

FELSTED PARISH COUNCIL

Minutes of the 1094th meeting held on 3 November 2021 at 6:30 pm using the online platform zoom.

- Present:** Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox (left the meeting during discussion of Item 21/258) Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore (joined the meeting during discussion of Item 21/249.2), Andrew Parker, Richard Silcock and Youth Representative Will Bennett along with 5 members of the public. Also present was District Councillor John Evans. In attendance: The Clerk, the Assistant Clerk and the RFO.
- 21/240 **Apologies for Absence**
Apologies had been received from County Cllr Martin Foley, District Cllr Sandi Merifield and Cllr Roy Ramm.
- 21/241 **Declarations of Interest**
There were no declarations of interest.
- 21/242 **Public Forum**
No points were raised.
- 21/243 **Minutes of Meeting 1093 held on 6 October 2021**
These Minutes were approved and will be signed by the Chairman.
- 21/244 **Minutes of the Finance Committee meeting held on 13th October 2021 and the Planning Committee meeting held on 19 October 2021**
These Minutes were noted and would be formally approved at the next meeting of the respective committees.
- 21/245 **Committee Memberships**
It was proposed by Cllr Richard Freeman, seconded by Cllr Andy Bennett and unanimously agreed to appoint Cllr Andrew Parker to the Planning Committee.
Cllr Richard Freeman stepped down as Chair of the Highways Committee. It was proposed by Cllr Alec Fox, seconded by Cllr Richard Silcock and unanimously agreed to appoint Cllr Frances Marshall as Chair of the Highways Committee.
- 21/246 **Matters Arising from the 6 October Council Meeting**
246.1 Tree Works in Churchyard (Item 21/219) - Following the granting of UDC permissions for works to the Sycamore/Lime Trees in the churchyard the PC made an application to the Archdeacon for permission under List B consent. His Written Notice of permission to proceed with the work was subsequently received. JCM Services have been instructed to commence the works.
246.2 Almshouses Overhanging Trees (Item 21/230.2) - The small branches overhanging the pavement were removed by the Village Attendant.
- 21/247 **County Councillor Report**
Members noted that a report had not yet been received from County Councillor Martin Foley. The PC understood that there were extenuating circumstances and the Clerk would contact Cllr Foley to suggest that he did not produce the report for Felsted this month.
- 21/248 **District Councillors Report**
Members noted the [report](#) from the District Councillors which contained information on: the Local Plan and initial discussions being held with the promoters of the larger sites put forward in the Call for Sites; Stansted Airport - increased number of flights passing over the Parish this year and Solar Farms which is a topical matter both nationally and locally.
It was noted that Felsted PC will be making a response to the Local Plan's call for sites early information process. All members of the PC will be invited to contribute so that opinions on the technical accuracy of the information provided in the call for sites can be consolidated into one response.

21/249 **Correspondence**

Members noted the Correspondence received (see pages 5/6) including the following:

249.1 SLCC New Filca Qualification – This is a sector specific finance on-line course. The RFO will undertake the training.

249.2 Pothole between Memorial Hall/Jollyboys Lane – Stones are being flicked from a wide hole in the road onto the pavement making it difficult for elderly residents to pass. Asst Clerk will report it to ECC Highways.

249.3 Main Play Area Gates – These are often left open. The Village Attendant will make sure that the latches are working correctly.

249.4 Queen's Green Canopy Tree Planting – The PC agreed to plant three individual Oak trees as part of this initiative commemorating Hm The Queen's Platinum Jubilee. The Parish Greens are likely locations for the trees. Cllr Graham Harvey will approach Ford End Nurseries to ascertain prices of suitable trees.

249.5 Resident Letter re UDC Planning Decisions – Cllr Richard Freeman will draft a response to the resident to address the points raised.

21/250 **Finance**

250.1 Payments - Members considered the list of payments on page 7. Proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman the payments list was unanimously approved.

250.2 Receipts - Members noted the receipts of £1165 Allotment Rents / £5 Felsted Focus Donation.

250.3 Year to Date budget review - Members considered the budget review on page 8. It was noted that finances were currently over budget due to the Crix Green Mission renovation / Copper Beech felling in the churchyard both rolling over into this financial year together with urgent repairs to the Pavilion.

