

## FELSTED PARISH COUNCIL

### Minutes of the 1112th meeting held on 7<sup>th</sup> June 2023 at 6:30 pm in the URC Hall

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Penny Learmonth, Frances Marshall, John Moore, Andrew Parker, Roy Ramm and Richard Silcock (Parish/District) along with 3 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).
- 23/130 **Apologies for Absence**  
Apologies had been received from Cllr Clive Perrins, Youth Representative Molly Bennett and County Councillor Martin Foley
- 23/131 **Declarations of Interest**  
None Received.
- 23/132 **Public Forum**  
**132.1 Hedge by Estate Agents** – The PC noted that JCM Services are due to trim the hedge later this month.  
**132.2 Memorial Hall** – The Clerk will enquire with JCM Services if it would be possible (and at what cost) to collect the grass cuttings from the Playing Fields behind the Memorial Hall when it is first cut each year.
- 23/133 **Minutes of Meeting 1111 held on 17 May 2023**  
These Minutes were approved and were signed by the Chairman.
- 23/134 **Minutes of the Planning Committee Meeting held on 16 May 2023**  
These Minutes were noted and would be formally approved at the next meeting of the Planning Committee.
- 23/135 **Matters Arising from the 17 May Council Meeting**  
**135.1 Storage of Felsted History Records (Item 23/110.4)** – The PC noted that cupboards have now been purchased and installed at the Crix Green Mission Hall ready for the storage of the records.  
**135.2 Co-option to fill Councillor Vacancy (Item 23/116)** – The PC were pleased to note that Clive Perrins had accepted their invitation to join the Parish Council and had signed the Declaration of Acceptance of Office. He was looking forward to attending the next PC meeting in July.  
**135.3 Chelmsford Racecourse (Item 23/117.1)** – It was noted that ECC Highways had confirmed that the Racecourse have been given permission to close Moulsham Hall Lane for their all-day event (Clockstock) on 1st July 23. They advise that Moulsham Hall Lane will be closed between the A131 roundabout and Blackley Lane from 10am - midnight with only residents residing within the “closed small zone, (approx. 4 homes)” granted access by traffic control staff. All other residents will be directed to the approved diversion route via London Road and Blackleys Lane.
- 23/136 **County Councillor Report**  
Members noted that a report had not been received from County Councillor Martin Foley.
- 23/137 **District Councillors Report**  
Members noted the [report](#) from the District Councillors which contained information on: the wide range of work undertaken by all District Councillors; the work of the Local Plan Leadership Group together with a reminder that the Government requires UDC to allocate 701 dwellings in the plan period up until 2040; details together with a [link](#) to UDC’s investment approach and philosophy and plans for UDC to seek de-designation now that the ratio of “appeal overturns” by the Planning Inspectorate has fallen below the Government mandated threshold of 10%

(currently at 6.85%). At a local level the report confirmed that there is not currently any more news re the two solar farm applications although it is believed that they are now likely to be advanced as one large scheme and thus of a scale falling within the National Infrastructure programme, thereby being decided upon by the Minister and not by the local planning authority.

## 23/138 Correspondence

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

**138.1 UDC Road Name Suggestions** – The PC considered possible road names suggested by the developer of the new site on Station Road. As the proposed road names all have connections to the school the Clerk will contact the Bursar for his comments before responding to UDC.

**138.2 Essex Community Initiatives Fund for 2023-24** – The PC noted that this fund is now open for applications and that any successful application would need to be match funded. This will be considered further at the next meeting in July.

**138.3 Salt Bag Partnership 2023/24** – The PC were advised that ECC are making available free of charge, a one tonne wrapped pallet made up of individual 25kg bags of salt for use by the community on the local highway. The Clerk will register the PC for a delivery of salt ready for the winter.

**138.4 Thank you from the Ruggles Family** – The PC were pleased to receive a thank you from the family of Gerald Ruggles for permission to install a memorial bench at the main playing field in his memory.

**138.5 Persistent Road Closures without Adequate Notice** – The Clerk advised that this had been raised with ECC Highways who responded that the lack of notice was due to the contractors and outside of their remit.

**138.6 Potholes near Garnetts Bungalows** – The Asst Clerk is awaiting a response from the Highways Liaison team leader to ascertain who is responsible for this piece of road.

