

FELSTED PARISH COUNCIL

Minutes of the 1097th meeting held on 2nd February 2022 at 6:30 pm using the Zoom online platform

Present: Councillors Graham Harvey (Chairman), Andy Bennett, Alec Fox, Richard Freeman, Hywel Jones (entered during discussion of Item 22/26.2(ii)), Frances Marshall, John Moore, Andrew Parker, Roy Ramm, Richard Silcock and Youth Representative Will Bennett along with 3 members of the public. Also present were District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk, the Assistant Clerk and the RFO.

22/24 **Apologies for Absence**

Apologies were received from Cllr Penny Learmonth and County Councillor Martin Foley.

22/25 **Declarations of Interest**

None were received.

22/26 **Public Forum**

26.1 Explanation of Agenda Items – The Clerk agreed to briefly explain the background to agenda items prior to any discussion for the benefit/understanding of the attending public.

26.2 Housing in the Neighbourhood Plan – An update was provided on two areas earmarked in the Neighbourhood Plan for Housing:

i) Bury Farm Site - The site will be developed by Mulberry Homes. Details of the agreement are moving forward. (See Minute 22/38)

Note : Cllr Frances Marshall left the meeting before the next item.

ii) Sunnybrook Site - Details of the agreement for this site are moving forward slowly.

Note: Cllr Frances Marshall re-joined the meeting.

22/27 **Minutes of Meeting 1096 held on 12 January 2022**

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

22/28 **Minutes of the Planning Committee meeting on 18 January 2022**

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

22/29 **Matters Arising from the 12th January Council Meeting**

29.1 County Cllr Felsted Visit (Item 22/08.2) - The Clerk emailed Cllr Foley requesting his availability for the planned visit to Felsted. A date is yet to be agreed.

29.2 Locality Fund (Item 22/10) - ECC confirmed that the purchase of a public litter bin fits the funding criteria of the Locality Fund. The authorisation form will be submitted by C.Cllr Martin Foley.

29.3 Remote Meetings Petition (Item 22/12.1) - The link to the petition has been sent to all members of the Parish Council.

29.4 Allotments (Item 22/12.6) - The stolen post and rails have been replaced with new ones by the Village Attendant. The theft/vandalism was reported by the Clerk to Essex Police.

29.5 Hollow Road Sign (Item 22/20.7) - The Village Attendant will collect the sign. Its condition will be ascertained to see if it can be reinstalled.

22/30 **County Councillor Report**

Members noted the report from County Councillor Martin Foley which contained information on Highways issues raised by the PC to ECC. All issues raised have passed through the first stage of ECC's Local Highways Panel Meeting and are awaiting validation / engineers' reports. Details of items raised can be seen in the [Minutes](#) of the PC's Highways Committee meetings

available on the PC's website. An update was also received on Covid cases in the under-20 age group in Essex. These are rising with a suspected beginning of migration from infection among school children into their parents age groups.

22/31 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on the Council Tax/Budget for 2022-23; the effect of recent changes in Accounting Rules on UDC and details of the ECC Arts and Cultural Fund.

The PC recorded their thanks to District Cllr John Evans for his support on various planning issues.

22/32 **Correspondence**

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

32.1 Al-Anon Family Groups – This organisation supports family/friends of problem drinkers. The [link](#) to the organisation will be put on to the PC website and entered in the Trade Directory of the Felsted Focus.

32.2 Parish Floral Displays – The organiser of the displays is stepping down after the planting scheduled for May this year. It is hoped that a new volunteer will come forward to ensure continuity of the parish floral displays.

32.3 Lighting in Village Car Park – This will not be possible as there is not a permanent electricity supply in the car park.

32.4 Litter Picking Volunteer - The PC expressed their appreciation to the young resident who has chosen to help keep the parish clean and tidy by litter picking for their DOE Bronze Award.

32.5 New Oak Tree Location at Bannister Green – (See Minute 22/40.2)

22/33 **Finance**

33.1 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.

33.2 Receipts - Members noted receipts of £282 consisting of £5 Felsted Focus Donations / £27 Allotment Rents / £250 Donation to Felsted Christmas Tree.

33.3 Christmas Tree Lights – It was agreed that the £118 held by Cllr Richard Freeman following the Christmas Decoration Event (see Minute 22/11.3) would be used to purchase a replacement set of lights for one no longer be working once the tree had been dismantled.

