

FELSTED PARISH COUNCIL

Minutes of the 1081st meeting held on 2 September 2020 at 6:00 pm using the Zoom online platform

Present: Councillors Graham Harvey, Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, Roy Ramm, Richard Silcock and Joyce Stoddart. District Councillor John Evans and Sandi Merifield were also present along with 3 members of the public.
In attendance: The Clerk, the Assistant Clerk and the RFO.

20/140 **Apologies for Absence and Declarations of Interest**

Apologies for absence had been received from Councillors Peter Rose and John Moore and County Councillor Simon Walsh. There were no Declarations of Interest.

20/141 **Public Forum**

141.1 Waste Bin/Church porch - The large waste bin for the church porch remains on order. An ordinary sized bin will be ordered and put in the church arch in the interim. The smaller bin will be moved to the gazebo in the playing field once the larger sized bin has been received.

141.2 White hatched area between the Alms Houses/The Chequers - It was agreed at the October 19 Parish Council Meeting (Minute 19/185.1) that the white hatched area, to deter parking between the Alms Houses and The Chequers, would be repainted. The Village Attendant will be asked to prioritise this task.

141.3 Seat outside Alms Houses – The seat appears to be broken. The Clerk / Village Attendant will inspect it.

141.4 Trees outside doctor's surgery – These appear to be dying off. The tree warden will be asked to inspect them.

141.5 Replacement Tree on Memorial Hall Field - This is leaning over at an angle and the stakes are ineffective. Clerk will contact North End nurseries to see what they can suggest.

141.6 Edwards House site signs - In March 2020 the Parish Council reported that the footpath fingerpost and toilet sign were to be replaced at the developer's expense. (Minute 20/48.7) The footpath replacement fingerpost should be provided by ECC. Once that is in place the new toilet sign will be ordered to go on it.

20/142 **Minutes of Meeting 1080 held on 5 August 2020**

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

20/143 **Minutes of the Planning Committee meeting on 18 August 2020**

These Minutes were noted and will be formally approved at the next meeting of the Planning Committee.

20/144 **Matters arising from the August Council meeting**

144.1 Re-instatement of Bannister Green grass outside the Mission Hall (Item 20/125.3) – A quotation of £474 inc vat was obtained from JCM Services for completion of the remedial works comprising of killing weeds, laying topsoil and sowing grass seed.

The owners of the Mission Hall have also been contacted and confirmed that they have already sprayed the weeds. They will repeat the spraying and sow grass seed. They thanked the PC for their ongoing support and patience.

144.2 Approval of the 2019-20 Audit Return (Item 20/128.3) – PKF Littlejohn have confirmed that they received all of the paperwork and Audit Return. The deadline for their response is early November.

144.3 Flooding at Causeway End (Item 20/128.5) – Kemi Badenoch MP had contacted Essex County Council to expedite action on this matter. The ECC response to her (from County Cllr Simon Walsh), assured her that ECC are aware of the issues at the location and that ECC floods team are liaising with the landowner in an attempt to resolve the matter. They have requested an urgent meeting with the landowner and if a reply is not received ECC will consider commencing enforcement action. An update will be requested from Cllr Walsh before the next PC meeting.

144.4 Replacement footbridge on FP59 at Felsted Mill (Item 20/130.2) – The Clerk had attempted to arrange a site meeting, however County Cllr Simon Walsh responded to say that ECC had decided to replace the footbridge. Cllr Walsh has since been made aware that the landowners wish to build a new, accessible footbridge and apply to divert the footpath by 7 metres onto the new bridge. The landowners have submitted a planning application for this. Felsted PC's Planning Committee have requested that the original ECC application be called in to UDC should the planning officer be minded to approve it as the PC considers the alternative proposal to be a far better option as it improves accessibility of the crossing.

144.5 Community Initiative Fund grant application (Item 20/131.5) – The Asst Clerk confirmed that the application had been submitted.

144.6 Repainting the Village Crest (Item 20/135.4) – The Village Attendant has taken down the Crest for repainting, which will be undertaken by Cllr Roy Ramm. The horizontal oak cross member is rotten and the vertical oak post and support are also in poor condition. Cllr Richard Freeman volunteered to obtain a quote for replacing the timber structure which is likely to cost several hundred pounds.

144.7 Parking Enforcement visits (Item 20/128.6) – The clerk had received the term dates from both Felsted School and the Primary School and has submitted them to NEPP. A firm schedule of their visits is awaited.

