

FELSTED PARISH COUNCIL

Minutes of the 1111th meeting held on 17 May 2023 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Andrew Parker, Roy Ramm, Richard Silcock (parish/district) and Youth Representative Molly Bennett (entered during the discussion of item 23/117.3) along with 5 members of the public. Also present: District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer)

23/103 Election of Chairman and signing of Declaration of Acceptance of Office

It was proposed by Cllr Frances Marshall, seconded by Cllr Penny Learmonth and unanimously agreed to appoint Cllr Graham Harvey as Chair of the Council.

23/104 Election of Vice Chair

It was proposed by Cllr Graham Harvey, seconded by Cllr Richard Silcock and unanimously agreed to appoint Cllr Frances Marshall as Vice Chair of the Council.

23/105 Apologies for Absence

Apologies had been received from Cllrs Alec Fox, Roy Ramm and County Councillor Martin Foley.

23/106 Declarations of Interest

None Received.

23/107 Public Forum

107.1 Motor Bikes – The PC noted that youngsters have been riding motor bikes around the field behind the Memorial Hall. This is contrary to the bylaws. It was noted that the bylaws are posted by the entrance nearest to the MUGA but not by the Memorial Hall entrance. The Clerk will arrange for bylaws to also be posted at that entrance.

107.2 Parking Warden – The PC advised that the parking warden attends Watch House Green at busy times to deter illegal parking.

107.3 Solar Farms – The PC advised that no updates had been received. It is believed that a submission could be received at any time and that two applications will be combined to become one of national infrastructure scale. This would necessitate a further process of consultation.

23/108 Minutes of Meeting 1110 held on 5 April 2023

These Minutes were approved and were signed by the Chairman.

23/109 Minutes of the Planning Committee meeting on 18 April 2023

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

23/110 Matters Arising from the 5 April Council Meeting

110.1 District Council Elections 4th May 23 (Item 23/78.2) – The elected District Councillors for Felsted and Stebbing are D.Cllr John Evans and D.Cllr Richard Silcock.

110.2 History Sign (Item 23/82.3) – The Village Attendant has installed the sign near to the Swan Inn as agreed by Cllrs Graham Harvey and Richard Silcock.

110.3 Lime Trees (Item 23/82.5) – The site meeting with the Archdeacon, Reverend Taylor, the Diocesan tree advisor, Cllr Graham Harvey, JCM Services and the Clerk took place on 16th May. The Archdeacon following the advice of the Diocesan tree advisor refused consent to pollard or substantially reduce the crowns of the trees. A reduction to a 2 metre clearance of Smylie Hall would be consented to but such a small reduction is not viable economically.

110.4 Storage of Felsted History Records (Item 23/91.2) – These have now been moved to the Crix Green Mission Hall for storage. The Clerk is arranging for the purchase of suitable cupboards to hold the records.

23/111 **Appointment of: - Council Representatives on External Bodies**

The following appointments were proposed by Cllr Graham Harvey, seconded by Cllr Frances Marshall and unanimously agreed:

111.1 Council Representatives on External Bodies

Botelers Education Trust - Cllrs Graham Harvey, Frances Marshall and Andrew Parker

Crix Green Trust - Cllrs Graham Harvey, Frances Marshall and Andrew Parker

Felsted United Charities - Cllrs Alec Fox, Graham Harvey, Frances Marshall
and Richard Silcock (Cooptative Trustee)

111.2 Council Committee Members

Planning Committee – Cllrs Richard Freeman, Graham Harvey, Hywel Jones, Penny Learmonth, Andrew Parker and Roy Ramm

Highways Committee – Cllrs Richard Freeman, Alec Fox, Penny Learmonth and Frances Marshall

Finance Committee – Cllrs Graham Harvey, Frances Marshall, John Moore, Roy Ramm and Richard Silcock

Churchyard Working Group – Cllrs Penny Learmonth and John Moore

Climate Change Working Group – Cllrs Graham Harvey, Hywel Jones, Penny Learmonth, Andrew Parker and Richard Silcock

