

FELSTED PARISH COUNCIL

Minutes of the 1093th meeting held on 6th October 2021 at 6:30 pm in the URC Hall

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Andrew Parker, Roy Ramm, Richard Silcock and Youth Representative Will Bennett along with 3 members of the public. In attendance: The Clerk and the Assistant Clerk.
- 21/214 **Apologies for Absence**
Apologies had been received from Cllr Hwyl Jones, County Councillor Martin Foley, District Councillors John Evans/Sandi Merrifield and the RFO.
- 21/215 **Declarations of Interest**
Cllr Richard Silcock declared a pecuniary interest in Item 21/228 and stated that he would remove himself from the meeting during discussion of that item.
- 21/216 **Public Forum**
216.1 Footpaths - Thanks were expressed to the P3 group for clearing the footpath at the back of the Memorial Hall
216.2 Parish Speed limit - A 20mph speed limit throughout the Parish was requested. The power to set speed limits rests with Essex County Council. The PC previously requested 20mph limits in parts of the Parish but ECC has not implemented them. The Highways Committee are currently trying to get ECC to implement a "20's plenty" zone.
- 21/217 **Minutes of Meeting 1092 held on 1 September 2021**
These Minutes were approved and were signed by the Chairman.
- 21/218 **Minutes of the Planning Committee meeting held on 21 September 2021.**
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 21/219 **Matters Arising from the 1st September 2021 Council Meeting**
219.1 Tree Works (Item 21/193.4) - Permission has been received from UDC for works to the Sycamore/Lime Trees in the Churchyard. The Clerk will apply to the Archdeacon to obtain his permission under List B consent.
219.2 Poppy Wreath (Item 196.4) – This has been obtained from the Royal British Legion in readiness for the Remembrance Service on Sunday 14th November.
219.3 Parish Footpaths (Item 21/203) – The P3 group confirmed that they were not responsible for cutting footpaths through fields in Molehill Green. The Clerk has approached Essex Highways to see if they can supply any further information.
219.4 Bench at Bannister Green (Item 21/212.2) – The Village Attendant inspected the bench. There was no sign of rot. It has been cleaned and is much improved.
- 21/220 **County Councillor Report**
Members noted the updates from County Councillor Martin Foley which contained information on highways matters, crime data and Covid 19. The Clerk will contact the County Councillor to request that in future the report be contained in one document/be more Felsted specific.
- 21/221 **District Councillors Report**
Members noted the [report](#) from the District Councillors which contained information on the Stansted Airport High Court Case Appeal; the Government's consultation on night flights, the Local Plan and details of a consultation re setting the UDC 2022-23 Budget. Community organisations were reminded that District Councillors are able to provide some financial support using their annual UDC Councillor initiative funds, proposals/enquiries were encouraged.
- 21/222 **Correspondence**
Members noted the Correspondence received (see page 5) including the following:
222.1 Pond funding – Funding for the creation of ponds is available for areas believed to be viable habitat for Great Crested Newts. This may be applicable to the Nature Area. The Clerk will investigate.

