

FELSTED PARISH COUNCIL

Minutes of the 1095th meeting held on 1st December 2021 at 6:30 pm using the online platform zoom.

Present: Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Andrew Parker, Roy Ramm, Richard Silcock and Youth Representative Will Bennett along with 4 members of the public. Also present was District Councillor John Evans. In attendance: The Clerk, the Assistant Clerk and the RFO.

21/267 **Apologies for Absence**

Apologies had been received from Councillors Andy Bennett and Alec Fox, District Councillor Sandi Merifield and County Councillor Martin Foley.

21/268 **Declarations of Interest**

There were no declarations of interest.

21/269 **Public Forum**

No issues were raised.

21/270 **Minutes of Meeting 1094 held on 3rd November 2021**

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

21/271 **Minutes of the Highways Committee Meeting held on 10 November, Planning Committee Meeting held on 16 November and the Finance Committee meeting held on 24 November 2021.**

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

21/272 **Matters Arising from the 3rd November Council Meeting**

272.1 Alderton Close Pothole (Item 21/257.1) – This has been filled in by the Village Attendant.

272.2 Passing Place Jolly Boys Lane (Item 21/257.3) - This has now been completed and a "No Parking" sign installed.

272.3 Meeting Dates 2022 (Item 21/262) - The March Highways Committee meeting has been rescheduled from 9th March 22 to the 1st March 22 due to Councillor holidays.

272.4 Ravens Crescent Resident (Item 21/263.1) – On behalf of the PC the Clerk sent long-time resident Mrs Taggart a well-wishing card on her relocation away from Felsted. Mrs Taggart responded saying that she had always enjoyed being part of the Felsted community and she was delighted to receive the card.

21/273 **County Councillor Report**

Members noted the update from County Councillor Martin Foley on the following ECC initiatives: (i) [The Household Support Fund](#) For anyone struggling this winter help is available with essential costs. There is no requirement to be claiming benefits in order to qualify for help. Clicking on the link will signpost the various organisations through which the fund can be accessed; (ii) [Essex ActivAte Winter Holiday Activity and Food Programme](#) which will be running a whole host of enjoyable activities for children free to families in need of support. Running predominately between the 20th- 24th December bookings are now live and can be accessed by clicking on the link above.

21/274 **District Councillors Report**

Members noted the [report](#) from the District Councillors containing information on the Covid variant Omicron, the continuing early consultation by the Manchester Airport Group (on behalf of the Civil Aviation Authority) regarding Stansted Airport flightpaths, an update on the Local Plan and a summary of the range of work/activities that the District Councillors participate in.

21/275 **Correspondence**

Members noted the Correspondence received (see page 5) including the following:

275.1 Finance Committee Query – The query related to the Finance Committee meeting held on 24th November 21 (Minute F21/65 - agreed increase in hourly rate for the Village Attendant). This was thoroughly discussed/debated at that meeting. The PC agreed that the Village Attendant was a multi skilled individual, on call at all hours and using his own vehicle/equipment. They further agreed that commercial rates must be paid / individuals not exploited. The PC welcome the interest/participation of residents however Councillor Frances Marshall expressed concern at the derogatory tone of the letter. Cllr Graham Harvey will invite the resident to meet with him together with Cllr Frances Marshall / Cllr Roy Ramm in order to fully address the queries raised.

275.2 Disruption to Royal Mail Postal Service at Hartford End – The PC trusted that their letter to Royal Mail along with pressure from local MPs was helping to resolve this issue.

275.3 Hartford End Flooding/Blocked Drains – These issues have previously been reported several times to ECC Highways. The Assistant Clerk will contact them again and also contact County Councillor Martin Foley to request his assistance.