Emergency Planning Working Group – Cllrs Graham Harvey and Roy Ramm

Greens and Open Spaces Working Group – Cllrs Richard Freeman, Graham Harvey and John Moore

Health and Safety Working Group – Cllrs Richard Freeman, Graham Harvey and John Moore

H R Working Group – Cllrs Richard Freeman, Graham Harvey and Frances Marshall

Nature Area Working Group – Cllrs Richard Freeman, Hywel Jones, John Moore, Andrew Parker and Richard Silcock

Website – Cllr Richard Freeman

Chairmen for the respective Committees will be elected at the next meeting of each Committee.

111.3 Responsible Financial Officer – It was proposed by Cllr John Moore, seconded by Cllr Richard Silcock and unanimously agreed that Daniel Plunkett should continue in this role.

111.4 Internal Auditor – It was proposed by Cllr John Moore, seconded by Cllr Richard Silcock and unanimously agreed that Val Evans should continue in this role for the financial year 2023/24.

23/112 **Update to Financial Regulations Spending Limits**

Proposed by Cllr Richard Freeman, seconded by Cllr Penny Learmonth it was unanimously agreed that within Financial Regulations the authority to spend limits should be amended to allow the Clerk a sole authorised spending limit of £500.

23/113 **Code of Conduct, Standing Orders, Financial Regulations and General Power of Competence**

113.1 Code of Conduct, Standing Orders and Financial Regulations – These documents had been pre circulated to Councillors. Proposed by Cllr Hywel Jones, seconded by Cllr Frances Marshall it was unanimously agreed to approve the current Code of Conduct and Standing Orders together with revised Financial Regulations (see minute 23/112).

113.2 General Power of Competence (GPC) – The PC agreed that the criteria necessary for it to adopt the GPC as set out in the Localism Act 2011 had been met. It was therefore proposed by Cllr Hywel Jones, seconded by Cllr Frances Marshall and unanimously agreed that the GPC be adopted.

23/114 **County Councillor Report**

Members noted a short report from C.Cllr Martin Foley which advised that an extra £3 million has been allocated by ECC to fund pothole repairs.

23/115 **District Councillors Report**

115.1 Election Congratulations – The Parish Council congratulated D.Cllrs John Evans and

Richard Silcock on their successful election and recorded thanks to both D.Cllr John Evans and previous D.Cllr Sandi Merifield for their excellent work and support of the parish during the past four year term.

115.2 Monthly Report - The [report](#) from D.Cllr John Evans was noted. He acknowledged “the equal and very valued contribution” made by previous D.Cllr Sandi Merifield and congratulated newly elected D.Cllr Richard Silcock. The report stated that the District Council remains under the administration of R4U and concluded with a discussion on planning matters and confirmation that District Councillor Surgeries will continue to take place immediately prior to the monthly meetings of the Parish Council.

23/116 **Co-option to fill Councillor Vacancy**

Following permission by UDC to co-opt to fill the vacancy on the PC, it was proposed by Cllr Richard Freeman, seconded by Cllr Richard Silcock and unanimously agreed to appoint Clive Perrins to the Parish Council. The Chairman will accordingly invite him to join the council.

23/117 **Correspondence**

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

117.1 Chelmsford City Council – A schedule of Non Race events at Chelmsford Race Course was discussed. The Clerk will contact Chelmsford City Council / The Racecourse to ascertain if any of the events will necessitate road closures, requesting that if they will sufficient advance notice is given and that any closures are carried out in accordance with the law.

117.2 Churchyard – A wooden box has been left in the churchyard by the grass cutting area. The Clerk will contact Rev'd Taylor suggesting that it be removed.

117.3 Allotments – A complaint regarding the unacceptable condition of a plot was discussed. The PC noted that following previous warnings the condition of the plot had improved, it was however still well below acceptable standards. The Clerk will write to the allotment holder and give them until 1st October 23 to clear the entire plot of the remaining brambles / weeds. Failure to do so will result in termination of the tenancy agreement.

