

FELSTED PARISH COUNCIL

Minutes of the 1087th meeting held on 3 March 2021 at 6:30 pm using the Zoom online platform

Present: Councillors Graham Harvey (Chairman), Margaret Attwood, Andy Bennett, Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Roy Ramm and Richard Silcock. District Councillors John Evans and Sandi Merifield were also present along with 7 members of the public. In attendance: The Clerk, the Assistant Clerk and the RFO.

21/50 **Apologies for Absence**

Apologies had been received from Councillors Frances Marshall and Peter Rose and County Councillor Simon Walsh.

21/51 **Declarations of Interest**

There were no declarations of interest.

21/52 **Public Forum**

52.1 An article appearing on the front page of the S.E. Walker magazine contains information on the system of reporting faults on footpaths and the maintenance of them. The public are encouraged to continue reporting any faults they discover.

52.2 The bridge over the River Ter at the back of Hole Farm Cottage needs attention as a section of the bridge is missing. Asst Clerk will report it to Highways.

52.3 Situated within the water meadows between Hole Farm and Thistley Bridge is a bridge that is the wrong way round/on its side. Mark Stevens has kindly agreed to put it back in the correct position.

52.4 An application was submitted some time ago for a 20mph speed limit outside of the Primary School. Asst Clerk will check the status of the application.

52.5 Parking issues/excessive speed in the Parish are both concerning. The Parking Partnership do attend and it is hoped that the Speedwatch Group will be able to start up again in the near future once Government restrictions relax. These issues will be considered at the Highways Committee Meeting on 10th March.

52.6 Janice Ratcliffe, Editor of the Felsted Focus indicated that she intended standing down as editor from the end of April. She cited three main issues i) lack of funding received through the self-funding page/advertising ii) lack of content iii) administration time. The PC agreed to discuss this at the next meeting of the council.

Clerk's Note: Recognising the urgency of this issue a Working Group met with Janice via zoom on 9th March. They will recommend to the PC that the Focus transitions from a monthly to a quarterly/seasonal magazine with additional funding from the Parish Council together with administrative support from Parish Council staff. On that basis Janice indicated that she would be prepared to continue as editor.

21/53 **Minutes of Meeting 1086 held on 3 February 2021**

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

21/54 **Minutes of the Planning Committee meeting on 16 February 2021 and the Finance Committee Meeting on 24th February 2021**

These Minutes were noted and would be formally approved at the next meeting of the respective committees.

21/55 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on UDCs commitment to achieving net-zero carbon status by 2030; council investments that supply revenue enabling avoidance of significant increases in Council Tax; links to a condensed Coronavirus roadmap/4 step plan to emerge from lockdown; the Local Plan's continuing early consultation with the Community via the Community Stakeholder Forum; the Councillor

Initiative Find which has funded Felsted Primary School £1200 enabling them to purchase chrome books/head sets and the Gladman Planning Appeal re Station Road who have lodged an application to the Supreme Court seeking permission to pursue an appeal before the Justices.

The PC recorded their thanks to the District Councillors for funding the Primary School and enabling their purchase of the IT equipment.

21/56 **Matters Arising from the February Council Meeting**

56.1 Village Bench (Item 21/25.5) - The bench outside of Elwyns has been repaired.

56.2 Bannister Green Damage (Item 21/30.9) - The Clerk has written to the Construction Company asking them to be more considerate and to refrain from causing further damage to the verges.

56.3 Grass Heap Removal from Churchyard (Item 21/38) – A second heap in the churchyard has kindly been cleared by the school, but some waste is remaining. JCM Services will be asked to quote for removing the remainder. The Clerk confirmed signs asking visitors to the churchyard not to leave their rubbish are ready to erect once the area has been cleared.

56.4 Pruning Allotment Apple Trees (Item 21/41.1) – This work has been completed by JCM Services. The Clerk reported that the work had been carried out to a high standard.

56.5 Public Toilets (Item 48.4) - An override system has been fitted in the event of an emergency. The toilets will re-open to the public in line with the easing of government restrictions on the 8th March.