20/145 **District and County Councillor Reports**

145.1 County Councillor's Report – Members noted the September Report from County Cllr Simon Walsh which included the following topics: the return to normal hours for the special concessionary bus pass scheme; walking and cycling 60 day challenge; encouraging parents to take their children to school in a more active manner; A level and GCSE results and the re-opening of schools.

145.2 District Councillor's Report – Members noted the Report for September 2020 which included the following topics: Two Government Planning Initiatives (1) Housing Numbers to be built in each district. (2) Zoning the planning system by designating planning into three categories (The Planning Committee will respond to both of these consultations) and the Stansted Airport appeal against UDCs decision not to allow an increase in passenger numbers. This appeal is not expected to be heard for several months.

20/146 **Correspondence**

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

146.1 Local Council's Liaison Forum meeting on 15 September (Zoom) – Clerk to attend.

146.2 Local Heritage List review - No requests to include any local notable features had been received.

146.3 Stopping Up Order of part of byway 101 at Willows Green has been made

146.4 Flich Green resident copied PC into a letter he sent to Flich Green PC asking for the speed limit on the main road into Felsted to be reduced from 40 to 30 mph.

146.5 Email from a resident of Players Court regarding a flooding problem after heavy rainfall. The Clerk would provide the requested information.

146.6 Thank you letter from Joy Derby of EALC to all PCs for contributing to her retirement gift.

146.7 Lord Lieutenant of Essex re nominations for the Honours List particularly with reference to Covid-19. The Chairman would contact the Clerk to discuss this further.

146.8 National Salary Award Scales for 2020-21 – Members noted the Local Government Pay Agreement. It was agreed that staff pay rates should be adjusted accordingly and that staff with less than 5 years' service should also be entitled to one extra days annual leave per year (pro rata for part time employees). All changes would be backdated to 1 April 2020.

20/147 **Finance**

147.1 Payments – The list of payments on page 8 were approved.

147.2 Receipts – Members noted the following receipts: £245 Felsted Focus advertising and

£10,000 from the Crix Green Mission Hall Trust for their contribution towards the works.

147.3 Crix Green Mission works –Contract to undertake fitting out of the shell -The ground works have been completed and the bricklaying has commenced. Quotes will be obtained for the fitting out and this will be taken to the next Finance Committee Meeting.

147.4 CCTV Renewal of maintenance agreement with Videcom - The renewal quote for the annual maintenance agreement for the village's 2 CCTV cameras has been received from Videcom at a cost of £390 plus vat. This represented an increase of £10 (2.5%) on the previous year. It was proposed by Cllr Alec Fox and seconded by Cllr Francis Marshall to renew the contract with Videcom. This was approved unanimously.

147.5 Online banking options – Members considered various options contained in a report pre circulated by the RFO. Option 4 Barclays.net , an on-line banking system, was proposed by Cllr Roy Ramm and seconded by Cllr Richard Freeman. This was approved unanimously. This system will enable the RFO to set up payments online which would then be authorised online by 2 separate Councillors. There will be a monthly charge of approximately £20 plus payment fees to operate this account.

The RFO will progress this with Barclays and contact all suppliers to ensure that the PC have their bank details.

20/148 **Coronavirus situation**

148.1 Resumption of football matches - Rayne Youth football team wish to recommence matches. Felsted Rovers are to start their league matches. The PC agreed that due to social distancing the pavilion will only be used for strictly limited access to the toilets. Due to the risk of legionnaires disease the Clerk will put up warning signs stating that showers/taps must not be used.

148.2 Football Posts/Nets - Members were advised that Felsted Rovers had requested permission to install posts with high netting on the main playing field to stop balls landing in the hedging. Members agreed that the posts can be erected permanently but that the netting must be up only for the duration of matches. Maintenance of both posts/nets to be the responsibility of Felsted Rovers.

148.3 Cancellation of Dog Show - Members were advised that the dog show scheduled for Sunday 6th September was cancelled due to the Coronavirus situation.

20/149 **Approve new Council Policies**

149.1 Reserves Policy – The Clerk had circulated a draft Reserves Policy to Members. Proposed by Cllr Andy Bennett and seconded by Cllr Francis Marshall. This was approved unanimously.

149.2 Document Retention Policy – This will be reviewed at the next PC meeting.

20/150 **Approval of Contract for RFO**

The Clerk will investigate whether Data Protection/GDPR clauses need to be included in staff contracts. The contract for the RFO will be brought to the next PC meeting for approval.

