

## FELSTED PARISH COUNCIL

### Minutes of the 1110th meeting held on 5 April 2023 at 6:30 pm in the URC Hall

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, Roy Ramm and Richard Silcock along with 7 members of the public. Also present were County Councillor Martin Foley (arrived during item 23/79.1) and District Councillors John Evans and Sandi Merrifield. In attendance: The Clerk, the Assistant Clerk and the RFO.
- 23/76 **Apologies for Absence**  
Apologies had been received from Cllrs Andy Bennett, Hywel Jones, John Moore and Andrew Parker.
- 23/77 **Declarations of Interest**  
None received.
- 23/78 **Local Elections**  
**78.1 Parish Council** - The PC noted that ten nominations had been received by UDC for eleven Parish Council vacancies. There will not therefore be an election for the Parish Council. Cllr Andy Bennett is stepping down from the PC who expressed their gratitude to him for the many meetings he attended on their behalf during his time on the Council.  
**78.2 District Council** - Elections will take place on Thursday 4th May 23.
- 23/79 **Public Forum**  
**Coronation Event** - Due to a lack of volunteers the celebration event planned for 6<sup>th</sup> May unfortunately had to be cancelled. It was noted that for any future event the community page on facebook could be used to advertise for volunteers.
- 23/80 **Minutes of Meeting 1109 held on 1 March 2023**  
These Minutes were approved and were signed by the Chairman.
- 23/81 **Minutes of the Finance Committee Meeting held on the 22 February 2023, the Highways Committee Meeting held on 7 March 2023 and the Planning Committee Meeting held on 21 March 2023**  
These Minutes were noted and would be formally approved at the next meetings of the respective committees.
- 23/82 **Matters Arising from the March Council Meeting**  
**82.1 Waste Bin in Church Porch (Item 23/52.2)** - A new concrete base has been laid for the bin. It is hoped this will enable the bin to be closed properly.  
**82.2 Playing Field - Strimming of the mound (Item 23/56.1 (i))** - The mound has been strimmed cutting down stinging nettles etc. The bramble could not be touched due to bird nests. The area will be looked at again in the Autumn.  
**82.3 History Sign (Item 23/56.2)** - Cllrs Graham Harvey and Richard Silcock have agreed a new location for the sign near to Argyll House. It will be installed by the Village Attendant.  
**82.4 Review of Telecoms for the Office (Item 23/56.4)** - The office broadband has now been switched onto a two year plan with Vodafone Business Broadband which averages out at £10.84 per month. Due to difficulties diverting the landline to a mobile there is now a voicemail on the landline number advising that the number is no longer in use and giving details of the Parish Council's mobile number (07719 552174). All PC calls will now come to that number.  
**82.5 Lime Trees in Churchyard (23/56.6)** - A site meeting with the Archdeacon, Reverend Taylor, the Diocesan tree advisor, Cllr Graham Harvey, JCM Services and the Clerk has been rearranged for the middle of May. It is hoped that a course of action regarding maintenance of the Lime Trees can then be agreed.

**82.6 Oak Tree at Bannister Green (Item 23/73)** - The Clerk contacted UDC Housing and informed them that the PC do not accept any liability for damage to the property allegedly caused by the Oak tree. UDC Housing are to speak to their surveyor.

23/83 **County Councillor Report**

Members noted the report from County Councillor Martin Foley which contained information on: the new booking system at Recycling Centres; a plea to use libraries to prevent future closures; his recent visit to Felsted Primary School (Cllr Foley was genuinely impressed with Felsted Primary School and their recycling passion) and the stealing of drain covers from roads which has become a problem again. Missing drain covers are extremely dangerous. If anyone spots one Cllr Foley asks that they report it immediately via Highways 24 hour Incident Line 0345 603 7361 and also to the police.

23/84 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: the extent of financial support available to businesses; the possible joining together of two potential applications for Solar Farms (see minute 23/88) and the upcoming local elections.

23/85 **Correspondence**

Members noted the Correspondence received (see page 6) including a letter from Gigaclear advising that they wish to carry out installation works at "Land at Bury Chase". The Clerk will inform Gigaclear that this is the PC's car park and request details of the works they wish to carry out.

*Clerk's Note: County Cllr Martin Foley left the meeting at this point.*

23/86 **Finance**

**86.1 Payments** - Members considered the list of payments

**i) Aviation Environment Federation (AEF) Subscription** - Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox it was unanimously agreed not to resubscribe to the AEF.

**ii) Payments List** - Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox the payments list on pages 7/8 was unanimously approved.