22/34 **Community Engagement Update**

Cllrs Hywel Jones and Roy Ramm reported on a positive meeting with the landlord of The Swan. The landlord is keen to both engage in village life / improve relations with the parish. The PC wishes to support a successful pub in the parish but expressed concerns to the landlord about some of the pubs more problematic customers. The landlord reported that he had banned some customers for three months for bad behaviour. He suggested that a "Pub Watch" Scheme could be set up perhaps associated with Dunmow which would be helpful in improving conduct generally. The level of noise from the garden was discussed. The landlord explained that outdoor music will cease at 9pm. With limited alternatives in the immediate area it would be unrealistic to expect The Swan to be incident free, the landlord was therefore encouraged to proactively report any incidents that may be of concern to the PC.

22/35 **Alms Houses – Resident only Parking Signs**

Cllrs Graham Harvey and Frances Marshall met with Simon Wooley from The School. It was agreed that the school would have signs made to match the Parish Council signs on the opposite side of the road. The number of signs will be reduced.

22/36 **Consideration of Pavilion Quotes**

The PC considered three quotes for the repair/refurbishment of the Pavilion interior. Subject to a successful grant application to the Football Foundation it was proposed by Cllr Richard Silcock, seconded by Cllr Alec Fox and unanimously agreed to appoint Felsted Construction to carry out works as follows: strip internal ceiling board/replace with plasterboard/new timber dividers; fill/sand/paint ceiling boards; clean down/make good internal walls; install two extractor fans and redecorate externally with barn paint at a cost of £6460 plus vat.

It was further agreed that due to concerns about the lack of natural light/heating and the damp environment within the showers/changing rooms Felsted Construction would be asked for an

additional quote to supply and install permanent dehumidifiers.

Clerk's note: Felsted Construction recommended installing humistat fans that automatically activate when damp is sensed instead of the previously quoted extractor fans. The additional cost for these instead of the originally quoted extractor fans increased the quote by £330 to £6790 plus vat. The new cost will be used to inform the grant application to the Football Foundation.

22/37 **Woodley's Car Park - Dedication Plaque**

Cllrs Graham Harvey, Frances Marshall, John Moore and Richard Freeman had met at the Car Park and agreed the location for the plaque. It is due to be fitted later this month.

22/38 **Bury Farm Section 106 Agreement**

The developers have been given permission to dig an archaeological trench to check that there is nothing on site that would compromise the works. It is hoped that the developers may produce an artist's impression and an update for the Felsted Focus. Cllrs Richard Freeman and Roy Ramm had met with a representative of Birketts in Chelmsford who specialise in Charitable Trusts. Birketts have been asked to quote for the cost of establishing the trust.

22/39 **Hm The Queen's Platinum Jubilee**

39.1 Felsted Celebrations - A brief overview of plans for celebrations in Felsted was given. The Beacon will be lit on the evening of Thursday 2nd June. On Friday 3rd June an event will be held on the Playing Field in the centre of the parish. It is hoped that the event will include a village re-enactment, craft stalls, food vendors, live music and entertainment. Volunteers are asked to come forward as man power on the day will be much needed.

39.2 Ravens Crescent "Street Party" - A local resident approached the PC for permission to hold a "street" party in the park at Raven's Crescent. The PC agreed that such events were to be encouraged.

39.3 Jubilee Flag - Special flags can be purchased to mark Hm The Queen's Platinum Jubilee. The Clerk will investigate purchasing one to be flown from the flagpole during the Jubilee Weekend.

22/40 **Jubilee Trees**

40.1 Commemorative Trees - Five Oak Trees were planted by the Parish Council to commemorate Hm The Queen's Platinum Jubilee. The trees are located on Bannister Green / The Main Playing Field / The Nature Area (2 trees) and Willows Green Playing Field. It is hoped that UDC will also supply a Mountain Ash tree to be planted on Watch House Green.

40.2 Location of Tree on Bannister Green - A complaint was received from a resident concerning the location of the Oak Tree on Bannister Green (see Item 22/32.5). The location of each tree had been carefully considered and discussed with all present including a professional tree surgeon, a landscape gardener, residents and Parish Councillors. Favourable comments as to their locations have been received from other residents. The PC agreed no action was required.

40.3 The Queen's Green Canopy - The trees have been entered onto [The Queen's Green Canopy](#) website and special commemorative plaques will be purchased to mark each tree. Cllr Andrew Parker will liaise with the Clerk regarding their purchase.

22/41 **Chairman's Matters**

41.1 Willows Green Notice Board – This needs minor refurbishment. The Village Attendant will be asked to undertake the work.

