

FELSTED PARISH COUNCIL

Minutes of the 1107th meeting held on 11th January 2023 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 and Youth Representative Molly Bennett along with 6 members of the public. Also present were District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk, the Assistant Clerk and the RFO.
- 23/01 **Apologies for Absence**
Apologies had been received from Cllrs Andy Bennett, Roy Ramm, Richard Silcock and County Councillor Martin Foley.
- 23/02 **Declarations of Interest**
None declared.
- 23/03 **Welcome to New Youth Representative**
The PC welcomed Molly Bennett, the new Youth Representative to the Parish Council.
- 23/04 **Public Forum**
Stevens Lane - Flooding has re-occurred in Stevens Lane. Concern was expressed that surface water from the new housing development in Stevens Lane will drain into a private pond that is already at capacity. The Chairman will ask County Cllr Martin Foley to attend the site / the Asst Clerk will contact Highways.
- 23/05 **Remembering Residents**
05.1 Mr Gerald Ruggles - The PC noted that Gerald Ruggles resident of Abbeyfields had sadly died. He was an active member of the community, engaging regularly with the PC and a regular attendee at PC meetings. His presence will be greatly missed.
05.2 Mrs Rose Taggart - The PC were advised that Rose Taggart an original resident of Raven's Crescent had died at the age of 102. She had been a very active member of the parish but recently had to move away from Felsted. The PC noted that she had stayed in touch, always maintaining a keen interest in the parish. Her passing was noted with sadness.
- 23/06 **Minutes of Meeting 1106 held on 7 December 2022**
These Minutes were approved and were signed by the Chairman.
- 23/07 **Minutes of the Planning Committee meeting held on 20th December 2022**
These Minutes were noted and would be formally approved at the next meeting of the committee.
- 23/08 **Police Community Support Officer**
08.1 Beat Surgeries - The PCSO continues to hold monthly beat surgeries at Wood Cottage tearooms. The next one is scheduled for Thursday 26th January 23 between 10 am and midday. Members of the public were invited to drop in, no appointment necessary. The PCSO expressed her thanks to Wood Cottage for their warm welcome and hospitality each month.
08.2 Incident Reporting - The PCSO advised that reports of incidents such as anti-social behaviour / dangerous parking should be logged via 101 as this provides official data that enables the PCSO to be deployed.
08.3 Parking - The PCSO agreed that the heavy traffic / parking near The Swan is dangerous but explained that police powers in relation to this are limited. She advised that concerns should be reported to the North East Essex Parking Partnership (NEPP) who have enforcement powers. The PC noted that they, together with the school previously funded extra NEPP sessions in the parish but these had ceased some time ago due to insufficient capacity at NEPP. The Clerk will contact them to enquire if they are now in a position to recommence extra sessions. This will be discussed at the next meeting of the Highways Committee.

08.4 Speeding - The PCSO informed the PC that she has attended speedwatch sessions in the parish and she commended the volunteers. She advised that the data provided is extremely useful to the police.

23/09 **Matters Arising from the 7 December Council Meeting**

09.1 Highways Rangers (Item 22/265.1) - Following UDC's request to parishes for financial contributions to enable the continuation of the Highways Ranger service, it was found that there was not a critical mass of parishes willing / able to make a contribution. UDC have therefore confirmed that the Highways Ranger service will cease by the beginning of April 23.

09.2 History Sign (Item 22/265.2) - The resident has expressed thanks to the PC for agreeing to relocate the sign from her front garden and install it next to the one at the front of Woodleys Car Park. The Village Attendant will be asked to undertake the works required.

09.3 The Swan Pub Complaint (Item 22/265.3 (i)) - The landlord of The Swan contacted the Clerk stating that the mess referred to in the letter did not emanate from their premises. The PC have since been advised that The Swan is currently closed.

09.4 Community Initiative Fund (Item 22/271) - UDC have awarded £531 from the fund to the PC. This is to be used to purchase a new large capacity litter bin for the main play area. The PC expressed their thanks to the District Councillors.

09.5 Zero Carbon Communities Grant (Item 22/272) - An application for a grant of £1200 has been made to UDC. If awarded it will fund a biodiversity assessment of the parish by Essex Wildlife Trust.

09.6 Football Pitches Rayne Youth (22/273.2) - Rayne Youth were advised that their under 13's team could hire the 11 aside pitch subject to agreeing a hire fee. They have not responded.

