

FELSTED PARISH COUNCIL

Minutes of the 1113th meeting held on 5 July 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, Clive Perrins, Roy Ramm and Youth Representative Molly Bennett (entered during discussion of item 23/164) along with 8 members of the public. Also present were County Councillor Martin Foley (entered during discussion of item 23/159) and District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer).

23/152 Welcome to new Parish Councillor

The Chairman welcomed Cllr Clive Perrins to the Parish Council.

23/153 Apologies for Absence

Apologies had been received from Cllr Richard Silcock.

23/154 Declarations of Interest

None received.

23/155 Public Forum

155.1 Solar Farms – The PC noted that no application has come forward yet. Any update to this will be published on the PC's website.

155.2 The Swan – Concern was expressed that construction is taking place in the back garden without the required planning permission. UDC Enforcements are investigating (see item 23/162.1).

23/156 Minutes of Meeting 1112 held on 7 June 2023

These Minutes were approved and were signed by the Chairman.

23/157 Minutes of the Finance Committee meeting held on 24 May 2023 and the Planning Committee meeting held on 20 June 2023

These Minutes were noted and would be formally approved at the next meeting of the respective committees.

23/158 Matters Arising from the 7 June Council Meeting

158.1 Hedge by Estate Agents (Item 23/132.1) – This has now been trimmed by JCM Services.

158.2 Storage of Felsted History Records (Item 23/135.1) – The Crix Green Mission have agreed with the Felsted History Recorder that their own records should form part of the Felsted History Records. Two more cupboards are being purchased for this purpose. The Crix Green Mission will reimburse the net amount of the cupboards to the PC.

158.3 UDC Road Name Suggestions (Item 23/138.1) – Concerns re the proposed road names for the new development on Station Road were expressed by both Felsted School and the PC. The Clerk raised these concerns with UDC who passed them onto the developer. The developer agreed with the comments and proposed new names with a flower theme. These have been agreed by UDC (Snowdrop Way / Magnolia Road / Azalea Mews).

158.4 Purchase of Playbark (Item 23/140.1) – The PC were advised that the playbark has been ordered but that Giffords Recycling are experiencing production issues / delays with their playbark. It is anticipated that it will be available towards the end of July.

158.5 Causeway End Road (Item 23/142.2) – County Cllr Martin Foley advised that a scheme is being put forwarded by ECC that should help alleviate flooding in this area (see item 23/161.2).

158.6 UDC Highways Ranger Service (Item 23/142.3) – The PC noted that the Clerk had contacted UDC and asked them to consider using funds (that had previously been contributed to ECC for funding the Uttlesford Local Highways Panel) to reinstate the Highways Ranger

Service. UDC responded that they are not the Highways Authority and so don't have the right to work on highways land / infrastructure. They further stated that the cost of highway maintenance lies with ECC not UDC and they cannot justify spending UDC funds on something which is ECC's responsibility.

158.7 Churchyard Grass (Item 23/151.1) – JCM Services have advised that a grass cutting schedule cannot be supplied as they do not have a set day / week for each cut, basing them on growth and the number of cuts still available to them. They stated that the negative comments on Facebook probably related to the early part of the season when it was severely wet and they could not cut / collect.

23/159 **Royal British Legion**

The PC considered a request from the Royal British Legion for permission to permanently use 3 car parking spaces all year round as an outdoor space. Whilst happy with the current summer arrangement the PC expressed concerns about the possibility of permanent loss of car parking spaces to the parish. It was noted that the area was gifted to the PC by the Woodley family for use as a car park and it would need to be established if the PC would be allowed to grant such a request within the terms of the original transfer of land agreement. This will be discussed further at the September PC meeting.

23/160 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on planning matters including: the potential solar farm development which it is believed will come forward as a National Infrastructure Project in the near future; the Local Plan; the steps being taken by UDC planning to secure it's de-designation; information on the planning process including the very substantial numbers of planning applications that UDC receive and Stansted Airport's plans to extend the existing terminal building to accommodate the increased number of passengers that they received permission for following their successful planning appeal. The report also detailed an Anglian Water [webinar](#) – Get River Positive on 14th July (10am - 11am) and an Uttlesford Housing Market [report](#) which highlights the formidable price barriers for entry onto the housing ladder in this district,

23/161 **County Councillors Report**

161.1 Report – Members noted the report from County Councillor Martin Foley which focused on Highways issues including potholes and the lack of available funds / staff at ECC which has resulted in a massive backlog.

