

FELSTED PARISH COUNCIL

Minutes of the 1090th meeting held on 2 June 2021 at 6.30 pm in the URC Hall

Present: Councillors Frances Marshall (Chairman), Alec Fox, Richard Freeman, Penny Learmonth, John Moore, Roy Ramm and Richard Silcock along with 2 members of the public. Also present were District Councillor John Evans and County Councillor Martin Foley.

In attendance: The Clerk, the Assistant Clerk and the RFO.

21/141 **Apologies for Absence**

Apologies had been received from Cllrs Graham Harvey, Andy Bennett and District Cllr Sandi Merifield.

Clerk's Note: Due to limited spaces in line with Covid-19 regulations Cllr Sandi Merifield did not attend the meeting in order to free up a space for a member of the public.

21/142 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 21/151.6 and stated that he would remove himself from the meeting during discussion of that item.

21/143 **Public Forum**

143.1 Litter Bins - Concern was expressed that the litter bins in the church porch and by Lime Walk often overflow. More bins were requested for these locations. See Item 21/151.4.

143.2 Flower Troughs/Tubs – Proposed by Cllr Roy Ramm, Seconded by Cllr Alec Fox it was unanimously agreed that £550 be spent on new troughs/tubs around the parish including £150 to replace the large WI Tub outside of the Estate Agents.

143.3 Woodley's Car Park Fence – The Village Attendant has completed an impressive temporary repair. The future of the fence/wall will be discussed at the September PC meeting.

143.4 Allotment Site Visit – A resident requested transparency re plans for the allotments. Councillors reminded the public that the allotments had been on the agenda and discussed publicly at the monthly PC meetings for many months. Following a site meeting on 11th May between representatives of allotment holders/residents/councillors Cllr Roy Ramm had produced a report summarising the agreement reached. This report will be shared upon request with interested parties.

143.5 The Swan – The Clerk read out several emails from residents regarding The Swan. It is clear excessive noise is still causing residents significant issues. See Item 21/148.1

21/144 **Minutes of Meeting 1089 held on 5 May 2021**

These Minutes were approved and signed by the Chairman.

21/145 **Minutes of the Planning Committee Meeting on 18 May 2021**

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

21/146 **Co-Option to Fill Councillor Vacancy**

Following permission from UDC to co-opt to fill two vacancies, four candidates applied to join the PC. Each Councillor voted for their preferred candidates. Hywel Jones and Gill Stephenson received the majority of the votes cast and the Chairman will accordingly invite them to join the council.

Clerk's Note: Hywel Jones accepted the position of Felsted Parish Councilor and has joined the PC. Gill Stephenson declined the offer and will therefore not be joining the PC. The PC will vote between the remaining two candidates at the council meeting on 7th July in order to fill the remaining vacancy.

21/147 **Appointment of Youth Representative**

Proposed by Cllr Alec Fox, Seconded by Cllr Penny Learmonth and unanimously agreed Will Bennett was appointed as Youth Representative to the Council.

21/148 **Matters Arising from the 5th May Council Meeting**

148.1 The Swan (Item 21/125.5) - The Clerk had written to the Landlord of The Swan, Greene King and the Licence Holder. The Police Community Support Officer, Environmental Health and the Licensing Authorities were copied into the correspondence. Subsequent telephone conversations were held between the Clerk and the Landlord/Greene King to try to resolve the issues raised. It is clear from the emails read out in the public forum that The Swan is still causing a serious issue in the middle of the parish. Historically The Swan was always an indoor pub. The relaxation of rules due to Covid-19 allowing use of the outdoor space has contributed massively to the issues being experienced by residents. Cllr Evans will investigate when the legislation relaxing the rules expires. The Clerk will investigate if Planning Permission would then be required by The Swan for continued use of the garden and the outdoor structure that has been erected.

Going forward the community need to report all issues to both the Landlord/Environmental Health as they occur. Details of how to report anti-social behaviour will be made available on the PC website.

148.2 Allotments (Item 21/113.3) – Following the agreement referred to in Minute 21/143.4 it was agreed that the Clerk would obtain quotes from fencing companies to remove the wire fencing, erect post/rails/wire extending to the point where vehicular access is obtained into the allotments, install a small pedestrian gate by the back of the houses in Station Road and also install a small pedestrian gate by the Mill Road entrance.

