

## FELSTED PARISH COUNCIL

### Minutes of the 1080th meeting held on 5 August 2020 at 6:00 pm using the Zoom online platform

**Present:** Councillors Graham Harvey (entered during Item 20/125.3 and took over Chair for remainder of the meeting), Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall (Chair for the start of the meeting), Roy Ramm, Richard Silcock (entered during Item 20/135.1) and Joyce Stoddart. District Councillor John Evans and Sandi Merifield were also present along with 3 members of the public.  
In attendance: The Clerk.

20/124 **Apologies for Absence and Declarations of Interest**

Apologies for absence had been received from Councillors Peter Rose and John Moore, County Councillor Simon Walsh and the RFO and Assistant Clerk. Cllr Richard Silcock apologised in advance for his anticipated late arrival. Councillors Frances Marshall and Joyce Stoddart both declared prejudicial interests in Item 20/138 (Sunnybrook site) and left the meeting before the item was discussed.

20/125 **Public Forum**

**125.1 Review of Wildlife Area at the Churchyard** – A member of the public reported that historically volunteers had regularly cut the area of the churchyard which is currently designated as a Wildlife Area. It was therefore likely that the Wildlife Area had simply evolved over time rather than being specifically planned. Access to two further family graves, on the edge of the Wildlife Area, had been requested and was agreed. See Item 20/128.1 below.

**125.2 Play areas re-opening** – It was expected that the play areas would re-open by the weekend as the Covid-19 Guidance signage was now ready for collection. The Chairman and Clerk would separately inspect the main play area, including the new wooden edging around the playpark, before re-opening. [CLERK'S NOTE: The visual checks did not identify any significant problems].

**125.3 Re-instatement of Bannister Green grass outside the Mission Hall** – The works at the Mission Hall had now been completed and the owners had cleared the area of the Green previously used for storage. An inspection showed that topsoil and grass seed was required to return the area to a good maintainable condition and it was agreed that a quotation would be obtained from JCM Services for completion of the remedial works. The owners of the Mission Hall would be asked to meet the cost (as agreed at the start of the project).

CLERK'S NOTE: Cllr Graham Harvey joined the meeting and took over the position of Chair from Cllr Frances Marshall.

20/126 **Minutes of Meeting 1079 held on 1 July 2020**

The Minutes were unanimously approved. They will be signed by the Chairman when the Council next meets in person.

20/127 **Minutes of the Highways Committee meeting on 8 July and the Planning Committee meeting on 14 July 2020**

These Minutes were noted and will be formally approved at the next meeting of the respective Committees.

20/128 **Matters arising from the July Council meeting**

**128.1 Churchyard wall and Wildlife Area (Items 20/108.2 and 20/120.4)** – The final plans for the wall had been received and would be circulated to members of the Churchyard Working Group for their approval, prior to the submission of a planning application to UDC. The Clerk would arrange a meeting of the WG to consider the above plans and review the Wildlife Area policy.

**128.2 Replacement of dangerous footbridge on FP48 between Jollyboys Lane North and Bannister Green (Item 20/113.3)** – Members were delighted to note that the original footbridge, which was in a very dangerous state of repair, had been replaced by ECC the previous day. Members recorded their thanks to County Cllr Simon Walsh and ECC PROW Inspector Alan Roscoe for their assistance to get the project completed expeditiously.

**128.3 Approval of the 2019-20 Audit Return (Item 20/114.8)** – Members noted that the Clerk,

RFO and internal auditor had met, maintaining social distancing guidelines, and had finalised the Audit paperwork which had subsequently been submitted to the external auditors before the 31 July 2020 deadline.

#### **128.4 Playing Fields**

**a) Playbark edging and top up works (Item 20/116.1)** – The Clerk reported that the works, at the main play area, had been completed at the end of July. It was agreed to include an item on the September meeting Agenda to consider the provision of a formal specification for all future works

**b) Bannister Green play area fence (Item 20/116.2)** – Members noted that the replacement of the fence was scheduled for early September 2020. It was agreed that the damaged picnic table within the play area would be removed and a new picnic table would be purchased to replace it in Spring 2021. The Clerk would obtain costings.

**c) Willows Green play area (item 20/116.4)** – Members noted that the goalpost had been removed and refurbished and it would be re-erected in the next few weeks. No further reports of anti-social behaviour had been received.