**138.7 Open Chamber, Garnetts Lane** – The PC were pleased to note that a potentially very dangerous issue reported by a resident to the ECC Highways Emergency Line was attended to and made safe within two hours.

## 23/139 Finance

**139.1 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.

**139.2 Receipts** – Members noted the receipts of £404.80 comprising of Felsted Focus Donations £5, Compensation from County Broadband £342.80 and Allotment Rentals of £57.

**139.3 Year to Date Budget** – Cllrs noted that the figures on the first half of page 8, representing the first six weeks of the financial year were running at a small surplus. It was further noted that the figures on the second half of page 8 showed that the final actual v budget figures for the financial year ending March 23 came in with a small surplus of £765.

**139.4 Renewal of Insurance Policy** – Cllrs noted that the Parish Council now has a fixed three year policy with Zurich Insurance at a cost of £2937.18 per annum (minute 23/118.3)

**139.5 PC Debit/Credit card** – The PC were advised that as part of the internal audit report it had been suggested that the Clerk be provided with a dedicated PC credit / debit card for PC purchases. It was noted that the Clerk was happy to continue using her personal credit card and reclaiming via expenses. The PC agreed that in principle they did not object to providing a dedicated card but that there was no reason to change the current system which was working well.

*Note: Cllr Hywel Jones left the meeting at this point.*

**139.6 Consideration of Internal Audit Report 2022-23** – Cllrs noted the Internal Audit Report which had been submitted by the PC's internal auditor Val Evans.

**139.7 Approval of 2022-23 Audit Annual Governance Statement** – It was proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox and unanimously agreed to approve the Annual Governance Statement. The documents were signed by the Chairman and the Clerk prior to submission to the External Auditors.

**139.8 Approval of the 2022-23 Audit Accounting Statements and Audit Return**

Proposed by Cllr Andrew Parker, seconded by Cllr Alec Fox it was unanimously agreed to

approve these documents.

### **139.9 Recommendations of Finance Committee on: CCTV and Playbark**

**(i) CCTV** – The PC accepted the recommendation of the Finance Committee to postpone a decision re the purchase of CCTV until the Autumn.

**(ii) Playbark** – The PC agreed with the advice of the Finance Committee that a top up of playbark should be ordered for the main play area (see minute 23/140.1).

23/140 **Playbark** (see minute 139.9 (ii))

**140.1 Purchase** – The PC considered quotes obtained for the purchase of 30 cubic metres of playbark. Proposed by Cllr Frances Marshall, seconded by Cllr Roy Ramm it was unanimously agreed to accept the quote of £1500 plus VAT from Giffords Recycling.

**140.2 Spreading** – Proposed by Cllr John Moore, seconded by Cllr Alec Fox it was unanimously agreed to accept the quote of £650 plus VAT from JCM Services to spread the playbark.

**140.3 Levelling of Area under Zip Wire** – Proposed by Cllr Alec Fox, seconded by Cllr John Moore it was unanimously agreed to accept the quote of £290 plus VAT from JCM Services to raise the level of the area under the zipwire back to previous levels. This will be achieved by raising the existing matting under the zip wire and installing / consolidating new play grade topsoil underneath before refixing the mats into position.

23/141 **Planning Committee Membership** – It was noted that Cllr Clive Perrins had expressed interest in joining the Planning Committee. It was proposed by Cllr Richard Freeman, seconded by Cllr Richard Silcock and unanimously agreed to appoint him to the Planning Committee.

23/142 **Highways**

**142.1 Possible Future Works** – The PC noted that ECC Highways had advised the PC that they had some section 106 funding available for highway improvements that could only be used on Station Road. The PC agreed that the siting of a mini roundabout outside one of the access points to the new development currently under construction would slow traffic down and benefit the new surgery. It was agreed that the Clerk would approach Highways and request that this is considered as a potential use of the s106 funding.

**142.2 Causeway End Flooding** – The PC noted that this issue remains unresolved. It is thought that the culvert under the road is inadequate to cope with the volume of water from the side of the road opposite The Bungalow. The Clerk will request a site meeting with C. Cllr Martin Foley, an ECC engineer, D Cllr John Evans and Cllr Richard Freeman. The Asst Clerk will prepare a briefing note ahead of any scheduled meeting.

