

## FELSTED PARISH COUNCIL

### Minutes of the 1118th meeting held on 10<sup>th</sup> January 2024 at 6:30 pm using the online platform zoom

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Andrew Parker, Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Youth Representative Molly Bennett (entered during the discussion of item 24/11) along with 6 members of the public. Also present were County Councillor Martin Foley (joined the meeting during the discussion of item 24/6.4) and District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).
- 24/1 **Apologies for Absence**  
None received.
- 24/2 **Declarations of Interest**  
**2.1 Cllr Richard Silcock** declared a disclosable pecuniary interest in Item 24/13 S106 Scheme Station Road and stated that he would not take part in the discussion of that item.  
**2.2 Cllr Andrew Parker** declared a non-pecuniary interest in Item 24/9.3 Football on Grassed Area of Playing Fields and stated that he would not take part in the discussion of that item.
- 24/3 **Public Forum**  
**3.1 Doctors Surgery** – See minute 24/16.  
**3.2 Rumblebees Licensing Application** – See minute 24/11.
- 24/4 **Minutes of Meeting 1117 held on 6<sup>th</sup> December 2023**  
The Minutes were approved. They will be signed by the Chairman when the Council next meets in person.
- 24/5 **Minutes of the Planning Committee meeting held on 19<sup>th</sup> December 2023**  
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 24/6 **Matters Arising from the 6 December Council Meeting**  
**6.1 Allotment Water (Item 23/263.1 (ii))** – The PC were advised that the Chair of the Allotment Society had confirmed that the water is always turned off over winter by the allotment holders but that the tanks are not drained as this would make areas around the tanks dangerously slippery.  
**6.2 CCTV Camera (Item 23/263.8 (i))** – The PC were advised that all cameras are now working and that basic training on the system has been provided for PC staff.  
**6.3 Trees /Hedging (Item 23/268.1)** – The PC noted that trees being provided by UDC are now ready. They are to be delivered to JCM Services at the beginning of February prior to being planted at agreed locations on the Nature Area.  
**6.4 Felled Tree - Jolly Boys Lane North (Item 23/270)** – The PC were advised that Cllr Andrew Parker purchased / planted a replacement tree at the top of Jolly Boys Lane North. UDC confirmed that they will reimburse the cost as part of their tree planting initiative.
- 24/7 **County Councillor Report**  
Members noted the report from County Councillor Martin Foley which focussed on ECC's proposed budget for 2024/25. The council is currently facing unprecedented pressures on its budgets caused by a combination of high inflation, growing demand for services and a disappointing financial settlement from central government. For the 2024/25 financial year the council is proposing a council tax increase of 2.99% plus the 2% adult social care precept. This years proposed budget will equate to an extra £1.39 per week on a band D property.
- 24/8 **District Councillors Report**  
Members noted the [report](#) from the District Councillors much of which related to planning

matters. The report also referred to flooding at Causeway End, which together with County Cllr Martin Foley, District Councillors are pushing for a permanent solution to. Further investigations are planned by ECC to identify the root cause of the flooding. The report also referred to changes in the parliamentary boundaries with Felsted becoming voters in the Braintree Parliamentary Constituency plus the boundary review currently underway where it is suggested that Felsted will fall into the Dunmow ward instead of Thaxted. The consultation on this is open until 19 February 24 and can be accessed using the following link <https://www.lgbce.org.uk/all-reviews/essex/feedback>

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

## 24/9 **Correspondence**

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

**9.1 Uttlesford Communication Action Network (UCAN) Mobile Service** – The PC were advised that the Memorial Hall had agreed that the UCAN mobile hub could park at the Memorial Hall on visits to Felsted subject to agreed days / times. The hub is a one stop shop helping people live independent lives. Their role includes signposting and providing information and leaflets about services that they and other providers can offer. Should the hub schedule a visit to Felsted this will be advertised on the PC website and social media.

**9.2 Traffic Survey Station Road** – The PC noted an approach by Little Dunmow Parish Council to both Felsted and Flich Green Parish Councils regarding the possibility of jointly commissioning an independent traffic survey of Station Road. A request for a traffic survey has already been made to ECC by the PC (minute 24/13). Cllr John Moore will discuss with the Clerks at Little Dunmow / Flich Green.

