

FELSTED PARISH COUNCIL

Minutes of the 1083rd meeting held on 4 November 2020

at 6:30 pm using the Zoom online platform

- Present:** Councillors Graham Harvey, Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, John Moore, Roy Ramm. District Councillors John Evans and Sandi Merifield were also present along with 10 members of the public.
In attendance: The Clerk, 2 Assistant Clerks and the RFO.
- 20/179 **Apologies for Absence and Declarations of Interest**
Apologies for absence had been received from Councillors Peter Rose and Richard Silcock and County Councillor Simon Walsh. There were no Declarations of Interest.
- 20/180 **Public Forum**
180.1 Deep Puddles – These are particularly bad outside of the URC Hall and Merrybones in Braintree Road. The Clerk confirmed that both matters had been reported to ECC Highways on more than one occasion. Highways believe the problem re Merrybones is the drainage across the field. Previously Highways pumped out the culvert to resolve the issue. The Clerk will contact Highways and request that they repeat the procedure. The issue outside of the URC Hall is recurring and is to do with the pipework under the road.
180.2 Footpath Marker – The FP marker on FP61 off of Mill Road is rotten/broken. The Clerk will report it.
- 20/181 **Allotment Fencing Works** – Following significant thefts at the allotments council agreed to erect fencing/gates (minute 20/117) and work has commenced. Concerns were raised by local residents re restriction of access to the allotments. Cllr Roy Ramm will meet with a local resident at the allotments to look at the site and report back to next PC meeting. Meantime no further works will be carried out.
- 20/182 **Minutes of Meeting 1082 held on 7 October 2020**
The Minutes were unanimously approved. They will be signed by the Chairman when the Council next meets in person.
- 20/183 **Minutes of the Finance Committee meeting on 14 October and the Planning Committee meeting on 20 October 2020**
These Minutes were noted and will be formally approved at the next meeting of the respective Committees.
- 20/184 **District Councillors Report**
Members noted the Report for November 2020 which included the following topics: the new Local Plan, Stansted Airport Appeal and the Station Road Gladman Appeal.
- 20/185 **Matters arising from the October Council meeting**
185.1 Waste Bin in Church porch (Item 20/162.1) - The large waste bin for the church porch should be in place by the end of November.
185.2 White hatched area between the Alms Houses/The Chequers (Item 20/162.2) - The Village Attendant is still awaiting dry weather in order to perform this task.
185.3 Seat outside Alms Houses (Item 20/162.3) – Drier weather is also needed for the Village Attendant to inspect the seat.
185.4 Replacement Tree on Memorial Hall Field (Item 20/162.4) - North End Nurseries are awaiting larger stakes which they will use with rubber ties to pull the tree upright again.
185.5 Woodley's Car Park (Item 20/162.10) – The re surfacing works have been completed.
185.6 Future works specifications (Item 20/162.11) –The Clerk confirmed that an article had

appeared in the Felsted Focus. No responses had been received.

185.7 Coronavirus situation (Item 20/168) – The second national lockdown commences 5th November. Current advice is that play areas will remain open. Football will stop at local level. The MUGA will be closed to stop groups meeting.

185.8 Fire Extinguisher Annual Service (Item 19/188.1) has been carried out by Anglia Fire Protection at a cost of £65.52

185.9 PAT Test – (Item 19/239.1) Electrical Equipment Testing is now due. Clerk will contact BFR Electrical Testing to arrange.

185.10 UDC Tree Planting Initiative - (Item 20/157.1) The PC have been offered 19 trees for Watch House Green, Willows Green and the Nature Area. Delivery is expected during the 2nd week of December. The trees will be delivered to Cllr Graham Harvey.

20/186 **County Councillor Report**

Members noted the November Report from County Cllr Simon Walsh which included the following topics: Coronavirus, rates of infection and ECC response. Attention was also drawn to the availability of grants for small projects of local importance.

20/187 **Correspondence**

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

187.1 Local Plan – Mini consultation on the Local Plan

187.2 Visit Essex Website - PC to supply photos of Felsted for website update.

187.3 Footpath 59 - Temporary closure extended until May 2021.

187.4 Notice Board – Request from resident for notice board in Chelmsford Road (clerk will approach County Cllr Walsh for possible grant)

187.5 Abandoned Car in Woodleys Car Park - Clerk has reported this to UDC

20/188 **Filling of Councillor Vacancy**

Following permission given by UDC to co-opt, two extremely good candidates applied to join the PC. Each Councillor voted by e mail for their preferred candidate. Margaret Attwood received a majority of the votes cast and the Chairman accordingly invited her to join the council. She will be joining the PC at the December PC meeting.

