

FELSTED PARISH COUNCIL

Minutes of the 1068th meeting held on 3 July 2019 at 7:00 pm in the URC Hall.

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Alan Mackrill, John Moore and Peter Rose,
5 members of the public were also present plus District Councillor John Evans.

19/122 **Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Frances Marshall and Roy Ramm, District Councillor Sandi Merifield, County Councillor Simon Walsh. Youth Representatives, James Austin, Peter Hipkin and Elliott Smith were not present but had not submitted apologies. There were no Declarations of Interest.

19/123 **Public Forum**

123.1 Churchyard boundary adjacent to Braintree Road – The Clerk confirmed that the Churchyard Working Group would meet next week to consider ongoing maintenance of the churchyard and the reconstruction of the roadside boundary fence.

123.2 Village Crest - The Crest required repainting. The Clerk had applied for this work to be undertaken by the Uttlesford Highway Rangers about 2 years ago but she agreed to confirm that the request was still in the pipeline for consideration.

123.3 Stopping Up application of part of Byway 101 at Willows Green - The owners of 16 Evelyn Road thanked the Council for reconsidering their application relating to Byway 101 at the last meeting.

19/124 **Minutes of Meeting 1067 held on 5 June 2019**

The Minutes were approved and were signed by the Chairman.

19/125 **Minutes of the Planning Committee meeting on 18 June and the Finance Committee meeting on 3 June 2019**

The Planning and Finance Committee Minutes were noted and would be formally approved at the next meeting of the respective Committees.

19/126 **Matters arising from the June Council meeting**

126.1 Siting of the ‘Horse Society’ bench in Braintree Road (Item 19/108.1) - The Clerk would be approaching local builders to obtain quotations for this work.

126.2 ‘Pick it up’ dog poo notices (Item 19/108.2) – The Clerk had sourced ‘Pick it Up’ notices and would arrange for them to be erected on FP15 and on the track to Sunnybrook Farm, both at Watch House Green. The original resident who had posted on Felsted Next Door would be asked to suggest other ‘problem hotspots’.

126.3 Trustees Indemnity Insurance cover (Item 19/111.4) - Members considered a quotation from Came and Co to provide Trustees Indemnity insurance cover for Felsted Community Trust, at a cost of £330 per annum for a 3 Year Agreement. Members agreed to accept this quotation in principle but would not instruct Came and Co to implement the cover until the FCT becomes active. Members noted that the Crix Green Trust trustees have their own insurance cover in place, the Felsted United Charities do not own any assets and the Botelers Trust activity is at a minimal level.

The Clerk would research Councillors liability in respect of general PC matters and clarify the situation at the next meeting.

126.4 Meeting with Felsted School Bursar – Three July dates had been suggested for the meeting. The Bursar had detailed his availability and the Clerk would liaise with the Chairman and Vice Chair to arrange a mutually acceptable date.

19/127 **County and District Councillor Reports**

127.1 County Councillor’s Report – Members noted the July report which included: “Parents Did you know?” safeguarding events, the Essex Explorer Pass for Essex Country Parks, Essex Summer of Art events and highlighted the large number of roadwork projects taking place on roads throughout Essex during the summer which will inevitably cause some traffic delays.