161.2 Flooding – Cllr Foley informed the PC that a drainage proposal is being put forward to help alleviate ongoing flooding issues at Causeway End Road (see item 23/158.5).

23/162 **Correspondence**

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

162.1 The Swan – The PC noted that a new decking area is being constructed in the rear garden without planning permission. This has been reported to UDC Enforcements (see item 23/155.2).

162.2 VAS sign – The possibility of purchasing a VAS sign will be looked at again in the Autumn.

162.3 80th Anniversary of D Day 6 June 2024 – It was agreed that the PC will mark this anniversary. The Chairman will register Felsted on the d-day80beacons official website.

23/163 **Finance**

163.1 Payments

i) RCCE – Proposed by Cllr Richard Freeman, seconded by Cllr Roy Ramm it was unanimously agreed to renew the PC's subscription to the Rural Community Council of Essex (RCCE) at a cost of £60.50.

ii) Payments List – Members considered the list of payments on pages 7 / 8. Proposed by Cllr Frances Marshall, seconded by Cllr John Moore the payments list was unanimously approved.

163.2 Receipts

Members noted the receipts of £5 Focus Donations and £50 for Defibrillator Training.

23/164 **Biodiversity Working Group (BWG)**

164.1 Wildflower Meadows – The PC noted that the first meeting of this group was held on 3rd

July. Recommendations contained in the Biodiversity Report received from Essex Ecology were considered. The possible creation of wildflower meadow areas on Bannister Green, Watch House Green and Willows Green are being investigated.

164.2 Bat / Bee / Bird / Boxes – The Clerk has made an application to UDC’s Community Project Grant Fund requesting £605 as 75% of the cost of the purchase of these boxes. If the grant application is successful they will be purchased and installed around the parish.

23/165 **CIF Grant**

It was noted that currently the PC do not have plans to apply to this fund.

23/166 **Allotments**

166.1 Strimming of Fence line – The PC noted that the fence line has recently been strimmed and agreed that it was unlikely to need further strimming this season. It was agreed that regular strimming of the fence line would be included as part of the annual grass cutting contract when it comes up for renewal next year.

166.2 Bonfire – The PC noted that inappropriate material is being placed on the bonfire and expressed both environmental and safety concerns. The PC agreed unanimously that the bonfire should be closed with immediate effect.

23/167 **Nature Area Update**

167.1 Poisonous Weeds – The PC were advised that a report had been received of hemlock - a poisonous weed - growing on the Nature Area. It was believed that it was widespread and would be impossible to completely remove. A survey of the Nature Area is to be carried out by Essex Ecology later this month and the Clerk will discuss with them the best way to control hemlock.

167.2 Notice Board – The next meeting of the Nature Area Working Group will discuss the purchase of a noticeboard for the Station Road entrance to the Nature Area. The board could include information on plants that may be found in the Nature Area and include warnings that some are poisonous and must not be picked.

167.3 Watering of Trees – The PC noted that as agreed by Cllr Andrew Parker / The Clerk, JCM Services have been watering the newly planted trees as needed (approximately twice a week) at a cost of £105 plus vat per watering. This has been necessary to keep the trees alive in the hot / dry weather.

23/168 **Felsted Rovers**

168.1 New Veterans Team – The PC were pleased to be informed that Felsted Rovers now has a Veterans team. They agreed that this team would be charged at the same rate as the other teams that currently hire the facilities.

168.2 Review of Fees – The PC noted that pitch hire fees had not been increased for over a decade. Proposed by Cllr John Moore, seconded by Cllr Richard Freeman it was unanimously agreed that all teams currently hiring the football pitch would be charged £350 per annum.

168.3 Goal Posts

i) Move Post – The PC considered a request from Felsted Rovers to move the goal post located nearest to the Muga forward approximately 5 yards due to wear in the goal mouth. The PC noted that this would result in a shorter pitch. It was agreed to permit the move so long as the football club confirmed that the shorter pitch would not contravene football regulations.

