

FELSTED PARISH COUNCIL

Minutes of the 1108th meeting held on 1st February 2023 at 6:30 pm in the URC Hall

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Andrew Parker, Richard Silcock and Youth Representative Molly Bennett along with 6 members of the public. Also present were County Councillor Martin Foley and District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk, the Assistant Clerk and the RFO.
- 23/23 **Apologies for Absence**
Apologies had been received from Cllrs Andy Bennett, Hywel Jones, Frances Marshall and Roy Ramm.
- 23/24 **Declarations of Interest**
None were received.
- 23/25 **Public Forum**
25.1 Broken Bridges - The Asst Clerk will report a broken bridge where it crosses the River Ter. She will also report a broken sleeper which lays across a ditch on the footpath heading out towards Molehill Green.
25.2 Playing Field - JCM Services will be asked to quote to tidy up the area at the bottom of the main playing field.
- 23/26 **Minutes of Meeting 1107 held on 11th January 2023**
These Minutes were approved and were signed by the Chairman.
- 23/27 **Minutes of the Planning Committee meeting on 17th January 2023**
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 23/28 **Matters Arising from the 11th January Council Meeting**
28.1 History Sign (Item 23/09.2) - The Village Attendant had advised that there was not room to relocate the sign next to the one in Woodleys Car Park due to the other items already there. Cllrs Graham Harvey and Richard Silcock will meet to identify any potential area where the sign could be erected.
28.2 Community Initiative Fund (Item 23/09.4) - A new large capacity bin for the main play area has been purchased at a cost of £511 plus vat. This has been funded by UDC's Community Initiative Fund.
- 23/29 **County Councillor Report**
Members noted the report from County Councillor Martin Foley, the bulk of which related to Highways Issues. It also canvassed views on ECC's planned trial move to a booking system at recycling centres (minute 23/30).
- 23/30 **District Councillors Report**
Members noted the [report](#) from the District Councillors which contained information on: the granting of planning permission for a large new brown-field business park located at Northside, Stansted (the area once occupied by the former Terminal / Satellite Buildings adjacent to the long term parking facilities) and the thousands of local jobs that this will create; a Rural Cost of Living Survey that will lend weight to arguments for more funding for rural areas; the cost of living support points of reference contained on UDC's website; Uttlesford Business Awards (closing date for entries - Sunday 19 February 23) and the trialling of a prebooking only system in recycling centres (minute 23/29) - residents were encouraged to make any responses / views known either via the consultation that can be accessed via facebook's "Love Essex" site or by emailing ECC Cabinet member Cllr Malcolm Buckley who is responsible for Waste Reduction and Recycling on cllr.malcolm.buckley@essex.gov.uk.

23/31 Correspondence

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

31.1 Uttlesford Foodbank - The PC discussed the foodbank's request for a single point of contact to liaise with them, helping to ensure that members of the community are receiving the help and sign-posting that they need. The Clerk will discuss with Cllr Frances Marshall / Felsted United Charities.

31.2 Uttlesford Community Travel - The PC noted a request from Uttlesford Community Travel for donations. They agreed not to donate at this time, noting ECC's new transport service Digigo which provides pre bookable transport for all residents, free to concessionary bus pass holders after 9am on weekdays and all day on weekends.

31.3 Footpath 48 / Property Boundary Encroachment - The PC discussed the breach of planning conditions by the owners of the property. District Cllr John Evans reported that he has visited the site several times and will be advocating that action be taken under the Breach of Condition Procedure.

31.4 Anti-Social Behaviour / Drugs Misuse - The PC noted a report of anti-social behaviour in the main playing fields. The Clerk has reported the matter to the Police Community Support Officer.

Clerk's Note: County Cllr Martin Foley entered the meeting at this point.

23/32 Finance

32.1 Payments - Members considered the list of payments on page 7.

Proposed by Cllr Richard Freeman, seconded by Cllr John Moore the payments list was unanimously approved.

32.2 Receipts - Members noted receipts of £740.58 comprising of £54 allotment rentals, £96 reimbursement from Crix Green Mission Trust for fire extinguisher servicing, £531.84 from UDC's Community Initiative Grant, £53.74 transfer from the Nature Area account to reimburse expenditure paid for by the Parish Council's account (minute 23/13.2(ii)) and a £5 donation to the Felsted Focus.