127.2 District Councillor’s Report – District Cllr John Evans provided a verbal report which

included: a) his appointment to the Scrutiny Committee, the Task and Finish Group (to review previous Section 106 Agreements and evaluate if they achieved their goals – report due March 2020) and the Delivery Board for Garden Communities (6 UDC representatives plus representatives from the Chesterford, Easton Park and West of Braintree lead developers) b) the appointment of District Cllr Sandi Merifield as Chair of the Planning Committee (because of the need for her to remain impartial she would therefore be unable to advise on ward planning applications) c) the decision taken at the Extra Ordinary UDC meeting to refer the Stansted Airport application Section 106 Agreement back to the Planning Committee d) the Local Plan Hearings which commenced on 1 July (UDC evidence base for hearings confirmed a current 3.29 year land supply figure) e) his willingness to call in planning applications if required and f) the availability of £2000 from both District Cllrs towards parish projects. He went on to report that he had received correspondence from Felsted School regarding the proposed raised crossing in Stebbing Road and both himself and District Cllr Sandi Merifield had visited Felsted Primary School. They would also be undertaking a tour of Felsted Parish shortly, in the company of Cllrs Andy Bennett and Richard Freeman and the Asst Clerk, to familiarise themselves with the various areas within the Parish and problem areas / sites. District Cllr John Evans asked the Council for their preference regarding the format of future District Council reports. Members expressed a preference for a concise written report but stressed that supplementary verbal comments would always be welcomed.

19/128

Correspondence

Members noted the Correspondence received (see page 7) including the following:

128.1 Proposed street names for Gransmore Meadow development – Following e-mail consultation with Members, the Asst Clerk had responded objecting to the proposed names because they had no local connection.

128.2 Draft UDC Housing Market Analysis Report for Felsted and Stebbing – This draft document had been circulated to Members and was noted.

128.3 Temporary Road closure orders – Orders for Stevens Lane (9 July for 1 day), the A120 and the A12 were noted.

It was agreed to write to ECC Highways highlighting lack of prior notice for the closure of Moulsham Hall Lane for an event at the Chelmsford City Racecourse. Because the racecourse is positioned on the UDC/CCC/BDC boundary all three districts should be informed of any closures. A number of noise complaints had also been received recently which related to the racecourse.

128.4 UALC AGM on 21 August at Great Hallingbury – Cllr Andy Bennett would check his availability to attend this meeting.

128.5 Letter from resident regarding accident involving the play area gate – Members were sorry to learn that a young girl had recently scratched her eyelid on the play area gate catch. It was agreed to replace the latch and respond to the resident accordingly. Members noted that no comment had been made regarding the latch, in the recent annual Playground Inspection Report.

128.6 Letter from J S Wright and Sons re Willow plantation adjacent to Stebbing Brook – Members noted that there was no public right of way across this field which adjoined the Parish boundary with Flitch Green.

128.7 Friends of Flitch Way – Request for information on Graunt Courts and the Felsted Greens and hamlets – Members noted that the Friends of Flitch Way were installing an Information Board on the Flitch Way and were seeking information on adjacent historic properties particularly Graunt Courts. It was agreed to refer them to the NP Character and Heritage Assessment and to John Drury who has undertaken extensive historic research on Felsted.

128.8 Request for support to ‘Plant a Felsted Forest’ – Members considered this request for support but noted that woodland required ongoing and extensive management and that the Essex Wildlife Trust had recently stated (in relation to Felsted Nature Area) that Essex had many managed woodland areas but that managed open grassland habitats were in short supply. It was agreed to invite the resident to the next NAWG meeting.

128.9 Remembrance Sunday 2019 – Felsted School had enquired whether the PC intended to mark the 2019 Remembrance Sunday with a lighting of the beacon as occurred last year. Members confirmed that the beacon would be lit and the Last Post played, as occurred in 2018,

on Sunday 10 November 2019 at 8pm. The assistance of Felsted School with the arrangements would be very welcome.

128.10 Farleigh Hospice Cycle for Life – Members had no objection to a check point and water stop being sited at Frenches Green for this event on Sunday 15 September 2019.

19/129

Finance

129.1 Payments – The list of payments on page 8 were approved

129.2 Receipts – Members noted that £30 had been received in allotment rents along with £250 from Rayne Youth Football Club for use of the Playing Field during the 2018-19 season.

129.3 Setting up Felsted Community Trust – A revised draft FCT document had been received from Holmes and Hills and circulated to Councillors. Members noted that some minor layout changes were still required and the full names of the Chairman and Vice Chair needed to be included. Once these amendments had been incorporated it was unanimously agreed to approve the document and request that Holmes and Hills submit the application.