20/189 **Finance**

189.1 Payments – The list of payments on pages 7/8 were approved.

189.2 Receipts – Members noted that there were not any receipts so far this month.

189.3 Felsted Community Trust - A Barclays Community Account is to be opened. Cllr Graham Harvey and Cllr Frances Marshall will be the initial signatories on the account.

189.4 Online banking update – It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously approved that Daniel Plunkett the RFO will be a signatory on the account in order to facilitate the setting up of online payments. It was noted that Cllr Graham Harvey and Cllr Roy Ramm will regularly check the bank statement reconciliations.

20/190 **Finance Committee Matters**

190.1 Approval of revised Financial Risk Assessment and Asset Register – Proposed by Cllr Roy Ramm, Seconded by Cllr Alec Fox and approved unanimously.

190.2 Approval of Felsted Nature Area Financial Policy - Proposed by Cllr Frances Marshall, Seconded by Cllr Alec Fox and unanimously approved

190.3 Approval of Crix Green Mission works contract to fit out the shell - Proposed by Cllr Richard Freeman, Seconded by Cllr Frances Marshall and agreed (7 in favour and 1 abstention)

- 20/191 **Other Finance Matters**
Felsted Focus Magazine Review of Funding – It was proposed by Cllr John Moore, seconded by Cllr Frances Marshall and approved unanimously to continue to financially support the village magazine until March 2021. The funding would then be reviewed.
- 20/192 **Staffing matters**
The PC noted the following staff appointments: Clare Schorah joined the PC as Assistant Clerk on 2nd November, Heather Read will take over the role of Clerk on 1st December. The current Clerk Diane Smith will retire on 31st December 2020. The RFO, Daniel Plunkett, had successfully completed his 6 month probationary period and his first Staff Appraisal had been carried out.
- 20/193 **Playing Fields**
193.1 Bannister Green Fence – The installation of the replacement fence has now been satisfactorily completed.
193.2 CIF grant application/additional play equipment at Willows Green play area – Asst Clerk confirmed that the Community Infrastructure Fund had awarded a £6000 match funded grant for the provision of additional equipment for the Willows Green play area. Members considered various options/suppliers contained in a report pre circulated by the Asst Clerk. The appointment of Creative Play to install a seesaw, a spinner, an adventure trail and two toddler springers at a cost of £12213 was proposed by Cllr Richard Freeman and seconded by Cllr Frances Marshall. This was approved unanimously.
- 20/194 **Causeway End flooding update**
ECC floods team have cleared the culvert. Concern was expressed that the problem may have been moved further downstream. The water course engineer is due to meet the landowner of the fields further downstream in November. It is hoped a date will be agreed to carry out further works as required.
- 20/195 **Chairman's matters**
195.1 County Broadband – This was due to be available some time ago but is still not in place. Residents wishing to cancel have been informed that they cannot, whilst cheaper contracts are being offered to new customers. Concern was expressed that several residents had been asked for substantial extra payments towards installation following the signing of their contracts. The PC will write to County Broadband/Super Fast Essex requesting clarity and asking what is happening (when will the service be ready and why residents are being asked for more money/not being allowed to cancel after such a delay) The letter will be copied to both District and County Councillors and the local MP.
195.2 The Chequers – The PC noted with sadness that Wendy Barker the landlady is retiring shortly which will end a family connection with the pub over the last 65 years. Cllr Frances Marshall proposed that the PC present Wendy with some flowers to show appreciation for all that she has done for the village over many years. This was seconded by Cllr Alec Fox and unanimously agreed.
- 20/196 **Clerk's Matters**
196.1 Public Toilets - A resident had expressed interest in locking/unlocking the toilets weekdays but was unavailable for weekends. The alternative of automatic time locks for both toilets purchased/installed from Healthmatic at a cost of £1690 plus vat was proposed by Cllr Andy Bennett and seconded by Cllr Richard Freeman. This was unanimously agreed.
196.2 Document Retention Policy – It was agreed that a sentence should be added to clarify the format of the documents being referred to (paper or digital). With this amendment, this was unanimously approved.
196.3 Churchyard wall works – The planning application has been submitted. Copies of the

drawings have been received and will be used in order to obtain quotes for the work.