148.3 Damage to Bin in Church Porch (Item 21/113.4) - The clerk explained that money had not been obtained from the driver's insurance as the police had refused to release any details to facilitate a claim. The PCs own insurance policy had an excess of £250. The bin cost approximately £350 so it was deemed unwise to claim with the possible increase in premiums that this could lead to.

148.4 North Essex Parking Partnership (Item 21/125.1) - Following cessation of the weekly extra hour patrols NEPP have confirmed that they would expect to conduct up to 3 regular patrols a month with an additional designated school patrol every month.

148.5 Request for Road Sign "Cock Green Road" (Item 21/125.4) - The Asst Clerk had contacted UDC. They are planning to attend the location to assess.

148.6 Playpark Renovation (Item 21/131) - This has been completed.

148.7 Defibrillator Willows Green (Item 21/138.01) - The Electrician is due to install the defibrillator at the beginning of June.

148.8 Allotments Unauthorised Trees (Item 21/138.04) - Trees/Stumps have been removed from three plots. They are now ready to be re-let.

21/149 **County Councillor Report**

The PC welcomed new County Councillor Martin Foley. He did not provide a report as his first month consisted of inductions/fact finding exercises. He explained that realistically ECC do not have the budget to do everything requested of them, but that very serious/dangerous issues should be reported via himself so that he can escalate them and ensure that they are prioritised. The PC look forward to working with him.

21/150 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on the council holding in-person meetings for the first time since March 2020 (working groups/many non-cabinet committees continuing to meet remotely); the allowance by Planning Inspectors of the appeal by Stansted Airport Ltd which will allow them to increase passenger numbers from 39 million to 43 million; Vision and Objectives for the Local Plan and County Lines Crime Issues.

21/151 **Correspondence**

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

151.1 Community Governance Review - This is running from 1st June – end of July and is an opportunity for members of the public to have their say on how their parish is run. To access the feedback form visit www.uttlesford.gov.uk/ParishCGR-feedback-form

151.2. Retaining Wall between Church/Carpark - Ivy is growing into the retaining wall. The

Village Attendant will be asked to examine it to see if it can be removed.

151.3 Bus Shelter at Garnetts Lane - The glass window has been broken. The clerk will investigate replacing it with Perspex, which will be more resilient than glass.

151.4 Bins – Litter/Overflowing bins are an on-going issue. The clerk reported that the bins are emptied twice a week by both UDC/the Village Attendant. Asst Clerk will write an article about litter for the Felsted Focus, the Clerk will investigate to see if larger bins are available. In order to prevent filled rubbish bags being ripped open by wildlife the clerk will also obtain a quote for a bin shed to store filled sacks in, pending collection.

151.5 Bannister Green Repair - A quote will be obtained from JCM Services to repair the damage caused to the green by vehicles during the winter months.

151.6 Linsells Shop - Residents would like to give recognition for the work that the shop has done supporting parishioners during the COVID pandemic. Cllr Martin Foley will investigate if there are any awards that the shop could be nominated for. The Parish Council will write to Richard and Kay Silcock to thank them for their work during this time.

21/152 **Finance**

152.1 Payments - Members considered the list of payments on page 7. Proposed by Cllr Roy Ramm, Seconded by Cllr Richard Freeman the payments list was unanimously approved.

152.2 Receipts - Members noted receipts of: £42,500 first half of the annual precept and £240 Felsted Focus Donations/Advertising.

152.3 Consideration of Internal Audit Report for 2020-21 – Members noted the Internal Audit Report which had been submitted by Maurice Howard.

152.4 Approval of the 2020-21 Audit Annual Governance Statement – The Finance Committee had studied the accounts and Audit Return in detail at their meeting on 25th May 2021. It was proposed by Cllr John Moore, Seconded by Cllr Richard Freeman and unanimously agreed to approve the Annual Governance Statement. The documents were signed by the Chairman and the Clerk prior to submission to the External Auditors.

152.5 Approval of the 2020-21 Audit Accounting Statements and Audit Return – It was proposed by Cllr Alec Fox, Seconded by Cllr John Moore and unanimously agreed to approve these documents. The documents were signed by the Chairman and the RFO prior to submission to the External Auditors.

152.6 Pre Approval August Payment – Subject to satisfactory completion of the work to fell the beech tree in the churchyard (Minute 21/39) it was proposed by Cllr Roy Ramm, Seconded by Cllr Richard Freeman and unanimously agreed that payment of £5972 plus vat be authorised to JCM Services on receipt of invoice.