32.3 Review of Telecoms for PC Office - Members were advised that the contract for the office telephone and broadband with BT had expired. They considered previously circulated options and unanimously agreed to cancel the landline but retain the broadband at a cost of £25 per month thus saving £240 per annum. The Clerk will retain the PC mobile 07719 552174 which will be the contact number for the PC.

32.4 Streetlighting Renewal - The PC considered quotes for the streetlight electricity supply. The N Power variable rate contract appeared significantly cheaper than the tariff the PC are currently on. The PC noted that the RFO was awaiting written confirmation of the tariff and authorised him to proceed with N Power so long as the total expected cost did not exceed £7000 per annum. Should the RFO find the tariff will exceed that amount he was authorised to sign up to a one year fixed agreement with SSE at a cost of £7261.29. Proposed by Cllr John Moore, seconded by Cllr Richard Silcock this was unanimously agreed.

32.5 Ice Cream Trailer Fee - Proposed by Cllr John Moore, seconded by Cllr Alec Fox it was unanimously agreed to charge a pitch fee of £300 for the Spring / Summer siting of the ice cream trailer by the MUGA. This was expected to cover the cost of the electricity that will be used by the trailer. The PC agreed that they would revisit the pitch fee should the cost of electricity substantially increase.

32.6 Working from Home Allowance - The PC noted that its staff receive £8.75 a month as a working from home allowance which is within the maximum £26 untaxable amount permitted by HMRC. The allowance was first paid to PC staff when the office closed due to the pandemic. Now that the office has re-opened the allowance will be discussed as part of staff annual appraisals.

Clerk's Note Youth Representative Molly Bennett entered the meeting at this point.

23/33 Highways Issues

33.1 County Cllr's Report - County Cllr Martin Foley informed the PC that his report on Highways issues (see item 23/29) was a prelude to site meetings in Felsted with Cllr Graham Harvey and Sarah Tomlin from ECC Highways on 17th February 23. The PC noted that the junction of Molehill Green is now virtually impassable and that this will be looked at during the

site visit. The Asst Clerk advised the PC that a report containing photographs of the most concerning highways issues had been sent to County Cllr Martin Foley.

33.2 Potholes Bartholomew Green / Bannister Green Fence - These issues were raised with County Cllr Martin Foley. He advised the PC to ensure that these issues have been reported. He will then follow up ones that need to be prioritised.

- 23/34 **Planning Committee Membership** - The PC noted that Cllr Alec Fox had stood down from membership of the Planning Committee. The committee still has ample membership but Cllrs were advised that there is now a vacancy on the committee if any of them wished to join.
- 23/35 **Oak Tree at Bannister Green** - The Clerk has approached tree consultancy companies to investigate if a root barrier would be an effective solution to the issues that the tree is believed to be causing. A site meeting will be held with one of the companies, Cllr Andrew Parker and the Clerk later this month.
- 23/36 **Community Safety Development Fund / CCTV** - The PC noted that the grant application is being finalised. The Asst Clerk will submit an application for £3093.51 to the Police, Fire and Crime Commissioner's Community and Safety Development Fund before the 17th February 23 deadline.
- 23/37 **Safeguarding Policy** - Cllrs considered a draft policy. This will be discussed again at the next meeting of the PC on 1st March 23.
- 23/38 **UDC Green Waste Collection** - The PC considered UDC's quote for the 2023 Green Waste Weekend Collection Service. They noted that UDC were proposing to commence the service two weeks earlier than in previous years and had increased the cost from £73.50 to £88.20 per hour. These two elements combined would increase the cost of the service by 25% compared to that of 2022. The PC noted that it was a well-used service valued by residents. It was proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman and unanimously agreed that the Clerk would contact UDC and arrange for the continuation of the service but rejecting the proposed earlier start date. By commencing at the usual time of year the cost increase would reduce from 25% to 20%.
- Clerk's Note: UDC confirmed that the Green Waste Collection in Felsted would commence on Sunday 5th March and run until Sunday 3rd December 23 inclusive. The collection would take place at Bannister Green between 9 – 10 am.*
- 23/39 **North East Essex Parking Partnership (NEPP)** - The PC considered the quote from NEPP for £113.90 for each additional patrol of at least one hour duration. Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman it was unanimously agreed that NEPP would be asked to carry out one additional patrol per fortnight during term time. This would be for a trial period until the end of the summer term. The cost as previously agreed with the Bursar would be shared 50/50 with Felsted School.
- 23/40 **Churchyard**
- 40.1 Lime Trees** - The PC were advised that a site meeting has been arranged for 1st March with the Archdeacon, Reverend Taylor, the Diocesan tree advisor, Cllr Graham Harvey, JCM Services and the Clerk. It is hoped that a course of action regarding maintenance of the Lime Trees can then be agreed.
- 40.2 Ownership of Wall** - The Diocese and Land Registry have both been contacted in an attempt to establish ownership of the wall running along the back of the churchyard / bordering the school. Neither have any records to make it clear where responsibility for the wall sits. Both the Diocese and Land Registry suggested that in cases such as these the usual way forward is to agree shared responsibility.
- 40.3 Topple Testing** - The PC considered a quote from Memsafe for £2100 to carry out a memorial safety inspection ("Topple Test") of all headstones in the graveyard. The PC unanimously agreed that it was neither reasonable or practical to carry out the test.
- 23/41 **Public Toilets**
- 41.1 Update on Plumbing Works** - The plumber attended site to inspect the toilets and advised that the fill up time for the flush of both had fallen to 20 - 30 minutes. New filter systems have been ordered to rectify the issue.
- 41.2 Appointment of Cleaner** - A local resident has been appointed to clean the public toilets for one hour per day on a daily basis. The rate of pay will be £12.50 per hour. Time permitting,

