

FELSTED PARISH COUNCIL

Minutes of the 1099th meeting held on 6th April 2022 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, Andrew Parker, Roy Ramm (entered during discussion of item 22/78.1), Richard Silcock and Youth Representative Will Bennett along with 7 members of the public. Also present were District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk and the Assistant Clerk.

22/69 **Apologies for Absence**

Apologies had been received from Cllr Andy Bennet, County Cllr Martin Foley and the RFO.

22/70 **Declarations of Interest**

None were received.

22/71 **Public Forum**

71.1 Land West Of Bury Farm Station Road [UTT/18/2508/OP](#)

i) Mulberry Homes Presentation - Disappointment was expressed that the presentation on the development on Station Road had been in the form of a webinar without any opportunity to ask questions. It was felt that the presentation would have been more useful had it taken place in person.

ii) Speed Limit / Access Points to New Development – There are no plans to reduce the current speed limit along Station Road despite the new development having two access points onto the road. The access points will be separate and not form a loop: one will go to the majority of the houses whilst the other will serve the remaining few houses together with the new Doctors Surgery. This should reduce the volume of traffic coming out of either access point at any one time.

71.2 Precept Increase -The increase in precept for 22/23 was discussed. The PC increasingly has to finance many high cost items. Examples given were the regular maintenance of the Churchyard at £3500 pa and grass cutting throughout the parish at £5500 pa. Additional costs incurred in recent months included the felling of the Copper Beech tree in the Churchyard at £6000 and repairs to the roof of the Pavilion at £5800. It was explained that the PC are as prudent as possible whilst continuing to maintain the Parish to expected high standards.

71.3 Flower Tubs - It was noted that these are looking beautiful and thanks were given to the team of volunteers who co-ordinate / plant / maintain them throughout the parish.

71.4 Woodley's Car Park - Appreciation was expressed that the dedication plaque to the Woodley family has been installed in the car park.

22/72 **Minutes of Meeting 1098 held on 2nd March 2022**

These Minutes were approved and were signed by the Chairman.

22/73 **Minutes of the Planning Committee meeting on 15th March 2022**

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

22/74 **New Police Community Support Officer**

PCSO Natalie Smith was welcomed by the PC. She explained that she aims to make regular visits to Felsted and to be a visible presence in the parish. A new project "Policing your Parish" is being launched in the summer, This will encompass foot patrols, speed checks and door knocking, meeting as many residents and businesses as possible. Residents were encouraged to report any issues online at www.essex.police.uk or by telephoning 101. This will help the police ascertain if there are "hotspots" or certain times of the day/night when issues occur.

22/75 **Matters Arising from the 2nd March Council Meeting**

75.1 Damaged Bridge (Item 22/68.1) – Asst Clerk explained that the bridge referred to during the previous PC meeting as being on FP19 is actually on FP48. It has been reported several times. Inspected by ECC during January they confirmed it has been listed as requiring repair.

75.2 County Cllr Martin Foley visit to Felsted (Item 22/51.1) - County Cllr Martin Foley

visited Felsted with Rissa Long from ECC Highways on 7th March. Cllr Foley is returning on 29th April to reinspect the areas of Molehill Green, Milch Hill and Causeway End. He will be accompanied by a senior engineer from ECC Highways

75.3 Litter Bin (Item 22/51.2) - The double capacity public litter bin has been installed by the Village Attendant at the front of the MUGA / Top of the Car Park. The final cost of £791.54 has been reimbursed to the PC from ECC's Locality Fund.

75.4 The Queen's Green Canopy (Item 22/51.6) - Laser engraved Stainless Steel Commemorative Plaques have been installed alongside each tree planted by the PC commemorating Hm The Queen's Platinum Jubilee.

75.5 Hedge between Thistley Bridge / Hollow Road (Item 22/41.3) - Cllr Graham Harvey spoke to the landowner requesting that the hedge be cut back. The Clerk subsequently reported the hedge to ECC Highways.