(ii) Contribution to New Posts – The PC considered a request from Felsted Rovers to contribute towards the purchase of new goal posts. The PC agreed that they did not have available funds to do this and the request was therefore refused.

23/169 **Winter Cuts of the Playing Field**

The PC considered a quote from JCM Services for additional winter cuts of the main playing field. The PC agreed not to accept the quote and that winter cuts of the playing field would not be required.

23/170 **Website and Safeguarding Policies**

Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox it was unanimously agreed to adopt both policies.

The PC thanked the Asst Clerk for all of her hard work in drafting the policies.

23/171 **Bury Farm Station Road Development**

The PC noted that a letter has been received from the doctors agreeing that subject to a satisfactory tenancy agreement they are now prepared to move into the new surgery. Details of the internal specification need to be finalised but this should not be a barrier to the developers breaking ground on the new surgery in the next few weeks. Cllrs Roy Ramm and Richard Freeman are due to meet with the Integrated Care Board (ICB) on 6th July to discuss how the Felsted Community Trust (FCT) will operate with the ICB. The Parish Council expressed thanks to Cllrs Roy Ramm and Richard Freeman for the huge amount of work that they have undertaken in their dealings with the ICB. It was noted that their remarkable work is culminating in obtaining the new surgery for the benefit of the community.

23/172 **Felsted Community Trust**

172.1 Format of Initial Financial Support

The PC considered a pre circulated report detailing options available to the PC re providing initial financial support to the Felsted Community Trust (FCT). Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall it was unanimously agreed that the PC will make donations as needed in tranches to the Felsted Community Trust to fund fees incurred in the setup of the Trust to enable it to deliver future benefits to the Parish through its acquisition of, and subsequent income from, the new surgery. The donations will be approved by the Finance Committee / Full PC as they are required. It is hoped that once in receipt of sufficient income the Trust may return the funds to the PC by way of matching donations.

172.2 Initial Donation – Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall it was unanimously agreed to make an initial donation of £5000 to the Felsted Community Trust to fund consultancy and legal fees. The Chairman thanked the RFO for his very clear summary of the funding options available to the PC / the Trust.

23/173 **Neighbourhood Plan Review / Update**

The PC agreed that the Neighbourhood Plan should be reviewed / updated. It was believed that most of the cost could be funded by grants. This will be discussed again at the September PC meeting.

23/174 **Parish Signage**

The PC agreed that many parish road signs are dirty and need washing. The Village Attendant will be asked to pressure wash them later on in the year.

23/175 **Chairman's Matters**

175.1 Main Road Willows Green

i) Parking – The PC noted that increased parking on the road was becoming dangerous. It was not however illegal and therefore no action could be taken.

ii) Potholes – The PC were advised that these are particularly bad outside of Gatehouse. The Asst Clerk will report them.

175.2 Christmas Tree – The PC agreed that the Chairman will place an order for this year's tree.

23/176 **Clerk's Matters**

176.1 Defibrillator Training – This took place on Saturday 1st July 23. Everyone agreed that the training was thorough and well worth attending.

176.2 Bannister Green Play Area

i) Swings – Following a concern raised by the Rospa report the swings were temporarily closed as a safety precaution. The Village Attendant subsequently inspected the swings and reported that they were safe. The missing part identified by the Rospa report was believed to have been missing for several years and be of a cosmetic nature. The Village Attendant did however insert a new bolt and in conjunction with the Chairman the swings were re-opened.

ii) Fence – Damage to the fence was identified on the Rospa report. Dunmow Fencing have attended, replaced broken slats and repaired the gate / gate posts.

176.3 Water Supply Problems in Felsted – Some areas of Felsted were without water on 11th - 13th June. The Clerk contacted Affinity Water asking them the reason for such severe interruptions to the service and what processes are being put in place to prevent a reoccurrence. The PC noted that Felsted has suffered from water supply issues for many

years. The Clerk will request a representative from Affinity Water to attend the next PC meeting.