**9.3 Football on Grassed Area of Playing Fields** – The PC were advised of a resident's request for a group of children aged 8 - 12 to be allowed to use the grassed area of the playing field for football. The PC expressed concern that this could churn the field up and make it muddy. The Clerk will contact the resident and request precise timings / ages / numbers. The request will be discussed again at the February PC meeting.

## 24/10 **Finance**

**10.1 Payments** - Members considered the list of payments on page 6. Proposed by Cllr Alec Fox, seconded by Cllr Roy Ramm the payments list was unanimously approved.

**10.2 Receipts** - Members noted the receipts of £669.60 consisting of: Contribution from Felsted School for Parking Patrols £455.60; Felsted Focus Donations £100; Felsted Focus Advertising £60 and Allotment Rentals £54.

24/11 **Rumblebees Licensing Application** – The PC noted that following the hearing in December despite a number of objections from both residents and the PC the licensing application for Rumblebees was granted by UDC albeit with some amendments. Cllr Roy Ramm had addressed the panel on behalf of the PC and expressed dissatisfaction with the process. Last minute changes were made to the length of time allocated to individuals for addressing the panel plus some of the paperwork was not distributed until after the hearing had commenced giving objectors no time to read it and respond. The Clerk will write to UDC to express the PC's serious concerns about both the quality and the conduct of the process.

24/12 **Football Club Fees** – The PC were advised of a request from Felsted Rovers to reconsider the recent fee increase (minute 23/168.2). The Clerk will investigate fees charged by other local parish councils and the matter will be discussed again at the February PC meeting,

## 24/13 **S106 Scheme Station Road**

**13.1 Mini Roundabout** – The PC were advised that Cllrs Richard Freeman and Frances Marshall met with ECC Highways last month to discuss potential uses of the s106 funding. ECC Highways agreed to look at whether a mini roundabout located outside one of the access points to the new development currently under construction on Station Road would be feasible.

**13.2 Traffic Calming Measures / Traffic Survey** – The PC noted that possible traffic calming measures such as speed humps or cushions along Station Road together with a traffic survey (see also minute 24/9.2) were discussed.

**13.3 Pedestrian Crossing** – The PC were advised that ECC agreed that they would look into the lack of clarity regarding the likely location of a pedestrian crossing adjacent to the new junction into the development on Station Road.

- 24/14 **Public Toilets** – The PC were advised that the new heavy duty metal security doors / frames for the playing field toilets are on order. Once received they will be fitted by MHG Engineering.
- 24/15 **Muga Car Park Gates** – The PC were advised that a local resident has offered to take on the task of locking / unlocking the gates to the Muga Car Park. The resident will meet with the Clerk to discuss further.
- 24/16 **Bury Farm Station Road Development** – The NHS have given the PC some details of a contract that they would like the PC to agree to. This has been passed to the PC's lawyers and professionals to look at. The District Valuers assessment of the commercial rentable value is £92,300 per year. The NHS is looking for a discount on that and it is the quantum of the discount that is the subject of negotiation.
- 24/17 **Felsted Community Trust** – Cllr Graham Harvey confirmed that he has applied to Nat West for a new bank account in the name of Felsted Community Trust with Cllrs Grahm Harvey and Frances Marshall as signatories. It is anticipated that the account will be in place by the end of the month.
- 24/18 **Neighbourhood Plan Review / Update**  
**18.1 Funding** – The PC noted that a grant application for £7896 had been submitted to the Neighbourhood Planning Locality Fund. If approved this will pay for hall hire, consultants and printing and publication.  
**18.2 Public Consultations meetings** – The PC were advised that these are scheduled for the 23<sup>rd</sup> / 24<sup>th</sup> February 24.  
**18.3 PC Website** – The PC noted that Dunmoweb has commenced the process of improving the PC website in order for it to carry information for the Felsted Neighbourhood Plan Steering Group.
- 24/19 **Chairmans Matters**  
**Molehill Green** – The PC were advised that a premises is discharging water from its klargester into the road. This then freezes in cold weather. Cllr Graham Harvey will supply the what3words location to the Clerk to enable the issue to be reported.
- 24/20 **Clerk's Matters**  
**Annual Dog Show** – The PC noted that the Dog Show in aid of Battersea Dogs Home is scheduled to take place on the main playing field on Sunday 8<sup>th</sup> September 24. A request to permit the Braintree Lions Road Train to attend the event was unanimously agreed.
- 24/21 **Planning Applications and Decisions**  
**21.1 Applications to be Considered at the next Planning Meeting**  
[UTT/23/3220/FUL](#) - Land East Of Chelmsford Road  
Proposed new cemetery and associated infrastructure.  
[UTT/23/3218/PAQ3](#) - Agricultural Building R/o The Mole Hill Hollow Road  
Prior Notification of change of use of agricultural building to 1 no. dwelling  
**21.2 Decisions Received Since Previous Council Meeting**  
[UTT/23/2556/DFO](#) - Land Off Stevens Lane  
Details following outline application UTT/23/0047/OP for 1 no. dwelling - details of appearance, layout and scale  
**Permission Granted - 4<sup>th</sup> December 2023**  
[UTT/23/2679/HHF](#) - Foxtons Mole Hill Green  
Detached garage and garden room  
**Permission Granted - 8<sup>th</sup> December 2023**  
[UTT/23/2351/FUL](#) - Brick House Farm Cock Green Road  
Single storey, 4 bay, oak frame cart lodge style building to house scour (wool wash) for adjoining Class E business use.  
**Permission Granted - 15<sup>th</sup> December 2023**  
[UTT/23/2009/HHF](#) - Helpstons Manor Hollow Road  
Installation of 32 ground-mounted photovoltaic panels on garden land.  
**Permission Granted - 14<sup>th</sup> December 2023**  
[UTT/23/1412/FUL](#) - Land At Sunnybrook Farm