21/153 **Parish Signage**

Proposed by Cllr Penny Learmonth, Seconded by Cllr Richard Freeman and unanimously agreed Asst Clerk will order a “slow down” sign with two posts at a cost of £138 plus vat for the Car Park at Jolly Boys Lane North.

21/154 **Bury Farm Section 106 Agreement**

This is now fully documented and available on the UDC website. Outline Planning Permission has been obtained and the land is up for sale. Any developer purchasing the land will be bound by the S106 agreement to deliver a new doctor’s surgery and several acres of open space together with a maintenance contribution to The Felsted Community Trust. It is anticipated that a professional consultant will be needed by the PC to look after the build with the developer.

21/155 **Chairman’s Matters**

National Joint Council Pay Review. This was due in April. An offer of 1.5% was made by the National Employers to the NJC but is yet to be agreed by the Trade Unions. An increase of 1.5% for PC staff back dated to 1st April was proposed by Cllr Alec Fox, Seconded by Cllr Roy Ramm and unanimously agreed. Any additional pay increase by the National Employers will be awarded once it has been agreed with the Trade Unions.

21/156 **Clerk’s Matters**

156.01 Purchase of Mobile Phone – The clerk informed the PC that as agreed with the Chair/Vice Chair a good quality second hand mobile phone had been purchased at a cost of

£129 for use as a dedicated PC phone. The monthly contract will be £10 per month.

156.02 Grass Cutting in Churchyard - A site meeting had been held with the Clerk, Cllr John Moore, James Mead of JCM Services and 3 residents. The following works were discussed:

i)Cutting Grass/Cow Parsley. This will be cut further back to facilitate access to family graves/graves of previous School Masters. JCM Services agreed to carry this extra work out within the current Grass Cutting Contract without an additional charge.

ii)Hedge around Internment Area - Residents asked if the unruly hedge surrounding the area for the internment of ashes could be trimmed/shaped. JCM Services have been asked to quote.

iii) Hedge along the front of Braintree Road – The planned works to build a wall are not imminent. JCM Services were therefore asked to quote to tidy up the hedge.

iv) Lime Trees - Epidermal growth at the bottom of the Lime Trees on the walkway should be removed annually in the Autumn and the crown height raised to keep the walkway clear. JCM Services were asked to quote.

v) Other issues – Once the above items have been dealt with any other issues will be considered at a future PC meeting.

21/157

Planning Applications and Decisions

157.01 Application to be Considered at the Next Planning Meeting (15th June 2021)

UTT/21/1526/HHF Taverners Barn Crix Green

Proposed installation of 2 no. external Air Source Heat Pump units to serve the existing dwelling and approved link extension, and the proposed new approved Cartlodge

157.02 Decisions Received Since Previous Council Meeting

UTT/21/0637/LB / UTT/21/0636/HHF Swards House Stebbing Road

Proposed landscaping works including relocation of oil tank and internal alterations including change to rear fenestration including deepening of window within brickwork wall panel.

Application Withdrawn 4th May 2021

UTT/21/1061/LB Brook Cottage Gransmore Green Lane

Proposed replacement of existing windows, internal alterations, and partially re-build existing garage

Permission Granted 10th May 2021

UTT/21/0895/FUL RTF Commercial Ltd Willows Green

Demolition of existing office, and the erection of a two storey replacement/addition to existing workshop

Permission Granted 13th May 2021

UTT/21/0881/HHF Loreley Bannister Green

Proposed two story and single storey extensions, alterations, landscaping and enlargement of private drive.

Permission Granted 12th May 2021

UTT/21/1119/HHF Holly House Causeway End Road

Demolition of attached garage and erection of with outbuilding with 3 vehicle garaging and storage areas. Additional landscaping and fencing

Permission Refused 21st May 2021 *'The proposed development by virtue of its design, scale and siting would result in the introduction of a dominant and intrusive feature that would have an adverse harm to the open character of the site for which no sufficient material justification that outweighs the harm has been given'*

UTT/20/2895/FUL Land At Milch Hill Willows Green Main Road

Construction of 1 no. dwelling and associated development including upgrading the access.

Permission Refused 17th May 2021 *'The proposed development appears to be unacceptable on grounds of sustainability and due to its unacceptable encroachment of built form within the immediate area which would thereby cause harm to the beauty and intrinsic value of the countryside'*

UTT/20/2245/LB Bell House 7 Station Road

Replacement of windows

Permission Granted 21st May 2021

UTT/21/0193/FUL Land East Of Oaklea Causeway End Road

S73a retrospective application for new access. Proposed construction of 1 no. Dwelling and garage.