**142.3 UDC Highways Ranger Service** – The PC noted that following ECC's "decision to disinvest" in the Uttlesford Local Highways Panel (ULHP) earlier this year UDC had advised that they were therefore withdrawing its own £100,000 annual contribution to ECC for the ULHP. The PC agreed that the Clerk would contact UDC and ask them to consider using the unspent funds to reinstate the Highways Ranger Service that had been withdrawn due to lack of funding earlier this year.

23/143 **Nature Area Working Group** – The PC noted that a “walkabout meeting” of the NAWG had taken place on 25<sup>th</sup> May 23 and agreed that the front of the Nature Area is looking lovely, full of wild flowers. It was pleasing to note that the newly planted trees received from UDC at the end of last year are doing well. The PC were advised that in order to help bring life back to the waterways, the Wildlife Recovery Trust may wish to site mink traps in the river. The river is outside the jurisdiction of the PC and the trust have therefore been advised to contact the river authorities.

23/144 **Biodiversity Survey** – The Climate Change Working Group and the Greens and Open Spaces Working Group agreed to combine to discuss the results of the recent survey carried out by Essex Ecology. It was noted that the Green Spaces Management Plan produced was very balanced, considering not only the needs of biodiversity but also those of the community and road safety.

23/145 **Rospa Report** – The annual Rospa inspection of all the PC's play areas has taken place. One high risk issue was identified and this will be addressed with urgency.

23/146 **Bury Farm Station Road Development** – The PC noted that difficulties were being experienced with the Integrated Care Board regarding the new Doctors Surgery. The PC were

working hard to resolve the issues.

23/147 **Felsted Community Trust – Formation Status**

Nothing to report.

23/148 **Chairman’s Matters**

Nothing to report.

23/149 **Clerk’s Matters**

**Defibrillator Training** – The PC noted that this has been scheduled for Saturday 1<sup>st</sup> July 23 taking place in the URC Hall. The course will commence at 9.30am and is expected to last for 2.5 – 3 hours. Spaces are still available at a cost of £10 per head. Anyone interested in attending should contact the Clerk.

23/150 **Planning Applications and Decisions**

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

**[UTT/23/1190/HHF](#) / [UTT/23/1191/LB](#) - Peartree Farm Molehill Green Road Molehill Green**

Amendment to approved application UTT/22/2241/HHF to provide pitched roof to extension, additional window to flank elevation and glazing to extension to be 14mm double glazed.

**[UTT/23/1163/HHF](#) - Bridgehouse Farm Hollow Road**

S73A retrospective application for swimming pool and proposed alterations to pool area.

**[UTT/23/1249/FUL](#) - Princes Halfyards Stebbing Road**

Demolition of stables/outbuilding, barns (1 and 2), construction of two dwellings and conversion of barn 4 to an annexe to Plot 2.

**[UTT/23/1247/FUL](#) - Bury Farm House 2 Station Road**

S73 application to vary condition 2 (approved plans) of UTT/22/2638/FUL (erection of replacement dwelling and garage) in order to amend the design of the dwelling and alter the proposed access arrangements.

**[UTT/23/1379/HHF](#) - 57 Chaffix**

Demolition of conservatory and erection of two storey and single storey rear extension, front facing porch and weatherboard cladding.

**[UTT/23/1347/LB](#) / [UTT/23/1346/HHF](#) - Brook Farm Stebbing Road**

Proposed removal/relocation of doors, addition of windows, infill opening. Replacement door. Alterations and removal of internal partitions. New partition. Replacement bathroom. New WC to first floor. New opening to form new shower room to first floor. Remove and relocate existing radiator. New garden wall to front elevation.

**[UTT/23/1345/OP](#) - Land Adjacent Greenfields Bartholomew Green**

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

**[UTT/23/1394/FUL](#) - Felsted School Braintree Road**

Section 73A Retrospective planning application for the retention of a single story extension at the school for the storage of maintenance equipment.

**150.2 Decisions Received Since Previous Council Meeting**

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

**Proposed annexe.**

**Permission Granted - 18<sup>th</sup> May 2023**

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

New security gates leading into courtyard of Dewdrop Close.

**Permission Granted - 22<sup>nd</sup> May 2023**

**[UTT/23/0682/HHF](#) - Howlands Bakers Lane**

Proposed conversion of existing disused stables and storage barn to become an annexe.