**iii) Coronation Commemorative Mug** - These are to be given to all children at Felsted Primary School. The PC noted that Mulberry Homes have contributed £500 towards them. The PC are most grateful for their contribution.

**86.2 Receipts** - Members noted the receipts of £5,830 comprising of: £4,850 donation from the Crix Green Mission re works (minute 23/60.2), £150 Christmas Tree donation from Perkins Garages, £204 return of deposit from Mobile Thrones following cancellation of the Coronation Celebration Event; £511 donation from ECC for play area bin and £115 Focus donations.

23/87 **87.1 Change to May Meeting Date**

The PC noted that due to the elections being held on 4 May the date of the May Full Council meeting had moved and would now be held on Wednesday 17 May 23.

**87.2 Authorisation of May Payments**

It was agreed that due to the PC not meeting again until 17 May, any payments due would be authorised via email by the Finance Committee at the beginning of May. They will be reported to the full PC at the 17 May meeting.

23/88 **Solar Farms**

The PC noted that Bluestone Energy have confirmed that they do plan to join two proposals together (Drapers Farm / Frenches Green) and go forward as a Nationally Significant Infrastructure Project (NSIP). It is believed that the area would cover approximately 750 acres. There is not a planning application in at the moment so nothing that the PC can currently comment on. It was noted that whilst an NSIP would be extremely difficult to challenge it would not be unreasonable to object as Felsted already has one solar farm, a second one approved and the cumulative impact must be considered.

23/89 **Vehicle Activated Speed Sign (VAS)**

The PC considered the recommendation of the Highways Committee to purchase a VAS and noted that it may be possible to apply to ECC's Locality Fund to help fund a VAS sign later in the year. This will be discussed further at the May PC meeting.

23/90 **Allotments**

The PC considered a quote of £400 from JCM Services to create two new plots from a very overgrown area of the allotments. It was agreed that rather than accept this quote should any individual wish to take on the plots they could have the first two years rent free whilst they renovated them.

23/91 **Felsted History Recorder**

**91.1 New Recorder** - The PC were advised that Bryan Grimshaw has volunteered to take on the role of Felsted History Recorder.

**91.2 Storage of Records** - It has been agreed with the Crix Green Mission that the Felsted History Records can now be stored there. Once the extent of the records has been ascertained the PC will purchase / install storage cupboards for the records in the Mission Hall.

23/92 **Community Safety Development Fund / CCTV**

The Asst Clerk advised that there had been a high number of applications to the fund which were still being processed. It is hoped that notification will be received soon informing the PC if their application has been successful.

23/93 **Safeguarding Policy**

The Asst Clerk is drafting this. The PC noted that it would be needed should the application to the Community Safety Development Fund (see minute 23/92) be successful.

23/94 **Website Review**

The PC noted that following Cllr Andy Bennett stepping down from the Council the Asst Clerk had agreed to take over administration of the PC's website. This will commence with a thorough overhaul of content and the drafting of a policy specifying how the website will be used going forward.

23/95 **Bury Farm Station Road Development**

The PC noted that the development is progressing. The new doctors surgery is the first building that has to be built before any houses. Acquisition of the asset of the surgery by the Felsted Community Trust will be a major step needing the help of professionals experienced in surgery acquisition. This will come at a substantial cost circa 30k for both legal and other fees.

Cllr Roy Ramm proposed that the PC lend the Felsted Community Trust sufficient funds for the trust to acquire the doctors surgery, this was seconded by Cllr Frances Marshall and agreed unanimously. The loan will be repaid by the trust once they are in receipt of rentals from the new Doctors Surgery.

23/96 **Felsted Community Trust - Formation Status**

The PC noted that The Trust now exists and is ready to receive funds. The trust document will be sent to a lawyer for checking. It was further noted that the formation may be changed to a limited liability trust at some point in the future.

23/97 **Coronation**

**97.1 Cancellation of Planned Felsted Event**

Minute 23/79 refers.

**97.2 Purchase of Commemorative Bench**

It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Silcock and unanimously agreed to purchase a bench from Make Me Something Special at a cost of £738 plus vat to commemorate the Coronation of King Charles III. It was agreed that the bench should be located in a prominent position in the parish. Cllrs Richard Freeman and Roy Ramm will assess possible sites.

**97.3 Commemorative Trees**

The PC agreed that an application would be made to UDC's Coronation Grant Scheme for £200. If successful this will be used to plant Oak trees to commemorate the Coronation. Likely locations will be Bannister Green, Watch House Green, Willows Green Play Area and the Main Playing field.

23/98 **Chairman's Matters**

**98.1 Milch Hill Flooding** - The PC were advised that this issue appears to have been resolved. Following recent heavy rain the area no longer flooded.