196.4 Tree Works – As agreed at the October meeting (minute 20/172) due to the urgency of the issues revised quotes had been accepted in principle from JCM Services, to undertake the work on the large copper beech in the churchyard £2340 and the Oak Tree at Bannister Green £150. Quotes are to be obtained for work on the 3 trees in the playing field bordering Jolly Boys Lane North.

20/197

Planning – Decisions and new Applications

197.1 APPLICATIONS TO BE CONSIDERED AT THE 20 OCTOBER PLANNING MEETING

UTT/20/2636/HHF- Whitestile Chelmsford Road

Demolition of garage. Erection of part single and part two storey rear extension. Alterations to rear roof

UTT/20/2688/HHF - Taverners Barn Crix Green Crix Green Road

Erection of two storey infill extension and detached cartlodge with living accommodation at first floor level

UTT/20/2646/HHF - 45 Station Road

Proposed erection of new garage and external porch to front of property, and conversion of existing garage area into utility and shower rooms.

UTT/20/2696/HHF - The Cottage Cock Green Road

Demolition of existing rear extension, front porch and detached garage. Erection of two storey front extension, bay window and two dormer windows, rear two storey/part single storey extension, new roof and fenestration alterations to elevations. New oil tank for heating and enclosure

UTT/20/2767/HHF- Farley House Braintree Road

Proposed vehicular access

197.2 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/20/1970/HHF - Drummonds Stevens Lane

Section 73A Retrospective application for single story rear extension

Permission Refused 8th October 2020 “ will cause harm to neighbouring amenity by causing an overbearing and overshadowing effect to this rear amenity space by virtue of the extensions increased height and level of bulk and massing.”

UTT/20/0028/DFO - Land Off Stevens Lane

Details following outline permission UTT/17/0649/OP (granted under appeal ref: APP/C1570/W/18/3205707) - Details of access, appearance, landscaping, layout, scale for 7 no. dwellings

Permission Granted 7th October 2020

20/00296/OUT - Land Adjacent Mill House School Road Rayne

Outline planning permission with all matters reserved apart from access and scale - Erection of 9 No. dwellings

Permission Refused 16th October 2020 “The site is not in an accessible location, and is not considered to provide access to local facilities via pedestrian/cycle/public transport.....overly large dwellings disproportionate to the scale of dwellings in the vicinity. The development is urban in scale”

UTT/20/1923/HHF - Maranello Watch House Green

Erection of garden wall

Permission Granted 19th October 2020

UTT/20/2123/HHF - 17 Chestnut Walk Garnetts Lane

Proposed Single Storey Rear Extension

Permission Granted 28th October 2020

UTT/20/2195/HHF - Maranello Watch House Green

Single storey infill extension to the rear of the property

Permission Granted 30th October 2020

UTT/20/2139/HHF - **Foxgloves Bannister Green**

Erection of single storey rear extension

Permission Granted 29th October 2020

UTT/20/2145/HHF - **3 Watch House Villas Braintree Road**

Erection of first floor side and rear extension, part single and part two storey rear extension, rear dormers and alterations to front porch

Permission Refused 29th October 2020 “size, scale, height, design and siting would be unsympathetic and competing with the original dwelling.... the frontage uniformity of the semi-detached dwelling..... would be visually disturbed and would produce an overbearing and oppressive impact to the neighbouring properties.”

UTT/20/0091/OP - **Holly House Causeway End Road**

Outline application with all matters reserved except access for the erection of 1 no. detached dwelling with detached garage, and 1 no. detached garage to serve Holly House

Permission Refused 30th October 2020 “would represent an inappropriate form of development within the countryside location, having an urbanising effect that would be out of context....harmful to the setting and character of the rural location”

197.3 APPEAL DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/19/2994/OP - **Land To Rear Of Jolly Boys Lane South And Causeway End Road**

Outline application for the erection of 5 dwellings

Appeal Dismissed 15th October 2020 “the proposed development would cause unacceptable harm to the pleasant rural character of the appeal site”

UTT/19/3120/OP - **Cobblington And Concorn Farm**

Outline application with all matters reserved, except for access, for demolition of existing dwelling and out buildings and for the erection of one replacement dwelling and erection of two detached and two semi-detached dwellings.

Appeal Dismissed 20th October 2020“the proposal would serve to perpetuate and consolidate ribbon development within the countryside, harmful to its intrinsic character..... poor accessibility to services”

20/198

Other Planning Matters

198.1 Planning for the Future Consultation The PC have submitted comments to Ministry of Housing, Communities and Local Government.