**128.5 Flooding at Causeway End (Item 20/123.1)** – The Clerk had sent the agreed letter to County Cllr Simon Walsh with copies to Kemi Badenoch MP and the District Councillors. County Cllr Walsh was awaiting an update from ECC Highways. Kemi Badenoch MP had offered to contact ECC and ask what further action could be taken. Members unanimously agreed to accept this assistance.

**128.6 Parking Enforcement visits (Item 20/72.6)** – The Clerk had received notification from the NEPP that Enforcement visits would recommence in September 2020, subject to any changes in Government Guidance in the interim. As a gesture of goodwill the NEPP had offered to undertake the 2020-21 visits as part of the 2019-20 contract with no additional cost to the Council. Members unanimously agreed to accept this offer with gratitude.

**128.7 New Street Light Electricity Contract with E-On (Item 20/ 92.3)** – Members noted that the final cost of the agreed 24 month contract with E-On was £15.153p per kWh plus 57.808p per day standing charge.

**128.8 Potholes repairs** – Members were pleased to note that the extensive series of potholes along the northern edge of the Road with No Name at Bannister Green had now been repaired.

20/129

#### **District and County Councillor Reports**

**129.1 District Councillor's Report** – Members noted the Report for August 2020 which included the following topics: UDC resolutions on the 3 major issues of (i) Equality, Inclusion and Diversity (ii) Fireworks and (iii) Water and Rivers. In particular water supply and river health would become material considerations of sustainability when assessing major applications for development and when developing the District Local Plan : the setting up of the Local Plan Leadership Group working party: the impending Government announcement regarding a reform of the planning system and the availability via the UDC website of help and guidance to businesses and charities as they emerge from the Covid-19 lockdown.

It was noted that the 2005 UDC Local Plan remains valid and a binding document but some policies/data within it have become out of date in the intervening years.

**129.2 County Councillor's Report** – Members noted the August Report from County Cllr Simon Walsh which included the following topics: the closure of Finchingfield bridge from 17 August for 11 days : the launch of a 2020 'member-led' pothole initiative: details of the phased re-opening of Registration Services: a virtual meeting of the Leaders and CEO's of all Councils (at District level and above) in Essex plus the Police, Crime and Fire Commissioner to discuss the future of Local Government across the county: Essex Care Homes to re-commence visits from relatives: Concessionary Bus Pass hours to return to normal: ECC to receive Government funding totalling £26m for infrastructure projects to help the county's economy bounce back from Covid-19: support for those in fuel poverty and the launch of the ECC Locality Fund for 2020-21.

20/130 **Correspondence**

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

**130.1 Diversion Order for FP73 near Potash Farm, Cobblers Green** – Members noted that this diversion had been confirmed by ECC.

**130.2 Replacement footbridge on FP59 at Felsted Mill** – After nearly 2 years of closure because of its dangerous state, Members noted that ECC had scheduled to replace the rotted footbridge adjacent to Felsted Mill in September 2020. The owner of the Mill had requested a meeting with County Cllr Simon Walsh to discuss an alternative solution but was awaiting a response. He had therefore asked the PC to assist in arranging this meeting. It was agreed that the Clerk would arrange a site meeting with County Cllr Simon Walsh, the PC Chairman and the houseowner as soon as practicable.

**130.3 Ownership of lane off Stebbing Road leading to Horstages Farmhouse** – Gigaclear were wishing to establish ownership of the above access lane. Cllr Graham Harvey agreed to make some enquiries.

**130.4 UDC Housing Market Data for July 2020** – Members noted this document which had been circulated.

20/131 **Finance**

**131.1 Payments** – The list of payments on page 7 were approved. Members noted that the RFO had undertaken considerable research on the options for making payments via internet banking and this would be considered in detail at the September PC meeting.

**131.2 Receipts** – Members noted the following receipts: £120 Felsted Focus advertising and £39.66 interest in the Nature Area Deposit Account with Barclays.

**131.3 Crix Green Mission works** – Holmbuild Ltd, who were undertaking the works at Crix Green Mission, had submitted a schedule of stage payments required to complete the works. Members noted the details as follows:

Stage 1 – Start up works £10,000 plus VAT due on 6 July 2020

Stage 2 – Completion of footings and oversight £15,000 plus VAT due on 31 July 2020 (Both these payments were approved at 20/131.1 above)

Stage 3 – Works up to plate height £15,000 plus VAT

Stage 4 – Roof on final payment £3732.50 plus VAT

To avoid any delays in payment it was proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox and unanimously agreed to pre-approve the remaining Stage 3 and Stage 4 payments.