129.4 Electronic banking review / Change in bank signatories – The Chairman and Cllr John Moore signed a letter to Barclays bank requesting the necessary forms to enable the bank signatory changes to be implemented.

19/130

Councillor vacancy

Members noted that the Clerk had advertised the vacancy in Interface and recently received initial enquiries from two residents. The vacancy would be advertised on the notice boards and this would be considered further at the next meeting.

19/131

Highway matters

131.1 Access across Frenches Green Common Land - A response from ECC was awaited.

131.2 Woodleys Car Park remedial works – The Clerk had met two other contractors on site. One had subsequently declined to quote because they considered that extending the tarmac would just move the problem. The second contractor would be submitting a quote for the installation of a drain, to stop the puddling, but this had not yet been received. The Clerk and Chairman would arrange to meet the original contractor to discuss the matter further.

131.3 Disabled access to footpaths - A response was awaited from ECC.

131.4 Bollards on edge of verge at Bannister Green (near Burnstie Road/ Road with no name junction) – A site meeting had been arranged with Ted Anderson (Chairman/Cllr Alan Mackrill) to consider options but this had subsequently been postponed because of heavy rain. The meeting would be re-arranged.

19/132

Playing Fields

132.1 Playbark – Members were pleased to note that the playbark had been delivered and laid and the operation had proceeded very smoothly.

132.2 Play equipment repairs – Members considered two quotations for works at the main playing field play area. One from Playdale to repair the scramble net, replace the aerial runway seat and 4 swing seats and ‘blow out’ the Loud Speaker at a cost of £1809.86. The other was from RTC Safety Surfaces to cut back the edges of the wetpour surface which had lifted and install new 150mm strip of black wetpour at a cost of £2368. It was proposed by Cllr Andy Bennett, seconded by Cllr Alan Mackrill and unanimously agreed to accept both the quotations.

132.3 Playground Inspection Report 2019 - Members noted that the report included no ‘high risk’ items. Around 12 ‘medium risk’ items had been identified (including surfacing, fencing, loose goalposts and damaged swing seats) and these would be addressed along with some ‘low risk’ items which had also been identified.

19/133

Felsted Nature Area

133.1 Works update – The NAWG had met on 13 June 2019. The Asst Clerk was sourcing owl boxes from the Barn Owl Trust for installation in the autumn. Members commented on how good the Nature Area was looking especially the area which had been sown with wild flowers

133.2 Opening Nature Area Deposit Account – It was agreed that the Clerk would make arrangements for a ‘FPC Nature Area’ Deposit account to be opened at Barclays Bank. Signatories would be the same as for the main Barclays Community Account.

19/134

Felsted Neighbourhood Plan

Members were pleased to note that the Felsted NP had now been officially published by UDC (Regulation 16) and circulated to Statutory Consultees. A 6 week Consultation was underway

which would end on 24 July. Any responses would be considered prior to the NP going for its Independent Examination and subsequent Referendum.

Members expressed frustration that the Planning Inspectorate had approved the appeal for 30 houses at Clifford Smith Drive at Watch House Green despite strong objections from the PC and NPSG.

19/135 **Chairman's Matters** - None

19/136 **Youth Representative Matters** - None

19/137 **Clerk's Matters**

137.1 Assets of Community Value (ACV) – The Asst Clerk was pleased to report that the ACV applications for The Chequers and The Swan public houses had been approved by UDC. The application for Felsted Memorial Hall had recently been submitted.

137.2 Emergency Plan – The Asst Clerk had arranged a meeting for Thursday 26 September at 2pm to progress the Emergency Plan..

137.3 Purchase of tablets for Councillors to use at PC meetings – A response was awaited from UDC regarding the retention of the grant monies.

137.4 Market Cross – The Clerk would arrange a meeting of this Group.

137.5 VE Day 75th Anniversary – The Chairman had not had an opportunity to contact the Felsted Events Committee so it was agreed that the Clerk would make contact with FEC.

