

FELSTED PARISH COUNCIL

Minutes of the 1109th meeting held on 1 March 2023 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, John Moore, Andrew Parker (entered during discussion of item 23/63), Roy Ramm, Richard Silcock and Youth Representative Molly Bennett (entered during the discussion of item 23/63) along with 10 members of the public. Also present were District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk and the RFO.

23/50 **Apologies for Absence**

Apologies had been received from Cllrs Andy Bennett, Frances Marshall, County Councillor Martin Foley and the Assistant Clerk.

23/51 **Declarations of Interest**

None received.

23/52 **Public Forum**

52.1 Church Clock - The Clerk will contact the Vicar requesting that the PCC consider giving a key for Smylie Hall to Jon Wallis thus facilitating easier access for when he winds the clock.

52.2 Waste Bin in Church Porch - The Village Attendant will lay a new concrete base for the bin.

52.3 Highways Matters - The PC noted that applications made to ECC Highways take an extremely long time to be agreed / actioned. They noted that the Asst Clerk is extremely proactive in trying to push applications forward.

52.4 Solar Farms - Concern was expressed about the scale of the proposed Solar Farms at Drapers Farm / Frenches Green and the possibility of any "joining up" of the two sites. Should applications come forward it was believed that they would be considered National Significant Infrastructure Project(s) and would be considered by the Planning Inspectorate and not decided at a local level. There will not be any formal opportunity to express a view until a planning application comes forward.

52.5 Ride London - It was noted that a consultation was to be held by Ride London at the Wood Cottage Tea Rooms on Thursday 2 March 23 between 10am and 2pm.

23/53 **Minutes of Meeting 1108 held on 1 February 2023**

These Minutes were approved and were signed by the Chairman.

23/54 **Minutes of Meeting 1106 held on 7 December 2022**

The PC noted an amendment to Minute 22/277 of the December 22 minutes. The revised minutes were signed by the Chairman.

23/55 **Minutes of the Planning Committee meeting held on 21 February 2023 and the Finance Committee meeting held on 22 February 2023**

The Minutes of the Planning Committee meeting were noted and would be formally approved at the next meeting of the committee. The minutes of the Finance Committee meeting will be noted at the April PC meeting.

23/56 **Matters Arising from the February Council Meeting**

56.1 Playing Field (Item 23/25.2)

i) Strimming - JCM Services have been appointed to trim the mound behind the Muga. Where possible holes will be filled in. Any holes that have tunnels will be left so as to not interfere with wildlife (see minute 23/59.3).

ii) Trees - The PC noted that the overgrown area containing small trees at the bottom of the playing field should not be touched as the bird nesting season has commenced. The area will be looked at again in the Autumn.

56.2 History Sign (Item 23/28.1) - Cllrs Graham Harvey and Richard Silcock are due to meet

to identify any potential areas where the sign could be relocated to. They will provide an update at the PC meeting in April.

56.3 Uttlesford Food Bank (Item 23/31.1) - Cllr Richard Silcock agreed to be the single point of contact to liaise with the foodbank. The Clerk will pass his contact details on to the foodbank.

56.4 Review of Telecoms for the Office (Item 23/32.1) - The PC noted that the RFO had received confirmation from Vodafone Business Broadband that a 2 year plan will average out at £10.84 per month.

56.5 Street Lighting Renewal (Item 23/32.4) - The PC were advised that the RFO had received confirmation from NPower that the supply has moved onto their UMS supply at the 33.8p / KWh rate (£0.34575 including the climate change levy charge). The supply is unmetered with consumption fixed at 17,085 KWh per annum. The tariff will be charged at a variable rate. Total cost per annum is expected to be £5,907 (17,085 * £0.34575).

56.6 Lime Trees (Item 23/40.1) - The planned meeting at the churchyard was unable to take place. A new date will be arranged.

23/57 **County Councillor Report**

Members noted the report from County Councillor Martin Foley which contained information on the new booking system at recycling centres and the ECC Council Tax Rise. The report indicated that the council tax increase of 3.5% is likely to lead to considerable cuts in services due to an apparent major funding gap.