**131.4 AdvantEdge IT Systems quotes for planning package** - Members considered quotes for a 3 and 5 year Contract from AdvantEdge. It was proposed by Cllr Richard Freeman, seconded by Cllr Alec Fox and unanimously agreed to approve a 5 year Contract at a cost of £147.00 plus VAT per annum.

**131.5 Community Initiative Fund grant application** – Members noted that the Asst Clerk had received the quotes for the proposed play equipment at the Willows Green play area and would be submitting the application form once all the necessary paperwork was in place.

**131.6 Felsted Community Trust** – Members noted that an informal introductory meeting had been held on 21 July 2020 between parish councillors, trustees and the doctor's surgery to discuss their respective views going forward.

20/132 **Coronavirus situation**

**132.1 Re-opening play areas** – See Item 20/125.2 above.

**132.2 Re-opening football pitches** – Members had agreed to the re-opening of the football pitches the previous weekend following a request from Felsted Rovers. FA Guidance was being followed and the pavilion would only be used for strictly limited access to the toilets, in accordance with Government Guidelines.

**132.3 PC Covid-19 Helpline** – With Covid-19 restrictions being eased, no calls had been received to the Helpline in the last month. In the circumstances, it was agreed to suspend the Helpline service but it would be re-instated if restrictions were tightened again in the future. Cllr Roy Ramm would notify all the volunteers of the situation and thank them for their collective efforts which had provided much needed support to the residents of Felsted during a very difficult period.

20/133 **Ownership of land between The Swan and Station Road, Felsted**

Following the results of a Land Registry search, Councillors unanimously agreed to approach a local solicitor and voluntarily register this land.

20/134 **Chairman's Matters**

**134.1 Crix Green Mission works** – The trustees of Crix Green Mission had been dealing with various issues arising from the building works. It had been decided to contrast the new and the original parts of the building in the finish of materials so wood grained UPVC doors and windows would be used in the extension. Members noted that the current contract with Holmbuild Ltd only covered the construction of the shell of the extension. It was agreed to include an Agenda Item for the September meeting to discuss the subsequent fitting out of the shell.

20/135 **Clerk's Matters**

**135.1 Vacancy re public toilets and car park** – Members discussed the practicality of re-opening the public toilets as no one had yet come forward to open/close and clean the toilets. It was agreed to obtain quotes from commercial companies for cleaning the toilets and consider this again at the next meeting. A notice would also be placed on the toilets explaining that they were remaining closed because of the vacancy which might encourage a local resident to come forward.

**135.2 Assets of Community Value** – The Clerk confirmed that the 5 expiring Assets of Community Value (Allotments, Bannister Green, Ravens Crescent play area, Willows Green play area and the main playing field) had been re approved by UDC on 14 July 2020.

**135.3 Art competition 2020** – Cllr Richard Freeman reported that the entries had been judged and winners would be informed, and prizes sent out, in the next few days to coincide with the distribution of Felsted Focus. The revised format (caused by Covid-19 restrictions) had resulted in fewer entries this year but the entries received were of a high standard. Members wished to thank Cllrs Richard Freeman, Frances Marshall and Graham Harvey for organising and judging the competition, in difficult circumstances.

**135.4 Repainting the Village Crest** – Cllr Roy Ramm volunteered to undertake this project and Members gratefully accepted his offer to repaint the Crest. The Clerk would research details of the Crest and the most appropriate materials to be used. The Village Attendant would be asked to take down the Crest and deliver it to Cllr Ramm. [CLERK'S NOTE: Removal risk assessed as requiring 2 workers using ladders]. The Village Attendant would then re stain/ varnish the post and clean the base before re-erecting the Crest when the work is complete.

**135.5 Allotment fencing and gate** – The Clerk reported that the materials had been ordered and the work was expected to be undertaken in the next few weeks.

20/136 **Planning Applications and Decisions**

**136.1 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING**

UTT/20/1020/FUL **Riverside Books Ltd, Pyes Farm, Mole Hill Green**

Demolition of existing B8 (storage and distribution) use buildings and erection of new B8 use buildings.

**Permission Granted 8 July 2020**

UTT/20/0072/LB **George Boote House, Chelmsford Road, Felsted**

Internal alterations and refurbishment (Ground Floor Only) including the addition of new toilets to ground floor restaurant.

**Permission Granted 16 July 2020**

UTT/20/0757/DFO **Land West Of Maranello, Watch House Green**

Details following outline application UTT/18/1011/OP (granted under appeal ref: APP/C1570/W/18/3210501) for 28 dwellings. Details of appearance, landscaping, and scale.

