

FELSTED PARISH COUNCIL

Minutes of the 1105th meeting held on 2nd November 2022 at 6:30 pm in the URC Hall

Present: Councillors Frances Marshall (Acting Chair), Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Roy Ramm, Andrew Parker/Hywel Jones (both arrived during the discussion of item 22/235.1) and Youth Representative Will Bennett along with 11 members of the public. Also present were District Councillors John Evans and Sandi Merrifield. In attendance: The Assistant Clerk and the RFO. The Clerk attended using the on-line platform zoom.

22/233 **Apologies for Absence**

Apologies had been received from Cllrs Graham Harvey, Andy Bennett, Richard Silcock and County Councillor Martin Foley.

22/234 **Declarations of Interest**

Cllr Frances Marshall declared an interest in Item 22/240.4 - Footpath 12 Application to Divert Withdrawn and stated that she would take no part in the discussion of that item.

22/235 **Public Forum**

235.1 Solar Farms - The Parish Council do not have a specific policy re solar farms but consider any application individually (see item 22/254.4). In the last six months one solar farm at Willows Green has received approval in outline form and currently there are two more speculative proposals (one at Drapers Farm and one at Watch House Green) although applications have as yet not come forward. Concern was expressed that recent consultations were held outside of the parish and with extremely limited notice. The PC raised both concerns with the potential developers. It was noted that there will not be any formal opportunity to express a view until a planning application comes forward. Should this happen residents wishing to object were advised that it would be better to respond individually rather than collectively as it is much more effective if lots of objections are made rather than in the form of a petition. The PC recognised that whilst there is a need to be moving towards some form of green energy should all three sites be approved, they would total 741 acres, which is 20% of the parish, fundamentally changing the character of Felsted. It was noted that due to UDC's designation status should an application be made applicants have the right to make the application to UDC as normal or direct to Hm Planning Inspectorate (PINS). An application direct to PINS means that the application would not be decided at a local level although that doesn't necessarily mean that an application is more likely to be approved.

235.2 CCTV - Cllrs Graham Harvey and Richard Freeman advised that they met with an engineer at the main play area / pavilion. A new system is being quoted for which will include two cameras on the pavilion and two more on the Muga.

22/236 **Minutes of Meeting 1104 held on 5th October 2022**

These Minutes were approved and will be signed by the Chairman.

22/237 **Minutes of the Finance Committee meeting held on 12th October 22 and the Planning Committee meeting held on 18th October 2022**

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

22/238 **Policing the Parish** - Police Constable Fields updated the PC on policing within the parish. PCSO Natalie Smith has been holding monthly drop in Beat Surgeries at the Wood Cottage Tearoom. The next surgery will be held on Thursday 24th November 22 10:00 am – midday.

A number of patrols have been carried out recently in an attempt to combat reports of anti-social behaviour. Residents were encouraged to report all incidents even if low level as incidents can escalate / police funding gets allocated based on crime reports. It was noted that it must be the owner of any affected property that makes a report as the police can't take reports from third parties. It was agreed that an article would be written by PC Fields / PCSO

Smith for the next edition of the Felsted Focus.

22/239 **Gigaclear** - A presentation was made by Gigaclear, a provider of ultrafast full fibre broadband to rural communities. The PC were advised that Gigaclear own / operate their own network and plan to include Felsted in a future network build. When connections are ready for service residents will be informed by letter. By entering their postcode into the following link gigaclear.com/mycommunity residents will be able to establish if their property is included in the network, if their connection is ready to be activated and register for updates.

22/240 **Matters Arising from the Council Meeting held on 5th October 2022**

240.1 Cressages Close Flooding (Item 22/210.1) - County Cllr Martin Foley has been following up this issue. He was advised by ECC that: "Following an inspection, a defect for a blocked gully has been identified and this will be attended to in the next 2 – 3 weeks. Once this work has been completed another assessment will be completed to determine whether any further work is required." Clarification re the ditch is still awaited.

240.2 UDC Tree Planting Initiative (Item 22/210.2) - The Nature Area Working Group have been advised that their request for trees fits the criteria. Trees are expected to be delivered in December.

240.3 Mound from Muga Construction / Overgrown Area near Beacon (Item 22/210.3)

Cllrs Graham Harvey and Richard Freeman met with the Clerk to view the areas. It was agreed that both had naturalised and were best left undisturbed.

