

FELSTED PARISH COUNCIL

Minutes of the 1116th meeting held on 1 November 2023 at 6:30 pm in the URC Hall

- Present:** Councillors Frances Marshall (Acting Chairman), Alec Fox, Richard Freeman, Hywel Jones, John Moore, Andrew Parker, Clive Perrins, Roy Ramm (entered during the discussion of Item 23/235.1) and Youth Representative Molly Bennett (entered during the discussion of Item 23/237.4) along with 6 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).
- 23/228 **Apologies for Absence**
Apologies had been received from Cllrs Graham Harvey, Penny Learmonth, Richard Silcock and County Councillor Martin Foley.
- 23/229 **Declarations of Interest**
None Received.
- 23/230 **District Councillors Report**
Members noted the [report](#) from the District Councillors which focussed on the detail and timeline of the Draft Local Plan 2021 – 2041 which has now entered a six week period of [consultation](#). The consultation is open for responses until 15 December 23. The proposed housing allocation for Felsted within the plan period (i.e. to 2041) is 95 which has been arrived at by netting off the gross allocation of 309 by reference to completions and commitments since 2021. The report referenced that it is helpful that the Felsted Neighbourhood Plan Steering Group has been reconstituted (minute 23/247) since they will be able to identify suitable locations for Felsted's housing allocation. Following the consultation, representations received will be considered, leading to a final version of the plan that will be consulted on during Summer 2024. It is anticipated that by the end of 2024 the plan will be submitted to the Planning Inspectorate for consideration, and examined and reported on by them during 2025. UDC hope that the final plan will be adopted in 2026. Residents wishing to get a better understanding of UDC's [draft local plan](#) were encouraged to read it on UDC's website. The PC acknowledged the comprehensiveness of the District Councillors report and expressed their thanks.
- 23/231 **Public Forum**
No matters were raised.
- 23/232 **Proposed Expansion to Horizon 120 Business Park, Braintree**
A brief presentation on plans to expand the Horizon 120 Business Park at Great Notley, Braintree was given by a representative from Strutt and Parker. Further details can be found at <https://horizon120.com>
Note: District Cllr John Evans left the meeting during the discussion of Item 23/232.
- 23/233 **Minutes of Meeting 1115 held on 4 October 2023**
These Minutes were approved and were signed by the Acting Chairman.
- 23/234 **Minutes of the Finance Committee Meeting held on 11th October and the Planning Committee Meeting held on 17th October 2023.**
These Minutes were noted and would be formally approved at the next meeting of the respective committees.
- 23/235 **Matters Arising from the 4 October Council Meeting**
235.1 Footpath 80 (Item 23/206.1) – The PC were advised that the Village Attendant had walked the Footpath but had not located the tree cuttings. It was believed that they had already been removed.

235.2 Bin at Main Playing Field (Item 23/206.5) – The PC noted that a rubbish bin is located outside of the main play area which is only 20 metres away from the picnic table. It is not however visible from the picnic table. It was agreed to wait until the Spring to ascertain if there is a litter problem in the vicinity of the picnic table.

235.3 Termination of Tenancy Agreement (Item 23/207.1) – The PC were advised that Cllrs Andrew Parker and Richard Silcock had met with the plot holder at the allotment gardens. It had been agreed that the plot holder would retain a smaller and therefore more manageable section of the plot on the understanding that it is cultivated and kept clean and tidy.

235.4 Clearance of Plot (Item 23/207.2) – The PC were advised that the Allotment Society hoped to raise a working party to clear the remainder of the above plot which would then be made available for hire to other interested parties.

235.5 Coronation Trees (Item 23/210.3) – The PC agreed that these would be planted in November. One will be planted on Bannister Green and the other on the main playing field.

235.6 Fence at top of Jolly Boys Lane North (Item 23/210.4) – The PC were advised that this has now been removed by the resident as requested.

235.7 Land North of Clifford Smith Drive Development (Item 23/213.4) – The PC noted that District Cllr John Evans had offered to facilitate a meeting between the residents of Clifford Smith Drive and Mulberry Homes management. His offer had not yet been accepted by the residents. D. Cllr John Evans will approach the residents again to see if they wished to accept the offered meeting.

235.8 DHSC Community Automated External Defibrillator Fund (Item 23/213.6) – The PC noted that it had been established that due to the lack of a suitable power source a defibrillator could not currently be located at either Bannister Green or Hartford End. An application to the fund will not therefore be made.