she will also clean the toilets in the pavilion on a weekly basis.

23/42 **Memorial Bench**

42.1 Gerald Ruggles - Cllrs considered a request from the family of Gerald Ruggles, late resident of Abbeyfield House for permission to purchase and site a Memorial Bench along the path of the main playing fields. Proposed by Cllr Richard Freeman, seconded by Cllr Alec Fox the request was unanimously agreed. The Clerk will liaise with the family re type of bench / installation.

42.2 Felsted Horse Society Bench - Cllr Richard Freeman reminded the PC that he is still in possession of the bench which was due to be sited at Sunnybrook Farm. The PC agreed that they will discuss the location of the bench once planned development has taken place.

23/43 **Bury Farm Station Road Development**

43.1 Adoption of Open Space - The PC noted that part of the s106 agreement is 7- 8 acres of open space that will be adopted by the PC. Funds in the region of 40k will be received by the PC for maintaining the space. Part of the package currently includes adopting the footpath link from the access point at Station Road. This would be a 3-400 metre length of pavement running past the doctors surgery through the middle of the estate. The PC agreed that it seems illogical for the PC to be responsible for a pavement. Mulberry Homes believes the requirement to be responsible for the pavement can be deleted from the s106 agreement but have stated that they need to check the legalities.

43.2 Connection to High Voltage Power Source - The PC were advised that a high voltage (HV) power source was needed for the doctor's surgery. Mulberry Homes was requesting the PC's permission to connect to the nearest HV connection point which is on the Nature Area. Proposed by Cllr Richard Freeman, seconded by Cllr John Moore the PC unanimously agreed to allow the developers to connect to the HV source on condition that prior notification of the works will be given together with confirmation that a) the site will be left how they found it, and b) Mulberry Homes will pay any consequential legal fees that the Parish Council might incur.

23/44 **Felsted Community Trust** - Cllr Graham Harvey has instructed Holmes and Hills to proceed with setting up the trust as quickly as possible.

23/45 **Coronation Event** - An event is being organised for Saturday 6th May 23. It will take the form of a Village Fete in the afternoon followed by live music in the evening.

23/46 **Chairman's Matters** - none raised.

23/47 **Clerk's Matters**

47.1 Vandalism of Timber Shelter - The wooden shelter located near the children's main play area has been vandalised. The matter was reported to the police. The Village Attendant has been asked to undertake a repair. It is anticipated this will cost approximately £300.

47.2 Memorial Hall Signage - The Village Attendant has erected new signage on the front of the Memorial Hall which replaced all previous signs. The new sign includes a directional arrow to the public toilets.