240.4 Footpath 12 Application to divert withdrawn (Item 22/213.1) - The PROW & Records Analyst at ECC has advised that in order to apply for a FP diversion the PC would need to "firstly obtain the consent of all landowners, which includes landowners both for the current and proposed routes". Chris Loon of Springfield Development, the agent acting for the Sunnybrook Farm site has advised that ownership of the site is likely to change in the New Year. It is not therefore viable to make any application for a diversion until the change of site ownership has been completed.

240.5 Letter of thanks (Item 22/214.1) - Mr Hardy thanked the Parish Council for "the lovely letter of appreciation" sent to him for bringing his specific skills to the Felsted Focus.

240.6 Fire Extinguisher Testing (Item 22/230.4) - This was carried out on 6th October. All PC fire extinguishers were found to be in good working order.

22/241 **County Councillor Report**

Members noted the Local Highways Panel update received from County Cllr Martin Foley.

22/242 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: the updated timetable for the Local Plan; various packages available to help support residents with the cost of living; a Zero Carbon Communities Grant Fund - launched to help community groups take action on climate change plus details of responses received by the CAA to their consultation regarding reform of routeing to / from all airports in the UK.

22/243 **Correspondence**

Members noted the Correspondence received (see pages 6/7) including the following:

243.1 Guidance on Elections for May 2023 - It was noted that Parish / Town and District Council elections are due to be held on Thursday 4th May 2023.

243.2 Parking in Causeway End Road - Complaints have been received regarding both a car regularly parked at the junction by the grass triangle / a car currently parking on the grass triangle. This is obscuring the view of the road for drivers. The Clerk reported both vehicles to the PCSO.

243.3 Toilets - The PC noted that despite thorough twice weekly cleans complaints are often received in between cleaning days that the public toilets are not in a fit state to be used. The PC noted that the public toilets in both Writtle and Thaxted are immaculate and suspect that they are cleaned on a daily basis. The Clerk will approach both PCs to enquire which cleaning companies they use with a view to then contacting the same companies requesting they quote for daily cleans of Felsted's public toilets.

243.4 Appeal against Termination of Allotment Tenancy Agreement - The PC felt that the plot being discussed had suffered long term neglect. It was proposed by Cllr Alec Fox, seconded by Cllr Andrew Parker and unanimously agreed that the plot holder would be given

until 31st March 23 to clear the plot and make it pristine. Nothing must be left apart from crops cultivated in accordance with their tenancy agreement. Failure to carry out these actions within the extended timescale will result in the termination of the allotment tenancy agreement without further warning.

22/244 **Finance**

244.1 Payments - Members considered the list of payments on page 8. Proposed by Cllr John Moore, seconded by Cllr Richard Freeman the payments list was unanimously approved.

244.2 Receipts - Members noted receipts of £1,092 consisting of £5 Felsted Focus donations and £1,087 allotments rentals.

244.3 Year to Date budget review - Members considered the budget on page 9. The RFO advised that at approximately the half way point through the year the current estimated year end position was a small surplus against the budget.

244.4 Conclusion of External Audit - The RFO advised the PC that the External Auditors had concluded their audit / provided their report and certificate which stated that the 2021-22 Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices. No other matters were noted in the audit.

244.5 Financial Risk Assessment - Members considered the pre circulated Financial Risk Assessment. Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman the Financial Risk Assessment was unanimously approved.

244.6 Asset Register - Members considered the revised Asset Register which had been increased in value by 5% in line with the increase in insurance valuations. It was noted that the Land Valuation had not been increased and this would need to be recalculated in 2023. Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox the Asset Register was agreed unanimously.

244.7 Felsted Village Events Committee recommendation from Finance Committee

The PC were advised that following a meeting with the Parish Events Committee (PEC), the Finance Committee proposed that the PC's RFO open a new Parish Council 'Events' account with Barclays Bank and prepare to receive / manage funds currently held by the PEC. Proposed by Cllr John Moore, seconded by Cllr Richard Freeman this was unanimously agreed. It was noted that the transferred funds will be strictly ring-fenced and used exclusively for agreed parish events. Authorisation of expenditure will be made by a special "Events" subcommittee of the PC that will comprise of both councillors and members of the PEC. The remit and membership of the Events Committee will be developed in the coming weeks.

It was further noted that the PEC was working urgently to deliver an event to celebrate the coronation of HM Charles III on May 6th 2023 and that nothing in the intended new financial management structure should impede the work of the PEC in organising this event.

The PC acknowledged the work of the PEC in delivering so many successful events for the parish.