235.9 Tethering Post on Chelmsford Road (Item 23/216) – The PC were advised that Cllr Clive Perrins has repaired the tethering post. He has agreed with the landlord of the Swan Inn that it can be bolted to their wall. AJB Steel has been asked to provide a quote to undertake the works. The PC expressed their thanks to Cllr Clive Perrins for repairing the post.

23/236 **County Councillor Report**

Members noted a report from County Cllr Martin Foley on ECC Cabinet Member portfolio changes and an update on RAAC in schools.

23/237 **Correspondence**

Members noted the Correspondence received (see page 7) including the following:

237.1 UDC Local Area Parish Meeting – This is being held on 20th November via zoom. Cllr Richard Freeman will attend. Cllr Frances Marshall will also attend if possible.

237.2 ECC Highways S106 Scheme Station Road – The PC were advised that as part of ECC's design process for a new mini roundabout on Station Road it had become apparent that the design related to the junction of Chelmsford Road / Station Road, a location previously rejected by the PC (Minute 23/142.1). The PC's suggested location for a mini roundabout had been outside one of the access points to the new development currently under construction on Station Road. The Clerk will contact ECC Highways to point out the error and request a meeting to discuss.

Clerks Note: The meeting has been scheduled for 11th December in order to allow a prior discussion at the December PC meeting.

237.3 Ride London-Essex – The PC were advised that ECC has extended the contract to host Ford Ride London-Essex for another three years. The 2024 ride will be held on Sunday 26th May and will once again pass through Felsted. A representative from Ride London will be invited to attend a PC meeting early in the new year so that access difficulties for residents / carers can be discussed.

237.4 Swan Inn – The PC noted that the Swan Inn has re-opened. The private garden area appears to be in use as an outside drinking space which the PC believe is not a licensed area. The Clerk will contact UDC Licencing and Enforcement asking for their urgent investigation.

23/238 Finance

238.1 Payments – Members considered the list of payments on page 8. Proposed by Cllr Alec Fox, seconded by Cllr Andrew Parker the payments list was unanimously approved.

238.2 Receipts – Members noted receipts of £11197.55 comprising of VAT Rebate £9544.55; Allotment Rentals £1353; UDC Grant for Coronation Trees and Plaques £200 and Felsted Focus Donations £100.

238.3 Year to Date Budget Review

(i) Main PC Account – Members considered the budget on page 9. The RFO advised that the current estimated year end position was approximately £7500 over budget. The PC were advised that this had been caused by a large number of one-off expenses. The PC agreed with the recommendation made by the Finance Committee to continue to exercise prudence on expenditure.

(ii) Nature Area Account – The PC noted that this area is maintained from funds received from the developers when they transferred the land to the PC. The terms contained in the original agreement were that any monies not spent within a twenty year time frame would need to be returned to the developers. The PC were advised that £137184 remains. The RFO recommended that the PC budget to spend the money on relevant projects over the remaining fifteen years.

238.4 Approval of Financial Risk Assessment – Members considered the pre circulated Financial Risk Assessment. Proposed by Cllr Hywel Jones, seconded by Cllr Alec Fox the Financial Risk Assessment was unanimously approved.

238.5 Approval of Asset Register – The PC considered the revised Asset Register which had been increased in value by 10% in line with the increase in insurance valuations. They noted that the play equipment at Willows Green had been added on at a value of £20000. The RFO also advised that the value of the old and now defunct CCTV was showing as £20000. Once the installation of the new CCTV has been completed the RFO advised that the insurers would be instructed to lower the valuation to that of the new CCTV. Proposed by Cllr John Moore, seconded by Cllr Alec Fox the Asset Register was agreed unanimously.

238.6 Conclusion of External Audit – The RFO advised the PC that the External Auditors had concluded their audit / provided their report and certificate which stated that the 2022-23 Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices. No other matters were noted in the audit.

23/239 **Royal British Legion (RBL)** – The PC were advised that Cllr Andrew Parker together with the Clerk had met with the Secretary of the RBL to view the area the RBL were requesting to use for the location of outside food vendors at their special events. The PC were advised that the area was close to the outside wall of the RBL and therefore any impact on the car park should be minimal. It was agreed to give permission for the location of outside food vendors in the specified area for up to a maximum of six occasions per year. The Clerk will write to the RBL requesting advance notification of when outside food vendors would be attending the Legion. The PC agreed to undertake a review in three month's time to ensure that no problems have been encountered.