**Permission Granted - 24<sup>th</sup> May 2023**

**[UTT/23/0961/FUL](#) - Corn Barn Cobblers Green**

Change of use from agricultural land to residential garden land.

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

**150.3 Appeals to be Considered at the next Planning Meeting**

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

Detached garage with room above

23/151

**Urgent Matters**

**151.1 Churchyard Grass** – The Clerk will request the grass cutting schedule from JCM Services so that it may be posted on the PC website.

**151.2 Churchyard Maintenance Policy** – This is to be drafted by the Asst Clerk.

**151.3 Felsted Focus Delivery** – The PC wish to thank everyone who helped with the delivery of the Felsted Focus recently. Without their help and support it would not have been possible to distribute the magazine to the parish.

There being no further business the meeting closed at 7.55 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 20<sup>th</sup> June 23 online at 6.00 pm

Next Council Meeting: Wednesday 5<sup>th</sup> July 23 in the URC Hall at 6.30 pm

..... 5 July 2023

Chairman

## Correspondence List – June 2023

1. UDC: a) District News Update (circ to PC 25/05) b) Active Essex / Cycle Grant Scheme c) Local Council Liasion Meeting - 5 June 6.30pm (circ to PC 26/05) <i>Note: Cllr RF to attend</i> d) Road name suggestions re development at Land West of Bury Farm - Deadline for comment 13 June 2023 (circ. to PC 30/05)
2. ECC: a) Essex Community Initiatives Fund for 2023-24 (circ to PC 01/06) b) Climate Action Update (circ. to pC 05/06)
3. EALC: a) Police, Fire and Crime e-Bulletin - Week Commencing 15th May 2023 b) News e-bulletin 22nd May - Climate Change Special c) Salt Bag Partnership 2023/24
4. Greater Cambridge Partnership - Making Connections – Results of Consultation on Travel available at <a href="https://www.greatercambridge.org.uk/mc-22">https://www.greatercambridge.org.uk/mc-22</a>
5. Resident Letters: a) Thank you from the Ruggles family. b) Persistent Road Closures without adequate notice. c) Hedge by Estate Agents – Request to trim back as overhanging the pavement. d) Potholes in road leading Garnetts Bungalows e) Open chamber corner of Garnetts Lane over 2 metres deep (left open by utility contractor?) – Dealt with by Highways within 2 hours!
6. Airspace and Noise Community Forum: Details of mid-year meeting on 18 July 23 (fwd to Cllr RF 05/06)
7. CPRE: May Campaigns Update (circ. to PC 23/05)
8. RCCE: June Edition Essex Warbler (circ. to PC 01/06)

