

FELSTED PARISH COUNCIL

Minutes of the 1071st meeting held on 2 October 2019 at 7:00 pm in the URC Hall.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Richard Freeman, Penny Learmonth (entered during Item 19/182.3), Alan Mackrill and Joyce Stoddart. District Councillors Sandi Merifield and John Evans were also present along with 5 members of the public.
- 19/181 **Apologies for Absence and Declarations of Interest**
Apologies had been received from Councillors Alec Fox, Frances Marshall, John Moore, Roy Ramm and Peter Rose, County Councillor Simon Walsh and Youth Representative Elliott Smith. There were no Declarations of Interest.
The Chairman welcomed Cllr Joyce Stoddart to the Council for her first meeting and she signed her Declaration of Acceptance of Office.
- 19/182 **Public Forum**
182.1 Tree/ shrub works at playing field – a) Members noted that the third Red Oak replacement had died. It was agreed to set a new mature tree but obtain advice from North End Nurseries on the most suitable species. b) It was agreed that the rough grass on the mound should be tidied up along with the nearby area adjacent to the central hedge line.
182.2 Beacon safety fencing – The Clerk confirmed that stakes and safety netting for the Beacon lighting ceremony would be purchased shortly.
182.3 Parking on the pavement between Jollyboys Lane North and the Memorial Hall – This problem, which had been reported earlier in the year, was ongoing. The building work would soon be completed but resident's cars were also causing problems for pedestrians. It was agreed that persistent offenders should be reported to Essex Police.
182.4 County Broadband supply poles – Members noted that County Broadband were installing large numbers of new supply poles around the eastern Greens and hamlets. This was unsightly but apparently unavoidable since it was understood that BT will not permit other suppliers to utilise their existing pole network. The Asst Clerk would check with UDC Enforcement that the poles were categorised as 'permitted development'.
- 19/183 **Minutes of Meeting 1070 held on 4 September 2019**
The Minutes were approved and were signed by the Chairman.
- 19/184 **Minutes of the Planning Committee meeting on 17 September 2019**
The Planning Committee Minutes were noted and would be formally approved at the next meeting of the Committee.
- 19/185 **Matters arising from the September Council meeting**
185.1 Almshouses parking area (Item 19/162.2) – The Clerk had met with the Village Attendant and agreed works to trim the overhanging tree branches and re-mark the access bay outside The Chequers public house.
185.2 Market Cross meeting (Item 19/177.2) - The Gallagher Group had declined to take on this project because of pressure of other work. However they had recommended 2 other, more local, companies with similar expertise. These had been contacted and their responses were awaited.
185.3 New Tree Warden (Item 19/177.5) - Members noted that a meeting was being arranged with the new Tree Warden, Stephen Easom, to discuss the role going forward.
185.4 Felsted School Licensing application – It was noted that the Licensing Authority had granted the license application but with limitations on some of the buildings/open spaces covered and with a maximum number (10) of large scale events per year.
- 19/186 **County and District Councillor Reports**
186.1 County Councillor's Report – No report had been received from the County Councillor this month. If received later it would be circulated by the Clerk
186.2 District Councillor's Report – The District Councillors written report included updates

on the UDC Local Plan, the Stansted Airport application Section 106 Agreement and the first Ward Surgery, which had preceded the PC meeting. Details of their recent work on Highway, Planning and other matters was noted. The PC were keen to provide input to the UDC Scrutiny Committee's review of Section 106 obligations and the alternative Community Infrastructure Levy system.

19/187 **Correspondence**

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

187.1 BDC Draft Local Development Order – Horizon 120 / The Salings Parish Council Neighbourhood Plan – Pre-Submission Consultation - Members noted these documents.

187.2 Letter from resident objecting to the erection of additional poles for Broadband services – The Clerk had responded to this letter (see Item 19/182.4 above).