117.4 UDC Enforcements – The PC noted that Enforcements at UDC had decided it was not expedient to pursue the contravention of planning conditions caused by the erection of a fence by a resident at Bannister Green.

23/118 **Finance**

118.1 Payments – Members considered the lists of payments on pages 7/8. It was noted that due to the PC meeting being held so far into May the list on page 7 had been prior approved by the Finance Committee to enable timely payments to be made. Proposed by Cllr Frances Marshall, seconded by Cllr John Moore both payment lists were unanimously approved.

118.2 Receipts – Members noted the receipts of £58849 consisting of precept £56975, Felsted Focus Donations and Advertising £5, Mulberry Homes Contribution to Coronation Mugs £500, UDC Grant re Biodiversity Survey £1200, Reimbursement of SLCC registration fee following the Asst Clerk's successful completion of Cilca £150 plus an erroneous receipt of £19.

118.3 Renewal of Insurance Policy – Proposed by Cllr Frances Marshall, seconded by Cllr Richard Freeman it was unanimously agreed to appoint Zurich Insurance for a three year term at £2937.18 per annum. It was further agreed that the RFO would strive to move the insurance renewal date from 1st June to 14th June as mid-month would make it easier to get timely quotes for consideration at June PC meetings.

118.4 Approval of use of:

(i) Direct Debits for regular payments

Proposed by Cllr Frances Marshall, seconded by Cllr Andrew Parker it was unanimously agreed to allow regular payments to be made by Direct Debit.

(ii) Electronic Payment Methods

Proposed by Cllr Frances Marshall, seconded by Cllr Andrew Parker it was unanimously agreed to allow payments to be made electronically.

Clerk's Note: The Clerk, Asst Clerk and the RFO left the meeting at this point.

23/119 **HR Committee Recommendations following Staff Appraisals**

Proposed by Cllr Andrew Parker, seconded by Cllr Richard Silcock it was agreed that with effective from 1st April 23 PC staff would progress up the salary scale as follows: the Clerk - one point; the Asst Clerk - two points (to include one point automatically awarded in recognition of

achieving the Cilca qualification); the RFO - five points. It was noted that the role of the RFO had substantially increased / expanded and his Job Description would be revised to reflect this with contracted hours increased from five to seven per week. The Working from Home Allowance would cease for all staff with effect from 1st June 23.

Clerk's Note: The Clerk, Asst Clerk and the RFO re-joined the meeting at this point.

Cllr Frances Marshall thanked all 3 PC staff for their outstanding work on behalf of the PC.