41.2 Letter to Resident – The PC have received numerous enquiries and complaints from an individual resident over a period lasting many months. The many responses to the resident have been detailed and time consuming. The PC agreed that the level of correspondence with both the Council and their professional advisors have placed excessive and unreasonable demands on both councillors and council staff. It has also caused the Council to incur unnecessary fees. The PC agreed that the cumulative impact of the continuing correspondence was taking up unacceptable time and resource that should be employed on other council matters for the benefit of the community. Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall it was unanimously agreed that having taken advice from the Essex Association of Local Councils the Chairman of the PC would write to the resident on behalf of all of the Parish Council and inform the resident that whilst the PC will continue to note any

correspondence received from the resident they will no longer reply. This decision will be reviewed in one year. Councillors will then consider whether the volume and tone of any correspondence is such that it is appropriate to recommence corresponding with the resident. It was noted that the letter (considered and deferred on multiple occasions) will be sent with huge reluctance and disappointment by the Parish Council who have always encouraged communication with residents. Councillors could not recall any previous occasion when a letter of this nature had been necessary.

41.3 Hedge between Thistley Bridge/Hollow Road – This is overgrown. Cllr Graham Harvey will approach the land owner and request that the hedge is cutback.

22/42 **Clerk's Matters**

42.1 Oak Tree at Bannister Green - The Oak Tree has been trimmed back as per the permission granted by UDC (Minute 21/253)

42.2 Hedge at Bannister Green - This has now been removed (Minute 21/ 264.2). JCM Services will return to grind out the stumps / re seed the area.

42.3 Cilca Course for Asst Clerk - The PC's Assistant Clerk is due to commence Cilca, the professional clerking qualification. It is anticipated that this course will last for approximately a year.

22/43 **Format of Spring Meetings**

43.1 Location of Meetings - The PC agreed that their March meeting will be held using the online platform zoom. It is hoped that the April meeting will return to being a physical meeting in the URC Hall.

43.2 Technology - Cllrs Graham Harvey, Hywel Jones and Youth Representative Will Bennett will investigate technology that could be used for Hybrid Meetings. They will bring their findings to the July PC meeting.

22/44 **Planning Applications and Decisions**

44.1 Applications to be Considered at the Next Planning Meeting on 15th February

UTT/22/0145/HHF Benningtons Bannister Green

Loft conversion with dormer to rear roof slope

UTT/22/0237/FUL Lord Richie Hall Felsted School

Proposed erection of 10 no. temporary examination rooms on an annual basis, from 1st May to 31st July.

UTT/22/0240/FUL Inghams House Inghams Close Felsted School

Proposed resurfacing and small extension to existing staff car parking area with associated operational development including improvements to existing access.

UTT/22/0238/FUL Felsted School

Proposed coach parking lay by and associated operational development.

UTT/22/0239/FUL Stewart House Felsted School

Proposed widening of existing vehicular access.

44.2 Decisions Received since Previous Council Meeting

UTT/21/3611/HHF Meadow House Cock Green Cock Green Road

Proposed loft conversion incorporating raising of roof, creation of rear facing dormer, installation of two rooflights - amendments to previously approved and part implemented scheme under reference UTT/19/3022/HHF

Permission Granted – 12th January 2022

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

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

Permission Granted – 10th January 2022

UTT/21/1853/OP 22 Ravens Crescent Felsted CM6 3EH

Outline application with all matters reserved for the erection of 1 no. bungalow together with new access including replacement vehicular parking for no. 22 and associated external works

Application Withdrawn – 19th January 2022

44.3 Other Planning Business

UTT/22/0007/FUL Land East Of School Road And Main Road

Erection of a Solar Photovoltaic Farm with an output capacity not to exceed 49.9MW of energy, with supporting infrastructure and battery storage, inverters and transformers, fencing and landscaping works

It was noted that Chelmsford City Council have commented on the application and raised similar concerns to those raised by the PC.

22/45 Urgent Items

45.1 Office Redecoration – The PC were advised that following the repair to the office ceiling the URC had arranged for the office to be redecorated over the next few weeks.

45.2 Allotment Bait Boxes – 5 bait boxes have been stolen from the allotments. The Clerk will arrange for them to be replaced.

45.3 Street Light – The PC have been approached by the developer of approved planning application UTT/20/2375/FUL (Construction of 4 no. detached dwellings and garages with new access off Braintree Road Watch House Green) requesting permission to upgrade a PC owned street light from a Sox luminaire to an LED luminaire. The Clerk will contact the developer to establish what the power / reach / height of the proposed light will be. Before formal approval is given by the Parish Council a written guarantee will be requested that should the light cause any problems for residents, the developer will guarantee to resolve the issue.