- 21/223 **Finance**
223.1 Payments - Members considered the list of payments on page 6. Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman the payments list was unanimously approved.
223.2 Receipts - Members noted the receipt of the second half of the precept £42500 and a Felsted Focus Donation of £5.
- 21/224 **Felsted United Charities – Appointment of PC Representative**
Proposed by Cllr Frances Marshall, seconded by Cllr Roy Ramm, Cllr Alec Fox was unanimously appointed as Parish Representative to Felsted United Charities.
- 21/225 **Renewal of Annual CCTV Maintenance Agreement**
It was proposed by Cllr Frances Marshall, seconded by Cllr John Moore and unanimously agreed to accept the renewal of the annual Videcom CCTV Maintenance Agreement at a cost of £396 plus vat.
- 21/226 **The Pavilion**
Cllrs Alec Fox, Richard Freeman and Roy Ramm had inspected the Pavilion to ascertain its condition/any works required. The roof is in a poor state and leaking badly. The interior also requires remedial work. The Pavilion is an asset to the community and the PC felt that the roof repair element should be undertaken urgently in order to stop further deterioration. Two quotes had been obtained for this but it had proved problematic to obtain a third within the tight timescale. It was proposed by Cllr Frances Marshall, seconded by Cllr Andy Bennett and unanimously agreed to delegate consideration of the quotes to the Finance Committee at their next meeting on 13th October. It was accepted that the usual requirement to obtain three quotes would be waived due to the urgency of the situation.
- 21/227 **Woodleys Car Park**
The Clerk had obtained a quote for the replacement of the missing/broken layer of bricks and repointing of the front wall where necessary. A sample of bricks will be provided for the PC to view before considering the quote further.
Note: Cllr Richard Silcock left the meeting at this point.
- 21/228 **Parking in Parish Centre**
To help alleviate the difficulties residents can face trying to park in order to use the village shop/post office it was proposed by Cllr Richard Freeman, seconded by Cllr Roy Ramm and unanimously agreed that the three car parking spaces owned by Richard Silcock will be allocated as reserved parking for customers using the shop/post office. The spaces are on the right hand side of the car park entrance. A 30 minute maximum parking time will be allowed within shop opening hours. The PC will arrange appropriate signage.
Note: Cllr Richard Silcock re-joined the meeting at this point.
- 21/ 229 **Allotments**
229.1 Revision to Tenancy Agreements - It was proposed by Cllr Andy Bennett, seconded by Cllr Alec Fox and unanimously agreed to accept the revisions to the Tenancy Agreement. Existing Tenants will be sent a letter advising them of the amendments to their current tenancy agreement.
229.2 Letters to Plot Holders - Following plot inspections letters were sent to tenants seeking to address issues such as uncultivated plots. Further inspections will take place this Autumn. Tenants who have not begun to re cultivate their plots without a valid reason will be issued with a notice to terminate their tenancy agreement.
- 21/230 **Alms Houses**
230.1 Resident only Parking Signs – The multiple “Resident Only” parking signs erected by Felsted School outside of the Almshouses were felt to be inappropriate in the Conservation Area. Whilst acknowledging that the school had the best of intentions the PC will request that the signs are removed.
230.2 Overhanging Trees - The Village Attendant will undertake a light prune to remove the small branches overhanging the pavement.
- 21/231 **Tree Trunk on Main Playing Field**
JCM Services will replace the dead tree trunk with Copper Beech trunk. The charge for the machinery to carry out the work will be £50. JCM Services offered their labour free of charge. The PC expressed their gratitude to them.