**Permission Granted 23 July 2020**

**136.2 APPEAL DECISION RECEIVED SINCE PREVIOUS COUNCIL MEETING**

UTT/19/2572/OP **Land At 39 Evelyn Road, Willows Green**

Outline application with all matters reserved for the demolition of outbuildings and the erection of 3 no. one and a half storey chalet style dwellings, replacement garage to parent property and associated works **Appeal Allowed 14 July 2020**

**136.3 APPLICATIONS TO BE CONSIDERED AT 18 AUGUST PLANNING MEETING**

UTT/20/1818/HHF **Farley House, Braintree Road, Felsted**

Proposed vehicular access

**UTT/20/1696/LB Three Horse Shoes, Bannister Green**

Proposed repair works to existing sole plate, replacement lime render to entire front elevation and proposed installation of 1 no. air source heat pump to external wall

**UTT/20/1596/OP Land At Maranello, Watch House Green**

Outline application, with all matters reserved accept for access, for the demolition of part of existing building and the erection of 7 no. dwellinghouses

**136.4 OTHER PLANNING MATTERS**

**a) 150 Dwellings Land off School Lane, Rayne BDC/19/01326/OUT Appeal -**

Cllr Andy Bennett reported that this application had been refused on appeal.

**b) Cobblington and Concord Farm, School Road, Rayne UTT/19/3120/OP -** Members

noted that this application, to demolish one dwelling and outbuilding and replace with 5 dwellings, which had been refused by UDC had now been submitted to Appeal.

**20/137 Local Plan updates**

**137.1 Uttlesford and Braintree** – Both these Local Plans were at an early stage and there had been no further updates.

**20/138 Sunnybrook Farm site – Planning application update**

Cllrs Frances Marshall and Joyce Stoddart declared prejudicial interests in this item and left the meeting.

Members noted that the planning application for this site had now been submitted to UDC. A separate application will be submitted for the proposed footpath diversion which is included in the plans. Members agreed that the plans complied with the needs as set out in the Felsted Neighbourhood Plan, including the provision for the car park to be used for school activities during the day (courts to be marked out). The application will be considered in greater detail at the next FPC Planning Committee meeting and any Councillors not on the Planning Committee should forward any comments to the Chair, Cllr Andy Bennett, for consideration.

**20/139 Urgent matters and future Agenda items**

**139.1 Felsted Memorial Hall** - Cllr Alec Fox, the PC Representative on the Memorial Hall Committee, passed on the Committee’s thanks to the PC for arranging for the hedge adjacent to the footpath next to the Memorial Hall to be cut back. He also informed Members that the Committee had agreed to take away the litter bin on the front of the hall.

**139.2 Councillors 6 month rule** – Members were reminded that if they failed to attend meetings or take part in Council business for a period of more than 6 months they would be automatically barred from retaining their seat on the Council. This rule had not been relaxed because of the Covid-19 situation.

**139.3 Felsted Focus proof reading** – Members praised the magazine for its excellent content but felt that the standard of the proof reading could still be improved. Cllr Penny Learmonth would pass on the details of a trained local resident, who would be willing to undertake the proof reading on a voluntary basis, to the magazine Editor.

The meeting closed at 8.02pm

Next Meetings: Planning Committee meeting: Tuesday 18 August online at 6.00pm  
Council meeting: Wednesday 2 September online at 6.00pm

..... 2 September 2020 Chairman

## Correspondence Summary – August 2020

1. Coronavirus situation - Regular updates on the evolving Coronavirus situation have been received from ECC, UDC, EALC and NALC and other companies and organisations.
2. UDC – Hackney Cab and Private Hire licence consultation – Proposal for each driver to register with Enhanced DBS service Deadline 23 August 2020 - Official postal address for plot between Seabrooks and Little Seabrooks is Stockbrook House, Braintree Road, Felsted CM6 3JZ - Big Butterfly Count (citizen science survey) from 17 July to 9 August 2020
3. ECC – Confirmation of Diversion Order - Footpath 73 near Potash Farm, Cobblers Gn - Highways Highlights – June 2020 (circulated to Cllrs 27 June) - Temporary closures of: Garnetts Lane from 12 August for 3 days (BT) : Cock Green Road from 24 August for 3 days (BT) : Garnetts Lane from 28 Sept for 3 days (Affinity Water)
4. CCC Local Plan – Statement of Community Involvement consultation Deadline 18 August 2020
5. E-On MUGA electricity contract renewal due 15 September 2020
6. Replacement footbridge at Felsted Mill, Mill Road, Felsted – Copy letter from householder to County Councillor Walsh.
7. Gigaclear Broadband – Enquiry re ownership of lane off Stebbing Road to Horstages Farmhouse
8. Environment Agency – Nuclear Regulation News – Bradwell B consultation response
9. Chelmsford North Eastern Bypass Scheme – newsletter/update
10. RCCE – Essex Warbler – July 2020
11. CPRE – Campaigns update – July 2020
12. Superfast Essex – July update
13. ECC Highways – Church Farm culvert works Stebbing – Re-opened 30 July 2020
14. UDC – Uttlesford Housing Market Data – July 2020