23/177 **Planning Applications and Decisions**

177.1 Applications to be Considered at the next Planning Meeting

UTT/23/1404/HHF - Corn Barn Cobblers Green

Erection of outbuilding

UTT/23/1486/LB - Causeway House Chelmsford Road

Proposed removal of existing cement render and expanding metal lath, replacement of timber sole plate and corner post, removal softwood studs around window and installation of new green oak studs. Slicing of degrading timber to studs with new oak where required. Installation of new larch laths to exterior of wall. Render and decorate wall. Installation of new French drains to perimeter. Install new soak away crates to front and back of property.

177.2 Decisions Received Since Previous Council Meeting

UTT/23/0946/HHF - 4 Brook Meadow Gransmore Green Lane

Proposed single storey side extension, and construction of front canopy.

Permission Granted - 7th June 2023

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

Proposed one and a half storey side extension

Permission Granted - 13th June 2023

23/178 **Urgent Matters**

Lime Trees in Churchyard – The PC were advised that epicormic growth from the Lime Trees has blocked the churchyard pathway. They noted that both UDC and the Archdeacon have given permission for the growth to be removed up to ten feet high. JCM Services will complete the works in the near future.

There being no further business the meeting closed at 8.40pm

Next Meetings:

Next Highways Committee Meeting: Wednesday 12th July 23 online at 5.00 pm

Next Planning Committee Meeting: Tuesday 18th July / 29th August 23 online at 6.00 pm

Next Finance Committee Meeting: Wednesday 26th July 23 in the URC Hall at 5.00 pm

Next Council Meeting: Wednesday 6th September 23 in the URC Hall at 6.30 pm

..... 6 September 2023
Chairman

Correspondence List – July 2023

1. UDC: a) Revised Road Name Suggestions re development at Land West of Bury Farm (see agenda item 6 – matters arising) b) Sheltered Housing – request for details of anyone interested in providing a social activity for residents aged 60+
2. ECC: a) Temp. Closure of Littley Park Lane commencing on 11th September 2023 for 3 days. The closure is to facilitate sign and road marking works. (circ. to PC 20/6) b) Public consultation on the Essex Electric Vehicle Charge Point Strategy. The consultation is open until 30th July 23. (circ. to PC 20/6)
3. EALC: a) EALC Weekly News Bulletins b) Police, Fire and Crime Weekly Bulletins c) AGM Details - 21st September 2023 venue Colchester Stadium.
4. Pageantmaster Bruno Peek - Official guide to taking part in next year's D-Day 80 anniversary event. (circ. to PC 21/6)
5. Resident Letter The Swan – Concern re construction of a large new decking area in the rear garden.
6. Speedwatch Group – Request for VAS sign
7. Stansted Airport Watch (SAW): Member Letter for June 2023 (fwd to Cllr RF 29/6)
8. RCCE: a) Essex Warbler July Edition (circ. to PC 30/6) b) Rural Crime Survey from Kemi Badenoch MP (circ to PC 20/6)
9. CPRE: June Campaigns Update (circ. to PC 19/6)