It was agreed that, with all staff currently working from home, risk assessments should be undertaken in accordance with the terms of staff contracts. The Chairman and Clerk would liaise to undertake these before the next Finance Committee meeting.

20/151 **Playing fields – Delay to replacement fence works at Bannister Green**

The Asst Clerk advised that due to a shortage of raw materials the installation of the new fence at Bannister Green will be delayed until at least October.

20/152 **Churchyard Working Group meeting on 20 August 2020**

152.1 New boundary wall adjacent to Braintree Road - Councillors Penny Learmonth and Peter Rose met the Clerk at the churchyard, observing social distancing regulations. The WG approved the plans drawn up for the new boundary wall. These plans will be sent out for tender. The Clerk/Asst Clerk will submit a planning application to UDC.

152.2 Wildlife Area - The WG agreed to reduce the size of the wildlife area on the western side by approximately 25 feet, to allow better access to the graves in that area. The PC agreed to ask JCM Services for a quote to clear the area and set it with grass seed.

Members noted how good the churchyard looked, largely due to the high standard of work being undertaken by JCM Services.

- 20/153 **Chairman's Matters**
153.1 Abandoned Car alongside Flitch Way - This has been on the Rayne/Felsted border near Graunt Courts for a considerable amount of time. The Clerk will contact Rayne Parish Council/BDC/UDC to discuss removal.
153.2 Goal Posts at Willows Green – These will be re-erected in the next few weeks.
153.3 Woodley's Car Park – The re surfacing is due to be carried out in the near future.
153.4 Passing Place in Jolly Boy's Lane North - The Clerk is obtaining a second quote.
153.5 Dumped rubbish at Molehill Green - This has not yet been collected. The Clerk will chase UDC.

- 20/154 **Clerk's Matters**
154.1 Quotes to clean the public toilets – The Clerk is meeting a commercial company on site to obtain a quote for the cleaning. An expression of interest has been received for the position of locking/unlocking the toilets/car park.
154.2 Review of allotment rodent control - The Clerk will obtain quotes from Command Pest Control and one other company for 3 monthly visits.
154.3 Assistant Clerk vacancy - This will be advertised through the EALC and in the Felsted Focus. Cllr Andy Bennett will also put the advertisement on the website.
154.4 Felsted Community Trust – Trustees met on 25th August. They agreed to appoint a professional negotiator to work on behalf of the Trust in a dialog with the doctors, the District Valuer and the CCG. It was suggested that a cap should be placed on the cost of engaging a professional advisor.
The trustees agreed unanimously to proceed in the opening of a bank account for the Trust. The minimum balance required to enable the Trust to be registered with the Charity Commissioners is £5000. The balance of funds from the Neighbourhood Plan Group will be used and any shortfall will be met by the PC.
154.5 Emergency Plan – This will be a simple document. Asst Clerk will prepare.
154.6 Future works specifications – Full technical specifications are required when the PC goes out to tender. The Clerk and Cllr Graham Harvey will meet to discuss further. The Clerk will draft an article requesting any suitably qualified residents to volunteer to provide such assistance. The article will be placed on noticeboards, the website and in the parish magazine.
154.7 Replacement of mobile VAS sign- The VAS sign in Station Road is broken and not repairable. The local Highways Panel have indicated that they are not in a position to replace it because of budget constraints. The Clerk has obtained two quotes from reputable UK based companies to supply a new VAS sign. Quotes were in the region of £3500 to £4000. The purchase of a post for £125 would enable the sign to be moved to other locations within the village. This will be discussed by the Finance Committee at their next meeting.

- 20/155 **Planning Applications and Decisions**
155.1 APPLICATIONS TO BE CONSIDERED AT THE 15th SEPTEMBER PLANNING MEETING
UTT/20/2139/HHF **Foxgloves Bannister Green**
Erection of single storey rear extension
UTT/20/2123/HHF **17 Chestnut Walk Garnetts**
Proposed Single Storey Rear Extension
UTT/20/2058/HHF/UTT/20/2060/LB **The Mill Mill Road Felsted**
Replacement and relocation of footbridge
155.2 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING
UTT/20/1442/HHF **Foresters Jollyboys Lane North**
Proposed alterations and extensions
Permission Granted 28th July 2020
UTT/20/1353/FUL **Gate Cottage Cock Green Road**
Erection of 1 no. detached dwelling (amended scheme to that previously approved under planning permission UTT/18/3038/FUL)
Permission Granted 6th August 2020

UTT/20/1329/HHF Pine House Chelmsford Road

Proposed demolition of building to rear and erection of storey front and rear extensions to dwelling including conversion of garage.