- 23/120 **VAS Sign** – The Asst Clerk advised that the Government are due to allocate monies to a “Safer Streets” fund to be administered by the Police, Fire and Crime Commissioner. It was noted that a VAS sign may fit the criteria for an application to this fund.
- 23/121 **CCTV** – The PC were advised that the grant application to the Police, Fire and Crime Commissioners Community and Safety Development Fund was not successful. Direct purchase of CCTV would be considered by the Finance Committee at their meeting later this month.
- 23/122 **Playbark: Purchase / Spreading / Levelling of Area under Zipwire**
Cllrs Graham Harvey and Richard Freeman would visit the main play area to assess if a top up of playbark is necessary this year. The quotes for all of the above will be reviewed by the Finance Committee at their meeting later this month.
- 23/123 **Bury Farm Station Road Development** – The PC were advised that this process whilst taking a significant amount of time was progressing. It was noted that the PC appreciated the support being received from UDC.
- 23/124 **Felsted Community Trust – Formation Status** – The Trust is now operationally ready.
- 23/125 **Coronation**
125.1 Commemorative Bench – The PC agreed that this should be located in a central position in the parish. It was proposed by Cllr Richard Freeman, seconded by Cllr Frances Marshall and unanimously agreed that the bench be located outside of the Swan Inn.
125.2 Trees – The PC’s application to UDC’s Coronation Grant Scheme for £200 was successful. It will be used to purchase two Oak trees / commemorative plaques. The trees will be planted in the Autumn. One will be planted on Bannister Green and one on the main playing fields.
- 23/126 **Chairman’s Matters**
Traffic Congestion – The PC were advised that Cllrs Frances Marshall and Richard Freeman are to meet Simon Wooley to discuss concerns raised by the school.
- 23/127 **Clerk’s Matters**
127.1 Gates at Muga Car Park – The PC were advised that on several occasions the gates were forced opened overnight. Steel bars are to be fixed to the gates so that this will no longer be possible.
127.2 NEPP Extra Parking Patrols (Update) – NEPP confirmed that 3 extra patrols have been completed at a cost of £341.70 (50% to be reimbursed by Felsted School). 1 PCN was issued and several drivers spoken to and moved on. NEPP confirmed costs will remain the same throughout this financial year.
127.3 Defibrillator and First Aid Training
(i) Defibrillator Training – Expressions of interest in the defibrillator training have been received from several members of the public. The Clerk will now book the course which will cost £200 for 20 people. As previously agreed residents will be asked to contribute £10 per head (Minute 22/227).
(ii) First Aid Training – This will be arranged for PC staff by Cllr Graham Harvey later in the year.
- 23/128 **Planning Applications and Decisions**
128.1 Applications to be Considered at the next Planning Meeting
UTT/23/0961/FUL - Corn Barn Cobblers Green Causeway End Road
Change of use from agricultural land to residential garden land.
UTT/23/0930/FUL - Bury Chase Cottage And The Bury Chase
Proposed resurfacing and small extension to existing staff car parking area, independent private

access, landscaping, change of use from school garden to private garden, improvements to existing access with associated operational development.

UTT/23/1100/HHF - Tramore Willows Green Main Road

Proposed one and a half storey side extension and internal alterations.

UTT/23/1055/OP - Land Adjacent Westbrook Bannister Green

Outline application with all matters reserved except access, appearance, layout and scale for the erection of 1 no. dwelling with detached garage

128.2 Decisions Received Since Previous Council Meeting

UTT/23/0285/HHF - Conway Causeway End Road

Two storey rear extension

Permission Granted - 3rd April 2023

UTT/23/0513/HHF - Windsor House 1 Dewdrop Close

Alterations to existing single garage to create double garage with office in roof.

Permission Granted - 6th April 2023

UTT/22/2989/HHF - Corn Barn Cobblers Green Causeway End Road

Erection of outbuilding

Application Withdrawn - 12th April 2023

UTT/23/0508/PAQ3 - Barn At Hole Farm Willows Green

Prior Notification of change of use of agricultural building to 1 no. dwelling.

Permission Granted - 17th April 2023

UTT/23/0470/HHF - The Barn Evelyn Road Willows Green

Proposed installation of 64 solar panels to roof of garage and new EV charging point.

Permission Granted - 17th April 2023

UTT/22/2187/OP - Watchhouse Farm Bannister Green

Outline application with all matters reserved except for access for the construction of 3 no. dwellings.

Permission Granted - 28th April 2023

UTT/23/0793/FUL - Tarcquita Braintree Road

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

Permission Refused - 9th May 2023 *'it would cause harm to the character and appearance of the site and the surrounding countryside.'*

UTT/23/0726/HHF - 18 Clifford Smith Drive

Proposed single storey rear extension.

Permission Granted - 9th May 2023

23/129

Proposals for Future Agenda Items

D Day Beacon Lighting – The Beacon will next be lit to mark the 80th anniversary of D-Day which is on 6th June 2024.