23/58 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: UDC's [Cost of Living Support Fund](#); UDC's 23/24 budget which was set with an increase of UDC's share of Council Tax precept of 3.5% in order to arrive at a balanced budget; the challenges continuing to face the planning department who remain desperately short of officers (which is a nationwide issue) and the forthcoming District Council Election which will take place on Thursday 4th May 23. The report stressed the new requirements for voters exercising their vote in person to show some form of photo ID at the voting station. The following link provides further information on accepted forms of [photo Identification](#).

23/59 **Correspondence**

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

59.1 URC Cemetery Trees - The PC agreed to a request by the URC for their trees to be included in the parish's next triennial tree survey. This is expected to take place early in 2024. Any additional costs incurred will be reimbursed to the PC by the URC.

59.2 Public Toilets - A letter of appreciation had been received from a resident on the much improved cleanliness of the public toilets. The PC noted that this was due to the toilets now being cleaned on a daily basis.

59.3 Playing Field - The PC noted a request to fill in large holes at the back of the playing field (see minute 23/56.1(i))

59.4 Graffiti at Bannister Green / Missing Gate Lock - The PC noted that the Village Attendant will clean off the graffiti and replace the missing gate lock.

59.5 The Swan - The PC noted that Greene King's advertisement re The Swan on their website contained inaccuracies. The Clerk will contact Greene King pointing out the anomalies within the advert and raise concerns with UDC Enforcement.

23/60 **Finance**

60.1 Payments - Members considered the list of payments on page 7. Proposed by Cllr Roy Ramm, seconded by Cllr John Moore the payments list was unanimously approved.

60.2 Crix Green Mission Repairs - The PC were advised that recent repairs to the Crix Green Mission Hall had attracted vat of £970. Proposed by Cllr Graham Harvey, seconded by Cllr Roy Ramm it was unanimously agreed that the PC would make the payment of £5820 to M D Alderton Ltd on behalf of the Mission Trust and reclaim the VAT. The Mission Trust would reimburse the net amount of £4850 to the PC.

60.3 Receipts - Members noted the receipts of £1315.29 comprising of Felsted Focus donations £30, CM6 Ices electricity usage at the MUGA £15.05 and a refund from Eon Next for a credit balance on the MUGA electricity account of £1,270.24.

60.4 Year to Date Budget Review - Members considered the budget on page 8. It was noted

that a small surplus was anticipated at the year end.

60.5 Appointment of Internal Auditor - Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox it was unanimously agreed to re appoint Val Evans as the PC's internal auditor.

23/61 **The Swan** – See minute 23/59.5

23/62 **Felsted History Recorder** - The PC noted that Jules Wallis was standing down as the Felsted History Recorder and that a considerable quantity of records / artifacts needed to be stored elsewhere. District Cllr John Evans offered to arrange temporary storage until a new Felsted History Recorder could be found. The vacancy will be advertised on Facebook and Neighbourhood.com.

23/63 **Community Safety Development Fund / CCTV** - The PC were advised that the Asst Clerk had submitted the grant application for £3093.51 to the Police, Fire and Crime Commissioner's Community and Safety Development Fund.

23/64 **Safeguarding Policy** - This will be reviewed at the next meeting of the PC in April.

23/65 **Website Policy** - The PC noted that the Asst Clerk has commenced creating a policy for the PC website. It will involve a comprehensive review of website content. This will be discussed at the next meeting of the PC in April.

23/66 **Flooding at Causeway End** - The PC noted that the occupiers of the bungalow at risk of flooding had received a letter from the Lead Local Flood Authority (LLFA) stating that it is the LLFA's opinion that maintenance of the ditch bordering their property is a civil matter between the occupiers of the bungalow / the landowner and not a matter for the authority to pursue. The PC noted that Cllr Martin Foley had previously been involved in this issue. His view on the stance now being taken by the LLFA would be requested.

23/67 **Partial Closure of Woodley's Car Park** - The PC noted that Woodley's Car Park was partially closed on Thursday 16th February due to works being carried out by County Broadband. The PC had not been approached for permission and had not received any prior notification. The Clerk will write to County Broadband informing them that these actions were totally unacceptable, the reinstatement works would be inspected and if found to be unsatisfactory or if there is any future infringement of the car park or any other property privately owned by the Parish Council legal action would be taken.

23/68 **Bury Farm Station Road Development** - This is underway.