09.7 Lime Trees in the Churchyard (22/280.4) - The Clerk wrote to the Archdeacon expressing concern that it appeared no reduction works were to be allowed on the Lime trees. Whilst accepting that as the owners of the trees the authority / liability for them rests with the Diocese it was respectfully requested that the decision to refuse works to the trees be reviewed. The Diocese responded by suggested a site meeting with all parties concerned to agree a course of action. The Clerk will arrange the meeting.

09.8 Jolly Boys Lane North Antisocial Behaviour (22/282.2) - Following information that individuals were meeting in the early hours at this location the PCSO confirmed that the area will be added to late shift patrols.

23/10 **County Councillor Report**

Members noted the report from County Cllr Martin Foley which contained information on: health issues including the current increase in Covid cases and also Strep A / Scarlet Fever in children; his work as Chair of the ECC Youth Strategy Group and a warning that next year will be very difficult financially for ECC following central government cuts.

23/11 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: policy statements by central government that the housing requirement figures (currently 701 for Uttlesford) will hereafter be advisory and not mandatory; a major consultation by the Government on planning reform together with proposed changes to the National Planning Policy Framework and consultation exercises being undertaken by the Civil Aviation Authority regarding potential changes in routeing / flight paths relating to all UK airspace. The report noted that the County is experiencing a significant number of planning applications for solar farms and this is expected to continue to rise if Government targets for renewable energy are to be met. The report also included a vital link for those needing help with the Cost of Living Crisis <https://www.uttlesford.gov.uk/cost-of-living> which contains points of reference and advice for those in need.

23/12 **Correspondence**

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

12.1 His Majesty King Charles III - The PC noted that following a letter of condolence that had been sent by the Chairman on behalf of himself, the Parish Council and the residents of Felsted to His Majesty The King on the passing of his mother Her Majesty The Late Queen, a card had been received from His Majesty thanking the Chairman, the Parish Council and the residents of Felsted for "such a wonderful generous message" on the death of his "beloved mother".

12.2 UDC Suggested New Name for Development on Land Adjacent to the Cemetery -

The PC agreed that as that area was historically known as Crossways that will be put forward to UDC as a suggested name.

12.3 Mulberry Homes - The developers have asked the PC if they wish to put forward any suggestions for road names on their new development next to Clifford Smith Drive. Due consideration will be given to this.

12.4 Horse Enclosure - The PC considered a concern that had been raised by a visitor to Felsted re the size of a horse enclosure. The PC agreed that although the enclosure is small the horses there are regularly exercised and well cared for.

12.5 Chelmsford Road Airport Parking - The PC were advised that cars are being parked outside of residents' homes for extended periods of time causing inconvenience and annoyance to those residents. The PC agreed that this is not illegal, unfortunately it was therefore an issue that they could not assist with.

12.6 Causeway End - Floods Essex are believed to have written to the affected residents informing them that they cannot assist further as it is a civil matter between the residents and the landowner. The Clerk will contact County Cllr Martin Foley to ascertain his view on this.

23/13 **Finance**

13.1 Payments - Members considered the list of payments on pages 8 / 9. They agreed that they wished to continue with membership of the CPRE at a cost of £60 per annum. Proposed by Cllr Frances Marshall, seconded by Cllr Hywel Jones the PC unanimously agreed the payment list.

13.2 (i) Receipts - Members noted the receipts of £10,709.62 comprising of £10,340.62 VAT rebate from HMRC, £315 Felsted Focus Donations / Advertising and £54 of Allotment rentals.

13.2 (ii) Christmas Events - The PC were advised that the Christmas Decorations Day raised £95.45 of donations to be split equally between the Christmas tree costs and the Felsted Focus. This cash was retained by Cllr Richard Freeman who had incurred expenses of £97.97 (Christmas Tree - £44.23 / Nature Area - £53.74). The balance of £2.52 was paid direct by Cllr Richard Freeman.

Cllrs Richard Freeman and Roy Ramm were thanked for all of their hard work arranging the Christmas Decoration Day and during the installation of the Christmas Tree.

13.3 Ice Cream Trailer Electricity - The RFO informed the PC that the ice cream trailer at current electricity rates uses an average of £2 a day electricity when situated by the MUGA. The PC agreed that rather than calculating exact usage should the trailer wish to continue using PC electricity a flat fee will be agreed and invoiced each season.

23/14 **Oak Tree at Bannister Green** - The PC were advised that the Chairman had approached DF Clark to make an enquiry regarding a possible survey of the Oak tree. As a response was yet to be received he would contact them again.

23/15 **Community Safety Development Fund / CCTV** - The Parish Council unanimously agreed that the Asst Clerk would apply to the Police, Fire and Crime Commissioners Community and Safety Development Fund for a grant of £3093.51. If awarded it will be used to fund installation of new CCTV to cover the main playing field and the MUGA.