There being no further business the meeting closed at 8.29 pm

Next Meetings:

Next Finance Committee Meeting: Wednesday 24 May 23 in the URC Hall at 6.00 pm

Next Council Meeting: Wednesday 7 June 23 in the URC Hall at 6.30 pm

..... 7 June 2023
Chairman

Correspondence List – May 2023

<p>1. UDC:</p> <ul style="list-style-type: none"> a) Local Councils Liaison Forum to be held in Thaxted on 5 June (circ. to PC 25/4) b) LGA Code of Conduct and Register of Interests Training (circ. to PC 25/4) c) Local Election Results and Turnout (circ. to PC 16/5)
<p>2. ECC:</p> <ul style="list-style-type: none"> a) Temp. Closure Mill Road, due to commence on 27th April 2023 for 1 day. The closure is required while Openreach undertakes pole installation. (circ to PC 6/4) b) Climate Action in Essex (circ to PC 11/4)
<p>3. EALC:</p> <ul style="list-style-type: none"> a) Weekly Bulletins b) Police, Fire and Crime Bulletins c) Letter from HM Lord-Lieutenant of Essex re Coronation Plaques (circ. to PC 5/5) d) Ride London Update (circ. to PC 17/5)
<p>4. National Highways: A120 Panners Interchange to Marks Farm Roundabout. Overnight works from 11 April 2023 to mid-September 2023. (circ to PC 6/4)</p>
<p>5. Local Government Boundary Commission consultation on division boundaries for Essex. The consultation is open until 5 June 23. (circ. to PC 03/04 and 11/05)</p>
<p>6. Essex Wildlife Trust: "Wilder Towns and Wilder Villages" Webinars and Workshops April to September – (circ. to PC 23/4)</p>
<p>7. St Clare Hospice local news - April 2023</p>
<p>8. Abbeyfield's Coffee Morning on Saturday 20th May (circ to PC 26/4)</p>
<p>9. Community Policing Team Newsletter (circ. to PC 3/5)</p>
<p>10. Resident Letters:</p> <ul style="list-style-type: none"> a) Antisocial behaviour Causeway End (PCSO advised) b) Public Toilets c) Previous History Recorder – Letter of thanks d) Churchyard new timber enclosure for non-compostable items? Request for sign fixed to the enclosure indicating non-recyclable only. e) Allotment plot continues not to be maintained trees and brambles left to grow. f) Bannister Green – Update requested re moving of residential fence.
<p>11. Stansted Airport Community Flyer Spring 2023 Edition (fwd to Cllr RF 3/5)</p>
<p>12. AEF: Update from the Airspace and Noise Forum re night noise. (fwd to Cllr RF 3/5)</p>
<p>13. RCCE: Essex Warbler May Edition (circ. to PC 3/5)</p>
<p>14. Stansted Airport Watch:</p> <ul style="list-style-type: none"> a) May Newsletter (fwd to Cllr RF 16/5) b) AGM 14 June 23 (fwd to Cllr RF 16/5)
<p>15. Chelmsford City Racecourse: schedule of non-race events (circ. to PC 17/5)</p>