23/69 **Felsted Community Trust - Formation Status** - Confirmation has been received that the bank account is now open. It was proposed by Cllr Roy Ramm, seconded by Cllr Hywel Jones and unanimously agreed that £5000 be transferred from the PC to the FCT bank account when needed. This will be by way of a loan from the PC to the trust. The loan will be repaid by the trust once they are in receipt of rentals from the new Doctors Surgery.

Clerk's Note: The Metro Bank set the account up with an incorrect name. Cllr Graham Harvey will contact the bank to arrange an amendment to the name.

23/70 **Coronation Event - UDC Grant** - Grants of up to £700 per parish are available from UDC to help fund Coronation celebrations. The Clerk will apply.

Clerk's Note: With regret, due to a disappointing response from the parish in terms of involvement / support on the day together with concerns about the unpredictability of the weather in early May, the planned event has been cancelled.

23/71 **Chairman's Matters** - The Chairman had been approached by a local running club looking to relocate the Felsted 10k. They were interested in using the recreational ground as a base. Advised that this is a serious competitive race that could attract large numbers Cllr Graham Harvey will request more information.

23/72 **Clerk's Matters**

72.1 Public Toilets - New filter systems have been fitted. It is hoped that this will help keep the toilets clean and reduce the number of blockages.

72.2 ECC Locality Grant - A grant of £531 was awarded to the PC and has been used to purchase a second large capacity litter bin for the main play area.

23/73 **Oak Tree at Bannister Green** - The Clerk will contact UDC Housing and inform them that the PC do not accept any liability for damage to the property allegedly caused by the Oak tree. The

tree was there long before construction of the property in question and the Parish Council considers the case closed.

23/74

Planning Applications and Decisions

74.1 Applications to be Considered at the next Planning Meeting

No new applications to consider at present.

74.2 Decisions Received Since Previous Council Meeting

UTT/22/3439/HHF - The Chimes Bannister Green

Single storey side extension

Permission Granted – 31st January 2023

UTT/22/3396/HHF - New window and French doors

3 Cromwell Park Chelmsford Road

Permission Granted – 31st January 2023

UTT/22/3357/HHF - Windsor House 1 Dewdrop Close

Extension of existing garage to create double garage with office in roof space.

Permission Refused – 1st February 2023 *'it would, by virtue of its scale and form and external finish, cause significant harm to the character and appearance of the subject dwelling and the surrounding street scene,'*

UTT/22/3093/LB - Larks Bannister Green

Internal alterations: 1. Removal of an internal partition between breakfast room and store. 2. Removal of wall linings to internal wall between dining room and breakfast room, retention of exposed studs, sole plate and masonry plinth. 3. Provision of new door to existing opening in partition adjacent to staircase.

Permission Granted – 30th January 2023

UTT/22/2560/FUL - Homewaters Braintree Road

Demolition of chalet bungalow and erection of 1no. 4 bed house with home office.

Permission Granted – 31st January 2023

UTT/22/2541/LB - The Manor House 9A Station Road

To replace windows that are beyond repair incorporating energy saving conservation glass. The appearance would be the same, being wood and glass. Secondary glazing will be added to the majority of windows.

Permission Refused – 31st January 2023 *'it would cause harm to the significance of the Grade II Listed Building, by way of the introduction of double-glazed windows. The proposals would cause harm to the architectural interest of the Listed Building. This harm is not outweighed by any public benefit from the development.'*

UTT/22/3422/LB - West Manor 11 Station Road

Remove existing internal timber double door set between kitchen and conservatory and reposition to living room. Relocation of basement floor access hatch with amendment to floor joists. Relocation of double timber door set to living room/hall with infill above. Upgrade of glazing to existing conservatory comprising installation of secondary glazing panels and replacement triple glazing to rooflight. Removal and infill of window panel to east end of conservatory. Waste pipe route through internal wall to basement below. Lining of existing wall and ceiling of conservatory area with insulation and finishes to upgrade thermal performance.