137.6 Filling vacancy for car park/toilet attendant - The Clerk reported that the cleaner of the Memorial Hall had not been interested in taking on the toilet cleaning duties but Steve Allan had agreed to undertake both the locking/unlocking of the toilets and car park and also the cleaning of the toilets. A Job Description would be drafted and agreed (salary £100 per month) and he would commence the duties on 1 August 2019.

19/138 **Planning matters**

138.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/19/0892/HHF **Holly House, Gransmore Green**

Proposed single storey extension and associated alterations.

Permission Granted 3 June 2019

UTT/19/0852/FUL **Land Adj. Lord Riche Hall, Felsted School**

Proposed erection of single storey temporary classroom facility

Permission Granted 3 June 2019

UTT/19/0827/FUL **South Of Oaklea House, School Road, Rayne**

Erection of 2 no. Semi Detached Dwellings.

Permission Refused 6 June 2019 (*"the proposal would represent inappropriate development within the countryside..... would create an undesirable building precedent through coalescence.....the site is poorly located relative to local services in terms of social connectivity."*)

UTT/19/0664/HHF **16 Ravens Crescent, Felsted**

Demolition of existing single storey side extension and rear conservatory. Erection of two storey front and side extension and single storey rear extension.

Permission Granted 3 June 2019

UTT/19/0463/FUL **41 Evelyn Road, Willows Green**

Demolition of existing bungalow and erection of 4 no. dwellings with associated landscaping and garaging. Cart lodge for Plot 4 (alternative scheme to that approved under planning permission UTT/18/1580/FUL)

Permission Granted 7 June 2019

UTT/18/3336/FUL **Land At Bakers Lane, Felsted**

Erection of detached 4 bed dwelling and garaging.

Permission Refused 10 June 2019 (*"would cause significant harm to the particular rural character of the area.....would be harmful to the setting of Jollyboys, a Grade II designated heritage asset."*)

UTT/18/3001/FUL

Land South Of Kinvara Business Centre, Gransmore Green

Section 73A Retrospective application for the erection of 3 no. dwellings (amendments to

previously approved applications UTT/16/2953/DFO and UTT/17/2941/DFO).

Permission Granted 4 June 2019

UTT/18/2229/LB **Hatleys, Mole Hill Green**

Structural repairs to jettied gable and reconstruction of chimney.

Permission Granted 10 June 2019

UTT/18/3408/FUL **Brook Cottage, Gransmore Green**

Construction of 4 new dwellings and associated works including access.

Permission Refused 14 June 2019 (*"the proposal would introduce an urbanisation and intensification of development in the countryside, over and above that previously approved, where the need for a development of such magnitude has not been adequately demonstrated."*)

UTT/19/0864/HHF and UTT/19/0865/LB **Old Peaches, Main Road, Willows Green**

Replacement of roof surfacing of 3 no. outbuildings due to damage.

Permission Granted 17 June 2019

UTT/19/0801/FUL **Frenches Farm, Frenches Green, Felsted**

Erection of 1 no. detached dwelling with car parking and landscaping.

Permission Refused 14 June 2019 (*"The proposal would result in significant harm to the character and appearance of the area by urbanising the site and its setting,,,,,is not sustainable developmentthe size and scale of the proposed development is considered to be such that it would visually dominate the setting of listed buildings."*)

UTT/19/0583/LB **Three Horseshoes, Bannister Green, Felsted**

Renew timber soleplate to front and left elevation. Extending or cutting in new sections of stud timbers. Including a damp proof course. Repair any defective joinery. Removal of cement render. Installing thermal insulation (woodwool or similar breathable material) and recover with smooth lime render externally. Repair any disturbed surfaces internally.