- 21/232 **Donations**
232.1 Stansted Airport Watch - A donation of £1000 was proposed by Cllr Andy Bennett, seconded by Cllr Roy Ramm and agreed with nine in favour and one abstention.
232.2 - Christmas Market – This is a charity fund raiser. The PC are unable to consider requests for donations to charities.
- 21/233 **Bury Farm Section 106 Agreement** - Nothing new to update.
- 21/234 **Christmas Tree**
Proposed by Cllr Richard Freeman, seconded by Cllr Roy Ramm it was unanimously agreed to accept the quote from Richard Luckie for £848 plus vat for the permanent electrical installation works for the tree. The British Legion are to supply the electricity. The PC expressed their thanks to them for this.
- 21/235 **Hm The Queen’s Platinum Jubilee**
Cllrs Frances Marshall, Roy Ramm and Richard Silcock will meet to progress this.
- 21/236 **Chairman’s Matters** - None
- 21/237 **Clerk’s Matters**
237.1 Bus Stops
i) Watch House Green – Three quotes for the rebuild have been received/sent to the insurance company. The Clerk will appoint the contractor when instructed by the insurance company.
ii) Garnett’s Lane - The new perspex window has been partially pushed out. The village Attendant will replace it and use a thicker beading to stop it being movable.
237.2 Notice Boards
i) Village Centre - The Village Attendant has refurbished the Notice Board outside of Linsell’s shop. The PC were informed that the Oak is undergoing a natural ageing/silvering process.
ii) Ravens Crescent – The Notice Board has been damaged. The Village Attendant will repair it. The Clerk will report the vandalism to the police.
237.3 Bannister Green Hedge - Replies were still awaited from some of the affected residents. Pending the responses the Clerk will ask JCM Services for a quote to remove the trees and put the area back to grass.
237.4 Re-opening of PC Office - Due to water damage/social distancing difficulties the office remains closed. The clerk will request permission from the URC to use the committee room in order to offer pre bookable face to face appointments to residents.
- 21/238 **Planning Applications and Decisions**
238.1 Applications to be Considered at the Next Planning Meeting (19th Oct)
UTT/21/2980/FUL Sparlings Farm Braintree Road
Section 73A Retrospective application for the change of use of former agricultural buildings and land for dog training. Proposed dog daycare with enclosed secure outdoor area
238.2 Decisions received since Previous Council Meeting
UTT/21/2232/LB Straits Farm Dunmow Road Stebbing
Proposed replacement external windows and doors
Permission Granted – 1st September 2021
UTT/21/1995/LB Garnetts Cottage Braintree Road
Installation of replacement boiler with flue on side wall of property
Permission Refused – 2nd September ‘insufficient information has been provided to assess whether the proposal will be detrimental to the fabric and character of the Grade II listed building 'Garnetts Cottage' and whether potential development will cause harm to the significance of the listed building.’
UTT/20/2035/LB / UTT/20/2034/FUL Graunt Courts
Conversion of barns three and four (plot 2) into a separate dwelling, including small link extension uniting buildings (alternative scheme to that approved under planning permission

UTT/18/3238/FUL in order to incorporate minor alterations to previously approved scheme for barns 3 and 4)

Permission Granted – 6th September 2021

UTT/21/2310/HHF 3 Watch House Villas Braintree Road

Change of glazing to first floor rear bedroom (amendment to that approved under planning permission UTT/21/0128/HHF)

Permission Refused – 14th September 2021 ‘it would, by virtue of lack of justification and out of keeping appearance, cause harm to the character and appearance of the host dwelling and surrounding settlement,’

UTT/21/2109/HHF Limeen 25A Station Road

Conversion of existing loft space to provide 2 additional bedrooms and bathroom/shower room. Provision of pitched dormer windows to rear elevation and Velux style roof windows to front elevation

Permission Refused – 20th September 2021 ‘it is unacceptable by reason of its size, scale, design and form, failing to appear subservient and subordinate to the host dwelling. The proposed rear dormers will add an unreasonable bulk and massing that will dominate the rear elevation. Further, the proposal is considered to produce adverse effects to the neighbouring properties amenities.’

UTT/21/1917/DFO 39 Evelyn Road Willows Green

Details following outline approval UTT/19/2572/OP (approved under appeal reference APP/C1570/W/20/3246367) for the demolition of outbuildings and erection to 3 no. Dwellings, replacement garage and associated works - details of access, appearance, landscaping, layout and scale

Permission Granted – 20th September 2021

UTT/21/0867/FUL Mill House Mill Lane Hartford End

Proposed demolition of barn and erection of 1 no. Estate Manager's cottage and cart lodge

Permission Granted – 28th September 2021

UTT/21/2613/HHF Field View Stevens Lane Felsted

Proposed single and two storey rear extension.

Permission Granted – 4th October 2021

238.3 Other Planning Business

UTT/21/0079/OP Land East Of Bannister Green Rayne Road

Erection of 9 no. detached dwellings. This has gone to appeal for non-determination.