75.6 Willows Green Play Area (Item 22/68.2) - The Clerk contacted ECC Highways and requested the reinstatement of the stile at the top of Willows Green Play Area. She was advised no reinstatement will be authorised due to the requirement for public footpaths to be free of obstructions to enable reasonably free passage to people of all ages and physical abilities.

75.7 Local Government Pay Award (Item 22/68.3) - All members of the Personnel Committee concurred that the 1.75% pay increase should be paid to staff/backdated to 1 April 2021. As pay had previously been increased by 1.5% in anticipation of the increase (minute 21/155) only the additional 0.25% increase was due to be paid/backdated to staff. The RFO has instructed payroll accordingly.

22/76 **County Councillor Report**

Members noted the report from County Cllr Martin Foley which contained updates on the highway issues inspected by him during his recent visit to Felsted.

22/77 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on the assistance being given to refugees from Ukraine; a £150 energy rebate from the government for residents living in Council Tax bands A to D; the new on demand travel service DigiGo; the appointment of a new Director of Planning at UDC; an update on the Local Plan and data on the Waste Collection and Recycling Service.

22/78 **Correspondence**

Members noted the Correspondence received (see page 5) including the following:

78.1 English Rural Housing Association – Seven new build affordable properties are becoming available in Scholars Close. The PC had been advised that they were available for applicants who met a "local connection" criteria.

Clerks Note: In subsequent correspondence the English Rural Housing Association apologised for their error. The properties do not have a "local connection" criteria but will be allocated by UDC following their standard criteria.

78.2 UDC Community Project Grant Scheme – This is open for applications. Any award would need to be match funded. The PC agreed not to apply to the scheme this time.

78.3 The Chequers – The new landlord of the Chequers requested PC permission to carry out works to enhance the forecourt area of The Chequers. The land is owned by ECC Highways. The Clerk will advise the landlord to contact ECC to request permission to carry out any works.

78.4 The Swan Licensing Hours – A request was received to confirm the licensing hours of the Swan. The Clerk advised that UDC Licensing had confirmed that the Swan was licensed to sell alcohol Monday – Saturday until 12.30am and until midnight on a Sunday.

78.5 Aviation Environment Federation – The PC unanimously agreed to renew their annual membership to the AEF at a cost of £36 per annum.

22/79 **Finance**

79.1 Payments - Members considered the list of payments on pages 6/7. Proposed by Cllr Roy Ramm, seconded by Cllr Richard Silcock the payments list was unanimously approved.

79.2 Receipts - Members noted receipts totalling £3,026.54 consisting of: ECC grant for litter bin £791.54; UDC grant towards Pavilion repair works £790; Insurance monies for bus shelter repair £980; Felsted Focus Advertising £360 and Felsted Focus Donations £105.

22/80 Committee Membership

It was noted that Cllr Penny Learmonth had joined the Highways Committee / Cllr Andrew Parker had joined the Crix Green Mission Trust.

22/81 Ride London

Significant road closures are planned for parts of Essex during the weekend of 27 - 29 May to facilitate a large-scale cycle event involving up to 25,000 cyclists. Saturday 28th May will see rolling road closures of approximately one hour's duration between 10.55am - 11.55am in Felsted. Sunday 29th May will see road closures for many hours in Felsted with preparations to close commencing at 6am / full road closures in place from 8am – 2pm. Roads are expected to be fully open again from 15.30pm or when the last rider has passed through. More information can be obtained by clicking the link [here](#). Ride London are holding a drop in engagement event in the URC Hall on Friday 22nd April between 4pm – 6pm.

22/82 The Pavilion

The PC were informed that the following grants have been awarded for works to the Pavilion: Football Foundation £4455 / District Councillors Initiative Fund £790

The agreed cost of the project is £6790 (Minute 22/36). The balance of £1545 will be funded by the PC. Felsted Construction have been instructed to proceed with the works. It is anticipated they will commence by the beginning of May.