23/16 **Health and Safety / Data Protection / Data Breach Policies** - Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox it was unanimously agreed to approve the Health and Safety / Data Protection and Data Breach policies. The Asst Clerk was thanked for all of her hard work producing the policies.

23/17 **Royal British Legion Summer Use of Car Park** - The PC discussed a request by the Legion to use two car parking spaces as an outside space from the first week of May until the last week in September. The Legion stated that they would define the area with planters and keep it clean and tidy. Proposed by Cllr Alec Fox, seconded by Cllr Andrew Parker it was unanimously agreed to approve the British Legion's request. The PC reserved the right to terminate the arrangement for any reason by the giving of 7 days notice.

23/18 **Felsted Community Trust Formation Status** - A bank account is in the process of being opened with Metro bank. The PC noted that £5000 needs to be deposited once the account is open. This will be by way of a loan from the PC to the trust. The loan will be repaid by the trust once they are in receipt of rentals from the new Doctors Surgery.

23/19 **Coronation Event** - The PC noted that there are plans for a celebration event to be held in Felsted on Saturday 6th May 23. More details will be available in the coming weeks.

23/20 **Chairman's Matters**

20.1 Milch Hill - This is still flooding despite ECC Highways works last year. It is believed that the excess water needs to be piped back across the road to the ditch / existing pipes need clearing or replacing. The Chairman will contact County Cllr Martin Foley to ask him to attend the site.

20.2 Molehill Green - Following repeated flooding the surface of the road is breaking up. The Chairman will contact County Cllr Martin Foley to ask him to also attend this site.

20.3 Crix Green Mission - The PC noted that the Crix Green Mission Hall is now available for hire. The Chairman will advertise this in the Felsted Focus.

20.4 Felsted Facebook Community Group - The PC noted that the Chairman had posted a statement regarding planning application UTT/22/3513/FUL Land East of Chelmsford Road (see items 23/22.1 and 23/22.3(i)) on the Felsted Facebook page

23/21 **Clerk's Matters**

Public Toilets

21.1 Plumbing Issues - The fill up time for the flush of the public toilets is very slow. A plumber has been asked to attend site to advise.

21.2 Cleaner - The vacancy for a cleaner for the public toilets is being advertised on both the PC website / notice boards. It will also be advertised in the next edition of the Felsted Focus. Anyone interested was encouraged to contact the Clerk for an initial discussion.

23/22 **Planning Applications and Decisions**

22.1 Applications to be Considered at the next Planning Meeting

UTT/22/3433/FUL - Brook Cottage Gransmore Green Gransmore Green Lane

Application to vary condition to vary condition 3 (hard and soft landscaping) of UTT/21/1267/FUL

UTT/22/3513/FUL - Land East Of Chelmsford Road (see items 23/20.4 and 23/22.3 (i))

A mixed-use development comprising a relocated and improved village convenience store, incorporating a Post Office, together with area for farmers market, cafe, three first floor offices with dedicated parking facilities and multi use overspill area. Together with nine dwellings comprising a 1 bedroom apartment, two 2 bedroom houses, two 3 bedroom apartments, two 4 bedroom semi detached houses, one 4 bedroom detached house, and a 5 bedroom chalet style bungalow with dedicated 2m footpath routes

22.2 Decisions Received Since Previous Council Meeting

UTT/22/2673/FUL - Land Rear of 22 Ravens Crescent

Proposed construction of 1 no. 2 bed detached bungalow together with new access including replacement vehicular parking for no 22 and associated external works.

Application Withdrawn - 29th November 2022

UTT/22/3060/HHF - Howlands Bakers Lane

Proposed conversion of existing disused stables and storage barn to become elderly disabled accommodation

Permission Refused – 19th December 2022 'it would create a separate dwelling independent of the host property within the countryside where new development is restricted. The proposal, therefore, would result in inappropriate development within the countryside.'

UTT/22/2993/HHF /UTT/22/2994/LB - 1 Aylands Farm Bannister Green

Single storey rear garden room extension.

Permission Granted – 28th December 2022

UTT/22/2242/LB - Peartree Farm Mole Hill Green

Retention of replacement windows at front of property and front door. Proposed removal of rear chimney and garden room to form larger conservatory and double doors in place of the removed chimney.

Permission Granted – 29th December 2022

UTT/22/3121/HHF --Conway Causeway End

Proposed rear balcony and canopy to rear elevation of existing dwelling

Permission Refused – 4th January 2023 'it would by reason of its design, scale, siting, and boundary relationship overlook the neighbouring property known as Richmond Lodge and as

such result in adverse impact on the residential amenity space of neighbouring property in terms of overlooking and loss of privacy, hence impacting on the enjoyment of the rear garden for the residential occupiers of that property.'