**98.2 Crix Green Mission Hall**

**i) Hire of Hall** - The PC noted that the Mission Hall is now available for hire. It will be advertised as suitable for nursery schools etc and it is hoped will be used more on a daily basis.

**ii) Secretary / Treasurer Vacancy** - The PC noted that the current Secretary / Treasurer had resigned. Tracy Graty has agreed to take on these roles.

**iii) School Art Competition** - The PC noted that the trust were happy to once again sponsor this if requested.

23/99 **Clerk's Matters**

**99.1 Zero Carbon Communities Grant** - The PC noted that a grant of £1200 has been awarded from UDC. This will be used to fund a biodiversity assessment of the parish by Essex Ecology, which is part of Essex Wildlife Trust. They hope to carry out the assessment this month.

**99.2 Staff Appraisals** - Appraisals of all Parish Council staff have been completed. They will be considered later this month by the HR Committee.

**99.3 Cilca Qualification** - The PC congratulated the Assistant Clerk on passing the CiLCA (Certificate in Local Council Administration) qualification. It was noted that the course involves a great many hours of study (the SLCC estimate it to be about 200 hours) and the submission of many assignments which are stringently marked by an assessor. The knowledge and skills that the Asst Clerk has learned throughout the process will be (and already are) of great benefit to the PC.

23/100 **Planning Applications and Decisions**

**100.1 Applications to be Considered at the next Planning Meeting**

**[UTT/23/0522/LB](#) / [UTT/23/0521/FUL](#) - Raj Mahal Braintree Road**

Conversion of restaurant to residential dwellings at ground and first floor in the form of x 2 2bed/4person flats, x 1 1bed/2person flat, x 3 1bed/1person flats with associated amenity and parking at the Temple Building

**[UTT/23/0667/HHF](#) - Swards Hall Stebbing Road Felsted**

Proposed annexe

**[UTT/23/0793/FUL](#) - Tarcquita Braintree Road**

Demolition of existing dwelling and outbuildings and erection of 1no. replacement dwelling and garage

**[UTT/23/0833/FUL](#) - Dewdrop Close Felsted**

New security gates leading into courtyard of Dewdrop Close

**100.2 Decisions Received Since Previous Council Meeting**

**[UTT/22/3366/FUL](#) - Brooklands Stebbing Road Felsted**

Section 73a retrospective application for outbuilding for a four year period

**Application Withdrawn - 9<sup>th</sup> March 2023**

**[UTT/23/0355/HHF](#) - Hawkins Braintree Road**

Single storey infill extension between kitchen and new dining room

**Permission Granted - 31<sup>st</sup> March 2023**

**100.3 Appeal to Consider at the next Planning Meeting**

**[UTT/22/2157/OP](#)**

**Land Rear Of Stane House Dunmow Road**

Outline application with all matters reserved except for access for the construction of 1no. dwelling.

#### **100.4 Other Planning Business**

UTT/23/0522/LB / UTT/23/0521/FUL - Raj Mahal Braintree Road (see minute 23/100.1)

The PC noted that this was a significant application involving the conversion of a listed building into flats.

#### 23/101 **Urgent Matters**

**101.1 Felsted Focus** - The PC were advised that previously a delivery company had been used for the distribution of the Felsted Focus, but that they can no longer deliver for a viable cost. It had been agreed by the editorial team that in future individuals would be paid £25 per 100 editions that they delivered. This will be advertised on the Felsted Community Page.

**101.2 Insurance Renewal** - The PC's insurance renewal with Hiscox is due on 1st June 23. Cllr Graham Harvey will speak to a broker to see if there are any alternative insurance companies who could also provide a quote.

#### 23/102 **Proposals for Future Agenda Items**

**102.1 Defibrillator Training** - This has been advertised and a date for training is to be agreed.

**102.2 First Aid Training** - Training for staff members / councillors to be discussed.

There being no further business the meeting closed at 8.27 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 18 April 23 online at 6.00 pm