Unpaid List – July 2023

Unpaid Bills Detail				06/07/2023	
As of 10 July 2023					
	Date	Num	Memo	Open Balance	Payment Ref
Astragraphic Design Ltd					
	27/06/2023	589	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	230601
Barbara Hollingsworth					
	30/06/2023	Jun23	Unlocking car park 1 - Jun 2023	60.00	
Total Barbara Hollingsworth				60.00	230602
Bryan Grimshaw					
	27/06/2023	32816	Storage boxes for local history records	129.67	
Total Bryan Grimshaw				129.67	230603
D A Dempsey					
	05/07/2023	Defib return	Return of defib training fee due to non-attendance caused by illness	10.00	
Total D A Dempsey				10.00	230604
Dunmow Fencing Supplies					
	06/06/2023	DFS218901	Fence works at Bannister Green Play area	452.83	
Total Dunmow Fencing Supplies				452.83	230605
E A L C					
	06/06/2023	16801	Online Course - Standards in Public life - F Marshall	20.40	
Total E A L C				20.40	230606
E.ON Next - A-5081E963					
	06/06/2023	0021	Ac # A-5081E963 - MUGA electricity for period 01/05/23 to 31/05/23 - MPAN 1030072525215 - Meter ...	23.90	
Total E.ON Next - A-5081E963				23.90	Direct Debit
EDF - Pavillion - 671 178 252 359					
	10/07/2023	Jul23	Monthly Direct Debit Payment - Jul23	52.00	
Total EDF - Pavillion - 671 178 252 359				52.00	Direct Debit
Felsted Community Trust					
	05/07/2023	Donation	Donation to Felsted Community Trust towards setup expenses	5,000.00	
Total Felsted Community Trust				5,000.00	230607
G M Harvey					
	29/06/2023	Timpson	Keys for access to historical records at Crix Green Mission Hall	50.00	
Total G M Harvey				50.00	230608
Glasdon UK Ltd					
	16/06/2023	865214	Topsy Royale litter bin - Playing Field Playground	507.89	
Total Glasdon UK Ltd				507.89	230609
HM Revenue & Customs					
	16/06/2023	Jun23	PAYE/NI payment for Apr - Jun 2023	2,135.84	
Total HM Revenue & Customs				2,135.84	230610
Information Commissioners Office					
	30/06/2023	Jun2023	Data Protection fee 2023-24	35.00	
Total Information Commissioners Office				35.00	Direct Debit

JCM Services					
	24/06/2023	1564	Nature Area - Watering nature area, supplied 2000l per visit	252.00	METRO -
	20/06/2023	1560	Nature Area - Watering nature area, supplied 2000l per visit	378.00	METRO -
	04/07/2023	1577	Nature Area - Watering nature area, supplied 2000l per visit	126.00	METRO -
	24/06/2023	1562	Church Hedge cutting to front and small box hedges	84.00	230611
	14/06/2023	1555	Churchyard - Remove waste next to pedestrian access	240.00	230611
	20/06/2023	1561	Hedge cutting around play park 1 of 2	420.00	230611
	04/07/2023	1586	Parish and Church yard maintenance and hard surface spay 2/4	2,640.00	230611
	04/07/2023	1584	Strimming of fences at Station Road side of allotments	228.00	230611
Total JCM Services				4,368.00	
Julie Smith					
	30/06/2023	Jun23	Cleaning and Maintenance of Playing Field Toilets - Jun23	362.50	
Total Julie Smith				362.50	230612
NPower Business Solutions					
	05/07/2023	7620225	AC # A0009232099 - Street light electricity for 01/06/23 to 30/06/23 - MPAN 1013095287825 & 1013...	477.50	
Total NPower Business Solutions				477.50	Direct Debit
Officials - Salaries					
	30/06/2023	Jun23 - Salary		3,560.83	
Total Officials - Salaries				3,560.83	230613, 230614, 230615
Officials - Expenses					
	30/06/2023	Jun23 - Exp	RFO Expenses - Jun 2023 - mileage	224.23	
Total Officials - Expenses				224.23	230613, 230614, 230615
Officials - NEST Pensions					
	30/06/2023	Jun23 - HR	Pension Contribution - H Read - Jun23	128.70	
	30/06/2023	Jun23 - CS	Pension Contribution - C Schorah - Jun23	32.90	
Total Officials - NEST Pensions				161.60	Direct Debit
Rural Community Council of Essex					
	05/07/2023	2023-24	Membership fee 01/07/2023 to 30/06/24	72.60	
Total Rural Community Council of Essex				72.60	230616
S P Barnard					
	30/06/2023	Jun23	Village attendant - Jun 2023	840.00	
Total S P Barnard				840.00	230617
St George's Pest Control Ltd					
	12/06/2023	43351	Allotments Pest Control 11/06/23 - 10/09/23	180.00	
Total St George's Pest Control Ltd				180.00	230618
TPM Medical					
	27/06/2023	2261	AED Course	240.00	
Total TPM Medical				240.00	230619
Uttlesford District Council (as supplier)					
	20/06/2023	0000102155	Recharge of Parish Elections Cost contribution for Local Elections 02/05/23	52.47	
Total Uttlesford District Council (as supplier)				52.47	230620
TOTAL				19,069.24	