187.3 Letter from resident regarding various matters including the overgrown verge on Braintree Road, Watch House Green (in front of Clifford Smith Drive properties) – It was agreed that the Clerk would respond to the matters raised in the letter. Quotations would be obtained from JCM Services to include the CSD verge in the village grass cutting schedule or to create a wildflower block.

187.4 Interface magazine – No replacement Editor had yet been found for Interface and an informal request had been received for the PC to take over the publishing of the magazine albeit with a modified format and content. The Clerk was aware of 3 potential volunteers to assist with the production of a Parish Magazine so the idea of an Editorial Team appeared to be an option. More volunteers would be required to both edit and deliver the publication and it was agreed to place notices on the notice boards and on the website asking people to register their willingness to help with the project.

19/188 **Finance**

188.1 Payments – The list of payments on page 6 were approved.

188.2 Receipts – None (Second instalment of Precept due 15 September but not confirmed)

188.3 Setting up Felsted Community Trust – Members noted that Holmes and Hills had submitted the FCT Deed to the Charity Commission. They had also submitted their invoice for payment (see Item 19/188.1 above).

188.4 External Audit Report for 2018-19 – Members were pleased to note that PKF Littlejohn LLP had reviewed the 2018-19 Audit Return (AGAR) and found the information to be “in accordance with Proper Practises”. They also noted the external auditors comment regarding the documentation submitted which related to the consideration of risk management arrangements. The Notice of Conclusion of Audit was currently being displayed on the PC website and notice boards.

188.5 Review of UDC members grant for 2018-19 – The Clerk provided costings for an additional computer for the new RFO and for a lighter weight projector screen. It was agreed to also obtain costings for a Docking Station and Multi Screen for consideration at the next meeting (Chairman to provide Clerk with details of suppliers).

188.6 UDC Community Project Grant applications – Applications were invited by the deadline of 28 November. Various projects were considered for this grant application and it was agreed that the Asst Clerk would obtain quotes for 2 integral goals / hoops to be built into the MUGA. This would be considered further at the next meeting.

19/189 **Highway matters**

189.1 Access across Frenches Green Common Land – UDC Enforcement were pursuing a matter relating to Frenches Farm and the Clerk was endeavouring to establish the details and determine whether this involved the Common Land.

189.2 Passing Place in Jollyboys Lane North – The Clerk and Cllr Richard Freeman had arranged to meet the manager of Abbeyfield Residential Home on 7 October to provide details of the project to them and ensure that there were no objections from Abbeyfield.

189.3 Disabled access to footpaths – No response had been received from ECC despite the Clerk chasing the matter.

189.4 Creation of trial wildflower block on verge of Braintree Road – Members considered the quotation from JCM Services to create one long wildflower block on part of the wide grass verge between Mansard House and Buckcroft in Braintree Road. It was proposed by Cllr Andy Bennett, seconded by Cllr Richard Freeman and unanimously agreed to accept the quote at a cost of £550 plus VAT. The local residents would be informed prior to work commencing.

19/190 **Playing Fields**

190.1 Play equipment repairs and improvements – Members noted that the wetpour works by RTC had now been completed. A quotation from Playdale was considered (£4890 plus VAT) to replace the wooden edging around the playpark area as the rot was more extensive than originally thought. It was agreed to seek a second quotation from a local builder (using wood or ‘plastic replacement wood’) before making any decision. Members noted that a further quotation had also been received from Playdale to supply and install integral goals and basketball hoops within the MUGA. No decision would be made on this until 2 further quotes had been received (see Item 19/188.6 above).

190.2 MUGA surface – Members noted that there were a number of cracks in the MUGA surface (possibly end of day joints). These were not yet large enough to create a trip hazard but Members accepted that repairs would be required although they were not yet urgent. The Asst Clerk would obtain quotes to either patch, resurface or overlay the existing surface.