Annual Parish Assembly: Thursday 20 April 23 in the URC Hall at 7.00 pm

Next Council Meeting: Wednesday 17 May 23 in the URC Hall at 6.30 pm

..... 17<sup>th</sup> May 2023

Chairman

## Correspondence List – April 2023

<p>1. UDC:</p> <ul style="list-style-type: none"> <li>a) District News: Help with cost of living /Local Elections (circ to PC 15/03)</li> <li>b) Land Adjacent To Cemetery – Naming Consultation (circ to PC 05/03)</li> <li>c) Alternative Fuels Payment (£200). Applications close 31st May (circ to PC 15/03)</li> <li>d) Multi-agency event - Chaffix on Thursday 7 September 23 (circ to PC 25/03)</li> <li>e) UK Shared Prosperity Fund - call for Year 2 projects (circ to PC 25/03)</li> </ul>
<p>2. ECC:</p> <ul style="list-style-type: none"> <li>a) Temp. closure/restriction of Bartholomew Green Road &amp; Main Road, due to commence on 20th March 23 for 12 days. The closure/restriction is required for drainage, carriageway and kerbing works (circ to PC 09/03)</li> <li>b) Temp. closure of Watch House Green, due to commence on 11th April 23 for 3 days. The closure is required whilst works are undertaken by Openreach (circ to PC 13/03)</li> <li>c) Temp. closure of Frenches Green, due to commence on 4th April 23 for 3 days. The closure is required to facilitate works by Affinity Water (circ to PC 16/03)</li> <li>d) Temp. closure of Stebbing Road, due to commence on 29th March 23 for 7 days. The closure is required while Gigaclear undertakes superfast broadband installation. (circ to PC 17/03)</li> <li>e) Temp. closure of Frenches Green, due to commence on 4th April 23 for 3 days. The closure is required for works by Affinity Water. (circ to PC 20/03)</li> <li>f) Bus fare increases on ECC supported services from 01 April 23 (circ to PC 09/03)</li> <li>g) Climate Action in Essex (circ to PC 17/03)</li> </ul>
<p>3. EALC:</p> <ul style="list-style-type: none"> <li>a) AGM details: Colchester Stadium on Thursday 21st September 23.</li> <li>b) Police, Fire and Crime Bulletins (circ to PC 05/03 and 13/03)</li> <li>c) EALC's Weekly Bulletins (circ to PC 07/03 13/03 20/03 27/03 and 03/04)</li> <li>d) Short online courses (circ to PC 11/03 and 25/03)</li> <li>e) Ride London-Essex Pit Stop Fund - Grants available (max £1000) to support venues providing activities/ refreshments/rest facilities or other community events.</li> </ul>
<p>4. Local Government Boundary Commission consultation on division boundaries for Essex. The consultation is open until 5 June 23. (circ. to PC 03/04)</p>
<p>5. Gigaclear</p> <ul style="list-style-type: none"> <li>a) Temporary closure of Garnetts Lane for through traffic from 29th March to 4th April.(circ to PC 25/03)</li> <li>b) Bury Chase – Ownership of Land (circ to PC 03/04)</li> </ul>
<p>6. New West Essex Virtual Hospital Service (circ to PC 06/03)</p>
<p>7. Uttlesford Community Travel – Newsletter 2023/24</p>
<p>8. Farleigh Hospice. Walk for Life – Chelmsford Sunday 14th May 12k or 24K.  <a href="https://www.farleighhospice.org/events/walk-for-life-2023">https://www.farleighhospice.org/events/walk-for-life-2023</a></p>
<p>9. AEF: Airspace and Noise Community Forum's response to CAA's Consultation on the Revised Airspace Change Process Guidance (fwd to Cllrs RF /AB 16/03)</p>
<p>10. RCCE: Essex Warbler April Edition (circ to PC 31/03)</p>
<p>11. CPRE: March Campaigns Update (circ to PC 11/03)</p>