There being no further business the meeting closed at 20.45 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 15th February 22 online at 6.00 pm

Next Highways Committee Meeting: Tuesday 1st March 22 online at 5.00 pm

Next Council Meeting: Wednesday 2nd March 22 online at 6.30 pm

..... 2nd March 2022
Chairman

Correspondence List – February 2022

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) New financial accounting rules impacting on funding available to UDC from its commercial property asset portfolio. (circ. to PC 22/01) b) Information on services/forums being offered by UDC. (circ. to PC 26/01) c) RSPB's Big Garden Birdwatch/Changes to the Highway Code (circ. to PC 28/01)
3. ECC: a) Temp.closure of Molehill Green Road 29th April 2022 for 1 day to enable UK Power Networks to undertake overhead line works. (circ to PC 14/01) b) Temp. overnight closure A120 Sat 29/Sun 30 Jan at the A120/B1024 Colne Rd junction to enable replacement of electronic message signs (circ. to PC 19/01) c) Temp. closure of Stebbing Road on 7th February 2022 for 1 day. This is to enable Openreach to undertake pole replacement works. (circ. to PC 20/01) d) Temp. overnight closures of A120 westbound between the London Road Interchange/ Blake End Thurs 27/Fri 28 Jan to facilitate survey work re planned resurfacing (circ. to PC 25/01) e) Temp. closure Stebbing Road 25th March 2022 for 36 days to enable construction of a zebra crossing. (circ. to PC 28/01) f) Temp. closure of Braintree Road 14th February 2022 for 4 days to facilitate gas main works. (circ. to PC 28/01) g) Essex Climate Action Commission News (circ. to PC 02/02) h) Arts and Cultural Fund (circ. to PC 02/02)
4. EALC: a) Climate Crisis Conference Thursday 27th January – Reminder (circ. to PC 18/01) b) Details of HM The Queen's Platinum Jubilee Celebrations. (circ. to PC 31/01)
5. Al-Anon Family Groups supports family/friends of problem drinkers (circ. to PC 31/01)
6. Resident Letters: a) Replacement of post/rails on the allotments. (Cllr GH replied 24/01) b) Organiser of Village Flower Displays stepping down after the planting scheduled for the end of May this year. c) Suggestion to install lights in Village Car Park. d) Litter Picking Volunteer re DOE Bronze Award e) New Oak Tree Bannister Green - This will be discussed under Agenda Item 16
7. Stansted Airport Watch (SAW): January Press Release (fwd. to Cllrs RF/AB 24/01)
8. AEF Member Update (fwd to Cllrs RF/AB 17/01)
9. RCCE: Essex Warbler January/February Edition (circ. to PC 14/01 and 02/02)
10. CPRE: Short Talks being held on the Theme of Farming (circ. to PC 18/01)

Unpaid List – February 2022

	Date	Num	Memo	Open Balance	Payment Reference
Barbara Hollingsworth					
	31/01/2022	Jan22	Unlocking car park 1 - Jan 2022	60.00	
Total Barbara Hollingsworth				60.00	2202-01
E A L C					
	01/02/2022	15072	Council Finance Course - 03/02/22 - C Schorah	84.00	
	01/02/2022	15074	Council Finance Course - 03/02/22 - D Plunkett	84.00	
Total E A L C				168.00	2202-02
Janus Contract Services Ltd					
	26/01/2022	40421	Replacement post and rail fencing for allotments	76.74	
Total Janus Contract Services Ltd				76.74	2202-03
NEST Pensions					
	31/01/2022	Jan22	Pension Contribution - H Read - Jan22	106.63	
Total NEST Pensions				106.63	Direct Debit
Officials - Expenses					
	31/01/2022	Jan 22 - Exp	Asst Clerk Expenses - Jan 2022 - working from Home Allowance, printer inks Clerk's expenses - Jan 2022- Zoom subscription, Google Suite & computer support package, working... RFO Expenses - Jan 2022 - home working allowance, mileage	139.78	
Total Officials - Expenses				139.78	2202-04, 2202-05, 2202-06
Officials - Salaries					
	31/01/2022	Jan 22 - Salary		2,689.70	
Total Officials - Salaries				2,689.70	2202-04, 2202-05, 2202-06
S P Barnard					
	31/01/2022	Jan22	Village attendant - Jan 2022	680.00	
Total S P Barnard				680.00	2202-07
Uttlesford District Council (as supplier)					
	18/01/2022	00000088253	Green waste service 2021	2,800.00	
Total Uttlesford District Council (as supplier)				2,800.00	2202-08
TOTAL				6,720.85	