21/239

Urgent matters

239.1 Alderton Close pot hole – Asst Clerk has been pursuing this together with the County Councillor.

239.2 Replacement of Bridge on FP19 – Asst Clerk has contacted Highways to chase this issue.

239.3 Winter Council Meetings – These will be held using the online platform zoom. It is hoped that this will enable increased public participation.

There being no further business the meeting closed at 8.27 pm

Next Meetings:

Next Finance Committee Meeting:	Wednesday	13 October	21	online at 5.00 pm
Next Planning Committee Meeting:	Tuesday	19 October	21	online at 6.00 pm
Next Council Meeting:	Wednesday	3 November	21	online at 6.30 pm

..... 3 November 2021
Chairman

Correspondence List – October 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: a) District News (circ to PC 13/9) b) Housing Market Report June 21 (circ to PC 14/9) c) BIG Green Week in Saffron Walden 18th – 26th of September (circ to PC 17/9) d) Draft Housing Strategy Public Consultation open until 13th October(circ to PC 20/9) e) New Woodland Planting Initiative 2021-2022 f) Press Release: Prevent catalytic convertor theft event Saffron Walden on 17/9 g) Retail Capacity Study re Local Plan - Interim Draft Findings (circ to PC 4/10)
3. ECC: a) Temp. Closure Cock Green Rd 23/9-5 days re Open Reach works (circ to PC 6/9) b) Temp. Closure Leez Lane 23/9 -1 day re overhead line works UK Power Networks (circ to PC 6/9) c) Temp. Closure Bartholomew Green Lane 5/10 -4 days re County Broadband works (circ to PC 16/9) d) A120 Narrow Lanes Colchester Rd 20/9-1/10 re upgrading Vehicle Activated Signs (circ to PC 20/9) e) A120 Stansted-Priory Wood Diversions 5 nights 18/10-22/10 re drainage works f) Survey re naming new on-demand Electric Minibus service (circ to PC 13/9) g) Highways Highlights August edition (circ to council 13/9)
4. EALC: a) Suicide Prevention Training (circ to PC 13/9) - <i>Clerk/Asst Clerk attended.</i> b) Climate Crisis Course – 7 Modules (circ to PC 13/9) - <i>Cllr Richard Silcock attending</i> c) New Essex Forest Initiative Briefing (circ to PC 17/9) d) Health Inequalities Conference 11/10 (circ to PC 17/9) e) Safer Essex Roads Partnership workshops (circ to PC 27/9) - <i>Asst Clerk to attend.</i>
5. Uttlesford Association of Local Councils (UALC): a) Details of AGM to be held 13 th Oct (circ to PC 5/10) b) UALC Newsletter Sept. 21
6. Police Fire & Crime Commissioner–Police/Crime Plan 2021-2014 Survey(circ to PC 13/9)
7. Farming and Wildlife Advisory Group – Pond Funding
8. Resident Letter – Parking Signs Outside Alms Houses (see Agenda Item 16)
9. Resident Letter of Thanks from David Dempsey (circ to PC 23/9)
10. Stansted Airport Watch (SAW): a) Press Releases re Night Flights (circ to Cllrs AB/RF 7/9 and 4/10) b) Press Release re Climate Change (circ to Cllrs AB/RF 13/9)
11. AEF Member Updates (circ to Cllrs AB and RF 7/9 and 29/9))
12. RCCE: a) AGM 13 th October (circ to PC 5/10) b) Essex Warbler September/October Editions
13. CPRE: a) Details of AGM to be held 2 nd October (circ to PC 7/9) b) Campaigns Update September 21 (circ to PC 20 /9)