## Unpaid List –April 2023

	Date	Num	Memo	Open Balance	Payment Reference	Notes
<b>Astragraphic Design Ltd</b>						
	24/03/2023	0580	Monthly charge for Adobe Software Creative Cloud Suite	51.98		
Total Astragraphic Design Ltd				51.98	230301	
<b>Barbara Hollingsworth</b>						
	31/03/2023	Mar23	Unlocking car park 1 - Mar 2023	60.00		
Total Barbara Hollingsworth				60.00	230302	
<b>BT</b>						
	23/02/2023	Q013 G4	Telephone and broadband - 01/02/23 to 30/04/23	162.07		
Total BT				162.07	DIRECT DEBIT	Final Bill following move to Vodafone
<b>Castle Water</b>						
	22/03/2023	8682200	Ac # 2601428 - Allotment water supply (Mill Road) 01/10/22 to 31/03/23 - SPD 3013582456W14 - Me...	34.27		
	23/03/2023	8705898	Ac # 2601428 - Allotment water supply (Mill Road) 01/10/22 to 31/03/23 - SPD 3013582456W14 - Me...	268.51		
Total Castle Water				302.78	DIRECT DEBIT	
<b>EDF - Pavilion</b>						
	09/02/2023		Pavilion Electricity - monthly Direct Debit	52.00		
	09/03/2023		Pavilion Electricity - monthly Direct Debit	52.00		
Total EDF - Pavilion				104.00	DIRECT DEBIT	Monthly Direct Debit - reviewed 2x per year
<b>E.ON Next - A-5081E963</b>						
	06/03/2023	0018	Ac # A-5081E963 - MUGA electricity for period 01/02/23 to 28/02/23 - MPAN 1030072525215 - Meter ...	29.26		
Total E.ON Next - A-5081E963				29.26	DIRECT DEBIT	
<b>Felsted Poppy Appeal</b>						
	31/03/2023	Poppy Appeal	Donation and wreath (LGA 1972 s 137)	75.00		
Total Felsted Poppy Appeal				75.00	230303	Late payment - missed Nov/22
<b>HM Revenue &amp; Customs</b>						
	14/03/2023	Mar23	PAYE/NI payment for Jan - Mar 2023	2,520.18		
Total HM Revenue & Customs				2,520.18	230304	
<b>J Ratcliffe</b>						
	06/03/2023	Focus Delivery	Delivery of Spring 2023 Felsted Focus	200.00		
Total J Ratcliffe				200.00	230217	Approval by RFOR Ramm - 06/03/23
<b>JCM Services</b>						
	05/04/2023	1503	Strim mound at playing field, remove waste and debris, fill holes where not to damage badger set	86.40		
Total JCM Services				86.40	230305	
<b>Julie Smith</b>						
	31/03/2023	Mar23	Cleaning and Maintenance of Playing Field Toilets - 33 hours - Mar23	412.50		
Total Julie Smith				412.50	230306	

<b>M.D. Alderton Limited</b>					
	18/02/2023	4944	Repairs and Redecoration to Cix Green Mission Hall	5,820.00	
Total M.D. Alderton Limited				5,820.00	230218 Approved at previous Full Council - 1109 - 23160.2
<b>Make Me Something Special</b>					
	06/04/2023	MMSS4237	1x2 seater Coronation Bench	884.80	
Total Make Me Something Special				884.80	230316
<b>NPower Business Solutions</b>					
	03/03/2023	6387270	AC # A0009232039 - Street light electricity for 01/02/23 to 28/02/23 - MPAN 1013095287825 & 1013...	381.84	
Total NPower Business Solutions				381.84	DIRECT DEBIT
<b>Officials - Salary</b>					
	31/03/2023	Mar23 - Salary	Salary - Mar 2023	2,872.87	
Total Officials - Salary				2,872.87	230307, 230308, 230309
<b>Officials - Expenses</b>					
	31/03/2023	Mar23 - Exp	Clerk's expenses - Mar 2023- Zoom subscription, Google Suite & computer support package, working... Asst Clerk Expenses - Mar23 - working from Home Allowance, milage RFO Expenses - Mar 2023 - home working allowance, Certification of documents for Barclays KYC	362.59	
Total Officials - Expenses				362.59	230307, 230308, 230309
<b>Officials - NEST Pensions</b>					
	31/03/2023	Mar23 - C Schorah	Pension Contribution - C Schorah - Mar23	25.94	
	31/03/2023	Mar23 - H Read	Pension Contribution - H Read - Mar23	114.59	
Total Officials - NEST Pensions				140.53	DIRECT DEBIT
<b>Printed4You</b>					
	21/03/2023	i029137	504x Coronation commemorative mugs	1,777.10	
Total Printed4You				1,777.10	230310 Approved by Finance Committee - 22/03/23
<b>Richard P Luckie Ltd</b>					
	15/03/2023	2071	Replace Electrical Cabinet lock at British Legion Car Park	63.60	
Total Richard P Luckie Ltd				63.60	230311
<b>Robert Barnard</b>					
	31/03/2023	Playing field Shelte	Assisting Barney in repairs to seating shelter at playing field	140.00	
Total Robert Barnard				140.00	230312
<b>S P Barnard</b>					
	31/03/2023	Mar 23	Village attendant - Mar 2023	1,020.00	
Total S P Barnard				1,020.00	230313
<b>SADS UK</b>					
	14/03/2023	2023.03.13	1x Lifepak CR Plus Adult pads and charge stick, 1x Lifepak CR Plus child pads, 1x set dual pads ...	689.18	
Total SADS UK				689.18	230314
<b>St George's Pest Control Ltd</b>					
	07/03/2023	42301	Allotments pest control - 11/03/22 to 10/06/23	180.00	
Total St George's Pest Control Ltd				180.00	230315
<b>TOTAL</b>				<b>18,336.68</b>	