22/83 Oak Tree at Bannister Green

Following Uttlesford Norse alerting the PC that the Oak tree was believed to be causing structural damage to a property (Minute 22/60) an Arboricultural Survey commissioned by UDC recommended that the Oak tree be felled to prevent causing further damage. The Clerk contacted the Landscape Officer at UDC to seek advice / explore alternatives to felling. He advised that root pruning the Oak / installation of a root barrier was unlikely to be an effective solution to prevent future damage to property and therefore advised that the tree be felled. He further advised that although the tree is subject to a tree preservation order, its felling to remove an actionable nuisance would be exempt from requiring an application for consent to be made to the order making authority (UDC). It was proposed by Cllr John Moore, seconded by Cllr Alec Fox and unanimously agreed to fell the Oak tree at Bannister Green. It was further proposed by Cllr John Moore, seconded by Cllr Alec Fox and unanimously agreed to accept the quote from JCM Services for £1204 plus vat to carry out the work. The Clerk would arrange a leaflet drop to nearby properties to explain what was happening and why. The PC expressed the view that the loss of the tree would be a matter of considerable regret. Replacement planting of two Oak trees on the far side of the green would be planned for the Autumn.

Clerks Note: The Oak tree has come into leaf and cannot therefore be felled for several months. It will be put on the agenda in October 2022 to see if any viable alternative to felling the tree has been discovered in the intervening months.

22/84 Playbark Supply

Councillors considered three quotes for the supply of 30 cubic metres of playbark to top up the main play area behind the Memorial Hall. Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman it was unanimously agreed to accept the quotation from Giffords Recycling for £1500 plus Vat. The delivery will be scheduled for June.

22/85 Felsted Community Trust – Formation Status

The Trust document has been produced by Holmes and Hills. The bank account is currently in the process of being set up.

22/86 Bury Farm Section 106 Agreement

This is moving forward. It is anticipated that whilst the entire development will take 18-24 months to complete the new health centre will be ready in approximately 12 months.

22/87 Hm The Queen's Platinum Jubilee

Planning for the celebration event is well under way. Commencing with lighting of the beacon at 9.45pm on Thursday 2nd June it will be followed by a day of celebrations on Friday 3rd June. Taking place on the main playing field it will include music / entertainment and culminate in a firework display at 10.30pm.

22/88 **Chairman's Matters**

It was noted that the Rev'd Colin Taylor had expressed appreciation for the level of service and attention to detail given by JCM Services when maintaining the churchyard. The Clerk would draft a letter of thanks to JCM from the Chairman of the PC.

22/89 **Clerk's Matters**

89.1 Litter Picker - The Clerk advised the PC that following discussions with the Chairman of the PC a temporary Litter Picker had been employed for two hours a week at the rate of £7.50 per hour for a two week period covering the school Easter Holidays. Payment will be made weekly by the Clerk who will reclaim via expenses. It was further agreed that the Litter Picker will be employed under the same arrangement for 8 weeks covering the school summer holidays.

89.2 Vandalism of Play Equipment - The baby cradle swing has been broken / vandalised at the main play area. The Village Attendant assessed it and found it to be beyond repair. The Clerk ordered a replacement seat at a cost of £239.59 plus vat from Playdale Playgrounds Ltd. Once delivered it will be fitted by the Village Attendant. The vandalism has been reported to the police.

22/90 **Planning Applications and Decisions**

90.1 Application to be Considered at the next Planning Meeting

[UTT/22/0755/FUL](#) - The Oak House Bannister Green

Erection of 1no. detached dwelling, with associated curtilage, vehicular access from public highway, off-street car parking, and landscaping.

90.2 Decisions Received Since Previous Council Meeting

[UTT/20/3068/HHF](#) - Bury Farm Bury Chase

Demolition of summer house and erection of single storey outbuilding as incidental leisure accommodation and home office to main dwelling

Permission Granted - 10th March 2022

[UTT/22/0239/FUL](#) - Stewart House Felsted School Braintree Road

Proposed widening of existing vehicular access.

Permission Granted - 23rd March 2022

[UTT/22/0237/FUL](#) - Lord Riche Hall Felsted School Braintree Road

Proposed erection of 10 no. temporary examination rooms on an annual basis, from 1st May to 31st July.