S73 application to vary condition 2 (approved plans) of UTT/23/0364/NMA following approval of UTT/20/1882/FUL (Construction of 24 no. dwellings and school related community car park served via a new access from Braintree Road, complete with related infrastructure and landscaping)

**Permission Granted - 15<sup>th</sup> December 2023**

**UTT/23/2751/HHF - Firs End Causeway End Road**

Proposed single storey rear extension and part garage conversion.

**Permission Granted - 22<sup>nd</sup> December 2023**

**UTT/23/2561/HHF - Limeen 25A Station Road**

Single storey rear extension

**Permission Granted - 18<sup>th</sup> December 2023**

**UTT/23/2716/HHF / UTT/23/2717/LB - Brook Farm Stebbing Road**

Demolition of existing rear conservatory and erection of replacement single storey orangery, conversion of existing loft above existing garage into a new office including alterations to the existing garage and a new cart-lodge.

**Permission Granted - 2<sup>nd</sup> January 2024**

24/22

**Proposals for Future Agenda Items**

**22.1 Grass Cutting Contract** – The PC noted that tenders for the PC’s grass cutting contract are to be sent out this month. Cllrs were asked to contact the Clerk with any recommendations / suggestions of companies who might wish to tender.

**22.2 Triennial Tree Survey** – The PC were advised that this is now due. Place Services have been asked to supply a quote for the PC to consider.

**22.3 Jolly Boys Lane North** – The PC were advised that responsibility for this road is unclear. Originally laid by Dunmow Rural Council both UDC / ECC say that it is not their responsibility. The ECC Highways portfolio holder County Cllr Tom Cunningham is due to visit Felsted on 24<sup>th</sup> January 24. District Cllrs are due to meet with him and will seek his advice.

There being no further business the meeting closed at 20.10 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 16<sup>th</sup> January 24 online at 6.00 pm

Next Council Meeting: Wednesday 7<sup>th</sup> February 24 in the URC Hall at 6.30 pm

..... 7<sup>th</sup> February 2024

Chairman

## Correspondence List – January 2024

1. UDC: a) District News (circ to PC 11/12) b) Street naming consultation re development near Clifford Smith Drive. (circ to PC 11/12) c) Parish Briefing – Planning Edition (circ to PC 21/12)
2. ECC: a) Climate Action in Essex – Latest News b) Essex Climate Action Annual Report 2022-23 (circ to PC 7/1)
3. EALC: Weekly News e-Bulletins
4. Uttlesford Citizens Advice a) Letter of thanks for donation b) Details of AGM on Wednesday 17th January (midday) at Barnards Yard, Saffron Walden. CB11 4EB
5. Uttlesford Communication Action Network (UCAN) – Mobile Service
6. Visit Essex – Survey re future of tourism in Essex. The survey closes on 28th January 24. (circ to PC 7/1)
7. Little Dunmow Parish Council – Traffic Survey Station Road
8. County Broadband (circ to PC 13/12)
9. Resident Letter: Football on Grassed Area of Playing Fields
10. RCCE: a) Oyster Magazine Autumn/Winter 2023 (circ to PC 11/12) b) Essex Warbler January Edition (circ to PC 4/1)
11. CPRE: December Campaigns Update (circ to PC 11/12)