198.2 Stansted Airport appeal. A document has been released regarding environmental impact. This will be considered at the November Planning Committee meeting.

198.3 UDC Statement of Community Involvement. This will also be considered by the Planning Committee at their November meeting.

The meeting closed at 8.55 pm

Next Meetings:	Highways Committee meeting:	Wednesday	11 November online at 5pm
	Planning Committee meeting:	Tuesday	17 November online at 6.00pm
	Finance Committee meeting:	Wednesday	25 November online at 5pm
	Council meeting:	Wednesday	2 December online at 6.30pm

..... 2 December 2020 Chairman

FELSTED PARISH COUNCIL

Meeting 4 November 2020, Agenda Item 7 — Correspondence

Councillors wishing to see any of these documents, please contact the Clerk.

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 – Mini-consultations on the Local Plan (Circulated to Cllrs 3 November) <ul style="list-style-type: none">- Test and Trace Support payment scheme (Circulated to Cllrs 14 Oct)- Community Engagement key to Local Plan work (Circulated to Cllrs 14 Oct)- UDC Consultation on Statement of Community Involvement and Community Engagement Strategy (Circulated to Cllrs 3 November)- ‘Embracing the new normal – Winter 2020’ leaflet produced by Uttlesford Community Response Hub- Green Homes grants- Covid 19 Business Support Guide- Visit Essex website – Updating Felsted entry and requesting updated information and photos- Rough Sleeper count on 3 November 2020
3. ECC – Footpath 59 (Felsted Mill) – Extension to temporary closure to 22/5/2021 <ul style="list-style-type: none">- Digital Demand Responsive Transport survey (Circulated to Cllrs 14 Oct) Deadline 1 November- Temporary road closures - Evelyn Road – 12 Nov for 2 days (BT pole works)
4. EALC - Health and Wellbeing Conference – 26 November (Zoom)
5. Stebbing Neighbourhood Plan – Regulation 14 Pre-Submission consultation Deadline 7 December
6. Allotment fencing – E-mails of objection from 7 residents [to be considered at Item 15 on the Agenda]
7. Residents request for a notice board in Chelmsford Road (permanent or temporary)
8. Residents letter objecting to the wording of the PC article in Felsted Focus covering the flooding problem at Causeway End.
9. Abandoned car in Woodleys Car Park – Clerk reported to UDC
10. Chelmsford North East Bypass and Beaulieu Station – Newsletter November 2020
11. Essex Playing Fields Association – Autumn 2020 newsletter
12. RCCE – Essex Warbler – November 2020
13. AEF newsletter “Is it time to stop expanding airports”