Permission Granted - 24th March 2022

90.3 Appeal Decision Received Since Previous Council Meeting

[UTT/21/1561/FUL](#) - Cromwell House Willows Green Main Road

Demolition of outbuilding and Erection of 1 no. bungalow and detached garage

Appeal Dismissed - 25th March *'The main issues relevant to this appeal are: the suitability of the site as a location for a residential development, the effect of the development upon the setting of the Listed Building and the effect of the developments upon the character and appearance of the surrounding area'*

There being no further business the meeting closed at 8.13 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 19th April 22 online at 6.00 pm

Annual Parish Assembly Thursday 21st April 22 in the URC Hall at 7.00 pm

Next Council Meeting: Wednesday 4th May 22 in the URC Hall at 6.30 pm

..... 4th May 2022
Chairman

Correspondence List – April 2022

1. UDC: a) Planning Officer Clive Theobald Letter of thanks to the PC (circ to PC 04/04) b) Summary comments following meetings by Peter Holt Chief Executive of UDC with Local Council Representatives earlier this year (circ to PC 10/03) c) Update re Ukraine including links to supporting charities (circ to PC 14/03) d) Environment & Green Issues update (circ to PC 14/03) e) Launch of Digital App to help promote businesses/activities in Uttelsford f) Appointment of Dean Hermitage as new Director of Planning (circ to PC 31/03) g) Update from Peter Holt re arrivals from the Ukraine. (circ to PC 01/04) h) Community Project Grant Scheme-applications open until 8 th June (circ to PC 01/04)
2. ECC: a) Temp. closure of Garnetts Lane on 3rd May 2022 for 1 day. The closure is required whilst Openreach undertakes pole renewal works. (circ to PC 15/03) b) Temp. Closure of Braintree Road & Watch House Green (B1417), due to commence on 4th April 2022 for 12 days. The closure is required while Cadent undertake gas main works. (circ to PC 17/03) c) Temp. closure of Stevens Lane, commencing 5th April 2022 for 4 days. This is required while Affinity Water undertake connection works. (circ to PC 17/03) d) Temp. closure of Stebbing Road for 1 day on 16th May 2022. The closure is required whilst Openreach undertake pole replacement works. (circ to PC 23/03) e) Diversion Order re FP80 (circ to PC 30/03) f) New "Travel Essex" Journey Planner App g) Launch of a new, on-demand minibus service on Wednesday 13 April 2022 (circ to PC 01/04) h) "Final" Covid-19 update (circ to PC 01/04)
3. EALC: Ride London – Recording of Zoom presentation
4. The Chequers – Request from new landlord for permission to enhance forecourt.
5. Resident Letters: a) Copied into letter to Floods Essex re Causeway End (fwd to Cllr RF 04/04) b) Request to confirm legal opening hours of The Swan
6. London Stansted Airspace - Confirmation Stage 2 of Change Proposal submitted to the CAA for review. (fwd to Cllrs RF/AB 10/03)
7. AEF: a) Membership Renewal £36 b) Update from Airspace and Noise Community Forum. (fwd to Cllrs RF/AF 23/03)
8. RCCE: Essex Warbler April Edition (circ to PC 01/04)
9. CPRE: March Campaigns Update (circ to PC 14/03)
10. English Rural Housing Association – Affordable Homes to rent in Scholars Close

