the ECC website and also sent to County Cllr Foley who will monitor all dangerous complaints closely and chase when necessary. His report also referred to the Planning Inspectorate's decision to overturn UDCs refusal to allow Stansted Airport to increase their cap on passenger numbers to 43 million per year. The council is asking the permission of the High Court to challenge the validity of the inspectors' decisions. An application is being prepared and will be submitted before the Court deadline of 8 July.

The clerk confirmed that she had contacted Cllr Foley to request the report in the form of a document in future to enable it to be uploaded to the PC's website.

21/169 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: The Stansted Airport Appeal; the Stansted Airport Consultation on Routeing Strategy and the Housing Requirement identified by the Local Plan Leadership Group. The District Councillors intend to resume face to face surgeries with residents immediately before the September PC meeting.

21/170 **Correspondence**

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

**170.1 J S Wrights** – A letter highlighted an area of Willow Plantation that is being increasingly used by members of the public despite it not being a public right of way. This area does not form part of Felsted Parish. The Clerk will inform Wrights accordingly.

**170.2 Resident Letter re Overgrown Churchyard** – The Churchyard Working Group will visit the churchyard to assess the issues raised.

**170.3 Resident Letter re Biodiversity** – The Clerk would write and explain that whilst wishing to encourage biodiversity overgrown verges/lack of visibility can cause accidents. The PC endeavours to balance both of these issues.

**170.4 Resident Letter re Floral Displays** – David Dempsey who organises the parish floral displays would like to stand down next year. The PC expressed their gratitude to him for all of his hard work over so many years.

21/171 **Finance**

**171.1 Payments** - Members considered the list of payments on page 7. Proposed by Cllr Roy Ramm, Seconded by Cllr Alec Fox the payments list was unanimously approved.

**171.2 Receipts** – There were not any receipts to note.

**171.3 Electricity Report** – See Item 21/176.3

**171.4 CIF Grant** – Members were advised that pre applications have opened for the Essex County Council Community Infrastructure Grant. The deadline for pre applications is 14<sup>th</sup> August.

21/172 **Allotment Fencing**

Members considered a pre circulated report containing various quotes for the allotment fencing which is to take the form of standard post and rail. Due to the costs involved this matter will be considered by the Finance Committee during their July meeting. They will bring their recommendation back to the PC at their September meeting.

21/173 **Tree Work Tenders**

Members considered quotes from two companies for removing deadwood identified in various

trees by the Triennial Tree Safety Survey. It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed to accept the quote from JCM Services for £1990 to carry out these works. The Sycamore in the Churchyard/Oak Tree at Bannister Green are subject to Tree Preservation Orders (TPOs). The Clerk will apply to UDC for permission for works to be carried out on those trees.

21/174 **Oak Tree – Bannister Green**

It was proposed by Cllr Alec Fox, seconded by Cllr Frances Marshall and unanimously agreed to accept the quote from JCM Services for £463 to reduce back the South East side of the Oak tree to the hedge boundary of Oak End House. The Clerk will apply to UDC for permission to carry out the reduction.

21/175 **Churchyard Maintenance Works**

Members considered the quote from JCM Services for £297 to raise the crowns of the Lime trees to 10ft, remove their epicormic growth, tidy up the Remembrance garden hedge and remove self-sown trees from the churchyard. Proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall it was unanimously agreed to accept the quote. Works will be scheduled for the Autumn.

21/176 **The Pavilion**

**176.1 Work Required** - The Clerk advised the PC that the Pavilion no longer appears fit for purpose. The interior is mouldy and the roof is believed to be rotten. Cllr Graham Harvey invited councillors to visit the pavilion to assess the situation for themselves. Meanwhile he will approach builders regarding costs to remove the structure should that prove necessary. Availability of grants for a new structure will be investigated and taken to the Finance Committee.

**176.2 Legionella Risk Assessment/Disinfection** – The clerk had obtained a quote for both of these. The PC agreed that these would not be progressed until a decision about the future of the pavilion had been reached.