56.6 Byelaws Relating to UAVs (Item 21.31.7) – The Clerk confirmed that PC Byelaws do not cover drones, but that they are regulated by the Civil Aviation Authorities new Drone and Model Aircraft Code issued in February 2021.

21/57 **County Councillor Report**

Members noted the [report](#) from County Councillor Simon Walsh which contained information on: ECC's plans for the county's recovery from the pandemic; it's new capital programme investing £1.34 billion over the next four years on infrastructure projects; the creation of apprenticeships for young people; confirmation that 97% of children were offered places at one of their preferred secondary schools and plans for children returning to school which include free covid tests for all households with school age children.

21/58 **Correspondence**

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

58.1 Weekend Garden Waste Service – This resumes at Bannister Green on Sunday 7th March and will run up to and including Sunday 5th December. Collection times are between 9 - 10am

58.2 Preparing for possible return to Face to Face meetings – Current legislation enabling councils to meet remotely expires on 7th May. Various organisations are lobbying for an extension to the legislation. The clerk will write to both the EALC/MP Kemi Badenoch expressing the councils view that the legislation should be extended and extolling the many positives of virtual meetings.

58.3 Play Area path to Pavilion - The Village Attendant will be asked to look at the path to see what can be done to stop the puddles continuing to form.

58.4 Resumption of League Football - The PC agreed to Rayne Youth's request to play league football on the playing field from 11th April – 30th June.

21/59 **Finance**

59.1 Budget 2021/22 – Members noted the budget for the financial year 2021/22 as recommended by the Finance Committee. Proposed by Cllr Roy Ramm, Seconded by Cllr Alec Fox the budget was unanimously agreed.

59.2 Payments – Members considered the list of payments on page 7. Proposed by Cllr Roy Ramm, Seconded by Cllr Alec Fox the payments list was unanimously approved.

59.3 Receipts - Members noted the receipt of £520 Felsted Focus Donations / £175 Felsted Focus Advertising.

21/60 **Flooding Updates**

60.1 Milch Hill – Cllr Graham Harvey reported that the road surface was almost non-existent.

He will take some photos/obtain the “What 3 Words” location to enable the Asst Clerk to report it again to Highways.

60.2 Causeway End – Floods Essex informed the PC a month ago that they were writing to the landowner requesting them to clear out the ditch alongside the bungalow. Floods Essex have informed the PC that the landowner has not responded and that they will be writing to them again.

- 21/61 **Crossing at Felsted Mill** – The Parish Council agreed that Cllr Graham Harvey will make a complaint to ECC on behalf of the PC regarding ECCs lack of response/discourtesy that they have shown to the PC throughout this process.
- 21/62 **Churchyard Wall** – Members were advised that so far one quote for £15,625 had been received to supply and fit the railings. The PC felt that this was a considerable sum to be spending in the current economic climate on something that whilst aesthetically pleasing was not strictly necessary. Planning permission if received will be valid for three years. It was proposed by Cllr Roy Ramm, Seconded by Cllr Richard Freeman and agreed unanimously that this would not currently proceed but would be reviewed again in a year’s time. David Dempsey was thanked for all the time and effort he had put into this project.
- 21/63 **Passing Place Jolly Boys Lane North** – Members considered 3 quotes. They agreed that the construction of a passing place would be of direct benefit to people/vehicles. It was proposed by Cllr Roy Ramm, Seconded by Cllr Andy Bennett and unanimously agreed to accept the quote from Anderson & Co for £3945.70
- 21/64 **Woodley’s Car Park** – Members viewed pre circulated photographs of broken posts/damaged brickwork at the front of the car park. The Clerk will obtain quotes for repair.
- 21/65 **Notice Board at Watch House Green** – The clerk will purchase two new oak support posts to enable the board to be repaired. The posts are expected to cost in the region of £200.
- 21/66 **Copper Beech Tree in Churchyard** – It was agreed to bring forward the three yearly Parish Tree Inspection survey due in the Autumn. This will include the Copper Beech. The Clerk will contact Place Services to arrange.
- 21/67 **The Road with No Name** – Correspondence had been received from several residents following letters they had received from UDC confirming that their address would change to Horseshoe Lane on 5th April 2021. Bannister Green would no longer form part of their address and there would be a change of postcode. Whilst welcoming the addition of a road name residents did not want either a change of postcode/to lose Bannister Green from their address. Cllr Alec Fox had canvassed the views of residents of the affected road and advised the council that the residents no longer wanted the road naming to proceed unless they could retain their current postcode. The Clerk will contact Royal Mail to see if “Bannister Green” and the existing postcode can be retained. If they cannot Cllr Alec Fox proposed that the road naming be permanently stopped. Seconded by Cllr Richard Freeman this was agreed unanimously
- 21/68 **Bury Farm Section 106 Agreement** – A further meeting had been held between the West Essex Clinical Commissioning Group/UDC/The landowners and Cllrs Richard Freeman/Roy Ramm. It is expected that outstanding issues will be resolved without problem.
- 21/69 **Relocation of Horse Mounting Block** – It was agreed to site the block on the green in front of the Doctors Surgery. Cllr Graham Harvey will ask Peter Stonham if he could assist by moving the block.
- 21/70 **Request for Mobile Refilling Business** – The PC receive many requests from mobile businesses and have always declined them. This request will also be declined.
- 21/71 **New Memorial Bench at Playing Field** – A resident wished to purchase a memorial bench to be placed in the Willows Green Play Area. Proposed by Cllr Graham Harvey, Seconded by Cllr Alec Fox and agreed unanimously. The Clerk will meet with the resident to discuss.
- 21/72 **72.01 Parish Footpath Map** – The clerk will investigate the printing costs of an updated paper map.
- 72.02 Parish Signs** – Asst Clerk will ask AJB Steel to quote for new legs for the Leez Priory Sign.
- 72.03 Request for Barrier at end FP 80** – The PC agreed that this is a grass path that does not require a barrier. As Highways own the land the PC would be unable to erect anything on