250.4 Revised Financial Risk Assessment – This had been reviewed by the Finance Committee. There were no outstanding issues. Proposed by Cllr Alec Fox, seconded by Cllr Andrew Parker it was unanimously accepted.

250.5 Asset Register – The valuation of the assets held by the PC were increased by 3% this year in line with the increase in insurance valuations. Woodleys Car Park had been added to the register at a nominal amount. Proposed by Cllr Richard Freeman, seconded by Cllr Alec Fox the register was unanimously accepted.

250.6 Financial Regulations Update - Following the PC's move to internet banking it was proposed by Cllr Richard Silcock, seconded by Cllr Alec Fox and unanimously agreed to accept a revision to the Financial Regulations stating that the instructions for each payment will be signed by one authorised bank signatory/ reviewed by a second bank signatory.

250.7 Use of Direct Debits for Regular Payments - It was proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman and unanimously agreed to allow regular payments to be made by Direct Debit.

250.8 Use of BACs for Payments - It was proposed by Cllr Frances Marshall, seconded by Cllr Richard Silcock and unanimously agreed to allow PC payments to be made by BACS.

250.9 External Auditors Interim Report - The PC noted that the External Auditors have stated that everything is being done in accordance with proper practices / they are satisfied with what has been received to date.

21/251 **Safety Briefing**

251.1 Resources - Following the very sad death of Sir David Amess MP Asst Clerk attended a police safety briefing. Some useful resources were received regarding working in a safe and secure way.

251.2 Personal Addresses - It was noted that councillors could request UDC to redact their personal addresses from public documents. It was felt unlikely that any Felsted Councillors would wish to do this.

251.3 Lone Working - The Clerk will carry out a Risk Assessment relating to lone working.

251.4 Meeting Residents - Currently PC staff are offering pre bookable telephone / online Zoom appointments to residents.

- 21/252 **Staff Appraisals**
The PC noted that Cllr Frances Marshall had completed the staff annual appraisals. These had been agreed by all staff. The HR Committee will meet on 4th November to discuss further.
- 21/253 **Hedge Removal Bannister Green**
It was proposed by Cllr Andrew Parker, seconded by Cllr Alec Fox and unanimously agreed to accept the quote of £580 plus vat from JCM Services to remove hedging in Bannister Green/put the area back to grass.
- 21/254 **Woodleys Car Park**
The PC considered a quote/sample of bricks provided by a local building company. It was agreed that a specification of works should be requested from the builder to enable the PC to properly consider the quote. The Clerk will obtain a second quote in line with Financial Regulations.
- 21/255 **Command Pest Control**
Due to reports of rat sightings extra moveable bait boxes may be required on the allotments. The Clerk will discuss with the Chair of the Allotment Society / Command Pest Control. Due to a change in legislation monthly monitoring visits are now required for baited boxes. The PC agreed that boxes will be baited for 8 months a year as they are not required in the summer months.
- 21/256 **The Pavilion**
Work on the roof has commenced. The PC noted that the roof was in a better condition than expected.
- 21/257 **Highways Matters**
257.1 Alderton Close Pot Hole – Asst Clerk pursued this issue. It has not been possible to ascertain who removed the tree / created the hole. Due to the size of the hole/the danger it represents the PC agreed unanimously to instruct the Village Attendant to fill it in.
257.2 Bridge on FP19 – Asst Clerk reported this again and would chase Highways for an update.
257.3 Passing Place Jolly Boys Lane North - This is currently under construction.
- 21/258 **Alms Houses – Resident only Parking Signs**
Cllrs Graham Harvey / Frances Marshall would arrange to meet Simon Wooley from the school to discuss this issue.
- 21/259 **Bury Farm Section 106 Agreement**
At the request of a potential purchaser/developer of the site Cllrs Graham Harvey, Richard Freeman and Roy Ramm are meeting the developer's representative on 22nd November. As things move forward the Felsted Community Trust needs to be place. Cllr Graham Harvey will contact Holmes and Hills to request that they urgently progress the registration of the trust.
- 21/260 **Christmas Tree**
The installation of the tree is scheduled to take place on Saturday 4th December. The lights will be switched on during the evening of Saturday 11th December. The PC are extremely grateful to all the businesses/individuals who have donated time/materials/money to help with this festive project. The PC also acknowledged with appreciation offers of support from the school.
- 21/261 **Hm The Queen's Platinum Jubilee**
The Felsted Beacon will be lit on Thursday 2nd June in line with beacon lighting across the country. The Parish of Felsted will have a day of celebrations on Friday 3rd June.
- 21/262 **Meeting dates for 2022**
The PC unanimously agreed the pre circulated PC meeting dates for 2022.
- 21/263 **Chairmans Matters**
263.1 Ravens Crescent Resident - Rose Taggart an elderly/original resident of Raven's Crescent has regrettably had to move away from Felsted. The PC noted that she had been a very active member of the Felsted Community. The Clerk will send her a card on behalf of the PC and wish her well.