Permission Granted – 7th February 2023

UTT/22/3372/HHF - Foxtons Mole Hill Green

Detached garage with room above

Permission Refused – 7th February 2023 *'The design, scale and form of the proposal fails to be subservient in appearance to the host building and would result in further, and excessive, intensification of development in this rural location, eroding the rural characteristics and failing to protect or enhance the character of the local area, resulting in an urbanisation of the site and area'*

74.3 Other Planning Business

UDC's area forum held on 20 February 23 was attended by Cllr Richard Freeman. He reported that he raised concerns about planning delays with the Director of Planning who sited the lack of officers. Whilst this is frustrating the PC's Planning Committee will continue to point out any issues as they arise.

23/75 **Urgent Items**

The PC noted that there is a quantity of graffiti around the parish which is very difficult to remove. Acetone has been found to have some success. The Clerk will carry out a COSHH Risk Assessment for the chemical.

There being no further business the meeting closed at 8.19pm

Next Meetings:

Highways Committee Meeting: Tuesday 7 March 23 online at 5.00 pm

Planning Committee Meeting: Tuesday 21 March 23 online at 6.00 pm

Next Council Meeting: Wednesday 5 April 23 in the URC Hall at 6.30 pm

..... 5 April 2023

Chairman

Correspondence List – March 2023

<p>1. UDC:</p> <ul style="list-style-type: none">a) Call for Projects as part of UK Shared Prosperity Fund (part of Central Government's levelling up agenda).b) Business Community Awards 2023 (circ. to PC 4/2)c) Thaxted area parish meeting 20 February 23 (circ. to PC 14/2) <i>Note Cllr RF attended</i>d) District News (circ. to PC 16/2)e) Emerging Design Codes - meeting via zoom Tuesday 7th March (circ. to PC 21/2)
<p>2. ECC:</p> <ul style="list-style-type: none">a) Essex Climate Action News (circ. to PC 4/2)b) Temp. closure of Hollow Road commencing 9th March 2023 for 2 days. The closure is required to facilitate Openreach pole replacement works. (circ. to PC 16/2)c) Finchingfield Bridge - Extension to Planning Application Consultation deadline. New deadline is 28th February 23 (circ. to PC 22/2)d) Temp. closure of Garnetts Lane, commencing 6th March 2023 for 5 days. The closure is required while Gigaclear undertakes superfast broadband installation. (circ. to PC 28/02)e) Temp. closure of Stebbing Road, commencing 6th March 2023 for 5 days. The closure is required while Gigaclear undertakes superfast broadband installation. (circ. to PC 28/02)
<p>3. NALC – Section 137 expenditure limit for 23/24 is £9.93 per elector.</p>
<p>4. Affinity Water Update</p>
<p>5. URC Cemetery - Request to include URC's trees next time PC's trees are surveyed (any additional costs to be reimbursed to PC by URC)</p>
<p>6. Resident Letters:</p> <ul style="list-style-type: none">a) Public Toiletsb) Large bank at back of the playing field. Request to fill in large holes (burrows).c) Graffiti at Bannister Green / Missing Gate Lockd) The Swan x 2 (will be discussed under Agenda Item 12)
<p>7. RCCE: Essex Warbler February / March Editions (circ. to PC 22/02 / 28/02)</p>
<p>8. CPRE:</p> <ul style="list-style-type: none">a) Winter Talk by chief executive of Essex Wildlife Trust (circ. to PC 4/2)b) Campaigns Update for February 2023 (circ. to PC 14/02)c) Star Count extended until Sunday 26 February (circ. to PC 24/02)