Permission Granted 6th August 2020

UTT/20/1432/HHF Mariskalls Mill Road

Proposed 3-bay detached garage, with first floor accommodation for home office/studio

Permission Granted 11th August 2020

UTT/20/1328/HHF 29 Ridley Green Hartford End

Proposed raising of height of garden wall to 2.6m and a 0.4m trellis

Permission Granted 12th August 2020

UTT/20/1462/HHF Corn Barn Cobblers Green Causeway End Road

Erection of garage / cart lodge.

Permission Granted 13th August 2020

UTT/20/1144/FUL Brook Cottage Gransmore Green Lane

Construction of a single dwelling, with parking, garden space and associated development

Permission Granted 18th August 2020

UTT/20/1148/LB / (UTT/20/1147/HHF) Brook Cottage Gransmore Green Lane

Proposed demolition of existing attached garage and replacement with new single storey extension. (Erection of detached garage.)

Permission Refused 21st August 2020 "will result in an accumulation of built form that is not sympathetic with the historic core of the listed building resulting in harm to the character and appearance of the Grade II listed building."

storey extension.

UTT/20/1647/HHF Mulbury House Bannister Green

Amendments to existing porch and change of roof to existing ground floor extension.

Permission Granted 21st August 2020

UTT/19/2225/HHF/ UTT/19/1848/LB Cressages 2 Cressages Close Bannister Green

Extension and conversion of integral garage into bedroom/bathroom. Erection of veranda/decking area.

Permission Granted 24th August 2020

UTT/20/1562/HHF Brooklands Stebbing Road

Proposed two storey and single storey side and rear extensions, alterations and landscaping

Permission Granted 25th August 2020

UTT/20/1395/HHF/ UTT/20/1396/LB Beacons Cobblers Green Causeway End Road

Proposed single storey rear extension

Permission Refused 25th August 2020 "proposed extension in addition to the previously approved additions will result in undue overbearing to the historical host dwelling."

155.3 APPEAL DECISION RECEIVED SINCE PREVIOUS COUNCIL MEETING

19/01326/OUT Land Off School Road Rayne

Outline application for residential development of up to 150 dwellings including affordable homes, with areas of landscaping and public open space, including point of access off School Road and associated infrastructure works.

Appeal Refused 31st July 2020

20/156 Other planning matters

156.1 Local Plan update - North Essex Garden Community Partnership – Members noted that the recommendations made by the Inspector with regard to Section 1 of the BDC Local Plan have been accepted and NEGC are going forward with a single new Garden Community near the Colchester/Tendring border.

156.2 Stansted Airport planning application appeal - SSE are one of three main organisations presenting to the inspector at the appeal. SSE are publicly funded volunteers and

they are doing a call for funding to cover the costs. It was suggested that the PC donate £1000 to SSE for this purpose. This will be put on next month's agenda for discussion.

156.3 Planning for the Future Consultation – The Government's White Paper on 'Planning for the Future' will be considered at the next Planning Committee

20/157 **Urgent matters and future Agenda items**

157.1 Tree Planting Initiative – UDC are inviting councils to submit native tree and/or hedging planting proposals on land in their ownership. Possible suggested sites included: Watch Green - a triangle of 3 slim trees such as birch; Willows Green Playing field –a clump of 3-4 silver birch; Nature Area - 9 fruit trees and two hornbeams. The Clerk will contact UDC to put in a request.

157.2 Felsted School – They have confirmed that cut tree trunks around their playing field are a temporary measure to stop travellers gaining entry to the school site. The School are looking into erecting permanent low wooden fencing in place of the tree trunks.