47.3 Ride London - Christopher Davey from Ride London is due to hold a public engagement session at Wood Cottage Tea Rooms on Thursday 2nd March 23. Ride London will provide posters advertising the session. Once received they will be placed on PC noticeboards / website.

47.4 Office Opening Hours Review - The PC noted that the office reopened on Monday mornings on 10th October 22. Despite being advertised on PC notice boards / website, to date no residents have visited the office to discuss any issues. The Clerk / Asst Clerk continue to receive all queries via phone / email. Office opening hours will be advertised in the next edition of the Felsted Focus.

47.5 Amended Meeting Dates 2023 - The PC noted recirculated meeting dates for 2023 that corrected the dates of Planning Committee meetings to be held in February / March / November 23.

23/48 **Planning Applications and Decisions**

48.1 Applications to be Considered at the next Planning Meeting

[UTT/23/0186/HHF - 4 Cromwell Park Chelmsford Road](#)

Demolition of existing rear conservatory. Proposed erection of single storey rear extension

including minor internal alterations. Proposed altered location of principal entrance door.
Proposed enlarged first floor dormer window

UTT/23/0047/OP - Land Off Stevens Lane

Outline application with all matters reserved except access for 1 no. dwelling.

48.2 Decisions Received Since Previous Council Meeting

UTT/22/3057/FUL - Tarcquita Braintree Road

Demolition of existing dwelling and outbuildings and erection of 1no. replacement dwelling and garage

Permission Refused – 4th January 2023 'it is considered that the proposal would cause harm to the character and appearance of the site and the surrounding countryside'

UTT/22/2638/FUL - Bury Farm House 2 Station Road

Proposed demolition of existing dwelling and other outbuildings and erection of 1 no. replacement dwelling and garage with associated works.

Permission Granted – 10th January 2023

UTT/22/3289/HHF - The Oldfields Cock Green Road

Proposed single storey side extension.

Permission Granted – 16th January 2023

UTT/22/2802/OP - Land Adjacent Greenfields Bartholomew Green Great Leighs

Outline application with all matters reserved except access for the erection of 1 no. detached dwelling

Permission Refused – 18th January 2023 'it is in an unsustainable location for development meaning that the future occupants of the dwellings would be solely reliant on the car and that the proposal would add limited vitality to the local town or village. Furthermore, the proposal demonstrates that harm would be caused to the character and appearance of the rural area Insufficient information has been submitted to demonstrate that the proposal would not adversely affect highway safety...Insufficient information has been submitted to demonstrate that there would not be harm caused to protected and priority species. ..(it) demonstrates significant adverse harms and fails to meet the social and environmental roles that are required for sustainable development.'

48.3 Other Planning Business

The PC noted that the planning committee had submitted robust objections to both application UTT/22/3513/FUL Land East of Chelmsford Road and UTT/22/3470/OP Land North Of Baynard Avenue Fritch Green.

23/49

Urgent Matters

49.1 Willows Green Care in the Community - The PC were advised that concerns had been raised about a new resident who is very noisy and worrying residents when they are in their gardens. The PC agreed that this is an issue that they are unable to assist with. The responsibility lies with ECC Social Services.

49.2 Willows Green Speed Limit - Concerns were expressed that vehicles are accelerating as they approach the unrestricted speed sign in Evelyn Road. This is leading to high speeds past the play area. The possibility of moving the sign will be added to the agenda of the next Highways Committee meeting.

There being no further business the meeting closed at 8.42 pm

Next Meetings:

Planning Committee Meeting: Tuesday 21st February 23 in the URC Committee Room at 6.00 pm

Finance Committee Meeting: Wednesday 22nd February 23 in the URC Committee Room at 5.00 pm