## Unpaid List – January 2024

	Date	Num	Memo	Open Balance	Payment Reference
<b>A &amp; J Lighting Solutions</b>					
	13/12/2023	37874	Replacement Light fittings and photocell LED - opposite the Chequers	208.80	
	03/01/2024	37924	Replacement Light fittings upgrade to LED - Stebbing / Braintree Road junction, Replacement lamp...	627.60	
	08/01/2024	37939	Replacement Light fittings - o/s Bentalls Council houses Willows Green	180.00	
Total A & J Lighting Solutions				1,016.40	231201
<b>Astragraphic Design Ltd</b>					
	29/12/2023	602	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	231202
<b>British Gas</b>					
	28/12/2023	6468593	MUGA Electricity for period 28/11/23 to 28/12/23 - Account BGL465975, MPAN 1030072525215, Meter ...	30.38	
Total British Gas				30.38	DIRECT DEBIT
<b>Castle Water - 2595497</b>					
	12/12/2023	10000959663	Ac # 2595497 - Allotment water supply (Station Road) 01/10/23 to 30/11/23 - SPID 301337036XW1X - ...	-12.99	
	05/01/2024	10001105988	Ac # 2595497 - Allotment water supply (Station Road) 01/12/23 to 31/12/23 - SPID 301337036XW1X - ...	19.34	
Total Castle Water - 2595497				6.35	DIRECT DEBIT
<b>Castle Water - 2601428</b>					
	19/12/2023	10000982113	Ac # 2601428 - Allotment water supply (Mill Road) 01/04/23 to 30/06/23 - SPID 3013582456W14 - Me...	53.96	
Total Castle Water - 2601428				53.96	DIRECT DEBIT
<b>EDF - Pavillion - 671 178 252 359</b>					
	20/12/2023	Jan24	Monthly Direct Debit Payment - Jan 24	102.00	
Total EDF - Pavillion - 671 178 252 359				102.00	DIRECT DEBIT
<b>Evergreen Landscapes</b>					
	14/12/2023	EVG231412	Supply and plant 1x Prunus Cerasifera Nigra to planter on grass at top of Jollyboys Lane North	50.00	
Total Evergreen Landscapes				50.00	231203
<b>JCM Services</b>					
	07/12/2023	1791	Strim and mulch brambles around planted trees and strim back bank at main playing field	420.00	
Total JCM Services				420.00	231204
<b>Julie Smith</b>					
	22/12/2023		Cleaning and Maintenance of Playing Field Toilets -	362.50	
Total Julie Smith				362.50	231205
<b>North End Nurseries</b>					
	14/12/2023	AC084.00006	1x Prunus Pissardii Nigra	30.00	
Total North End Nurseries				30.00	231206
<b>Officials - Salary</b>					
	31/12/2023	Dec23		3,101.98	
Total Officials - Salary				3,101.98	231207, 231208, 231209
<b>Officials - Expenses</b>					
	31/12/2023	Dec 23	Clerk's expenses - Dec 2023- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Dec23 - mobile phone monthly contract, mileage, key cutting	311.32	
Total Officials - Expenses				311.32	231207, 231208, 231209
<b>Officials - NEST Pensions</b>					
	31/12/2023	Dec23 - CS	Pension Contribution - C Schorah - Dec23	28.26	
	31/12/2023	Dec23 - HR	Pension Contribution - H Read - Dec23	119.30	
Total Officials - NEST Pensions				147.56	DIRECT DEBIT
<b>S P Barnard</b>					
	31/12/2023	Dec23	Village attendant - Dec 2023	777.00	
Total S P Barnard				777.00	231210
<b>St George's Pest Control Ltd</b>					
	15/12/2023	45665	Allotments Pest Control 11/12/23 - 10/03/23	180.00	
Total St George's Pest Control Ltd				180.00	231211
<b>Three Mobile</b>					
	23/12/2023	104807450003	Monthly Sim card charge for CCTV	6.00	
Total Three Mobile				6.00	DIRECT DEBIT
<b>TOTAL</b>				<b>6,647.43</b>	