19/191 **Felsted Nature Area**

191.1 Works update – The NAWG had met on 12 September. Members noted that most of the ‘rubbish’ behind the Station Road houses had now been cleared. The NAWG had agreed to order 2 Barn Owl boxes. The final grass cut of the season would be taking place shortly and the wildflower area would be ‘cut and laid’. A site visit would be taking place to agree planting locations for the fruit trees. Members were pleased to note that they had collectively received lots of favourable comments from residents regarding the Nature Area site.

191.2 Nature Area Accounts Procedures – Members noted that the NAWG had considered the draft ‘Nature Area Accounts Procedures’ document prepared by the Clerk, and their comments would be taken into account when the document was referred back to the next Finance Committee meeting for further consideration.

191.3 Metro Bank signatories – Following the resignation of Cllr Christopher Charles Woodhouse in June 2019 it was agreed that he would be removed as a signatory on the Metro Bank account. It was also unanimously agreed that Cllr Graham Martin Harvey (Chairman) will remain as a signatory and Cllrs Alan Mackrill (Councillor) and John Moore (Chairman of Finance Committee) will be added as authorised signatories to the account. Two of the three signatories will be required to approve all transactions on the account. No Debit cards will be issued and online banking access will be granted to the three signatories on a ‘view only’ basis.

19/192 **Felsted Neighbourhood Plan**

Members were delighted to note that the Examiner had responded to UDC that the Felsted NP met basic requirements and should go to Referendum. Prior to this decision a few minor amendments to the draft NP had been proposed by the Examiner and these had all been accepted by both FPC and UDC. The timing of the Examiner’s decision meant that the NP could not be amended in time to go to the October UDC Cabinet meeting and the next Cabinet meeting would not be held until 26 November which was likely to delay the NP Referendum until after Christmas. The NPSG were discussing this possible delay with UDC and were considering the option of Executive Approval of the document as a suitable alternative. It was important to get the NP ‘published’ by UDC as soon as possible as this added weight to the document and further planning appeals were imminent.

19/193 **Churchyard Working Group**

The Clerk had applied for, and approval had been received from UDC, for works to the trees in the churchyard. Clarification on the need for permission for the replacement churchyard boundary wall adjacent to Braintree Road was however still awaited. The Clerk had met a local builder on site but he had been unable to quote for the works because they were immediately behind the pavement and a ‘Street Works License’ would therefore be required. Further local builders who held such a license would therefore be approached for a quotation. Members studied 3 sets of indicative drawings prepared by David Dempsey (whom they thanked) and it was proposed by Cllr Andy Bennett, seconded by Cllr Alan Mackrill and unanimously agreed to progress with Scheme 2 (metal hooped railings set on top of a low brick wall).

19/194 **Chairman’s Matters**

194.1 Noise problems from Chelmsford City Racecourse - The Chairman had heard nothing further from Lewis Mold at CCC regarding the proposed meeting. The clerk of Great

Notley Parish Council had expressed an interest in attending the meeting.

194.2 What3Words – The Chairman provided brief details of a new mobile phone location app which was being used extensively by the Emergency Services. The app used three random words to identify any location to within a 2 metre accuracy. This was a significant improvement on the use of Postcode information especially in rural isolated areas. The use of this system by Council staff and contractors would be discussed in more detail at the next meeting.

19/195 **Youth Representative Matters**

Members were pleased to learn that Elliott Smith had agreed to continue as the Council's Youth Representative for the next year.

19/196 **Clerk's Matters**

196.1 Emergency Planning meeting – The Emergency Plan Working Group had met on 26 September and agreed that the Emergency Plan should be kept simple to cover local issues (such as a prolonged power cut, adverse weather conditions etc). A cascade system will be set up and the Asst Clerk will compile details of residents who would be willing to assist in an emergency along with what equipment they might be able to provide.

196.2 Training courses – Members noted that the Asst Clerk would commence her Cilca course on 9 October and the four new councillors Penny Learmonth, Alec Fox, Roy Ramm and Joyce Stoddart will attend New Councillor courses on 26 November (x3) and 3 December (x4).