the path. Highways are aware of an issue with FP80 (it is the only altered FP not on the definitive map) but they will not disclose the nature of the problem. The PC are aware that remnants of a bank causes individuals to walk in the road in order to turn left when exiting the FP. The Village Attendant will be asked to ascertain the work involved in removing the mound.

21/73 **Climate Change** – Cllr Richard Silcock proposed forming a Working Group to look at ways that the PC can help reduce carbon emissions. Together with Cllr Richard Silcock the WG members will consist of Cllrs Graham Harvey, Margaret Attwood and Penny Learmonth. A meeting date will be arranged with the clerk.

Clerks Note: Cllr Margaret Attwood has subsequently resigned from the PC.

21/74 **Chairman's Matters** – All covered else where on the agenda.

21/75 **Clerk's Matters**

75.01 Defibrillator Willows Green – Cllr Graham Harvey will ask electrician Richard Luckie to check if there is an electricity supply in the phone box that could be used for the defibrillator. The Clerk reported that training is available from Meditrain via zoom at a cost of £15 per person.

75.02 Bannister Green Oak Tree – Results of the new tree survey will be awaited to see if further work is required.

75.03 Damage to Bannister Green – The Green will be monitored to see if any damage is caused in the future.

75.04 Nature Area Update – Unlike last year the whole site will not have an early spring cut but be left for the wildflowers to flourish. Instead selected areas of thistles will be cut. In the spring a working party is due to remove hundreds more guards/stakes from trees left by the developers.

75.05 Training – The Clerk reported that she had attended various training courses including Learning Disability Awareness/Understanding Annual Meetings and Financial Regulations. The RFO also attended the Financial Regulations training.

75.06 Picnic Tables - These will be installed from the 29th March in line with the relaxation of Government restrictions.

75.07 Allotments Unauthorised Trees – The clerk reported that a second allotment holder has also planted fir trees. They will be contacted and instructed to remove them. Failure to do so will result in termination of the tenancy agreement.

75.08 Locking playing field car park – The vacancy for this position has been advertised again in the March edition of the Felsted Focus.