# Unpaid List – June 2023

	Date	Num	Memo	Open Balance	Payment Ref
<b>A &amp; J Lighting Solutions</b>					
	19/05/2023	37291	Replacement Light fittings - 3x in Chaffix	414.60	
Total A & J Lighting Solutions				414.60	230501
<b>Astragraphic Design Ltd</b>					
	24/05/2023	587	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	230502
<b>atoz Supplies</b>					
	30/05/2023	98544016	4 Drawer wooden filing cabinet Beech	348.00	
Total atoz Supplies				348.00	230503
<b>B &amp; H M Baker</b>					
	31/05/2023	1591	25 box begonias & 18 Compost	294.00	
	31/05/2023	1592	6 Compost	48.00	
Total B & H M Baker				342.00	230504
<b>Barbara Hollingsworth</b>					
	31/05/2023	May23	Unlocking car park 1 - May 2023	75.00	
Total Barbara Hollingsworth				75.00	230505
<b>E.ON Next - A-5081E963</b>					
	09/05/2023	0020	Ac # A-5081E963 - MUGA electricity for period 01/04/23 to 30/04/23 - MPAN 1030072525215 - Meter ...	24.07	
Total E.ON Next - A-5081E963				24.07	Direct Debit
<b>EDF - Pavillion - 671 178 252 359</b>					
	31/05/2023	Jun23	Monthly Direct Debit Payment - Jun23	52.00	
Total EDF - Pavillion - 671 178 252 359				52.00	Direct Debit
<b>Felsted Memorial Hall</b>					
	25/05/2023	25May23	Insurance of war memorial - 2023-24	45.50	
Total Felsted Memorial Hall				45.50	230506
<b>Giffords Recycling Ltd</b>					
	31/05/2023	189392	Playbark for play area - 30 cubic meters	1,800.00	
Total Giffords Recycling Ltd				1,800.00	230507
<b>Julie Smith</b>					
	30/05/2023	May23	Cleaning and Maintenance of Playing Field Toilets - May23	387.50	
Total Julie Smith				387.50	230508
<b>NPower Business Solutions</b>					
	03/06/2023	7209019	AC # A0009232099 - Street light electricity for 01/05/23 to 31/05/23 - MPAN 1013095287825 & 1013...	533.32	
Total NPower Business Solutions				533.32	Direct Debit
<b>Officials - Salary</b>					
	31/05/2023	May23 - Salary		2,872.67	
Total Officials - Salary				2,872.67	230509, 230510, 230511
<b>Officials - Expenses</b>					
	30/05/2023	May23 - Exp	Clerk's expenses - May 2023- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - May23 - printer ink, mileage, mobile phone and monthly contract RFO Expenses - May 2023 - mileage	989.83	
Total Officials - Expenses				989.83	230509, 230510, 230511
<b>Officials - NEST Pensions</b>					
	30/05/2023	May23	Pension Contribution - May23	140.53	
Total Officials - NEST Pensions				140.53	Direct Debit
<b>Paul Clark Printing Limited</b>					
	24/05/2023	30055	Printing Felsted Focus - Summer 2023	985.00	
Total Paul Clark Printing Limited				985.00	230512
<b>Playsafety Ltd</b>					
	23/05/2023	70986	Annual Play equipment inspection	414.60	
Total Playsafety Ltd				414.60	230513
<b>Roy Ramm</b>					
	30/05/2023	Focus delivery	Reimbursement for costs of Summer 2023 Focus delivery	250.00	
Total Roy Ramm				250.00	230514
<b>S P Barnard</b>					
	31/05/2023	May23	Village attendant - May 2023	1,000.00	
Total S P Barnard				1,000.00	230515
<b>The Workshop Aberfeldy</b>					
	30/05/2023	2984	Plaques for Kings Coronation trees	122.99	
Total The Workshop Aberfeldy				122.99	230516
<b>TOTAL</b>				<b>10,849.59</b>	

YTD Budget Comparison

## FPC - Budget Comparison to 18 May 2023

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
<b>Opening Balance</b>		55,161		55,161		55,161		
<b>INCOME</b>								
Precept	113,950		56,975		113,950		0	
Allotments Rents	1,700		0		1,700		0	
Playing field rent	500		0		500		0	
Grants	0		1,200		1,200		1,200	
Sundry other receipts	0		669		669		669	
Magazine advertising & donations	2,150		10		78		-2,072	
<b>Total Income</b>		118,300		58,854		118,097		-203
<b>EXPENSES</b>								
Salary and Expenses		42,013		3,599		42,857		844
Street Lighting		12,799		826		9,217		-3,583
Administration		12,511		1,314		10,091		-2,420
Maintenance, repairs and upkeep		32,210		6,854		35,223		3,013
Projects		7,950		1,522		8,049		99
Sundry		5,257		0		4,187		-1,070
<b>Total Expenses</b>		112,742		14,116		109,624		-3,118
<b>Closing Balance</b>		60,719		99,899		63,634		2,914

Final Actual v Budget Comparison Y/E 31 March 23

## FPC - Budget Comparison to 31 March 2023

	Budget 2022-23		Actual 2022-23		YE Actual - Budget	
	£	£	£	£	£	£
<b>Opening Balance</b>		59,782		59,782		
<b>RECEIPTS</b>						
Precept	106,000		106,000		0	
Allotments Rents	1,700		1,503		-197	
Playing field rent	500		515		15	
Grants	0		1,043		1,043	
Sundry other receipts	0		700		700	
Magazine advertising & donations	4,516		1,564		-2,952	
<b>Total Receipts</b>		112,716		111,325		-1,391
<b>PAYMENTS</b>						
Salary and Expenses		48,598		44,537		-4,060
Street Lighting		5,453		8,491		3,037
Administration		11,523		11,793		270
Maintenance, repairs and upkeep		40,807		38,910		-1,897
Projects		6,958		6,299		-660
Sundry		4,762		5,915		1,153
<b>Total Payments</b>		118,101		115,945		-2,156
<b>Closing Balance</b>		54,397		55,162		765