21/264 **Clerks Matters**

264.1 Bus Stop at Jolly Boys Lane North - The insurance company had accepted a quote from Holmbuild to rebuild the bus shelter at a cost of £1380 plus vat. The Clerk has accordingly appointed them to carry out the repair. They hope to carry out the works during November.

264.2 Oak Tree at Bannister Green - Permission had been received from UDC to remove dead wood/side prune the Oak tree. JCM Services have been instructed to proceed with the work.

21/265 **Planning Applications and Decisions**

265.1 Application to be Considered at the Next Planning Meeting on 16th November

UTT/21/3176/HHF - **Cavendish Causeway End Road**

Proposed demolition of existing rear conservatory and erection of replacement single storey rear and side extension.

265.2 Decisions Received Since Previous Council Meeting

UTT/21/2726/HHF - **Peverils Bannister Green**

Proposed raising of existing roof to provide first floor living accommodation, two storey rear extension and replacement garage

Permission Granted – 15th October 2021

UTT/21/2364/HHF - **Foxtons Mole Hill Green**

Two storey side and rear extensions - amendment to that approved under UTT/20/3140/HHF

Permission Granted – 15th October 2021

UTT/20/2006/LB - **Princes Halfyards Stebbing Road**

Proposed demolition of existing barn (to be replaced with 1 no. dwelling on same footprint as approved under UTT/19/1235/FUL).

Permission Refused – 20th October 2021 'it would, by way of the loss of a heritage asset, cause less than significant harm to the character, appearance and historic fabric of the existing dwelling house of 'Princes Halfyards'. This harm is not outweighed by any public benefit from the development'

UTT/21/2665/FUL - **Holy Cross Church Braintree Road**

Removal of remnants of existing front boundary wall and hedge and erection of red brick wall topped with metal railings

Permission Granted – 26th October 2021

21/266 **Proposals for Future Agenda Items**

266.1 Public Toilets – These have blocked several times recently. Remedial work may be required should blockages continue to occur. The Village Attendant will be asked to ensure that cisterns are working to their full potential.

266.2 Churchyard Wall – Following receipt of UDC permission to renovate the churchyard wall (see item 21/265.2) the PC will apply to the church for a faculty. This will be discussed again at the start of the next financial year.

There being no further business the meeting closed at 8.45 pm

Next Meetings:

Next Highways Committee Meeting; Wednesday 10th November 21 online at 5.00 pm

Next Planning Committee Meeting: Tuesday 16th November 21 online at 6.00 pm

Next Finance Committee Meeting: Wednesday 24th November 21 online at 5.00 pm

Next Council Meeting: Wednesday 1st December 21 online at 6.30 pm

..... 1 December 2021
Chairman

Correspondence List – November 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) Survey to inform Licencing of Firearms - closing 20/10 (circ to PC 8/10) b) Climate & Biodiversity update (circ to PC 27/10) c) Local Plan Simplified Timetable (circ to Asst Clerk for Planning Committee 30/10) d) Town and Parish Councils Technical Consultation commencing 18/10 (circ to Asst Clerk for Planning Committee 30/10) e) Consultation on naming new street Felmoor Chase (Maranello Site WHG) (circ to PC 20/10)
3. ECC: a) Temp. closure of Stevens Lane 8th November 2021 for 3 days. The closure is required whilst Openreach undertakes duct laying. (circ to PC 14/10) b) A120 Coggeshall bypass night time roadworks for 3 weeks 19/10-16/11 to replace vehicle activated signs (circ to PC 20/10) c) A120 overnight closure 30/10-31/10 for replacement of electronic message signs (circ to PC 30/10) d) Highways Highlights September edition (circ to council 12/10) e) Order to divert/extinguish part of the width of part of FP99 in Willows Green (circ to PC 20/10) f) Integrated Passenger Transport Unit – Meeting 15 th November <i>Note: Felsted Transport Representative Brian Grimshaw Attending</i> g) Active Essex – Funding for organisations supporting school age children.
4. EALC: a) Winter Briefing by ECC Highways Wed 3/11 (circ to PC 13/10) Asst Clerk to attend. b) Essex Wellbeing Service – Volunteers needed c) Pay Award & Pay Scales 21/22 – Update on Unions continuing to reject 2021/22 pay offer. d) Information requested on Climate Change actions PC's taking at local level – Clerk replied 30/10 e) Budget & Precept course - 2nd/9th December (circ to PC 3/11)
5. SLCC – Launch of Financial Introduction to Local Council Administration (FILCA) which is a sector specific on-line learning tool for RFOs: <i>Note RFO to enrol</i>
6. Chelmsford City Council Local Plan Consultations 26/10-24/11 (circ to Asst Clerk for Planning Committee 30/10)
7. Highway England - Online feedback tool (open until 30 November 2021) to inform plans for road networks (circ to PC 30/10)
8. Town and Country Planning Association (TCPA) – Introduction (circ to Asst Clerk for Planning Committee)
9. Essex Climate Action Commission – Presentations re meeting 4/10 (circ to Cllr RS)
10. Clearstone Energy Ltd - Public Consultation 27th October re proposals for a solar farm development east of Willows Green (circ to PC 16/10)
11. Superfast Essex – Update regarding the fibre broadband rollout. (circ to PC 30/10)
12. District Commander Chief Inspector Cox - Security Briefing 18/10 following the tragic death of

Sir David Amess MP (Circ to PC 18/10) <i>Note Asst Clerk Attended – See Agenda Item 11</i>
13. Essex Police: Crime Prevention Event (Tool Marking) Saffron Walden Football Club Saturday 20 th November 11am-2pm (circ to PC 2/11)
14. Women’s Institute – Thank you to PC for the new floral display barrel.
15. Resident Letters a) Pothole on Road between Memorial Hall/Jollyboys Lane b) Gates Open on Main Play Area c) Queen’s Green Canopy Tree Planting for Platinum Jubilee
16. Future Airspace – Airport Modernisation Strategy. Various Discussion Sessions on Arrivals/Departures – Circ to Cllrs RF/AB 13/10
17. Stansted Airport Watch (SAW): a) Press Statement following UDC decision not to proceed with High Court Appeal ag increase in passenger throughput numbers – Circ to Cllrs RF/AB 27/10 b) October Letter to Members – Circ to Cllrs RF/AB 30/10 c) Press Release 30/10 - Circ to Cllrs RF/AB 30/10
18. AEF Newsletter (circ to Cllrs RF/AB 30/10)
19. RCCE: Essex Warbler November Edition (circ to PC 30/10)
20. CPRE: October Campaigns Update (circ to PC 27/10)
21. Resident Letter – Planning Queries (circ to PC 2/11)
22. Passenger Transport - Stephenson’s temp. revised bus timetables (circ to PC 3/11)
23. Essex Police – Tool Marking Saffron Walden 20/11 (circ to PC 2/11)