75.09 Annual Parish Assembly – This will be held via zoom on Thursday 22nd April at 7pm.

21/76 **Planning Applications and Decisions**

76.01 APPLICATIONS TO BE CONSIDERED AT THE NEXT PLANNING MEETING (16th March 2021)-

UTT/21/0419/HHF - **Ione Chelmsford Road**

Extension to dropped curb and existing driveway

76.02 DECISIONS RECEIVED SINCE PREVIOUS COUNCIL MEETING

UTT/20/2846/HHF - **5 The Copse Bannister Green**

Single storey rear extension

Permission Granted 3rd February 2021

UTT/20/3196/FUL - **Mill House Mill Lane Hartford End**

Proposed demolition of 2 no. barns and erection of 1 no. Estate manager's cottage and cart lodge.

Permission Refused 12th February 2021 'it would, by virtue of its design and appearance, cause significant harm to the character and appearance of the historic agrarian setting, and would fail to be compatible with the surrounding buildings.'

UTT/20/2636/HHF - **Whitstile Chelmsford Road**

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

Permission Granted 17th February 2021

UTT/20/2375/FUL - Land At Watch House Green

Construction of 4 no. detached dwellings and garages with new access off Braintree Road

Permission Granted 22nd February 2021

UTT/20/1596/OP - Land At Maranello Watch House Green

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

Permission Granted 24th February 2021

76.03 EXISTING APPEAL TO BE CONSIDERED AT THE NEXT PLANNING MEETING

UTT/19/3091/FUL - Appeal ref: APP/C1570/W/20/3263184- Land to the West of Chelmsford Road

Change of use of land to use as a residential caravan site for 5 gypsy families, each with two caravans including laying of hardstanding, erection of 3 utility buildings and construction of access.

76.04 NEW APPEALS SINCE PREVIOUS COUNCIL MEETING

UTT/20/0849/FUL - Appeal ref: APP/C1570/W/20/3260239 - Land At Bakers Lane

Erection of detached self build 4 bed dwelling and garaging

UTT/20/2319/HHF / UTT/20/2320/LB Appeal ref: APP/C1570/W/20/3264002 / APP/C1570/Y/20/3264006 - The Barn Evelyn Road Willows Green

Single storey glass flat roofed extension to kitchen wing of barn conversion

76.05 APPEAL DECISIONS SINCE PREVIOUS COUNCIL MEETING

UTT/18/3424/OP - Appeal ref APP/C1570/W/19/3226302 - Land East of Station Road

Outline planning application for the erection of up to 240 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Station Road. All matters reserved except for means of access

Appeal Dismissed 3rd February 2021

21/77

Future Dates – The Clerk highlighted that the next meeting of the Council will take place on Wednesday 31 March. There will not therefore be a meeting in April.

There being no further business the meeting closed at 9.10pm

Next Meetings:	Highways Committee meeting:	Wednesday	10 March online at 6 pm
	Planning Committee meeting:	Wednesday	16 March online at 6 pm
	Council meeting:	Wednesday	31 March online at 6.30pm

..... 31 March 2021
Chairman

Correspondence List - March 2021

1. Coronavirus situation - Regular updates on the Coronavirus situation have been received from ECC, UDC, EALC and NALC and other companies and organisations.
2. UDC - Notification of Consultation Saffron Walden Neighbourhood Develop. Plan Reg 16 <ul style="list-style-type: none"> - Local Plan Update Themes 6/7 - Making a Difference Award - Weekend Garden Waste Skip Service
3. ECC - Free School Meal Vouchers for Half Term <ul style="list-style-type: none"> - Support for Business - Closure of Mill Road 1st March for 2 days re replacement bridge works (circ to PC 11/2) - Mill Road Temporary Traffic Lights 1-19 March re Bridge Replacement (circ to PC 25/2) - Highways Highlights January edition (circ to PC 10/02/21) - Proposed Zebra Crossing in Stebbing Road/Formalising 30mph limit Stebbing Road, Chantry Court, Players Court, Garnetts Lane, Chestnut Walk, Chaffix and Chaffix Close. (circ to PC 12/02/21/Considered by Planning Committee 16/02/21)
4. EALC- Youth Engagement Conference 28/04/21 (circ to PC 05/02/21) <ul style="list-style-type: none"> - Nimble On-line courses – (circ to PC 06/02/21)
5. NALC- Preparing for possible Return of Face to Face Meetings <ul style="list-style-type: none"> - Star Council Awards 2021
6. Uttlesford Community Travel - Update on Service
7. BT - Cost of Office Line Rental Increasing. From £20.90 to £22.20 per month effective 1/4/21
8. Residents letters re Road with No Name (these will be discussed under Agenda Item 17)
9. Residents Letters Requesting to organise Litter Picks <ul style="list-style-type: none"> a) Bartholomew Green b) Bannister Green (re Duke Edinburgh award)
10. Resident Letters: <ul style="list-style-type: none"> - Precept Increase - Garages in Chaffix - Pavilion/Play Area Water on Path - Willows Green Goal Posts/Boundary with New Development/Use of Term Village
11. Rayne Youth Football Club – Request to start league 11 th April extending to 30 th June
12. EForests – Not for profit Organisation supplying Free Trees (Usual minimum 200 trees)
13. Aviation Environment Federation – Members Update
14. RCCE - Essex Bridleways Association Job Opportunity for a Project/Funding Officer
15. CPRE – Petition for Regular Rural Bus Services
16. Cabin Fever On-line Choir
17. Essex Playing Fields – Best Kept Playing Field Competition
18. Essex Police – Groups gathering to play football
19. Letter re Flooding at Causeway End (this will be discussed under Agenda Item 10)