244.8 Pavilion

(i) Electricity Contract - Proposed by Cllr Roy Ramm, seconded by Cllr Hywel Jones it was unanimously agreed to enter into a two year fixed contract with EDF consisting of a daily standing charge of 60p and a per unit charge of 66p.

(ii) Water/ Sewage (including public toilets) - The PC were advised that the RFO had established that the water supply for the public toilets / pavilion was not coming off of the Memorial Hall supply. The meter for the supply had been found but the PC suspects that the water company are not aware of it as bills are not being received. The RFO will contact the water company to advise them of this. The PC agreed that whilst the situation should be rectified going forward the water company should not carry out a retrospective assessment as there would not be an effective way to assess the volume of water previously used.

244.9 Finance in Local Council Administration (Filca) Qualification - The PC were advised that the RFO had successfully completed the Filca course. The PC congratulated him and thanked him for all of his effort and hard work.

22/245 **Complaints Procedure /Training and Development Policy** - Councillors considered the pre-circulated Complaints Procedure /Training and Development Policy. Proposed by Cllr Roy Ramm, seconded by Cllr John Moore both were unanimously approved. The Asst Clerk was

thanked for her diligence and hard work.

- 22/246 **Health and Safety Working Group Update** - The Working Group met earlier this month to consider recommendations contained in the NFU Health and Safety Report. The PC were advised that positions had been agreed on all items that needed action.
- 22/247 **Felsted Community Trust Formation Status** - No update received.
- 22/248 **Churchyard Wall** - The School have enquired about ownership / responsibility for the wall that runs between the back of the churchyard and the school. The Clerk will investigate.
- 22/249 **Christmas Tree** - The lighting up ceremony is due to take place on Saturday 3rd December at 6pm.
- 22/250 **Meeting Dates 2023** - The PC unanimously agreed the pre circulated PC meeting dates for 2023.
- 22/251 **Grass Cutting** - The PC noted that the final scheduled parish / churchyard grass cut has been carried out for 2022. They were advised that JCM Services had offered to carry out an additional cut of the main playing field free of charge. Proposed by Cllr John Moore, seconded by Cllr Alec Fox the PC unanimously agreed to accept the offer. The PC expressed their gratitude to JCM Services.
- 22/252 **Chairman's Matters** - None raised
- 22/253 **Clerk's Matters**
- 253.1 Vandalism (Fire in Bin)** - The PC were advised that vandals had set fire to bin contents by the pavilion. This had been cleared up by a resident and reported to the police. The PC expressed their gratitude to the resident concerned.
- 253.2 Public Toilets** - A new water heater has been installed together with new light sensors. Door handles damaged earlier in the year by vandals have been replaced. The PC were advised that the automatic timer system for locking/unlocking the doors is still not working. Healthmatic who installed the system have been asked to attend to inspect / repair the system.
- 22/254 **Planning Applications and Decisions**
- 254.1 Applications to be Considered at the next Planning Meeting**
There are not currently any new applications on the Uttlesford District Council website to consider at present.
- 254.2 Decisions Received Since Previous Council Meeting**
- UTT/22/2200/FUL - Pump Court Mill Road**
Demolition of stables and construction of a detached single storey dwelling house
Permission Granted - 10th October 2022
- UTT/22/2508/HHF - Alvignac Watch House Green**
Proposed single storey pitched roof Annexe in garden
Permission Granted - 14th October 2022
- UTT/22/2395/HHF - The Beeches 11A Station Road**
Proposed single storey side extension replacing conservatory.
Permission Granted - 18th October 2022
- 254.3 Appeal Decision Received 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.
Appeal Dismissed - 20th October 2022 *"the proposal would be harmful to the character and appearance of the countryside in conflict with the development plan."*
- 254.4 Solar Farms** - It was felt that a response to any potential planning application for a solar farm should be formulated by the entire Parish Council (see item 22/235.1). In order to be ready for any application coming forward it was agreed that this will be discussed at the December PC meeting. The Clerk will investigate if noise issues arise by living nearby to a solar farm.