23/240 Policies

240.1 Adoption of Vexatious Complaints Policy – Councillors considered the pre circulated Vexatious Complaints Policy. Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman it was unanimously approved.

240.2 Review of Emergency Plan – Councillors considered the pre circulated Emergency Plan. Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman it was unanimously approved.

23/241 Allotments

The PC were advised that the vehicular access on to the allotments has developed deep ruts. The Clerk will investigate the purchase of aggregate and approach the Chair of the Allotment Society to ascertain if a working party could be formed to spread it onto the vehicular access as needed.

23/242 **Public Toilets**

242.1 Manual Locking / Unlocking – The PC noted that following vandalism to the doors the cleaner is still manually locking / unlocking the doors on a daily basis. They expressed their gratitude to her.

242.2 Magnetic Locks / Door Frames – The PC were advised that a company has been found to fit magnetic locks to the doors. It was agreed that the doors would be more secure if both opened outwards and new frames were fitted. The PC were advised that the ladies / disabled already opens outwards but that a quote is being obtained to alter the directional opening of the men's door and to replace both door frames prior to the installation of magnetic locks.

23/243 **CCTV**

243.1 Main Play Area – The PC noted that this has been installed at the main play area by MSS Alarms (Finance Committee Minute F23/42) at a cost of £1737 plus vat. The PC were advised that two small ash trees located outside of the main playing area are interfering with the beam. They are to be removed by JCM Services.

243.2 Anti-loitering Alarms – The PC were advised that anti-loitering alarms might deter youngsters from congregating. The Clerk will investigate.

23/244 **Area to Rear of Main Playing Field**

244.1 Trees – The PC agreed that the area at the back left of the main playing field that is planted with trees should be strimmed. JCM Services will be asked to carry out the works.

244.2 Mounded Area – This area near the MUGA will be inspected by Cllrs to ascertain if it should also be strimmed or allowed to scrub over to protect biodiversity.

23/245 **Bury Farm Station Road Development** – The PC were advised that following difficulty communicating with the NHS in the past, a letter has now been received from the Integrated Care Board (ICB) confirming that they have been liaising with Mulberry homes around design tweaks and clarification on high level specifications. The plans and main build assumptions along with relevant S106 information is now with the District Valuer who will provide a report to the ICB. Once received discussions and next steps can be progressed.

23/246 **Felsted Community Trust** – The PC noted that the charitable status number is still awaited.

23/247 **Neighbourhood Plan Review / Update** – The PC were advised that following an excellent response from the parish a new Steering Group has formed and an initial informal meeting has taken place. The first formal meeting will be held on 16th November. The PC noted that Felsted's net housing allocation in UDC's Draft Local Plan is 95 houses over the next 15 years (minute 23/230).

23/248 **Meeting Dates 2024** – The PC unanimously agreed the pre circulated PC meeting dates for 2024. It was noted that the January meeting would be held using the online platform zoom and that the June meeting will be held in the Crix Green Mission Hall.

23/249 **Chairmans Matters** – None raised

23/250 **Clerk's Matters**

250.1 Affinity Water Public Meeting

This was held on 13th October and was attended by approximately 40 people. The water company agreed to investigate in detail the following areas experiencing severe water supply issues: Bannister Green; Chelmsford Road; Cressages Close and Stevens Lane. Affinity Water also agreed to attend a PC meeting in 12 months time to provide an update on remedial actions taken.

250.2 Care in the Community Homes - Willows Green

(i) Tarmac – The PC were advised that the Chairman together with the Clerk had met with the manager of the homes in Willows Green. The manager explained that the tarmacking of the driveways had been necessary due to health and safety reasons. The previous surface had been very uneven and a danger to residents with mobility issues / visual impairments. The tarmacking of the verge had not however been requested or authorised by the home but had been carried out by the contractors with left over tarmac. The Assist Clerk confirmed that this had been reported to ECC Highways.

(ii) Parking – The manager said that the tarmacking of the driveways created room for extra cars to be parked outside of the homes / off road and that residents / staff do not park in the road. She stated that whilst the access must be kept clear at all times for emergency services some residents of Willows Green do park in the road and this can cause congestion.