Permission Refused 18 June 2019 (*"It has not been demonstrated that the proposed developments, would not cause potential harm to the character and setting of the heritage asset"*)

UTT/19/1038/FUL **Moorlea, Bartholomew Green**

Demolition of existing dwelling and erection of a pair of semi- detached dwellings with new vehicular access.

Permission Refused 26 June 2019 (*"The proposal would result in unsustainable development relative to local services in terms of social connectivity. The applicant does not appear from the submitted drawings to control or own sufficient land to provide the required vehicular visibility splays required for the proposed development."*)

UTT/19/0949/FUL **Riverside Books Ltd, Pyes Farm, Molehill Green**

Erection of storage building

Permission Granted 21 June 2019

UTT/18/2399/FUL **Pond Park Farm, Cock Green, Felsted**

Section 73A Retrospective application for amendments to planning application

UTT/13/2877/FUL - raising of ridge and eaves height to building and change in roof covering to barn from natural slate to corrugated sheeting.

Permission Refused 20 June 2019 (*"The use of corrugated metal sheeting would be an inappropriate roofing material harmful to the appearance of the building, the historic farmyard and the setting of the nearby heritage asset"*)

UTT/19/0405/HHF **Cromwells, Watch House Green**

Part single, part two storey extensions, garage conversion and first floor extension.

Permission Refused 20 June 2019 (*"The proposed extension by reason of size, massing, design, siting and scale will result in development that would not be sympathetic to the original dwelling."*)

138.2 APPEAL DECISION SINCE PREVIOUS COUNCIL MEETING

UTT/18/0784/OP **Land East and North of Clifford Smith Drive, Watch House Green**

Outline application with all matters reserved, except for access, for the erection of up to 30 no. dwellings served via new access from Clifford Smith Drive, complete with related infrastructure, open space and landscaping

Appeal Allowed 20 June 2019

138.3 APPLICATIONS TO BE CONSIDERED AT THE 16 JULY PLANNING MEETING

None yet received.

19/139 **Local Plan updates**

139.1 Uttlesford – Members noted that the Inspector’s Local Plan Hearings had commenced on 1 July. Cllr Andy Bennett had registered to speak at one of the Local Plan hearing sessions, with respect to the West of Braintree Garden Community and Stansted Airport.

139.2 Braintree – BDC had produced all the additional documents/information specified by the Inspector at the Hearings last year and they would be voting next week on whether to resubmit their LP for Inspection.

139.3 Chelmsford – A consultation was taking place on proposed modifications to the LP to remove green wedges and tighten up building restrictions within Green Belt land.

19/140 **Urgent Matters and items for the next Agenda**

140.1 Tree Warden vacancy – It was agreed to advertise this on the notice boards, website and again in Interface as no volunteers had yet come forward.

140.2 Primary School Art Competition – The Chairman agreed to be a judge for this competition. [CLERK’S NOTE: After the meeting it was agreed that Vice Chair Cllr Frances Marshall would be the second judge for the competition].

140.3 Felsted School Prom on 29 June 2019 – Complaints had been received about the level of noise emitting from this event which continued until 2.30am. Members noted that the School’s license put no restriction on event hours and as the Prom was only held once each year it was agreed to take no further action.