## Unpaid List – August 2020

Supplier	Date	Memo	Amount	Cheque no.
B&Q Braintree	14/05/20	Plywood sheet for Ban Gn tower Q payable D Smith	20.00	
	02/07/20	2x padlocks for playing fields -Q payable D Smith	<u>22.00</u>	
			42.00	102960 PART
Command Pest Control	07/07/20	Rodent control visit	54.00	102959
Currys plc	09/07/20	Printer inks – Q payable D Smith	96.97	102960 PART
D M B Smith	31/07/20	Clerk's salary – July 2020	1173.03	
	28/07/20	Clerk's expenses – July 2020	<u>40.59</u>	
			1213.62	102960 PART

Daniel Plunkett	27/07/20	RFO Expenses – July 2020	31.20	
	31/07/20	RFO salary – July 2020	<u>227.92</u>	
			259.12	102961
Dunmow Fencing Supplies	02/07/20	Replacement fence at Bannister Gn play area	1776.44	102962
EALC	03/07/20	Playground guidance webinar – G Harvey	48.00	102963
E.ON	02/07/20	Street light electricity – July 2020	270.32	
	16/07/20	MUGA electricity – July 2020	7.91	
	16/07/20	Pavilion electricity – July 2020	<u>21.69</u>	
		Total E.ON	299.92	Direct Debit
Giffords Recycling Ltd	23/07/20	Playbark for play area – 30 cu metres	1500.00	102964
Heather Read	31/07/20	Asst Clerk salary - July 2020	648.27	
	27/07/20	Asst Clerk's expenses - July 2020	<u>23.14</u>	
		Total Heather Read	671.41	102965
Holmbuild Ltd	06/07/20	Crix Green Mission extension - Stage 1 payment	12000.00	102956
	16/07/20	Removal and replacement of surround for playbark	2700.00	102966
Janus Contract Services Ltd	14/05/20	Posts/post mix for play area repairs Q payable D Smith	43.20	102960 PART
JCM Services	15/07/20	Churchyard grass cutting Cut 2 of 4	944.40	
	15/07/20	Nature Area – Cutting footpaths and frontage 2 of 4	270.00 *	
	22/07/20	Spread playbark at play area	804.00	
	15/07/20	Village grass cutting Cut 1 of 4	<u>2058.00</u>	
			4076.40	102967
Keith Martin Felsted P3	10/07/20	Brushcutter service and repairs	200.10	102968
Proofnow	26/07/20	Proof reading Felsted Focus – August 2020	30.00	102969
PLUS: Paul Clark Printing Ltd		Printing Felsted Focus - August 2020	549.00	102970
S Barnard		Village Attendant – July 2020	625.00	102971
Holmbuild Ltd		Crix Green Mission extension – Stage 2 payment	18000.00	102972
Edge IT Systems Ltd		5 year AdvantEdge contract (Planning package)	176.40	102973
Felsted Memorial Hall		Contribution to toilet improvement works	500.00	102974
ZAP Distribution		Distribution of Felsted Focus – August issue	234.00	102975
Halo Signs		Covid-19 signage for playing fields	158.40	102976
G M Harvey (Contract Farming)		Padlock/chain for gate and refurbishment of goalpost at Willows Green play area	308.40	102977
Richard Freeman		Art competition prizes (re-imburement)	160.00	102978
Janus Contract Services Ltd		Materials for allotment fencing and gate	678.18	102979
Ron Chapman		Unlocking car park – July 2020	62.50	102980

NOTES::

Cheque 102957 – R Barnard £100 – Replaced 102950 lost in post

Cheque 102958 – S Barnard £550 – Replaced 102951 lost in post

Cheque 102960 - Diane Smith TOTAL £1395.79

Cheque 102967 – includes £270 for Nature Area payments, to be re-imbursed from Metro Bank at a future date \*