196.3 VE Day 75th Anniversary – This would be considered again at the next meeting.

196.4 Appointment of new RFO – The RFO position had not yet been advertised as there had been further developments regarding future staffing which needed to be clarified in advance of doing so. The HR Committee would be meeting shortly to confirm the situation.

196.5 Remembrance Day lighting of the Beacon – The Clerk will publicise the lighting of the Beacon on Sunday 10 November at 8pm and will liaise with Felsted School and the volunteers building the Beacon to confirm arrangements.

19/197 **Planning Applications and Decisions**

197.1 DECISIONS SINCE PREVIOUS COUNCIL MEETING

UTT/19/1718/FUL **Pond Park Farm, Cock Green**

Section 73A Retrospective application for amendments to application UTT/13/2877/FUL - raising of ridge and eaves height by 400mm to building K, and installation of air-conditioning units in between buildings K and J (roofs to barns K and J to be clad in natural slate)

Permission Granted 9 September 2019

197.2 APPLICATIONS TO BE CONSIDERED AT 15 OCTOBER PLANNING MEETING

UTT/19/2285/HHF – **Loveneys, Cock Green**

Single storey rear extension

197.3 OTHER PLANNING MATTERS

a) Go Homes application for land to the south of Braintree Road, Felsted – The PC would send renewed objections to the Appeal Inspector.

b) Gladman application for 240 houses opposite Flitch Green – The appeal Inspector had refused this application.

c) Land adjacent to Clifford Smith Drive – Revised application for 41 houses on the site – The PC had objected to this application and asked for it to be 'called in' if necessary.

19/198 **Local Plan updates**

198.1 Uttlesford – The Examiner's response was expected during October so this would be considered again at the next meeting.

198.2 Braintree – The PC had responded to the technical consultation with reference to the West of Braintree Garden Community site and had asked to attend the hearing to give their views. See Item 19/199.1 regarding making a donation to the Joint Council's campaign funds.

198.3 Chelmsford – Nothing further had been heard so this would be considered again at the next meeting.

19/199 **Urgent Matters and items for the next Agenda**

199.1 Donation to West of Braintree campaign – Cllr Andy Bennett updated members on the Joint Parishes campaign. A total of £12,000 was required to pay for legal advice / representation at the next WoB review process. Funds had been pledged from other PC's and Cause and Cllr Bennett suggested that FPC should make a contribution to the campaign. Members present considered that a donation of £750 would be appropriate and authorised Cllr

Bennett to provisionally indicate this to the Joint Parishes. The matter would be formally considered and agreed at the next PC meeting.

199.2 Allotment AGM on 16 October at 7.30pm in Memorial Hall – Members noted the AGM and that the current Chair, Val Westbrook, would be stepping down after 5 years in the position. Members wished to record their thanks for all the time and work that she had given to the allotments which had resulted in the ‘allotment community’ thriving. Veronica Smith had agreed to take over the position of Chair (subject to the formal agreement of the Allotment Society members at the AGM).

199.3 Litter Pick on Saturday 12 October - Members noted that the Litter Pick would take place from the playing field car park between 10 – 1pm.