23/251 **Planning Applications and Decisions**

251.1 Applications to be Considered at the next Planning Meeting

UTT/23/2679/HHF - Foxtons Mole Hill Green Molehill Green Road

Detached garage and garden room

UTT/23/2561/HHF - Limeen 25A Station Road

Single storey rear extension

251.2 Decisions Received Since Previous Council Meeting

UTT/23/2088/FUL - North Of Blackley Lane

Proposed underground cables and associated works.

Permission Granted - 4th October 2023

UTT/23/2024/HHF -Tramore Main Road Willows Green

Proposed creation of new vehicular access, driveway and associated landscaping.

Permission Granted - 4th October 2023

UTT/23/0476/FUL - Pump Court Mill Road

Demolition of stables and construction of 1 no. detached dwelling house with new access - further to UTT/22/2200/FUL

Permission Granted - 5th October 2023

UTT/23/2213/LB - Slough House Frenches Green

Resurface existing flat roof

Permission Granted - 11th October 2023

UTT/23/1926/LB - Cobblestones Chelmsford Road

Replacement kitchen window.

Permission Granted - 13th October 2023

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

Permission Granted - 17th October 2023

UTT/22/3513/FUL - Land East Of Chelmsford Road

A mixed-use development comprising a relocated and improved village convenience store, incorporating a Post Office, together with area for farmers market, cafe, three first floor offices with dedicated parking facilities and multi use overspill area. Together with nine dwellings comprising a 1 bedroom apartment, two 2 bedroom houses, two 3 bedroom apartments, two 4 bedroom semi-detached houses, one 4 bedroom detached house, and a 5 bedroom chalet style bungalow with dedicated 2m footpath routes

Permission Refused - 25th October 2023 *'By way of inappropriate design, scale, mass, density, form, height, it is considered that the proposal would cause harm to the character and appearance of the site and the surrounding countryside.'*

251.3 Parish Council Representation – The PC noted that they are extremely fortunate to have Cllr Richard Freeman as Chairman of their Planning Committee. The huge amount of time that he devotes to this role was noted and the PC expressed thanks to him.

251.4 Parish Council Liaison Scheme

The PC noted that this scheme is being considered by UDC's Planning Committee Working Group. As part of the scheme developers commit to holding regular meetings with the PC to both keep them informed as to progress with a build and also to afford the PC an opportunity to report complaints and/or complements from the community about activity on site. If a scheme does come forward the PC agreed that a working group would need to be established to cover

this outside of the planning committee as it potentially covers community issues that are not exclusively related to planning approval.

23/252 **Urgent Items**

252.1 Christmas Tree Switch On – This will take place on Saturday 2nd December. The timing is to be formalised but it is anticipated that food and entertainment will be available from 4.30pm.

252.2 Potholes – The Assist Clerk confirmed that potholes in Moulsham Hall Lane and in Bannister Green on the road with no name have both been reported to ECC Highways.

252.3 Finance Committee Meeting – The PC noted that the date / time of the next Finance Committee meeting had moved and would now be held on Monday 13th November at 6pm in the URC Committee room

There being no further business the meeting closed at 8.51pm

Next Highways Committee Meeting: Wednesday 8th November online at 5pm

Next Finance Committee Meeting: Monday 13th November in the URC Committee Room at 6pm