Unpaid List – March 2023

	Date	Num	Memo	Open Balance	Payment Reference	Notes
A & J Lighting Solutions						
	17/02/2023	37061	Replacement Light fitting - near 6 Chelmsford Road	202.20		
Total A & J Lighting Solutions				202.20	230201	
A J B Steel Products Ltd						
	31/01/2023	6089	Repair seesaw and gate closers in Playing Field Playground	174.00		
Total A J B Steel Products Ltd				174.00	230202	
Astragraphic Design Ltd						
	20/02/2023	Feb23	Monthly charge for Adobe Software Creative Cloud Suite	51.98		
Total Astragraphic Design Ltd				51.98	230203	
Barbara Hollingsworth						
	28/02/2023	Feb23	Unlocking car park 1 - Feb 2023	60.00		
Total Barbara Hollingsworth				60.00	230204	
E.ON Next- A-5081E963						
	02/02/2023	0017	Ac # A-5081E963 - MUGA electricity for period 01/01/23 to 31/01/23 - MPAN 1030072525215 - Meter ...	34.46		
Total E.ON Next - A-5081E963				34.46	DIRECT DEBIT	
Felsted Construction Ltd						
	15/02/2023	2554j	Plumbing repairs to filters at playing field toilets	306.00		
Total Felsted Construction Ltd				306.00	230205	
Glasdon UK Ltd						
	24/02/2023	S1858052	Jubilee litter bin - Playing Field Playground	627.15		
Total Glasdon UK Ltd				627.15	230206	
JCM Services						
	07/02/2023	1476	Nature Area - Planting of 16x Alders, 10x Mountain Ash, 12x Oaks, 70x Hawthorn, 20x Field Maple,...	3,049.20	Metro - 800029	
	27/02/2023	1482	Reduce Tree by 5m in height and spread, chip and remove waste, remove yew and cypress	1,080.00	230207	
Total JCM Services				4,129.20		
Jean Grimshaw						
	19/02/2023	0029 1198	Plants for Village plant tubs	60.00		
Total Jean Grimshaw				60.00	230208	
Julie Green						
	28/02/2023	Feb23	Cleaning and Maintenance of Playing Field Toilets - Feb23 + Expenses	404.93		
Total Julie Green				404.93	230209	
NPower Business Solutions						
	03/02/2023	6109739	AC # A0009232099 - Street light electricity for 01/01/23 to 31/01/23 - MPAN 1013095287825 & 1013...	738.60		
	12/02/2023	6277162	REISSUE - AC # A0009232099 - Street light electricity for 01/10/22 to 31/10/22 - MPAN 1013095287...	802.46		
Total NPower Business Solutions				1,541.06	DIRECT DEBIT	
Officials - Salary						
	28/02/2023	Feb23 - Salary		4,313.67		includes back pay following pay settlement
Total Officials - Salary				4,313.67	230210, 230211, 230212	
Officials - Expenses						
	28/02/2023	Feb23 - Exp	Clerk's expenses - Feb 2023- Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Feb23 - working from Home Allowance, milage RFO Expenses - Feb 2023 - home working allowance, mileage	494.53		
Total Officials - Expenses				494.53	230210, 230211, 230212	
Officials - NEST Pensions						
	28/02/2023	Feb23 - C Schorah	Pension Contribution - C Schorah - Feb23 including back dated pension contributions from pay award	71.44		
	28/02/2023	Feb23 - H Read	Pension Contribution - H Read - Feb23 including back dated pension contributions from pay award	190.42		
Total Officials - NEST Pensions				261.86	DIRECT DEBIT	
Paul Clark Printing Limited						
	16/02/2023	29537	Printing Felsted Focus - Spring 2023	985.00		
Total Paul Clark Printing Limited				985.00	230213	
Playdale Playgrounds Ltd						
	20/02/2023	49434	Replacement cradle seat Swing for playing field playground	333.43		
Total Playdale Playgrounds Ltd				333.43	230214	
Richard Freeman						
	03/02/2023	Christmas Tree light	Replacement lights for Christmas Tree	68.85		
Total Richard Freeman				68.85	230215	
S P Barnard						
	28/02/2023	Feb23	Village attendant - Feb 2023	720.00		
Total S P Barnard				720.00	230216	
TOTAL				14,768.32		

FPC - Budget Comparison to 15 February 2023

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		59,782		59,782		59,782		
RECEIPTS								
Precept	106,000		106,000		106,000		0	
Allotments Rents	1,700		1,503		1,700		0	
Playing field rent	500		500		500		0	
Grants	0		532		532		532	
Sundry other receipts	0		405		405		405	
Magazine advertising & donations	4,516		1,419		1,614		-2,902	
Total Receipts		112,716		110,359		110,751		-1,965
PAYMENTS								
Salary and Expenses	48,598		34,256		39,538		-9,060	
Street Lighting	5,453		7,845		8,559		3,105	
Administration	11,523		8,390		10,552		-971	
Maintenance, repairs and upkeep	40,807		33,122		38,722		-2,085	
Projects	6,958		4,287		8,745		1,787	
Sundry	4,762		5,840		5,915		1,153	
Total Payments		118,101		93,739		112,031		-6,071
Closing Balance		54,397		76,402		58,503		4,106