22.3 Other Planning Business

22.3 (i) UTT/22/3513/FUL Land East Of Chelmsford Road (see items 23/20.4 and 23/22.1)

The PC were advised that this will be looked at during the normal course of business at the next Planning Committee meeting on Tuesday 17th January 23. It was noted that the application was submitted using the name of Linsells. Linsells are not party to the application. The PC are contacting UDC requesting that the application be returned to the applicant on the grounds that the use of Linsells name is misleading.

22.3 (ii) UTT/22/1080/FUL Land West of Bury Farm Station Rd (New Doctors Surgery and 38 dwellings) - The PC were advised that construction is scheduled to commence in the very near future. The design includes a public open space which the PC will be given first option on adopting. They noted that if adopted a financial package for ongoing maintenance would be received by the PC and this would need to be ring fenced.

There being no further business the meeting closed at 8.16pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 17th January 23 online at 6.00 pm

Next Council Meeting: Wednesday 1st February 23 in the URC Hall at 6.30 pm

..... 1st February 2023
Chairman

Correspondence List – January 2023

<p>1. His Majesty King Charles III - A card thanking the Chairman, the Parish Council and the residents of Felsted for “such a wonderful generous message on the death of my beloved mother”</p>
<p>2. UDC:</p> <ul style="list-style-type: none"> a) Health Inequality Strategy 5 Year Plan b) New Model Code of Conduct Adopted c) Uttlesford Design Code Art Competition for young residents d) Uttlesford Design Code 3rd Survey Now Live (circ to PC 16/22) e) Energy prepayment meters – routes to obtain help (circ to PC 15/12) f) Festive Opening Hours / Bin Collections g) Highways Rangers Withdrawal of Service (circ to PC 16/12) h) Bi-annual Parish Briefing (fwd to Asst Clerk for Planning Committee 21/12) i) Defra’s Platinum Jubilee Village Halls Fund for Capital Improvements j) Street Naming Land Adj Cemetery (circ to PC 22/12) k) Area Parish meeting scheduled for 20 February at 7pm via Zoom (circ to PC 3/1) l) Booklet giving supportive information re cost-of-living crisis
<p>3. ECC:</p> <ul style="list-style-type: none"> a) Temp. closure Stebbing Road commencing 12th January for 5 days. The closure is required to facilitate works by Affinity Water. (circ to PC 8/12) b) Temp. closure of Bartholomew Green Road commencing 2nd February for 5 days. The closure is required to facilitate works by Affinity Water (circ to PC 5/1) c) Climate Action Update (circ to PC 16/12) d) DigiGo: Single fares capped at £2 Jan-Mar 23 (fwd to Cllr AB for website)
<p>4. Essex Police Update (circ to PC 4/1)</p>
<p>5. Citizens Advice: Contact details for energy specialists (fwd to Cllr AB for website 4/1)</p>
<p>6. Pageantmaster Bruno Peek re Beacons</p> <ul style="list-style-type: none"> - These will not be lit in celebration of the Coronation of King Charles III. - They will be lit on 6th June 2024 in tribute to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy. (circ to PC 12/12)
<p>7. Affinity Water – Groundwater levels improving.</p>
<p>8. Uttlesford Citizens Advice Annual Update (circ to PC 16/12)</p>
<p>9. Resident Letters:</p> <ul style="list-style-type: none"> a) Green Waste Collection Service Bannister Green – Valuable service that resident hopes will continue in the future. b) Litter Dropped from Cars Parked at Muga – PCSO to speak to culprits c) Dangerous Parking Junction of Chelmsford Rd / Causeway End – PCSO to contact drivers d) Concern re Horses in Field

e) Chelmsford Road Airport Parking f) Flooding in Stevens Lane
10. RCCE: a) Oyster Magazine Autumn/Winter Edition 2022 (circ to PC 20/12) b) Essex Warbler January 23 Edition (circ to PC 4/1)
11. CPRE: a) December Campaigns Update (circ to PC 12/12) b) Planning Update (fwd to Cllr RF 07/01)
12. Mulberry Homes - The developers asked the PC via Cllr Richard Freeman if the PC wish to suggest road names for their new development next to Clifford Smith Drive.