Unpaid List – March 2021

	Date	Num	Memo	Open Balance	Cheque Number
Aviation Environment Federation					
	01/03/2021	AEF 2021-22	AEF annual subscription 2021-22	36.00	
Total Aviation Environment Federation				36.00	103090
BT					
	23/02/2021	Q005 J1E	Telephone and broadband - 07/10/20 to 30/04/21	304.85	
Total BT				304.85	Direct Debit
E A L C					
	23/02/2021	13610	Understanding Annual Meetings Course - 23/02/21 - H Read	84.00	
	01/03/2021	13622	Data Protection Essentials Online Course - D Plunkett	16.80	
Total E A L C				100.80	103091
E.ON					
	17/02/2021	H10C3D210E	Ac # 3605 5026 48 - Pavilion electricity 14/01/21 to 14/02/21 - MPAN 1012485770570 - Meter # D11...	31.69	
	17/02/2021	H19815CCCE	Ac # 0132 6195 8940 - MUGA electricity for period 14/01/21 to 14/02/21 - MPAN 1030072525215 - Me...	16.18	
	23/02/2021	H19721CD4E	AC # 0113 9823 6360 - Street light electricity for 01/01/20 to 31/01/20 - MPAN 1013095287825 - U...	299.47	
Total E.ON				347.34	Direct Debit
Earth Anchors Ltd					
	20/01/2021	EA33874	4x adult picnic tables - brown	2,982.00	
	15/02/2021	EA33947	Oak notice board for Chelmsford Road	1,464.00	
Total Earth Anchors Ltd				4,446.00	103092
Healthmatic Ltd					
	08/02/2021	10588	Automatic door timer system - Playing field toilets	2,028.00	
Total Healthmatic Ltd				2,028.00	103093
JCM Services					
	23/02/2021	INV-0622	Allotments - Pruning multiple fruit trees	570.00	
Total JCM Services				570.00	103094
NEST Pensions					
	28/02/2021	Feb21	Pension Contribution - Feb21	48.14	
Total NEST Pensions				48.14	Direct Debit
Officials - Salary					
	28/02/2021	Feb21	Clerk, Assistant Clerk and RFO salary - February 2021	1,942.00	
				1,942.00	103095, 103096, 103097
Officials - Expenses					
	28/02/2021	Feb21	Clerk, Assistant Clerk and RFO Expenses - February 2021	162.25	
				162.25	103095, 103096, 103097
R Chapman					
	28/02/2021	Feb 21	Unlocking car park 1 - 4 weeks - Feb 2021	50.00	
Total R Chapman				50.00	103098
S P Barnard					
	28/02/2021	Feb21	Village attendant - Feb 2021 - 44 Hours	550.00	
Total S P Barnard				550.00	103099
ZAP Distribution Ltd					
	25/02/2021	681	Delivery of Felsted Focus - Mar 21	234.00	
Total ZAP Distribution Ltd				234.00	103100
TOTAL				10,819.38	