Unpaid List November 2020

	Date	Num	Memo	Open Balance	Cheque Number
A & J Lighting Solutions					
	02/11/2020	34597	Annual street light maintenance contract	1,080.00	
Total A & J Lighting Solutions				1,080.00	103013
A J B Steel Products Ltd					
	31/10/2020	05217	Repair sign bracket	54.00	
Total A J B Steel Products Ltd				54.00	103014
Anderson and Co - Tarmacadam					
	23/10/2020	119	Repairing surface and potholes at Woodleys car park	1,466.40	
Total Anderson and Co - Tarmacadam				1,466.40	103015
Anglia Fire Protection					
	30/10/2020	100675	Check fire extinguishers and replace 4x safety seal, 4x Hose O Ring	65.52	
Total Anglia Fire Protection				65.52	103016
B & H M Baker					
	31/10/2020	0850	21 boxes Poly @ £6.50, 16 Bags Compost @ £7.50	256.50	
Total B & H M Baker				256.50	103017
Command Pest Control Ltd					
	06/10/2020	808831	Rodent control visit - 05/10/20 to 05/01/21	54.00	
Total Command Pest Control Ltd				54.00	103018
D A Dempsey					
	15/10/2020	Oct20	2x Miracle-Gro slow release 1kg bags	11.84	
Total D A Dempsey				11.84	103019
D M B Smith					
	31/10/2020	Oct20	Clerk's salary - October 2020	1,340.05	
	03/11/2020	Oct 2020	Clerk's expenses £12.33 - Oct 2020 - Google Suite & mileage	12.33	
Total D M B Smith				1,352.38	103020
Daniel Plunkett					
	31/10/2020	Oct20	RFO salary - October 2020	264.16	
	31/10/2020	Oct 2020	RFO Expenses - Oct 2020 - Mileage 30 miles & stamps	52.50	
Total Daniel Plunkett				316.66	103021
Dunmow Fencing Supplies					
	19/08/2020	DFS210915	Replacement of fence at Bannister Green Play area - 2nd half payment	1,721.66	
Total Dunmow Fencing Supplies				1,721.66	103022
East Anglian Children's Hospital (EACH)					
	31/10/2020		Donation to East Anglian Children's Hospital (EACH)	300.00	
Total East Anglian Children's Hospital (EACH)				300.00	103023
E A L C					
	15/10/2020	13105	Allotment Webinar - 29/10/20 - Heather Read	36.00	
Total E A L C				36.00	103024
E.ON					
	02/10/2020	H18FFA0BD2	AC # 0113 9823 6360 - Street light electricity for 01/09/20 to 30/09/20 - MPAN 1013095287825 - U...	289.81	
	18/10/2020	H10A92B3B9	Ac # 3605 5026 48 - Pavilion electricity 14/09/20 to 14/10/20 - MPAN 1012485770570 - Meter # D11...	14.34	
	19/10/2020	H19103DD21	Ac # 0132 6195 8940 - MUGA electricity for period 14/09/20 to 14/10/20 - MPAN 1030072525215 - Me...	19.54	
Total E.ON				323.69	Direct Debit
Felsted U R C					
	30/10/2020	H1 2020	Rent of office - Jan to Jun 2020	750.00	
Total Felsted U R C				750.00	103025
Heather Read					
	31/10/2020	Oct 2020	Asst Clerk's expenses - Oct 2020 - Zoom subscription, working from home allowance, mileage (12 ...	35.24	
	31/10/2020	Oct20	Asst Clerk salary - October 2020	618.19	
Total Heather Read				653.43	103026

Herts and Essex Air Ambulance					
	31/10/2020		Donation to Herts and Essex Air Ambulance	325.00	
Total Herts and Essex Air Ambulance				325.00	103027
HM Revenue & Customs					
	08/09/2020	Sep20	PAYE/NI payment for July - September 2020	843.21	
Total HM Revenue & Customs				843.21	103028
Holmbuild Ltd					
	01/11/2020	1Nov20	Stage 1 payment - Crix Green Mission Hall - Internal works	18,000.00	
	01/11/2020	01Nov20 - Ext	Final Stage payment - Crix Green Mission Hall works	5,371.80	
Total Holmbuild Ltd				23,371.80	103029
Kelshall Plastics					
	26/10/2020	379	Collection of 4x 500kg bags tree guards @£21 each	100.80	
Total Kelshall Plastics				100.80	103030
Paul Clark Printing Limited					
	30/10/2020	25815	Printing Felsted Focus - November 2020	700.00	
Total Paul Clark Printing Limited				700.00	103031
Robert Barnard					
	31/10/2020	Chain link fence	Installation of chain link fence to allotments	90.00	
Total Robert Barnard				90.00	103032
S P Barnard					
	31/10/2020	Oct 2020	Village attendant - Oct 2020 - 53 Hours @ £12.50	662.50	
Total S P Barnard				662.50	103033
SADS UK					
	07/10/2020	Child Pads & Deliv	Replacement pair of child defibrillator pads and delivery	80.62	
Total SADS UK				80.62	103034
SLCC					
	09/10/2020	133022	Training - Asst Clerk	42.00	
Total SLCC				42.00	103035
Stop Stansted Expansion					
	31/10/2020		Donation to Stop Stansted Expansion	1,000.00	
Total Stop Stansted Expansion				1,000.00	103036
Uttlesford Citizen's Advice Bureau					
	31/10/2020		Donation to Uttlesford Citizen's Advice Bureau	300.00	
Total Uttlesford Citizen's Advice Bureau				300.00	103037
ZAP Distribution Ltd					
	25/10/2020	0625	Delivery of Felsted Focus - Nov 20	234.00	
Total ZAP Distribution Ltd				234.00	103038
TOTAL				36,192.01	
NOTES:					
Additional Invoices Received by 04/11/20:					
E A L C	04/11/2020	13190	New Clerks Course - C Schorah	84.00	103039
R Chapman	04/11/2020	91	Opening Car Park - Oct 2020	50.00	103040
Lindsells Stores Ltd	30/10/2020	Trans 13	Wine for Roy Ramm for Village Sign works	89.94	103041
TOTAL				223.94	