Unpaid List – November 021

	Date	Num	Memo	Open Balance	Payment Reference
B & H M Baker					
	28/10/2021	1534	24 box polys	156.00	
Total B & H M Baker				156.00	2110-01
Barbara Hollingsworth					
	31/10/2021	Oct21	Unlocking car park 1 - 4 weeks - Oct 2021	60.00	
Total Barbara Hollingsworth				60.00	2110-02
Command Pest Control Ltd					
	05/10/2021	821972	Rodent control visit - 05/10/21 to 05/01/22	54.00	
Total Command Pest Control Ltd				54.00	2110-03
CPRE					
	31/10/2021	CPRE 2021	CPRE Membership November 2021 for 12 mont	36.00	
Total CPRE				36.00	2110-04
D A Dempsey					
	28/10/2021	Oct21	33x bags peat free compost	176.00	
Total D A Dempsey				176.00	2110-05
E A L C					
	01/10/2021	14697	CiLCA Course - 08/11/21 - C Schorah	690.00	
	03/11/2021	14843	Climate Course x7 - R Silcock	126.00	
	03/11/2021	14809	ECC Highways Winter Briefing - 03/11/21 - C Sc	24.00	
Total E A L C				840.00	2110-06
E.ON					
	02/10/2021	H1A52EFC1A	AC # 0113 9823 6360 - Street light electricity for	289.21	
	17/10/2021	H10F74FB89	Ac # 3605 5026 48 - Pavilion electricity 14/09/21	36.97	
Total E.ON				326.18	Direct Debit
East Anglia's Children's Hospices (EACH)					
	31/10/2021	2021-22	Donation for 2021-22	300.00	
Total East Anglia's Children's Hospices (EACH)				300.00	2110-07
Essex and Herts Air Ambulance					
	31/10/2021	2021-22	Donation for 2021-22	325.00	
Total Essex and Herts Air Ambulance				325.00	2110-08
JCM Services					
	25/10/2021	INV-0945	Nature Area - Maintenance of footpaths and front	468.00	
	25/10/2021	944	Flail hedge cutting to hedges around parish, hed	1,128.00	
Total JCM Services				1,596.00	2110-09
Officials - Salaries					
	31/10/2021	Oct 21 - Salary	Clerk, Assistant Clerk and RFO salary	1,895.54	
Total Officials - Salaries				1,895.54	2110-10, 2110-11, 2110-12
Officials - Expenses					
	31/10/2021	Oct 21 - Exp	Clerk, Assistant Clerk and RFO Expenses	1,062.43	
Total Officials - Expenses				1,062.43	2110-10, 2110-11, 2110-12
Roy Ramm					
	20/07/2021	D Dempsey Gift	Reimbursement for Hand Engraved Trowel gift to	39.99	
Total Roy Ramm				39.99	2110-13
S P Barnard					
	31/10/2021	Oct21	Village attendant - October 2021	615.00	
Total S P Barnard				615.00	2110-14
Uttlesford Citizens Advice Bureau					
	31/10/2021	2021-22	Donation for 2021-22	300.00	
Total Uttlesford Citizens Advice Bureau				300.00	2110-15
Videcom Security Ltd					
	14/10/2021	37728	Annual maintenance contract for CCTV Sept 202	475.20	
Total Videcom Security Ltd				475.20	2110-16
AL				8,257.34	

FPC - Budget Comparison to 30th September 2021

		Budget 2021-22		Actual 2021-22		Year End Estimate		YE Estimate - Budget		Notes
		£	£	£	£	£	£	£	£	
Opening Balance		99,183.00		99,183.00		99,183.00				
RECEIPTS										
	Precept	85,000.00		85,000.00		85,000.00		0.00		
	Allotments Rents	1,534.89		114.00		1,534.89		0.00		Due October
	Playing field rent	250.00		0.00		250.00		0.00		
	Grants	0.00		0.00		0.00		0.00		
	Sundry other receipts	1,214.98		0.00		1,214.98		0.00		
	Magazine advertising & donations	10,128.00		1,618.30		3,236.60		-6,891.40		Lower income due to move to qtrly publication
Total Receipts		98,127.87		86,732.30		91,236.47		-6,891.40		
PAYMENTS										
	Salary and Expenses	31,058.26		14,627.17		32,160.16		1,101.90		
	Street Lighting	4,838.48		3,199.95		4,678.65		-159.83		
	Administration	18,251.68		4,869.01		9,835.20		-8,416.48		Lower expenditure due to move to qtrly publication
	Maintenance, repairs and upkeep	27,892.58		21,363.91		43,499.55		15,606.97		Cost for Copper Beech removal rolled over from 2020-21, pay increase for village attendant after 5+ years plus repairs to Pavilion
	Projects	9,354.31		26,013.61		29,131.95		19,777.64		Final Crix Green works rolled over from 2020-21
	Sundry	3,817.45		3,007.68		3,007.68		-809.77		
Total Payments		95,212.77		73,081.33		122,313.20		27,100.43		
Closing Balance - Income and Expense		102,098.10		112,833.97		68,106.27		-33,991.83		