21/276 **Staff Appraisals**

These were completed. All three PC staff were found to be “Outstanding” in all areas. It was identified that the growth of the parish / increasing demands on staff meant that the current contracted hours of both the Clerk/Assistant Clerk were insufficient to enable them to carry out all of the duties asked of them. Both were working a considerable number of unpaid hours each week. The PC agreed that this was not acceptable. It was proposed by Cllr Frances Marshall, seconded by Cllr Roy Ramm and unanimously agreed to increase the Clerk’s contracted weekly hours from 15 to 25 and to increase the Assistant Clerk’s contracted weekly hours from 10 to 15 effective from 1st December 21.

21/277 **Finance**

277.1 Payments - Members considered the list of payments on pages 6/7. Proposed by Cllr Roy Ramm, Seconded by Cllr Andrew Parker the payments list was unanimously approved. Following Item 21/287.1 additional items re deposits relating to celebrations to mark Hm The Queen’s Platinum Jubilee £390 - TM Event Hire / £379 - Evo DJs were added to the payments list.

277.2 Receipts - Members noted the receipts of £55 Felsted Focus Donations / £58 Allotment Rents.

277.3 Year to Dated 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 the unbudgeted for construction of the passing place in Jolly Boys Lane North / urgent repairs to the roof of the Pavilion.

277.4 Consideration and approval of 2022-23 Budget – In view of the agreed increase to the Clerk/Asst Clerk’s contracted hours the budget would be revised and go back to the Finance Committee in January. It will be presented to the PC for consideration at their January PC meeting.

277.5 Consideration and approval of 2022-23 Precept – This will be considered by the PC at their January meeting (see Item 21/277.4) Members noted that currently Felsted’s precept is below average when compared to parishes of a similar size.

277.6 Professional Facilitation - The PC expressed their thanks to the RFO for his professional facilitation of discussions both at Finance Committee meetings / monthly PC meetings.

21/278 **Alms Houses Parking Signs** – Cllr Frances Marshall will arrange a meeting with the school in January.

21/279 **The Pavilion** – Three companies have been approached to quote for the internal works to repair the pavilion. The Clerk will investigate the possibility of a grant from the Football Foundation.

- 21/280 **Quotes to Repair Woodley's Car Park Wall** – Councillors considered pre circulated quotes. It was proposed by Cllr John Moore, seconded by Cllr Richard Freeman and unanimously agreed to accept the quote from P Judge Construction Services for £675 plus vat to remove the old top layer of capping bricks replacing with a new soft red brick.
- 21/281 **Signage**
281.1 Dedication Plaque Woodley's Car Park - Cllr John Moore would speak to Mrs Woodley to canvass her views on the installation of a plaque. The PC would discuss further in January.
281.2 Public Toilets – It had been agreed with members of the Memorial Hall Committee that the signage for the public toilets could be erected on the wall of the hall. The Clerk would obtain quotes for a sign which would amalgamate both the current signs on the wall / the sign for the public toilets.
- 21/282 **Pollarding Lime Trees in Churchyard** – JCM Services had advised that due to the quantity of deadwood in the Lime Trees pollarding could be a good long term option. Cllr Andrew Parker will visit the churchyard with the Clerk /JCM Services in the Spring in order to inspect the trees and report back to the PC.
- 21/283 **Churchyard Wall** – The PC agreed that replacement of the wall was not currently financially viable/the hedge was improving due to regular attention.
- 21/284 **Deferment of Expenditure** – In view of the number of high expenditure items on the agenda it was proposed by Cllr Frances Marshall, seconded by Cllr Roy Ramm and unanimously agreed that the Clerk would obtain costs for items 21/281.2, 21/282 and 21/283. Decisions on them would be deferred until the next Financial Year.
- 21/285 **Bury Farm Section 106 Agreement** – Cllrs Graham Harvey, Richard Freeman and Roy Ramm met with a potential developer of the site. They reported that it was a very positive meeting and the developer was refreshingly inventive. Registration of the Felsted Community Trust was proceeding disappointingly slowly under the PC's current advisors Holmes and Hills. The PC believe that a Charitable Incorporated Organisation may be a more suitable entity than a Trust. It was proposed by Cllr Frances Marshall, seconded by Cllr Hywel Jones and unanimously agreed that the PC would investigate engaging with a different firm of advisors to advise/move things forward.
- 21/286 **Christmas Tree** – This will be placed in situ on Saturday 4th December. The switching on of the lights will take place on Saturday 11th December at 6.15pm.
- 21/287 **Hm The Queen's Platinum Jubilee**
287.1 Equipment / Entertainment - The hire of:
 - Marquees from TM Event Hire (Total Cost £1950/Deposit ££390);
 - Stage together with Sound Engineer / PA System from Evo DJs (Total Cost £1890/Deposit £379).
was proposed by Cllr Frances Marshall, seconded by Cllr Richard Silcock and unanimously agreed. The deposits for both TM Event Hire/Evo DJs were added to the payment list. (see item 21/277.1).
287.2 Volunteers - It was noted that a number of willing individuals have come forward to help organise the celebrations. It is hoped that there will be a volunteer to oversee the whole event.
- 21/288 **Clerk's Matters**
288.1 Bus Shelters
(i) Jollyboys Lane North - The repair to the bus shelter is almost complete with just a few tiles on the roof still needing to be replaced.
(ii) Watch House Green – Both bus shelters plus an internal notice board were vandalised with anti-vaccine messages. These were removed by the Village Attendant and the incidents reported to the police.
288.2 Oak Tree at Bannister Green - The work to remove deadwood / trim back the side of the crown is scheduled for January 22.
288.3 Replanting of Trees in Conservation Area - Following the felling of the Copper Beech in the Churchyard/removal of dead tree from outside of the Doctors Surgery there was a legal obligation on the PC to plant new trees. Difficulties in planting new trees in the same location