Permission Refused 28th May 2021 *'The site is outside of development limits and would cause material harm to the character and appearance of the countryside'*

157.03 Appeal to be Considered at Next Planning Meeting

UTT/19/3091/FUL Appeal ref: APP/C1570/W/20/3263184

Land to the West of Chelmsford Road Felsted Essex

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.

157.04 Other Planning Business

i) **Back log of Applications** - UDC have a back log of applications which could lead to applications going to appeal for non-determination. This is unlikely however, as the Appeal Inspectors also have a back log. The Planning Committee has tracked recent applications to ascertain if there are any which have not been determined within their deadline.

ii) **Felsted Neighbourhood Plan** - There have been increasing references to the Neighbourhood Plan in recent refusals. It is regarded as an important planning document.

21/158 **Other Matters**

158/01 Footpath 48 - Essex Highways were scheduled to replace the broken bridge on FP48 last year but they replaced the wrong bridge. (Minute 20/95.4) Asst Clerk will contact Highways for an update on the replacement of the broken bridge.

158/02 Potholes – There are a number of these around Ravens Crescent in Watch House Green. These will be reported to Highways.

There being no further business the meeting closed at 8.25 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 15th June 21 online at 6.00 pm

Next Council Meeting: Wednesday 7th July 21 in the URC Hall at 6.30 pm

..... 7 July 2021
Chairman

Correspondence List – June 2021

| |
|--|
| 1. Coronavirus situation - Regular updates on the Coronavirus situation have been received from ECC, UDC, EALC, NALC and other companies and organisations. |
| 2. UDC- Election Results (Circ to PC 7 th May) <ul style="list-style-type: none"> - Local Plan Community Stakeholder Forum Wed 19th May (Circ to Cllrs Andy Bennett / Richard Freeman 25th May) - Community Governance Review of Parishes (1/6/21 – 31/7/21) (Circ to PC 1st June) - Licensing Consultation re Policy for Placing Tables/Chairs on the Pavement Runs 3rd-30th June (Circ to PC 2nd June) |
| 3. ECC - Informal Consultation re FP 99 Order 1 Diversion Order 2 Partial Extinguishment (Circ to PC 13 th May) <ul style="list-style-type: none"> - Superfast Essex Campaign to raise awareness of full fibre (circ to Cllr Andy Bennett 1st June for PC website) - Essex Forest Initiative 2021-22 |
| 4. Chelmsford City Council – Consultation on Draft Solar Farm Development Planning Document Runs 18 May – 15 June 21 (Circ to PC 18 th May) |
| 5. EALC - Green Homes Grant (Circ to Cllrs Andy Bennett/Richard Silcock 13 th May) <ul style="list-style-type: none"> - Free webinar East Anglian Energy Event 24 May 21 (Cllr Penny Learmonth Attended) - Covid Food Support Fund |
| 6. Felsted Church Warden – Ivy on Retaining Wall between Carpark/Church |
| 7. Resident Letter: Bird Scarers at WHG |
| 8. Resident Letter: Alcohol License Rumblebees Book and Music Café (Circ to PC 17 th May) |
| 9. Resident Letter: Broken Bus Shelter at Garnetts Lane |
| 10. Residents Letter: Bins |
| 11. Resident Letter: Repair of Bannister Green |
| 12. Residents Letters: Village Shop |
| 13. SSE Press Release – Climate Change Impact of Airport Expansion |
| 14. Stansted Airport Watch (SAW) Press Release - UDCs formal ruling approving increase from 35 million to 43 million passengers p.a. (Circ to Cllr Richard Freeman 1 st June) |
| 15. Stansted Airport – Airspace Modernisation Programme Online Discussion Session 15 th June (Circ to Cllr Andy Bennett 25 th May) |
| 16. Aviation Environment Federation: <ul style="list-style-type: none"> - Members Update (circ to Cllr Andy Bennett 13th May) - DfT Night Flight consultation extended to 3rd Sept (Circ to Cllr Richard Freeman 1st June) |
| 17. CPRE – Campaigns Update (Plastic Bottles Petition) |
| 18. RCCE – Essex Warbler May/June Editions (Circ to PC 7 th May) |
| 19. Longfield Solar Farm Statutory Consultation (1 st June – 13 th July) (Circ to PC 1 st June) |