**176.3 Electricity** – The RFO had pre circulated a report regarding various options/suppliers following the expiry of the contract term with Eon. Due to the uncertainty of the future of the pavilion no decision will be taken at this time.

21/177 **Felsted Rovers**

**177.1 Fees** – Proposed by Cllr Richard Freeman, Seconded by Cllr Roy Ramm the PC agreed unanimously that due to the unavailability of the pavilion, playing field hire fees for both Rayne Youth and Felsted Rovers be reduced from £250 to £100 for the 2021/22 season.

**177.2 Dug Outs** - The PC considered a request by Felsted Rovers to be allowed to use inflatable dug outs that would be secured to the ground for the duration of each match. The PC agreed to the request.

21/178 **Christmas Lights** - Members considered a pre circulated estimate of costings. Proposed by Cllr Frances Marshall, Seconded by Cllr Alec Fox it was unanimously agreed that the PC would erect a Christmas Tree in front of the British Legion in December. Cllr Graham Harvey agreed to approach local businesses for help erecting the tree and sponsorship to help with the costs. He would also obtain another quote for the lights.

Asst Clerk will write an article inviting sponsorship to be published in the September edition of the Felsted Focus.

21/179 **Footpath Map** – Members considered pre circulated costings. It was felt that many individuals now use online maps. It was agreed to defer a decision on the updating/reprinting of the footpath map until March 2022. The PC expressed their gratitude to Bryan Grimshaw for the work he had undertaken.

21/180 **Planting of Oaklings** - The PC had accepted a kind offer of 20 Oaklings from a resident. Councillors agreed to email the clerk with suggestions as to potential planting sites.

21/181 **Neighbourhood Plan Website** – The PC agreed to retain this website until February 2022.

21/182 **Bury Farm Section 106 Agreement**

A meeting will be held with the doctor's surgery on 14<sup>th</sup> July. The Clinical Commissioning Group are believed to have finalised the annual rent payable by the surgery to the Felsted Community

Trust at £85,000.

21/183 **Chairman's Matters**

No matters were raised.

21/184 **Clerk's Matters**

**184.1 RoSpa Play Safety Report** – The Clerk advised the PC that the Annual Safety Inspection was undertaken in June. There were not any high-risk issues identified. A small number of other defects will be rectified by the Village Attendant.

**184.2 Copper Beech** - The school had requested that the works be undertaken outside of term time. The Beech is therefore now scheduled to be felled during the first week of August. The Clerk advised that a condition of the Planning Consent was that a replacement Copper Beech be planted during the first growing season (October to March).

**184.3 Litter Picker Vacancy** – The Clerk advised the PC that following discussions with both the Chairman/Vice Chair of the PC regarding the problem of excessive litter on the main playing field a vacancy for a temporary litter picker had been advertised. The position is for two hours a week at the rate of £7.50 per hour. The Clerk reported that the position had quickly been filled. Payment will be made weekly by the clerk who will then reclaim via expenses.

21/185 **Planning Applications and Decisions**

**185.1 Applications to be Considered at the Next Planning Meeting (20th July 2021)**

UTT/21/2014/FUL Tinsley House Bartholomew Green Road

Proposed field machinery store, garage, workshop, annexe and private domestic use only equestrian arena

UTT/21/1917/DFO 39 Evelyn Road Willows Green

Details following outline approval UTT/19/2572/OP (approved under appeal reference APP/C1570/W/20/3246367) for the demolition of outbuildings and erection to 3 no. Dwellings, replacement garage and associated works - details of access, appearance, landscaping, layout and scale.