The meeting closed at 8.59 pm

Next Finance Committee meeting: Wednesday 9 October in the URC Hall at 5.00 pm

Next Planning Committee meeting: Tuesday 15 October in the URC Hall at 7.30 pm

Next Council meeting: Wednesday 6 November in the URC Hall at 7.00 pm

..... (Chairman) 6 November 2019

Correspondence List – October 2019

1. UDC - Section 106 and Developer Contributions research – Request for information from UDC Scrutiny Committee Task and Finish Group - Leaflets on “Bird Aware Essex Coast” (Blackwater Estuary Zone of Influence)
2. ECC – Temporary weekend closure of A120 (works to Queenborough Lane Bridge) from 27-30 September - Temporary closure of Cock Green Road on 27 September for 1 day
3. BDC – Draft Local Development Order – Horizon 120, Great Notley Deadline 24 October
4. EALC – Highways Winter Briefing – 2 October - Robin Road mobile app platform for Councils - Highways Highlights – August 2019 - County Update – August 2109
5. The Salings Parish Council Neighbourhood Plan – Pre-Submission Consultation – (Circulated to Cllrs) Deadline 31 October
6. Letter from resident re various matters including overgrown verge on Braintree Road, Watch House Green (in front of Clifford Smith Drive properties)
7. Letter from resident re erection of additional poles for Broadband services
8. Future of Interface – Suggestion that PC may wish to take over responsibility for the magazine
9. CPRE AGM – 5 October 3pm Crossing Temple Barns
10. RCCE – Essex Warbler – September 2019
11. NHS – Annual Members’ Meeting – 16 October 2.30-4pm at Chelmsford
12. Essex Police – Rural Information Day – 11 October 11-4pm at Henham Village Hall - Coffee with Cops meeting dates
13. Farleigh Hospital – Christmas Tree Recycling – Now covering Felsted area - Shopping Extravaganza – 5 November 10-3pm at Channels, Lt Waltham
14. SLCC – The Clerk Magazine – September 2019

Unpaid List – October 2019

	Date	Num	Memo	Open Balance	Cheque number
A & J Lighting Solutions					
	20/09/2019	33347	Street light repairs at Stebbing/BT Rd junction and o/s 27	200.04	
Total A & J Lighting Solutions				200.04	102825
BT					
	17/09/2019	QO51L6	Telephone and internet service	309.53	
Total BT				309.53	DD
CPRE					
	16/09/2019		CPRE Membership November 2019 for 12 months	36.00	
Total CPRE				36.00	102826
D M B Smith					
	30/09/2019		Clerk's salary - September 2019	1,164.27	
	30/09/2019		Clerk's expenses (£9.85) & mileage (£11.70)	21.55	
Total D M B Smith				1,185.82	102827
EON					
	01/09/2019	H178C10A1B	Street light electricity	279.97	
	16/09/2019	H179AC22E3	MUGA Electricity	22.46	
	17/09/2019	H1047D1DD8	Pavilion electricity	16.11	
Total EON				318.54	DD
Earth Anchors Ltd					
	09/09/2019	EA32577	2 x dog bins	356.34	
Total Earth Anchors Ltd				356.34	102828
Felsted Poppy Appeal					
	01/10/2019		Donation and wreath (LGA 1972 s 137)	75.00	
Total Felsted Poppy Appeal				75.00	102829
Fenland Leisure Products Ltd					
	19/09/2019	SIN032816	Replacement swing seat	48.00	
Total Fenland Leisure Products Ltd				48.00	102830
Heather Read					
	30/09/2019		Asst clerk's salary - September 2019	366.43	
	30/09/2019		Asst Clerk's expenses (£33.78) & mileage (£9)	42.78	
Total Heather Read				409.21	102831
HM Revenue & Customs					
	16/09/2019	245PN0015383512006	PAYE and NI for July to Sept 2019	849.06	
Total HM Revenue & Customs				849.06	102832
PKF Littlejohn					
	10/09/2019	SB20192016	External Audit for 2018-19 financial year	720.00	
Total PKF Littlejohn				720.00	102833
R Chapman					
	30/09/2019		Unlocking toilets etc 2 - 29 September 2019 (4 weeks)	100.00	
Total R Chapman				100.00	102834
RTC Safety Surfaces Ltd					
	13/09/2019	994982	Wetpour repairs and lay under swings at Playing Field	5,851.20	
Total RTC Safety Surfaces Ltd				5,851.20	102835
S P Barnard					
	30/09/2019	2019/2	Village Attendant - September 2019	525.00	
Total S P Barnard				525.00	102836
TOTAL				10,983.74	
PLUS:					
	01-Oct		Holmes and Hills Drafting and submitting FCT Deed	600.00	102837
	01-Oct		Anglia Fire Protection - Inspect/Replace Fire extinguishers	351.60	102838