included overshadowing by adjacent larger trees together with possible residue fungus in the ground. The Clerk contacted the Landscape Officer at UDC to seek advice. In view of the issues raised in both cases the PC's duty to replant was waived.

288.4 Notice Board – The Village Attendant has installed the new notice board in Chelmsford Road.

21/289 **Planning Applications and Decisions**

289.1 Applications to be Considered at the Next Planning Meeting on 21st December **UTT/21/3441/HHF 5 Bury Fields Felsted**

Proposed erection of two storey side and rear extensions, demolition of existing garage, alterations to existing porch and associated operational development

UTT/21/3507/HHF Ro Ellen Willows Green Main Road

Single storey side and rear extensions, re-positioning metal chimney to rear

289.2 Decisions Received since Previous Council Meeting

UTT/21/1755/DFO Land To The South Of Braintree Road Details

following outline approval UTT/18/3529/OP (approved under appeal reference APP/C1570/W/19/3234739) for the erection of up to 30 no. Dwellings with associated roads and infrastructure - details of appearance, landscaping, layout and scale

Permission Granted – 4th November 2021

UTT/21/1671/SCO Land East Of School Road And Main Road

Request for a screening opinion for - Erection of a Solar Photovoltaic Farm with a capacity not to exceed 49.9MW of energy, with associated battery storage and supporting infrastructure including inverters and a transformer, fencing, CCTV installation and landscaping works

Opinion Given – 4th November 2021

UTT/21/2514/HHF Helpstons Manor Hollow Road

Proposed outbuilding.

Permission Granted – 11th November 2021

UTT/20/2909/FUL Land At 39 Evelyn Road Willows Green

Demolition of outbuildings and erection of 4 no. dwellings with associated access

Application Withdrawn – 18th November 2021

21/290 **Urgent Items**

290.1 Churchyard - A tree is growing within the top of a grave. The Clerk will visit the churchyard with the Village Attendant to ascertain if he can safely remove it.

290.2 Public Toilets – It was agreed that the public toilets would remain open during normal hours throughout the Christmas period.

290.3 Office Festive Closure – The Parish Council office/phone lines will be closed from the 23rd December 21 to 3rd January 22 inclusive to facilitate staff holidays.