UTT/21/2123/CLE Mole Hill Green, Riverside Books Ltd Pyes Farm

The Certificate of Lawfulness is being sought for an Air source Heat Pump installed. The air pump is located on the southern wall of building 7

**185.2 Decisions Received Since Previous Council Meeting**

UTT/21/0516/LB

**Saddlers Chelmsford Road** Installation of satellite dish to rear of property

**Permission Refused 4<sup>th</sup> June 2021** *'it is considered inappropriate to the host dwelling, as it will cause material harm to the special architectural interest and character of the Grade II listed building'*

UTT/21/1309/HHF The Cottage Cock Green Cock Green Road

s73a retrospective application for demolition of existing rear single storey extension, front porch and detached garage. Erection of front two storey extension, bay window and two dormer windows. Rear two storey/part single storey extension. New roof and fenestration alterations to elevations. New oil tank and enclosure. Amendment to that approved under UTT/20/2696/HHF

**Permission Granted 9<sup>th</sup> June 2021**

UTT/21/1190/HHF Kirkbrook Stebbing Road

Proposed two storey rear extension, new side porch and internal alterations

**Permission Granted 8<sup>th</sup> June 2021**

UTT/21/1344/HHF Cedar House Chelmsford Road

Garage conversion to form Annexe accommodation

**Permission Granted 11<sup>th</sup> June 2021**

UTT/21/1374/HHF 41 Station Road

Proposed single storey front extension

**Permission Granted 11<sup>th</sup> June 2021**

UTT/21/1332/HHF Leighs Lodge Willows Green

Installation of a detached single storey timber outbuilding

**Permission Refused 17<sup>th</sup> June 2021** *'it would, by virtue of its design and appearance, cause significant harm to the character and appearance of its setting within a protected lane... The external materials proposed are considered to have a detrimental impact on, and therefore*

*harm to, the character and setting of a listed building and is out of keeping with the character of the historic landscape.'*

**UTT/21/1197/LB Little Garnetts Garnetts Lane**

Repairs to roof

**Permission Granted 15<sup>th</sup> June 2021**

**UTT/20/1041/FUL Land South Of Oaklea School Road Rayne**

Change of use of land for the keeping of horses and the erection of a stable building.

**Permission Granted 15<sup>th</sup> June 2021**

**UTT/21/1043/LB/ UTT/21/1041/HHF Mill House Cock Green**

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.

**Permission Granted 30<sup>th</sup> June 2021**

**185.3 Appeal Decisions since Previous Council Meeting**

**UTT/20/0849/FUL**

Appeal ref: APP/C1570/W/20/3260239

**Land At Bakers Lane** Erection of detached self build 4 bed dwelling and garaging

**Appeal Dismissed 2<sup>nd</sup> June 2021** *'the appeal proposal would result in significant harm to the intrinsic character of the countryside in this part of the parish of Felsted. There would also be appreciable visual harm to the experience of users of the network of rural byways and footpaths that pass immediately adjacent to the appeal site. As such the appeal site would not constitute sensitive infill development'*

**UTT/21/0202/CLP** Appeal ref: APP/C1570/X/21/3269440

**11 Bannister Green Villas Bannister Green**

Use of land for stationing of a mobile home for use ancillary to the main dwelling

**Appeal Allowed 3<sup>rd</sup> June 2021**

**185.4 Appeal to be Considered at 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.

The PC noted that this appeal is now live on the planning inspectorate website.

**185.5 Other Planning Business**

Cllr Andy Bennett had attended an online consultation event regarding Stansted Airport's Flight Path. He had circulated a summary informing the PC that the new proposed option for departure flightpaths for Stansted will decrease the number of planes overflying Felsted Parish.