Unpaid List –June 2021

| | Date | Num | Memo | Open Balance | Cheque # |
|---------------------------------|------------|-------------------|---|-----------------|------------------------|
| A R Dover | | | | | |
| | 04/05/2021 | Church wall plans | Church yard wall - revised drawings and supply of copies | 27.00 | |
| Total A R Dover | | | | 27.00 | 103129 |
| B & H M Baker | | | | | |
| | 30/05/2021 | 880 | 17.5 box plants @ £5, 23 Bags Compost @ £8 | 271.50 | |
| Total B & H M Baker | | | | 271.50 | 103130 |
| Barbara Hollingsworth | | | | | |
| | 31/05/2021 | May 21 | Unlocking car park 1 - 4 weeks - May 2021 | 60.00 | |
| Total Barbara Hollingsworth | | | | 60.00 | 103131 |
| BT | | | | | |
| | 23/05/2021 | Q006 NJ | Telephone and broadband - 07/01/21 to 31/07/21 | 70.10 | |
| Total BT | | | | 70.10 | Direct Debit |
| D A Dempsey | | | | | |
| | 30/05/2021 | May21 | Replacement trough outside memorial hall | 45.00 | |
| Total D A Dempsey | | | | 45.00 | 103132 |
| E.ON | | | | | |
| | 01/05/2021 | H19C9245B5 | AC # 0113 9823 6360 - Street light electricity for 01/04/21 to 30/04/21 - MPAN 1013095287825 - U... | 289.21 | |
| | 10/05/2021 | H19BDBD75C | Ac # 0132 6195 8940 - MUGA electricity for period 14/03/21 to 14/04/21 - MPAN 1030072525215 - Me... | 14.72 | |
| | 19/05/2021 | H10D990BC1 | Ac # 3605 5026 48 - Pavilion electricity 14/04/21 to 14/05/21 - MPAN 1012485770570 - Meter # D11... | 11.47 | |
| Total E.ON | | | | 315.40 | Direct Debit |
| HM Revenue & Customs | | | | | |
| | 31/03/2021 | Mar21 | PAYE/NI payment for January - March 2021 | 349.27 | |
| Total HM Revenue & Customs | | | | 349.27 | 103133 |
| JCM Services | | | | | |
| | 23/05/2021 | INV-0729 | Allotments - clear 2x plots and remove tree stumps and all waste | 804.00 | |
| | 23/05/2021 | INV-0730 | Re-level playbark in low areas | 360.00 | |
| Total JCM Services | | | | 1,164.00 | 103134 |
| Kelshall Plastics | | | | | |
| | 14/05/2021 | 104 | Collection of 4x 500kg bags tree guards @£21 each | 100.80 | |
| Total Kelshall Plastics | | | | 100.80 | 103135 |
| Lee Brothers Flooring | | | | | |
| | 25/05/2021 | 9005/2021 | Installation of flooring in kitchen, lobby and 2x toilets at Crix Green Mission Hall | 1,500.00 | |
| Total Lee Brothers Flooring | | | | 1,500.00 | 103136 |
| NEST Pensions | | | | | |
| | 31/05/2021 | May21 | Pension Contribution - H Read - May21 | 48.14 | |
| Total NEST Pensions | | | | 48.14 | Direct Debit |
| Officials - Salaries | | | | | |
| | 31/05/2021 | May 21 - Salaries | | 1,872.43 | |
| Total Officials - Salaries | | | | 1,872.43 | 103137, 103138, 103139 |
| Officials - Expenses | | | | | |
| | 31/05/2021 | May 21 - Expenses | | 508.50 | |
| Total Officials - Expenses | | | | 508.50 | 103137, 103138, 103139 |
| Playsafety Ltd | | | | | |
| | 21/05/2021 | 55339 | Annual Play equipment inspection | 328.80 | |
| Total Playsafety Ltd | | | | 328.80 | 103140 |
| S P Barnard | | | | | |
| | 31/05/2021 | May 21 | Village attendant - May 2021 | 690.00 | |
| Total S P Barnard | | | | 690.00 | 103141 |
| Zen Office Ltd | | | | | |
| | 12/05/2021 | SINV00661790 | Stationery - Paper & disposable gloves | 81.82 | |
| | 12/05/2021 | SINV00661791 | Stationery - drawing pins & hand sanitiser | 45.19 | |
| Total Zen Office Ltd | | | | 127.01 | 103142 |
| TOTAL | | | | 7,477.95 | |