Full Council Meeting: Wednesday 1st March 23 in the URC Hall at 6.30 pm

..... 1st March 2023
Chairman

Correspondence List - February 2023

<p>1. ECC:</p> <ul style="list-style-type: none"> a) Temp. closure of Stebbing Road, commencing 6th February 2023 for 5 days. The closure is required to facilitate works by Affinity Water. (circ to PC 12/01) b) Park and Ride Consultation (Chelmer Valley Park) open until Sunday 12 March 2023 online consultation survey. (circ. to PC 30/01)
<p>2. UDC: Services re local elections on 4th May 23. (circ to PC 24/01)</p>
<p>3. EALC:</p> <ul style="list-style-type: none"> a) Information on Photo ID Needed for voting in May b) Essex Food Education Programme - Funding to provide food education and cooking programmes that support those struggling with the cost of living increases. c) Cost of Living Resource Pack Cost of Living Support for Households / Communities d) Chairman's training days - 3 consecutive Saturdays in March. Training suitable for Chairman of Councils / Chairs of Committees. (circ to PC 24/01)
<p>4. Uttlesford Association of Local Councils - January Newsletter</p>
<p>5. Uttlesford Foodbank (circ to PC 27/01)</p>
<p>6. Essex Police - Rural Crime Open Day 10th March Layer Marney Tower.</p>
<p>7. Citizens Advice: Rural Cost of Living Survey open until 31st March 23 https://www.surveymonkey.co.uk/r/Rural_Households_Cost-of-LivingYour Help</p>
<p>8. National Highways: Overnight works A120 between Marks Farm Roundabout / Marks Tey Roundabout. Works required to improve drainage will commence Monday 6 February for approximately 10 days. (circ to PC 25/01)</p>
<p>9. Rayne Quarry Liaison Meeting on Tuesday 14th March 2023</p>
<p>10. Uttlesford Community Travel - Update including request for donations</p>
<p>11. Resident Letters:</p> <ul style="list-style-type: none"> a) Footpath 48 / Property Boundary Encroachment b) Anti-Social Behaviour / Drugs Misuse
<p>12. AEF: Airspace and Noise Community Forum 31st January 23 (fwd to Cllrs RF / AB)</p>
<p>13. CPRE: Campaigns Update for January 2023 (circ to PC 17/01)</p>

Unpaid List – February 2023

	Date	Num	Memo	Open Balance	Payment Reference
atoz Supplies					
	24/01/2023	98320292	4 Drawer wooden filing cabinet Beech	348.00	
Total atoz Supplies				348.00	230101
Astragraphic Design Ltd					
	20/01/2023	576	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	230102
Barbara Hollingsworth					
	31/01/2023	Jan23	Unlocking car park 1 - Jan 2023	75.00	
Total Barbara Hollingsworth				75.00	230103
BSW Marquees Ltd					
	27/01/2023	1063	Marquee Hire for Coronation Event	540.00	
Total BSW Marquees Ltd				540.00	230104
E.ON Next - A-5081E963					
	09/01/2023	0016	Ac # A-5081E963 - MUJA electricity for period 01/12/22 to 31/12/22 - MPAN 1030072525215 - Meter ...	28.35	
Total E.ON Next - A-5081E963				28.35	DIRECT DEBIT
EDF - Pavillion - 671 178 252 359					
	09/01/2023	E78252359001	Pavillion Electricity - period 08/11/22 to 16/12/22 - Meter # D11W560535 - MPAN 1012485770570	58.76	
	15/01/2023	E78252359002	Pavillion Electricity - period 17/12/22 to 15/01/23 - Meter # D11W560535 - MPAN 1012485770570	42.41	
Total EDF - Pavillion - 671 178 252 359				101.17	DIRECT DEBIT
Glasdon UK Ltd					
	20/01/2023	S1855570	Jubilee litter bin	614.33	
Total Glasdon UK Ltd				614.33	230105
Officials - Salary					
	31/01/2023	Jan23		2,718.69	
Total Officials - Salary				2,718.69	230106, 230107, 230108
Officials - Expenses					
	31/01/2023	Jan23 - Exp	Clerk's expenses - Jan 2023- Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Jan23 - working from Home Allowance RFO Expenses - Jan 2023 - home working allowance	71.99	
Total Officials - Expenses				71.99	230106, 230107, 230108
Officials - NEST Pensions					
	31/01/2023	Jan23 - H Read	Pension Contribution - H Read - Jan23	107.01	
	31/01/2023	Jan23 - C Schorah	Pension Contribution - C Schorah - Jan23	21.39	
Total Officials - NEST Pensions				128.40	DIRECT DEBIT
S P Barnard					
	31/01/2023	Jan23	Village attendant - Jan 2023	840.00	
Total S P Barnard				840.00	230109
TOTAL				5,517.91	