There being no further business the Chairman wished everyone a Happy Christmas and a good New Year and closed the meeting at 20.55 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 21 December 21 online at 6.00 pm

Next Finance Committee Meeting: Wednesday 12 January 22 online at 6.00 pm

Next Council Meeting: Wednesday 12 January 22 online at 6.30 pm

..... 12 January 2022
Chairman

Correspondence List – December 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) Annual Rough Sleeper Estimate taking place on 11/11/21 b) Council Group Meetings with new Chief Executive of UDC Peter Holt (fwd to Cllr Graham Harvey 21/11) c) Police, Fire & Crime Commissioner Survey re 22/23 Budget Priorities |
| 3. | ECC: a) Temp. Night time Closure A120 Galleys Roundabout to Marks Farm Roundabout 20/21 Nov and 27/28 Nov to enable Road Markings (Circ to PC 11/11) b) Temp. Closure Molehill Green Road 29/11 for 1 day for UK Power Networks (Circ to PC 20/11) c) Single lane closure on A120 for 2 weeks 6/12 - 17/12 to enable replacement of traffic signals (Circ to PC 24/11) d) Closure of Main Road/Crix Green Road commencing 13/12 for 5 days to enable ECC to undertake carriageway patching (Circ to PC 25/11) e) Booster Vaccination Drive (Circ to PC 24/11) |
| 4. | EALC: a) Climate Conference 27 th January 22 (Circ to PC 8/11) b) Honours Scheme (Circ to PC 8/11) c) ECC's Four-year plan/survey for libraries in Essex (Circ to PC 30/11) d) Personal Safety Webinar for Councillors 8 th December (Circ to PC 1/12) |
| 5. | Essex Police: a) Uttlesford Community Safety Partnership 'Reaching Rural Communities Project' at Flich Green 1st December between 10am-2pm (Circ to PC 26/11) b) Keyless Car Theft Prevention (Circ to PC 30/11) |
| 6. | Farleigh Hospice a) Christmas Tree Recycling - www.farleighhospice.org/trees b) Santa Fun Run Central Park Chelmsford Sunday 5 th December - www.farleighhospice.org/events/santa |
| 7. | Uttlesford Citizens Advice AGM 8 th December |
| 8. | Essex & Herts Air Ambulance – Thank you for Donation |
| 9. | Superfast Essex Engagement Event 25 th November 21 (Circ to PC 24/11) |
| 10. | Resident Letters: a) Hartford End Disruption to Royal Mail Postal Service b) Hartford End Flooding/Blocked Drains |
| 11. | Greater Cambridge Partnership Transport Consultation |
| 12. | Stansted Airport Watch (SAW): a) Press Release 6 Nov (fwd to Cllrs RF/AB 6/11) b) Parish/Town Council Liaison Meeting 2/12 (fwd to Cllrs RF/AB 9/11) c) Member Letter 18th November (fwd to Cllrs RF/AB 20/11) |
| 13. | AEF: a) Member Update (fwd to Cllrs RF/AB 12/11) b) Details of AGM 15 th December 21 (fwd to Cllrs RF/AB 24/11) |
| 14. | Clearstone Energy Brochure re proposed Willows Green Solar Farm (Circ to PC 30/11) |
| 15. | CPRE: November Campaigns Update (Circ. to PC 6/11) |
| 16. | EACH: East Anglian Children's Hospices – Thank you for Donation |
| 17. | Resident Letter: Finance Committee Query (Circ to PC 1/12) |