There being no further business the meeting closed at 20.26 pm

Next Meetings:

- Highways Committee Meeting: Wednesday 9th November 22 online at 5.00 pm
- Planning Committee Meeting: Tuesday 15th November 22 online at 6.00 pm
- Finance Committee Meeting: Wednesday 23rd November 22 in the URC Committee Room at 6.00 pm
- Full Parish Council Meeting: Wednesday 7th December 22 in the URC Hall at 6.30 pm

..... 7th December 2022
 Chairman

Correspondence List – November 2022

<p>1. UDC:</p> <ul style="list-style-type: none"> a) Parish Liaison Forum Monday 7 November at 7pm at Little Canfield Business Park. (circ to PC 11/10) b) Parish Liaison Forum – Agenda 7 Nov / Minutes Meeting 23rd March 22 (circ to PC 31/10) c) Address Notification for 4 new dwellings on Land at WHG - 1 – 4 Hunters Grove d) Saffron Walden Neighbourhood Plan 'made' (fwd to Planning 13/10) e) Uttlesford Housing Market Report (circ to PC 20/10) f) S45 Local Government (Miscellaneous Provisions) Act 1976 (enables recalcitrant minicab drivers / operators to be prosecuted if appropriate). UDC are “re” adopting the legislation by resolution as previous evidence of adoption cannot be located. g) Guidance on Elections for May 2023 h) Updated Local Plan timetable (fwd to Asst Clerk for Planning Committee 28/10) i) Zero Carbon Communities Grant (circ to Climate Change Working Group 29/10)
<p>2. ECC:</p> <ul style="list-style-type: none"> a) Arts and Cultural Fund (grants ranging from £2,500 - £30,000) Expressions of Interest required by 31st October. b) Superfast Essex Update (broadband improvement programme) (circ to PC 12/10) c) Digital Essex Update (circ to PC 28/10) d) Community Winter Warmth and Welcome Spaces Fund. (circ to PC 25/10) e) Essex Highways survey on the priorities / satisfaction levels associated with services provided. Survey runs 11th Oct 22 to 4th Jan 23 (circ to PC 11/10)
<p>3. EALC:</p> <ul style="list-style-type: none"> a) Police, Fire and Crime Commissioner’s reappointment of Chief Constable BJ Harrington (circ to PC 28/10) b) 20's Plenty update webinars 15th Nov 7 - 8.30pm / 17th Nov 1pm - 2.30pm
<p>4. UALC: AGM 26th October (circ to PC 20/10)</p>
<p>5. National Highways</p> <ul style="list-style-type: none"> a) Copy of A120 Stansted to Braintree presentation (circ to PC 12/10) b) Emergency resurfacing works on the A120 between Marks Farm roundabout and Marks Tey roundabout. Works scheduled over 5 nights from 19 October to 24 October 22 (circ to PC 14/10)
<p>6. Greater Cambridge Partnership</p> <ul style="list-style-type: none"> a) Public consultation regarding travel in Greater Cambridge and the wider area. Consultation running from 17 October until 31 December (circ to PC 17/10) b) Community Forum meetings regarding the above - Various dates in Nov
<p>7. Essex Police: Top 3 policing priorities requested (circ to PC 11/10)</p>
<p>8. Rayne Quarry - BT Works 26th October – 8th November. This will involve temporary traffic lights.</p>
<p>9. County Broadband - Community Support Team volunteers available.</p>
<p>10. Resident Letters:</p> <ul style="list-style-type: none"> a) Parking in Causeway End Road - Car regularly parked on the road at the junction partially blocking a narrow section / blind spot. (Note: Clerk reported this issue to the PCSO) b) as above plus complaint re car parked on the grass triangle with a for sale sign in it.

(Note: Clerk reported this to the PCSO)

- c) Copy of objection letter sent to Pegasus Group re proposed Poplars Solar Farm.
- d) Toilets - Complaint they were not fit to be used on 31/10
- e) Request PC does not seek / support a diversion to FP12 following withdrawal of recent application (email circ to PC 31/10)