Unpaid List –October 2021

	Date	Num	Memo	Open Balance	Payment Reference
Barbara Hollingsworth					
	30/09/2021	Sep21	Unlocking car park 1 - 4 weeks - Sep 2021	60.00	
Total Barbara Hollingsworth				60.00	2109-01
Buzz Supplies Ltd					
	13/09/2021	197487	5l hand soap, all purpose J Cloth 350 sheet roll	29.61	
Total Buzz Supplies Ltd				29.61	2109-02
Christmas Tree World					
	23/09/2021	1000163785	3x Multifunction 2000 LED Light cluster	239.97	
Total Christmas Tree World				239.97	2109-03
D A Dempsey					
	27/09/2021	Sep21	3x Replacement troughs, 4x half barrel, 1x large barrel, Fertilizer, Hammerite, Woodstain, brushes	581.52	
Total D A Dempsey				581.52	2109-04
E A L C					
	22/09/2021	14502	ECC Highways Multi Topic Briefing - 07/10/21 - F Marshall	24.00	
	22/09/2021	14484	ECC Highways Multi Topic Briefing - 07/10/21 - C Schorah	24.00	
	22/09/2021	14483	ECC Highways Multi Topic Briefing - 07/10/21 - H Read	24.00	
	01/10/2021	14689	CiLCA Stand alone module - 08/11/21 - C Schorah	30.00	
	01/10/2021	14674	Councillor Training Day 2 - 06/11/21 - A Parker	120.00	
	01/10/2021	14668	Councillor Training Day 2 - 06/11/21 - H Jones	120.00	
	01/10/2021	14615	Councillor Training Day 1 - 16/10/21 - H Jones	120.00	
	01/10/2021	14621	Councillor Training Day 1 - 06/11/21 - A Parker	120.00	
Total E A L C				582.00	2109-05
E.ON					
	02/09/2021	H1A3D0EAB6	AC # 0113 9823 6360 - Street light electricity for 01/08/21 to 31/08/21 - MPAN 1013095287825 - U...	298.85	
	29/09/2021	H1A4991586	AC # 0132 6195 8940 - Kiosk electricity for 20/08/21 to 20/09/21 - MPAN 1030072525215 - U...	15.00	
	16/09/2021	H10F22F095	Ac # 3605 5026 48 - Pavilion electricity 14/08/21 to 14/09/21 - MPAN 1012485770570 - Meter # D11...	38.42	
Total E.ON				352.27	Direct Debit
Felsted Poppy Appeal					
	04/10/2021	Poppy Appeal	Donation and wreath (LGA 1972 s 137)	75.00	
Total Felsted Poppy Appeal				75.00	2109-06
HM Revenue & Customs					
	01/10/2021	Sep21	PAYE/NI payment for July - Sep 2021	646.60	
Total HM Revenue & Customs				646.60	2109-07
Medical Premises Consultants					
	04/10/2021	MPC0477	Professional Advice to Felsted Community Trust re Felsted Surgery, Bury Farm	1,506.84	
Total Medical Premises Consultants				1,506.84	2109-08
NEST Pensions					
	01/10/2021	Sep21	Pension Contribution - H Read - Sep21	49.42	
Total NEST Pensions				49.42	Direct Debit
Officials - Salaries					
	30/09/2021	Sep 21 - Salary	Officials salaries - Sep 2021	1,895.54	
Total Officials - Salaries				1,895.54	2109-09
Officials - Expenses					
	30/09/2021	Sep 21 - Exp	Officials Expenses - Sep 2021	172.28	
Total Officials - Expenses				172.28	2109-10
Paul Clark Printing Limited					
	18/09/2021	27181	Printing Felsted Focus - Autumn 2021	700.00	
Total Paul Clark Printing Limited				700.00	2109-12
PKF Littlejohn					
	27/09/2021	SB20213574	External Audit for 2020-21 financial year	480.00	
Total PKF Littlejohn				480.00	2109-13
S P Barnard					
	30/09/2021	Sep21	Village attendant - Sep 2021	825.00	
Total S P Barnard				825.00	2109-14
ZAP Distribution Ltd					
	21/09/2021	790	Delivery of Felsted Focus - Autumn 21	234.00	
Total ZAP Distribution Ltd				234.00	2109-15
TOTAL				8,430.05	