Unpaid List – May 2023

	Date	Num	Memo	Open Balance	Payment Reference
Astragraphic Design Ltd					
	20/04/2023	584	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	230401
Barbara Hollingsworth					
	30/04/2023	Apr23	Unlocking car park 1 - Apr 2023	60.00	
Total Barbara Hollingsworth				60.00	230402
Colchester Borough Council					
	21/04/2023	20198696	NEPP patrols	341.70	
Total Colchester Borough Council				341.70	230403
Dunmoweb					
	06/04/2023	dweb1104-i0017	FPC website hosting/domain 2023-24	351.00	
Total Dunmoweb				351.00	230404
E A L C					
	03/04/2023	16633	EALC and NALC Affiliation fee 2023-24	659.89	
Total E A L C				659.89	230405
E.ON Next - A-5081E963					
	06/04/2023	0019	Ac # A-5081E963 - MUGA electricity for period 01/03/23 to 31/03/23 - MPAN 1030072525215 - Meter ...	28.98	
Total E.ON Next - A-5081E963				28.98	Direct Debit
EDF - Pavillion - 671 178 252 359					
	12/04/2023	E78252359003	Pavillion Electricity - period 08/11/22 to 22/03/23 - Meter # D11W560535 - MPAN 1012485770570	106.10	
Total EDF - Pavillion - 671 178 252 359				106.10	Direct Debit
Felsted U R C					
	07/03/2023	2022	Rent of office - 2022	1,500.00	
Total Felsted U R C				1,500.00	230406
Fisher Michael					
	25/04/2023	6016	Payroll administration - Apr21 to Apr23	600.00	
Total Fisher Michael				600.00	230407
Julie Smith					
	30/04/2023	Apr23	Cleaning and Maintenance of Playing Field Toilets - 23 hours - Apr23	287.50	
Total Julie Smith				287.50	230408
M J Read					
	07/03/2023	2022-23	Rental of storage facility for 1 Dec 2022 to 30 Nov 2023	300.00	
Total M J Read				300.00	230409
NPower Business Solutions					
	05/04/2023	6691235	AC # A0009232099 - Street light electricity for 01/03/23 to 31/03/23 - MPAN 1013095287825 & 1013...	420.72	
Total NPower Business Solutions				420.72	Direct Debit
Officials - Salaries					
	30/04/2023	Apr23	Salary - Apr23	2,872.87	
Total Officials - Salaries				2,872.87	230410, 230411, 230412
Officials - Expenses					
	30/04/2023	Apr23	Clerk's expenses - Apr 2023- Zoom subscription, Google Suite & computer support package, workin... Asst Clerk Expenses - Apr23 - working from Home Allowance, mileage RFO Expenses - Apr 2023 - home working allowance, answerphone for office	291.98	
Total Officials - Expenses				291.98	230410, 230411, 230412
Officials - NEST Pensions					
	30/04/2023	Apr23 - H Read	Pension Contribution - H Read - Apr23	114.59	
	30/04/2023	Apr23 - C Schorah	Pension Contribution - C Schorah - Apr23	25.94	
Total Officials - NEST Pensions				140.53	Direct Debit
S P Barnard					
	30/04/2023	Apr23	Village attendant - Apr 2023	880.00	
Total S P Barnard				880.00	230413
Uttlesford District Council (as supplier)					
	26/04/2023	0000096733	Green waste service 2022	2,866.50	
Total Uttlesford District Council (as supplier)				2,866.50	230414
TOTAL				11,759.75	

	Date ▼	Num ▼	Memo ▼	Open Balance ▼	Payment Reference
A J B Steel Products Ltd					
	30/04/2023	6240	Supply 2x shoes for Village information sign	246.00	
Total A J B Steel Products Ltd				246.00	230415
Buzz Supplies Ltd					
	11/05/2023	302095	2x 12 toilet roll packs	48.57	
Total Buzz Supplies Ltd				48.57	230416
E A L C					
	09/05/2023	16713	Funding and applications workshop - 22/05/23 - C Schorah	90.00	
Total E A L C				90.00	230417
EDF - Pavillion - 671 178 252 359					
	09/05/2023	May23	Monthly Direct Debit Payment - May 23	52.00	
Total EDF - Pavillion - 671 178 252 359				52.00	DIRECT DEBIT
Essence Music					
	24/04/2023	Coronaction Cxl	Cancellation payment for Coronation Event	500.00	
Total Essence Music				500.00	230418
JCM Services					
	07/05/2023	1528	Nature Area - Grounds Maintenance 1/4	420.00	METRO - 800030
	07/05/2023	1515	Parish and Church yard maintenance and hard surface spay 1/4	2,640.00	230419
Total JCM Services				3,060.00	
NPower Business Solutions					
	11/05/2023	7047871	AC # A0009232099 - Street light electricity for 01/04/23 to 30/04/23 - MPAN 1013095287825 & 1013...	570.91	
Total NPower Business Solutions				570.91	DIRECT DEBIT
Vodafone					
	27/03/2023	B4-594941356	Call Diversion for March 23	2.50	
Total Vodafone				2.50	DIRECT DEBIT
TOTAL				4,569.98	