There being no further business the meeting closed at 8.25 pm

Next Meetings:

Next Highways Committee Meeting: Wednesday 14<sup>th</sup> July online at 6pm

Next Planning Committee Meetings: Tuesdays 20<sup>th</sup> July / 17<sup>th</sup> August online at 6.00 pm

Next Finance Committee Meeting: Wednesday 28<sup>th</sup> July online at 5pm

Next Council Meeting: Wednesday 1<sup>st</sup> September in the URC Hall at 6.30 pm

..... 1 September 2021

Chairman

### Correspondence List – July 2021

1. Coronavirus situation - Regular updates on the Coronavirus situation have been received from ECC, UDC, EALC, NALC and other companies and organisations.
2. UDC- Link to Rural Services Monthly Bulletin. - Biodiversity Update (circ to council 21 <sup>st</sup> June)
3. ECC - Temporary Closure Cock Green Road, 9th July for 5 days re Affinity Water pipe repair works (circ to council 25 <sup>th</sup> June) - Temporary Closure Cock Green Road for Gas Works 15 <sup>th</sup> July – 23 <sup>rd</sup> July (circ to Council 29 <sup>th</sup> June) - Temporary Closure Mole Hill Green Road 8th July 2021 for 5 days. Re Affinity Water pipe repair works. (circ to council 21 <sup>st</sup> June) - Easing of Covid Restrictions delayed until 19 <sup>th</sup> July - Highways Highlights – June edition (circ to council 30 <sup>th</sup> June)
4. EALC - Community Initiative Fund 21/22 – Pre applications until 14 <sup>th</sup> August - New Cllr Training Days 1 & 2 8 <sup>th</sup> /22 <sup>nd</sup> July - Mental Health First Aid Training - 5th July (Cllr Penny Learmonth attending)
5. Essex Climate Action Commission Newsletter (circ to council 29 <sup>th</sup> June)
6. No to Longfield Solar Farm - Scientific paper re lithium-ion battery storage (circ to council 28 <sup>th</sup> June)
7. Affinity Water - 8 week Public Consultation until 30 <sup>th</sup> July on Draft Drought Plan. (circ to council 22 <sup>nd</sup> June)
8. JS Wrights – Request to Publicise no Public Right of Way (circ to council 6 <sup>th</sup> July)
9. Resident Letter offering Oaklings for Planting in Parish (circ to council 21 <sup>st</sup> June)
10. Copy of Residents Letter to Environmental Health re The Swan (circ to council 6 <sup>th</sup> July)
11. Resident Letter: Thank you for allowing Memorial Bench in Willows Green Play Area
12. Resident Letter: Churchyard Overgrown (Circ to Council 6 <sup>th</sup> July)
13. Resident Letter: Over-mowing/Tidiness Bad for Biodiversity (Circ to council 6 <sup>th</sup> July)
14. Resident Letter: Overgrown FP62 (side of allotments) – Reported to Highways 26/6/21
15. Resident Letter: Organising/Maintaining Village Floral Displays
16. MAG - Airspace Modernisation Forum 21 <sup>st</sup> - 23 <sup>rd</sup> June (Cllr Andy Bennett attended)
17. Stansted Airport Watch (SAW) – Minutes of Parent Group NWEHHPA AGM
18. Aviation Environment Federation: Update (circ to Cllr Richard Freeman 30 <sup>th</sup> June)
19. CPRE - Campaigns Update June 21