Unpaid List – January 2023

	Date	Num	Memo	Open Balance	Payment Reference
A & J Lighting Solutions					
	09/12/2022	36834	Replacement LED Light fitting - junction of Garnett Lane and Braintree Road, Replacement Lamp - ...	594.00	
	05/01/2023	36924	Replacement LED Light fitting - o/s 25 Station Road	514.80	
Total A & J Lighting Solutions				1,108.80	221201
Ambershire Ltd					
	25/11/2022	7500	25ft Nordman Fir - Felsted Christmas Tree	510.00	
Total Ambershire Ltd				510.00	221202
Astragraphic Design Ltd					
	02/01/2023	574	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	221203
Barbara Hollingsworth					
	31/12/2022	Dec22	Unlocking car park 1 - Dec 2022	60.00	
Total Barbara Hollingsworth				60.00	221204
Castle Water					
	29/11/2022	8207726	Ac # 2595497 - Allotment water supply (Station Road) 01/10/22 to 31/03/23 - SPID 301337036XW1X - ...	363.31	
Total Castle Water				363.31	DIRECT DEBIT
CPRE					
	05/01/2023	CPRE 2022-23	CPRE Membership November 2022 for 12 months	60.00	
Total CPRE				60.00	221205
E.ON Next - A-5081E963					
	06/12/2022	0014	Ac # A-5081E963 - MUGA electricity for period 29/09/22 to 30/09/22 - MPAN 1030072525215 - Meter ...	1.64	
	07/12/2022	0015	Ac # A-5081E963 - MUGA electricity for period 17/11/22 to 30/11/22 - MPAN 1030072525215 - Meter ...	26.07	
Total E.ON Next - A-5081E963				27.71	DIRECT DEBIT
E.ON Next - A-A7593EE9					
	12/12/2022	0010	Ac # A-A7593EE9 - Pavilion electricity 29/09/22 to 30/09/22 - MPAN 1012485770570 - Meter # D11W5...	2.44	
Total E.ON Next - A-A7593EE9				2.44	DIRECT DEBIT
Essence Music					
	24/11/2022	Coronation Deposit	Booking deposit for music for Coronation Event	200.00	
Total Essence Music				200.00	221117
Healthmatic Ltd					
	08/12/2022	12493	Repairs to Automatic door timer system - Playing field toilets	330.00	
Total Healthmatic Ltd				330.00	221206
HM Revenue & Customs					
	29/11/2022	Dec22	PAYE/NI payment for Oct - Dec 2022	1,730.73	
Total HM Revenue & Customs				1,730.73	221207
Keoghs					
	29/11/2022	40365579	VAT charge on reclaim of insurance excess for bus shelter damage	115.00	
Total Keoghs				115.00	221208

Nature Area VAT Reclaim					
	25/11/2022	Jan-Oct22	VAT reclaimed by FPC due to Nature Area account - Jan-Oct22	145.00	
Total Nature Area VAT Reclaim				145.00	221209
NEST Pensions					
	31/12/2022	Dec22 - H Read	Pension Contribution - H Read - Dec22	107.01	
	31/12/2022	Dec22 - C Schorah	Pension Contribution - C Schorah - Dec22	21.39	
Total NEST Pensions				128.40	DIRECT DEBIT
NPower Business Solutions					
	05/01/2023	5834329	AC # A0009232099 - Street light electricity for 01/12/22 to 31/12/22 - MPAN 1013095287825 & 1013...	1,020.90	
Total NPower Business Solutions				1,020.90	DIRECT DEBIT
Officials - Salary					
	31/12/2022	Dec22 - Salary	Dec 2022	2,718.89	
Total Officials - Salary				2,718.89	221210, 221211, 221212
Officials - Expenses					
	31/12/2022	Dec22 - Exp	Clerk's expenses - Dec 2022 - Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Dec2022 - working from Home Allowance, mileage RFO Expenses - Dec 2022 - home working allowance, mileage	249.20	
Total Officials - Expenses				249.20	221210, 221211, 221212
Richard Freeman					
	07/12/2022	Nature Area	Materials for installation of more robust signs at Nature Area	53.74	221213
	07/12/2022	Christmas Tree	Replacement light transformers, light timer, extension lead for Christmas Tree	44.23	
Total Richard Freeman				97.97	PAID FROM CASH HELD Transfer from Nature Area - 221213
S P Barnard					
	31/12/2022	Dec22	Village attendant - Dec 2022	720.00	
Total S P Barnard				720.00	221214
SLCC					
	22/12/2022	MEM242110-1	SLCC membership 2023	222.00	
Total SLCC				222.00	221215
St George's Pest Control Ltd					
	07/12/2022	41373	Allotments pest control - 11/12/22 to 10/03/23	180.00	
Total St George's Pest Control Ltd				180.00	221216
TOTAL				10,042.33	