The meeting closed at 8.37 pm

Next Highways Committee meeting: Wednesday 10 July in the URC Hall at 5.00 pm

Next Finance Committee meeting: Monday 15 July in the URC Hall at 5.00 pm

Next Planning Committee meeting: Tuesday 16 July in the URC Hall at 7.30 pm

Next Council meeting: Wednesday 7 August in the URC Hall at 7.00 pm

..... (Chairman) 7 August 2019

Correspondence List – July 2019

<p>1. UDC – Street names for Gransmore Meadow development</p> <ul style="list-style-type: none"> - May Local Council Elections – Delay in notifying PC's of costs until September - Local Councils Liaison Forum – 10 September at 7.30pm (HRS Gt Dunmow) - Apply to receive 2019 Register of Electors - Housing Market Analysis for Felsted and Stebbing – Draft Report
<p>2. ECC – Essex Green Infrastructure Consultation</p> <ul style="list-style-type: none"> - Temporary road closure – Stevens Lane on 9 July for 1 day (ironworks) - Overnight road closure A120 (Braintree to Coggeshall) 1 July for 5 weeks - Overnight (9pm – 5am) works on A12 (Junctions 19-23) 28 June for 6 weeks
<p>3. EALC – UALC AGM on 21 August at 7.30pm at Gt Hallingbury</p> <ul style="list-style-type: none"> - Buckingham Palace Garden Party nominations invited Deadline 12 July - County Update – May 2019 - The Vaughton Council of the Year Award
<p>4. RCCE – AGM on 10 July at Chelmsford City Racecourse</p> <ul style="list-style-type: none"> - Essex Warbler – June 2019 - Community Enablers – Part time vacancies
<p>5. Letter from resident regarding accident involving play area gate</p>
<p>6. Letter from J S Wright and Sons Ltd re Willow plantation adjacent to Stebbing Brook – No public Right of Way</p>
<p>7. Friends of Flitch Way – Request for historical details for a new Information Board on the Flitch Way near Graunt Courts.</p>
<p>8. Letter from resident – Requesting support for idea to Plant a “Felsted Forest”</p>
<p>9. Request from Felsted Primary School Governor asking to borrow PC Litter pickers</p>
<p>10. Letter from Felsted School re arrangements for Remembrance Sunday 2019</p>
<p>11. Essex Police Engagement survey</p>
<p>12. Farleigh Hospice's Cycle for Life on 15 September – Check Point at Frenches Green</p>
<p>13. Uttlesford Community Travel (Book a Ride) – Request to publicise service within Felsted.</p>
<p>14. Anglian Water – Resources Update</p>

Unpaid List – July 2019

	Date	Num	Memo	Open Balance	Cheque number
BT					
	17/06/2019	Q050HU	Telephone and broadband	298.46	
Total BT				298.46	DD
D M B Smith					
	02/07/2019		Clerks mileage (£19.80) and expenses (£10.05)	29.85	
	02/07/2019		Clerks salary - June 2019	1,164.27	
Total D M B Smith				1,194.12	102788
E A L C					
	02/07/2019	11037	New Clerks briefing for Heather Read on 4 April	78.00	
Total E A L C				78.00	102789
EON					
	01/06/2019	H173BD8BBA	Street light electricity	279.97	
	16/06/2019	H17493443	Electricity for MUJA	16.99	
	16/06/2019	H10320C617	Electricity for pavilion	20.93	
Total EON				317.89	DD
Felsted Memorial Hall					
	18/06/2019		Insurance of war memorial	36.79	
Total Felsted Memorial Hall				36.79	102790
Heather Read					
	02/07/2019		Asst Clerks mileage	4.50	
	02/07/2019		Asst Clerks salary - June 2019	366.43	
Total Heather Read				370.93	102791
HM Revenue & Customs					
	06/06/2019		PAYE and NI due April to June 2019	617.64	
Total HM Revenue & Customs				617.64	102792
Information Commissioners Office					
	24/06/2019		Data Protection fee 2019-20	40.00	
Total Information Commissioners Office				40.00	102793
R Chapman					
	02/07/2019		Unlocking toilets etc 3/6 to 1/7 (4 w ks) + 2 light	86.44	
Total R Chapman				86.44	102794
Rural Community Council of Essex					
	10/06/2019		Membership fee 2019-20	72.60	
Total Rural Community Council of Essex				72.60	102795
S P Barnard					
	02/07/2019		Village Attendant - June 2019	625.00	
Total S P Barnard				625.00	102796
Uttlesford District Council (as supplier)					
	12/06/2019	71649	Rent of Ravens Crescent play area	102.00	
Total Uttlesford District Council (as supplier)				102.00	102797
TOTAL				3,839.87	