11. CPRE: Campaigns Update October 22 (circ to PC 28/10)

12. Appeal against Termination of Allotment Tenancy Agreement

Unpaid List – November 2022

	Date	Num	Memo	Open Balance	Payment Reference
A & J Lighting Solutions					
	07/10/2022	36634	Replace lamp, photocell and fuse at Garnetts Lane / Braintree Road junction	210.54	
Total A & J Lighting Solutions				210.54	221001
Anglia Fire Protection					
	10/10/2022	107777	CRIX GREEN MISSION HALL - 10/10/22 - Check fire extinguishers and replace 1x safety seal, 1x Hos...	103.44	
	10/10/2022	107778	10/10/22 - Check fire extinguishers and replace 4x safety seal, 4x Hose O Ring	69.96	
Total Anglia Fire Protection				173.40	221002
Astragraphic Design Ltd					
	31/10/2022	AG00	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	221003
Barbara Hollingsworth					
	31/10/2022	Oct22	Unlocking car park 1 - Oct 2022	60.00	
Total Barbara Hollingsworth				60.00	221004
E.ON Next - A-5081E963					
	04/10/2022	0012	Ac # A-5081E963 - MUGA electricity for period 10/01/22 to 28/09/22 - MPAN 1030072525215 - Meter ...	195.68	
Total E.ON Next - A-5081E963				195.68	DIRECT DEBIT
E.ON Next - A-A7593EE9					
	03/10/2022	0008	Ac # A-A7593EE9 - Pavilion electricity 08/09/22 to 30/09/22 - MPAN 1012485770570 - Meter # D11W5...	11.00	
Total E.ON Next - A-A7593EE9				11.00	DIRECT DEBIT
East Anglia's Children's Hospices (EACH)					
	31/10/2022	2022-23	Donation for 2022-23	300.00	
Total East Anglia's Children's Hospices (EACH)				300.00	221005
Essex and Herts Air Ambulance					
	31/10/2022	2022-23	Donation for 2022-23	325.00	
Total Essex and Herts Air Ambulance				325.00	221006
Felsted Construction Ltd					
	22/10/2022	2531	Repairs to public toilets - supply and install new water heater, supply and install light sensor...	1,146.00	
Total Felsted Construction Ltd				1,146.00	221007
JCM Services					
	07/10/2022	1360	Hedge cutting around play park, playing field, playing field entrance, allotments and Willows G...	1,128.00	221008
	16/10/2022	1385	Church Hedge cutting to all hedges	144.00	221008
	23/10/2022	1397	Churchyard Nature Area - second cut	108.00	221008
	16/10/2022	1393	Nature Area - Flail cut of top field only	540.00	METRO - 80027
Total JCM Services				1,920.00	
NEST Pensions					
	31/10/2022	Oct22 - H Read	Pension Contribution - H Read - Oct22	107.01	
	31/10/2022	Oct22 - C Schorah	Pension Contribution - C Schorah - Oct22	21.39	
Total NEST Pensions				128.40	DIRECT DEBIT
NFU Mutual					
	30/09/2022	RMS/2022/3206	Health and Safety Support/ Risk Assessment	1,526.40	
Total NFU Mutual				1,526.40	221009
NPower Business Solutions					
	05/10/2022	4846822	AC # A0009232099 - Street light electricity for 01/09/22 to 30/09/22 - MPAN 1013095287825 & 1013...	879.46	
Total NPower Business Solutions				879.46	DIRECT DEBIT
Officials - Salary					
	31/10/2022	Oct22 - Salary		2,706.38	
Total Officials - Salary				2,706.38	221010
Officials - Expenses					
	31/10/2022	Oct22 - Exp	Clerk's expenses - Oct 2022- Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Oct 2022 - working from Home Allowance, mileage RFO Expenses - Oct 2022 - home working allowance, mileage	264.15	
Total Officials - Expenses				264.15	221011
Paul Clark Printing Limited					
	01/10/2022	28927	Printing Felsted Focus - Autumn 2022 REPRINT	1,050.00	
Total Paul Clark Printing Limited				1,050.00	221013
S P Barnard					
	31/10/2022	Oct22	Village attendant - Oct 2022	660.00	
Total S P Barnard				660.00	221014
Utlesford Citizens Advice Bureau					
	31/10/2022	2022-23	Donation for 2022-23	300.00	
Total Utlesford Citizens Advice Bureau				300.00	221015
TOTAL				11,908.39	



FPC - Budget Comparison to 30 September 2022

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		59,782		59,782		59,782		
RECEIPTS								
Precept	106,000		106,000		106,000		0	
Allotments Rents	1,700		-75		1,700		0	
Playing field rent	500		500		500		0	
Grants	0		0		0		0	
Sundry other receipts	0		0		0		0	
Magazine advertising & donations	4,516		540		2,800		-1,716	
Total Receipts		112,716		106,965		111,000		-1,716
PAYMENTS								
Salary and Expenses		48,598		20,967		43,251		-5,346
Street Lighting		5,453		3,130		7,335		1,881
Administration		11,523		5,985		11,554		32
Maintenance, repairs and upkeep		40,807		23,603		37,576		-3,231
Projects		6,958		3,096		8,054		1,096
Sundry		4,762		3,643		5,393		631
Total Payments		118,101		60,424		113,164		-4,938
Closing Balance		54,397		106,323		57,619		3,222