December Unpaid List

| | Date | Num | Memo | Open Balance | Payment Reference |
|-------------------------------------|------------|-------------|---|--------------|-------------------|
| A & J Lighting Solutions | | | | | |
| | 12/11/2021 | 35686 | Replacement photocell | 107.40 | |
| Total A & J Lighting Solutions | | | | 107.40 | 2111-01 |
| Anderson and Co - Tarmacadam | | | | | |
| | 10/11/2021 | 179 | Create new passing place in Jolly Boys Lane North | 4,734.84 | |
| Total Anderson and Co - Tarmacadam | | | | 4,734.84 | 2111-02 |
| B & H M Baker | | | | | |
| | 05/11/2021 | 1543 | 1 box polys | 6.50 | |
| Total B & H M Baker | | | | 6.50 | 2111-03 |
| Barbara Hollingsworth | | | | | |
| | 30/11/2021 | Nov21 | Unlocking car park 1 - 5 weeks - Nov2021 | 75.00 | |
| Total Barbara Hollingsworth | | | | 75.00 | 2111-04 |
| BT | | | | | |
| | 22/11/2021 | Q008 VV | Telephone and broadband - 01/11/21 to 31/01/22 | 165.32 | |
| Total BT | | | | 165.32 | Direct Debit |
| E A L C | | | | | |
| | 05/11/2021 | 14861 | Being a Good Employer booklet | 10.80 | |
| | 23/11/2021 | 14892 | Law & Procedures Course - 24/11/21 - C Schorah | 108.00 | |
| | 24/11/2021 | 14945 | Budget & Precept Course - 09/12/21 - D Plunkett | 84.00 | |
| | 25/11/2021 | 14962 | Code of Conduct Course - 25/11/21 - C Schorah | 84.00 | |
| | 24/11/2021 | 14953 | Budget & Precept Course - 09/12/21 - J Moore | 84.00 | |
| | 24/11/2021 | 14926 | Budget & Precept Course - 09/12/21 - C Schorah | 84.00 | |
| Total E A L C | | | | 454.80 | 2111-05 |
| E.ON | | | | | |
| | 02/11/2021 | H1A60C35F1 | Ac # 0132 6195 8940 - MUGA electricity for period 20/09/21 to 20/10/21 - MPAN 103007252515 - Me... | 32.27 | |
| | 02/11/2021 | H1A69E70CCA | AC # 0113 9823 6360 - Street light electricity for 01/10/21 to 31/10/21 - MPAN 1013095287825 - U... | 298.85 | |
| Total E.ON | | | | 331.12 | Direct Debit |
| Evo DJ's | | | | | |
| | 19/11/2021 | ED0031 | Platinum Jubilee - Sound Engineer, PA System for stage, 8mx6m stage with roof - DEPOSIT | 379.00 | |
| Total Evo DJ's | | | | 379.00 | 2111-06 |
| Felsted Construction Ltd | | | | | |
| | 08/11/2021 | 2471 | Repairs to Pavilion roof | 7,020.00 | |
| Total Felsted Construction Ltd | | | | 7,020.00 | 2111-07 |
| Felsted U R C | | | | | |
| | 30/11/2021 | 2021 | Rent of office - 2021 | 1,500.00 | |
| Total Felsted U R C | | | | 1,500.00 | 2111-08 |