# Unpaid List – July 2021

	Date	Num	Memo	Open Balance	Cheque Number
<b>Barbara Hollingsworth</b>					
	30/06/2021	June 2021	Unlocking car park 1 - 5 weeks - June 2021	75.00	
Total Barbara Hollingsworth				75.00	103143
<b>Castle Water</b>					
	04/06/2021	0005650615	Ac # 2601428 - Allotment water supply (Mill Road) 01/04/21 to 30/09/21 - SPID 3013582456W14 - Me...	286.90	
	04/06/2021	0005652023	Ac # 2595497 - Allotment water supply (Station Road) 01/04/21 to 30/09/21 - SPID 301337036XW1X - ...	408.78	
Total Castle Water				695.68	Direct Debit
<b>E.ON</b>					
	15/06/2021	H19DB8C90A	Ac # 0132 6195 8940 - MUGA electricity for period 20/04/21 to 20/05/21 - MPAN 1030072525215 - Me...	9.44	
	17/06/2021	H10E0481AE	Ac # 3605 5026 48 - Pavilion electricity 14/05/21 to 14/06/21 - MPAN 1012485770570 - Meter # D11...	11.55	
	22/06/2021	H19FB22A24	Ac # 0132 6195 8940 - MUGA electricity for period 20/05/21 to 20/06/21 - MPAN 1030072525215 - Me...	9.08	
Total E.ON				30.07	Direct Debit
<b>Felsted Memorial Hall</b>					
	03/06/2021	03Jun21	Insurance of war memorial - 2021-22	38.13	
Total Felsted Memorial Hall				38.13	103144
<b>HM Revenue &amp; Customs</b>					
	30/06/2021	Jun21	PAYE/NI payment for April - June 2021	645.45	
Total HM Revenue & Customs				645.45	103145
<b>Information Commissioners Office</b>					
	26/06/2021	Jun2021	Data Protection fee 2021-22	40.00	
Total Information Commissioners Office				40.00	103146
<b>JCM Services</b>					
	05/07/2021	INV-0769	Post removal from park	90.00	
	05/07/2021	INV-0770	Waste removal and reseeded to FP80	405.00	
	05/07/2021	INV-0771	Hand hedge cutting around play park	408.00	
	05/07/2021	INV-0774	Village grass cutting - 2 of 4, Hard surface spraying	1,770.00	
	05/07/2021	INV-0775	Nature Area - Maintenance of footpaths and frontage - 2 of 4	240.00	
Total JCM Services				2,913.00	103147
<b>Keith Schorah</b>					
	11/04/2021	dweb1120-i0007	Neighbourhood Plan website hosting/domain	234.00	
Total Keith Schorah				234.00	103148
<b>M G Howard CPFA</b>					
	30/06/2021	1608	Internal Audit for 2020-21	350.00	
Total M G Howard CPFA				350.00	103149
<b>Medical Premises Consultants</b>					
	30/06/2021	MPC0455	Professional Advice to Felsted Community Trust re Felsted Surgery, Bury Farm	1,538.16	
Total Medical Premises Consultants				1,538.16	103150
<b>NEST Pensions</b>					
	30/06/2021	Jun21	Pension Contribution - H Read - Jun21	51.94	
Total NEST Pensions				51.94	Direct Debit
<b>Officials - Salary</b>					
	30/06/2021	Jun 21 - Salary		1,942.00	
Total Officials - Clare Schorah - Asst Clerk				1,942.00	103151, 103152, 10315
<b>Officials - Expenses</b>					
	30/06/2021	Jun 21 - Expenses		141.22	
Total Officials - Daniel Plunkett - RFO				141.22	103151, 103152, 10315
<b>Paul Clark Printing Limited</b>					
	12/03/2021	26310	Printing Felsted Focus - March 2021 - additional 1 page leaflet	50.00	
	10/06/2021	26734	Printing Felsted Focus - June 2021	700.00	
Total Paul Clark Printing Limited				750.00	103154
<b>Rural Community Council of Essex</b>					
	30/06/2021		Membership fee 01/07/2021 to 30/06/22	72.60	
Total Rural Community Council of Essex				72.60	103155
<b>S P Barnard</b>					
	30/06/2021	Jun21	Village attendant - Jun 2021	825.00	
Total S P Barnard				825.00	103156
<b>SADS UK</b>					
	01/07/2021	H Read 001	1x child defib pads	83.14	
Total SADS UK				83.14	103157
<b>Uttlesford Association of Local Councils</b>					
	23/06/2021	23Jun21	Annual membership subscription 2021-22	5.00	
Total Uttlesford Association of Local Councils				5.00	103158
<b>ZAP Distribution Ltd</b>					
	14/06/2021	740	Delivery of Felsted Focus - Jun 21	234.00	
Total ZAP Distribution Ltd				234.00	103159
<b>TOTAL</b>				<b>10,664.39</b>	