Unpaid List – April 2022

	Date	Num	Memo	Open Balance	Payment Reference
A & J Lighting Solutions					
	23/02/2022	35988	Replacement light and photocell to pole o/s Boslowen on Mill Road	202.20	
	25/03/2022	36081	Replacement light to pole 84 @ Crix Green	175.20	
Total A & J Lighting Solutions				377.40	2204-01
Aviation Environment Federation					
	07/03/2022	AEF 2022-23	AEF annual subscription 2022-23	36.00	
Total Aviation Environment Federation				36.00	2204-02
Barbara Hollingsworth					
	31/03/2022	Mar22	Unlocking car park 1 - Mar 2022	75.00	
Total Barbara Hollingsworth				75.00	2204-03
Buzz Supplies Ltd					
	31/03/2022	236413	2x 12 packs of mini jumbo toilet rolls	36.93	
Total Buzz Supplies Ltd				36.93	2204-04
Chelmsford Star Co-op					
	31/03/2022		Return of overpayment of £50	50.00	
Total Chelmsford Star Co-op				50.00	2204-05
Dunmoweb					
	06/04/2022	1104-10015	Felsted-pc.gov.uk website hosting and service package	303.00	
Total Dunmoweb				303.00	2204-06
E A L C					
	01/04/2022	15291	EALC and NALC Affiliation fee 2022-23	635.51	
Total E A L C				635.51	2204-07
E.On Next - A-5081E963					
	07/03/2022	0005	AC # A-5081E963 - MUGA electricity for period 01/02/22 to 28/02/22	264.26	
Total E.On Next - A-5081E963				264.26	DIRECT DEBIT
E.On Next - A-A7593EE9					
	07/03/2022	0004	AC # A-A7593EE9 - Pavilion electricity for period 01/02/22 to 28/02/22	34.82	
E.On Next - A-A7593EE9				34.82	DIRECT DEBIT
Halo Signs					
	04/03/2022	8404	Woodleys Car Park sign	27.60	
Total Halo Signs				27.60	2204-08
HM Revenue & Customs					
	31/03/2022	Mar22	PAYE/NI payment for Jan - Mar 2022	2,239.75	
Total HM Revenue & Customs				2,239.75	2204-09
Janus Contract Services Ltd					
	28/03/2022	40760	New gate for playing field car park	233.58	
Total Janus Contract Services Ltd				233.58	2204-10

JCM Services					
	08/03/2022	INV-1064	Hedge and stumps removal at Bannister Green	696.00	
Total JCM Services				696.00	2204-11
NEST Pensions					
	31/03/2022	Mar22 - H Read	Pension Contribution - H Read - Mar22	163.82	
Total NEST Pensions				163.82	DIRECT DEBIT
NPower Business Solutions					
	01/04/2022	N03162026	AC # A0009232099 - Street light electricity for 01/01/22 to 31/01/22 - MPAN 1013095287825 & 1013...	345.19	
	01/04/2022	N03162126	AC # A0009232099 - Street light electricity for 01/02/22 to 28/02/22 - MPAN 1013095287825 & 1013...	298.48	
Total NPower Business Solutions				643.67	DIRECT DEBIT
Officials - Salaries					
	31/03/2022	Mar22 - Salary	Salaries - Mar 2022	3,474.48	
Total Officials - Salaries				3,474.48	2204-12, 2204-13, 2204-14
Officials - Expenses					
	31/03/2022	Mar22 - Exp	Clerk's expenses - Mar 2022 - Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Mar 2022 - working from Home Allowance, mileage RFO Expenses - Mar 2022 - home working allowance	344.09	
Total Officials - Expenses				344.09	2204-12, 2204-13, 2204-14
Paul Clark Printing Limited					
	16/03/2022	27972	Printing Felsted Focus - Spring 2022	770.00	
Total Paul Clark Printing Limited				770.00	2204-15
Playdale Playgrounds Ltd					
	31/03/2022	45350	Repalcement Toddler Swing for playing field playground	287.51	
Total Playdale Playgrounds Ltd				287.51	2204-16
Richard P Luckie Ltd					
	22/03/2022	1983	Carry out installation of socket for Christmas Tree lights including cutting path for laying cab...	1,018.32	
	22/03/2022	1984	Install defibrillator in Willows Green phone box	285.60	
Total Richard P Luckie Ltd				1,303.92	2204-17
S P Barnard					
	31/03/2022	Mar22	Village attendant - March 2022	1,000.00	
Total S P Barnard				1,000.00	2204-18
St George's Pest Control Ltd					
	11/03/2022	38169	Allotments pest control - 11/03/22 to 10/06/22	180.00	
Total St George's Pest Control Ltd				180.00	2204-19
TPM Medical					
	23/03/2022	2212	First adi cover for Platinum Jubilee	168.00	
Total TPM Medical				168.00	2204-20
ZAP Distribution Ltd					
	16/03/2022	868	Delivery of Felsted Focus - Spring 2022	234.00	
Total ZAP Distribution Ltd				234.00	2204-21
TOTAL				13,579.34	