The meeting closed at 8.30pm

Next Meetings: Planning Committee meeting:	Tuesday	15 September online at 6.00pm
Council meeting:	Wednesday	7 October online at 6.00pm

..... 7 October 2020 Chairman

Correspondence Summary

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 – Local Council's Liaison Forum meeting – 15 September at 7.30pm (Zoom) - Consultation on Local Council Tax Support scheme for 2020-21 Deadline 18 Sept - Local Heritage List review
3. ECC – Local Government Reform proposals - Highways Highlights – July 2020 -Temporary closure of: Cock Green Road from 21 August for 1 day (BT)
4. EALC – AGM on 24 September at 10.00am (via Zoom)
5. Dept for Transport – Made Order for Stopping Up part of Byway 101 adjacent to 16 Evelyn Road, Willows Green
6. Request from Flitch Green resident to support the reduction of the speed limit, from 40mph to 30 mph, in Station Road between Felsted sewage works to beyond the Flitch Way crossing point (Suggest consideration by Highways Committee at their next meeting)
7. Players Court flooding problem – Query regarding ownership of field beside water tower
8. E-mail from Felsted Memorial Hall, thanking the PC for their recent donation towards the improvement work on the hall toilets
9. BT – Call price increases from 1 September 2020
10. RCCE – Essex Warbler – August 2020
11. CPRE – Countryside Voices - Summer 2020
12. SLCC – The Clerk magazine July 2020

Unpaid List – September 2020

	Date	Num	Memo	Open Balance	Cheque Number
BT					
	22/08/2020	Q003 BS	Telephone and broadband - 01/08/20 to 31/10/20	164.60	
Total BT				164.60	Direct Debit
D A Dempsey					
	28/08/2020	Aug20	Hammerite and wood stain for 2x new tubs	24.00	
Total D A Dempsey				24.00	102981
D M B Smith					
	28/08/2020	Aug 2020	Clerk's expenses £17.03 - Aug 2020	17.03	
	31/08/2020	Aug20	Clerk's salary - August 2020	1,173.03	
Total D M B Smith				1,190.06	102982 (PART)
Daniel Plunkett					
	31/08/2020	Aug20	RFO salary - August 2020	227.92	
	31/08/2020	Aug 2020	RFO Expenses - Aug 2020 - Mileage 20 miles	9.00	
Total Daniel Plunkett				236.92	102983
E.ON					
	01/08/2020	H18C324A62	AC # 0113 9823 6360 - Street light electricity for 01/07/20 to 31/07/20 - MPAN 1013095287825 - U...	279.34	
	16/08/2020	H18D1C817E	Ac # 0132 6195 8940 - MUGA electricity for period 14/07/20 to 14/08/20 - MPAN 1030072525215 - Me...	8.17	
	16/08/2020	H1098DA699	Ac # 3605 5026 48 - Pavilion electricity 14/07/20 to 14/08/20 - MPAN 1012485770570 - Meter # D11...	13.93	
Total E.ON				301.44	Direct Debit
Heather Read					
	28/08/2020	Aug 2020	Asst Clerk's expenses - Aug 2020 - Zoom subscription, Laptop cloud backup renewal, Land Registry...	97.09	
	31/08/2020	Aug20	Asst Clerk salary - August 2020	648.27	
Total Heather Read				745.36	102984
Nicholas Smith					
	20/08/2020	20Aug20	Repair of Clerk's laptop (Cheque payable to DMB Smith)	176.99	
Total Nicholas Smith				176.99	102982 (PART)
Paul Clark Printing Limited					
	28/08/2020	25519	Printing Felsted Focus - September 2020	580.00	
Total Paul Clark Printing Limited				580.00	102985
Proofnow					
	23/08/2020	AD0025A	Proof Reading - Felsted Focus - Sep 2020	30.00	
Total Proofnow				30.00	102986
R Chapman					
	31/08/2020	Aug20	Unlocking toilets and car park 1 - 4 weeks - August 2020	50.00	
Total R Chapman				50.00	102987
Robert Barnard					
	28/08/2020	Repairs to Crest	Repairs to village crest	70.00	
Total Robert Barnard				70.00	102988
S P Barnard					
	28/08/2020	Aug 2020	Village attendant - Aug 2020 - 42 Hours @ £12.50	525.00	
Total S P Barnard				525.00	102989
Videcom Security Ltd					
	28/08/2020	TBC	Annual maintenance contract for CCTV Sept 2020-21	468.00	
Total Videcom Security Ltd				468.00	102990
TOTAL				4,562.37	
PLUS: ZAP Distribution	31/08/2020	INV-0593	Distribution of Felsted Focus - September 2020	234.00	102991
NOTES:					
102982 - to Diane Smith for expenses, salary and reimbursements - TOTAL £1367.05					
102990 - subject to renewal of maintenance contract for annual CCTV maintenance					