| | | | | | |
|------------------------------------|------------|-----------------|---|------------------|----------------------------------|
| JCM Services | | | | | |
| | 04/11/2021 | INV-0981 | Village grass cutting - 3 of 4, Church yard maintenance and hard surface spay 4/4 | 2,430.00 | |
| | 04/11/2021 | INV-0980 | Nature Area - Maintenance of footpaths and frontage - Final | 240.00 | |
| | 08/11/2021 | INV-0995 | Face side of hedge line at entrance to allotments | 464.40 | |
| | 08/11/2021 | INV-0997 | Clear oak log bench from playing field | 60.00 | |
| Total JCM Services | | | | 3,194.40 | 2111-09 |
| M J Read | | | | | |
| | 30/11/2021 | 2021 | Rental of storage facility for 1 Dec 2021 to 30 Nov 2022 | 300.00 | |
| Total M J Read | | | | 300.00 | 2111-10 |
| M&B Printers | | | | | |
| | 26/11/2021 | 15953 | 1x A\$ Dibond sign & artwork | 48.00 | |
| Total M&B Printers | | | | 48.00 | 2111-11 |
| NEST Pensions | | | | | |
| | 01/12/2021 | Nov21 | | 49.42 | |
| Total NEST Pensions | | | | 49.42 | Direct Debit |
| Officials - Salaries | | | | | |
| | 01/12/2021 | Nov 21 - Salary | | 1,895.54 | |
| Total Officials - Salaries | | | | 1,895.54 | 2111-12, 2111-13, 2111-14 |
| Officials - Expenses | | | | | |
| | 30/11/2021 | Nov 21 - Exp | | 227.65 | |
| Total Officials - Expenses | | | | 227.65 | 2111-12, 2111-13, 2111-14 |
| Paul Clark Printing Limited | | | | | |
| | 29/10/2021 | 27423 | Printing - Christmas Tree decorations leaflet | 76.00 | |
| | 01/12/2021 | 27539 | Printing Felsted Focus - Winter 2021 | 819.00 | |
| Total Paul Clark Printing Limited | | | | 895.00 | 2111-15 |
| S P Barnard | | | | | |
| | 30/11/2021 | Nov21 | Village attendant - Nov 2021 | 720.00 | |
| Total S P Barnard | | | | 720.00 | 2111-16 |
| SLCC | | | | | |
| | 01/01/2022 | MEM237662-1 | SLCC membership 2022 | 171.00 | |
| Total SLCC | | | | 171.00 | 2111-17 |
| TM Event Hire | | | | | |
| | 01/12/2021 | June22004 | 1x 9x15 frame marquee, 1x 9x23 frame marquee - DEPOSIT | 390.00 | |
| Total TM Event Hire | | | | 390.00 | 2111-18 |
| ZAP Distribution Ltd | | | | | |
| | 26/11/2021 | 820 | Delivery of Felsted Focus - Winter 21 | 234.00 | |
| Total ZAP Distribution Ltd | | | | 234.00 | 2111-19 |
| TOTAL | | | | 22,898.99 | |

FPC - Budget Comparison to 29 October 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 | | 1,696.00 | | 1,700.00 | | 165.11 | | |
| 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 | | 1,623.30 | | 2,800.38 | | -7,327.62 | | Lower income due to move to qtrly publication of Felsted Focus |
| Total Receipts | 98,127.87 | | 88,319.30 | | 90,965.36 | | -7,162.50 | | |
| PAYMENTS | | | | | | | | | |
| Salary and Expenses | 31,058.26 | | 17,608.14 | | 33,489.82 | | 2,431.56 | | Expenses - partially offset by lower Stationery costs in Administration line |
| Street Lighting | 4,838.48 | | 3,440.96 | | 4,794.70 | | -43.78 | | |
| Administration | 18,251.68 | | 5,605.01 | | 10,924.30 | | -7,327.38 | | Lower expenditure due to move to qtrly publication of Felsted Focus |
| Maintenance, repairs and upkeep | 27,892.58 | | 23,772.08 | | 41,649.00 | | 13,756.41 | | Cost for Copper Beech removal rolled over from 2020-21, pay increase for village attendant after 5+ years plus repairs to Pavilion |
| | 0 | 0 | 200 | 0 | 500 | 0 | 500 | 0 | Estimate |
| Projects | 9,354.31 | | 26,013.61 | | 32,858.64 | | 23,504.33 | | Final Crix Green works rolled over from 2020-21, passing place on Jolly Boys Lane North |
| Sundry | 3,817.45 | | 3,972.67 | | 3,972.67 | | 155.22 | | |
| Total Payments | 95,212.77 | | 80,412.47 | | 127,689.13 | | 32,476.37 | | |
| Closing Balance - Income and Expense | 102,098.10 | | 107,089.83 | | 62,459.23 | | -39,638.87 | | |