Next Planning Committee Meeting: Tuesday 21st November online at 6pm

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

..... 6 December 2023
Chairman

Correspondence List – November 2023

1. UDC: <ul style="list-style-type: none">a) District Newsb) Annual Rough Sleeping Snapshot 1st Novemberc) Voluntary Sector Provider Fundd) Local Area Parish meeting Monday 20 November 7pm via Zoom. (circ to PC 30/10)e) Parish Briefing (circ to PC 31/10)
2. ECC: <ul style="list-style-type: none">a) Temp. Closure Braintree Road, 27th October 2023 for 6 nights. The closure is required while ECC undertake road surface dressing. (circ to PC 23/10)b) Temp. Closure Braintree Road, 3rd November 2023 for 6 nights. The closure is required while ECC undertake road surface dressing. (circ to PC 26/10)c) ECC Cabinet Member portfolio changes (circ to PC 12/10)d) Cancellation of November Transport Meetinge) Health and Social Care Provision (circ to PC 18/10)f) RAAC in schools (circ to PC 18/10)g) Essex Explorer Magazine - Autumn/Winter 2023 edition (circ to PC 18/10)h) Waste Strategy Public Consultation online information event Monday 6th November, from 13:00pm – 14:30pm. (circ to PC 26/10)i) Essex Planning Officers Association (EPOA) Consultation re Revising Parking Standards (fwd to Assist Clerk for Planning Committee 26/10)j) ECC Update - Various (circ to PC 26/10)k) Climate Action in Essexl) Local Nature Recovery Strategies (LNRS) on line webinar Tuesday 21st November (circ to PC 26/10 – Cllr RS to attend)
3. Essex Highways - Section 106 scheme in Station Road
4. EALC: <ul style="list-style-type: none">a) Weekly News e-Bulletinsb) Police, Fire and Crime e-Bulletin Week Commencing 9th October 2023
5. Essex Police Latest News (circ to PC 18/10)
6. Chelmsford City Council Call for Gypsy and Traveller Sites 2023 (fwd to Cllr RF/ Assist Clerk 19/10)
7. Ford Ride London-Essex 2024 – Sunday 26 th May 24
8. Resident Letter The Swan Inn – Garden Area (circ to PC 30/10)
9. Stansted Airport Watch (SAW): <ul style="list-style-type: none">a) Press Release re Night Flights (fwd to Cllr JM 11/10)b) Community Flyer - Autumn Edition (fwd to Cllr JM 30/10)
10. RCCE: <ul style="list-style-type: none">a) Rural Affordable Housing Briefing 19th Oct (Cllr RF to attend)b) Essex Warbler – November Edition (circ to PC 31/10)
11. CPRE: October Campaigns Update (circ to PC 21/10)
12. Police, Fire and Crime Commissioner (PFCC) for Essex. Survey re residents policing and community safety priorities. The survey is open until 21 November 2023 (circ to PC 31/10)

Unpaid List – November 2023

	Date	Num	Memo	Open Balance	Payment Ref
A & J Lighting Solutions					
	13/10/2023	37680	Replacement Light fittings and photocell LED	208.80	
	26/10/2023	37698	Replacement Light fittings upgrade to LED - Garnetts Lane & Stebbing Road junction	514.80	
	01/11/2023	37747	Replacement Light fittings and photocell LED - o/s The Laurell, Burnstie Road & Rayne Road junction	208.80	
Total A & J Lighting Solutions				932.40	231001
Anglia Fire Protection					
	23/10/2023	111265	Crix Green Mission Hall - fire extinguisher service	62.52	
Total Anglia Fire Protection				62.52	231002
Astragraphic Design Ltd					
	20/10/2023	598	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	231003
B & H M Baker					
	01/11/2023	1631	15 box polys, 15 box pansy & 30 Compost	495.00	
Total B & H M Baker				495.00	231004
Barbara Hollingsworth					
	31/10/2023	Oct23	Unlocking car park 1 - Oct 2023	60.00	
Total Barbara Hollingsworth				60.00	231005
British Gas					
	28/10/2023	5968188	MUGA Electricity for period 30/09/23 to 28/10/23 - Account BGL465975, MPAN 1030072525215, Meter ...	25.10	
Total British Gas				25.10	Direct Debit
Buzz Supplies Ltd					
	05/10/2023	331895	2x 12 toilet roll packs, antibacterial hand soap	53.74	
Total Buzz Supplies Ltd				53.74	231006
E A L C					
	27/10/2023	17102	Personal Resilience & Time Management Courses - H Read	40.80	
Total E A L C				40.80	231007
EDF - Pavillion - 671 178 252 359					
	10/11/2023	Nov23	Monthly Direct Debit Payment - Nov 23	102.00	
Total EDF - Pavillion - 671 178 252 359				102.00	Direct Debit
Felsted U R C					
	23/10/2023		Rent of office - 2022	1,500.00	
Total Felsted U R C				1,500.00	231008
J Ratcliffe					
	24/10/2023	Focus Delivery	Delivery of Autumn 2023 Felsted Focus	230.00	
Total J Ratcliffe				230.00	231009
JCM Services					
	18/10/2023	1735	Church Hedge cutting to all hedges, removal of grass cuttings	552.00	
	26/10/2023	1749	Hedge cutting around play park 2 of 2, Hedge cutting around Parish	1,440.00	
Total JCM Services				1,992.00	231010
Julie Smith					
	31/10/2023	Oct23	Cleaning and Maintenance of Playing Field Toilets - Oct23	375.00	
Total Julie Smith				375.00	231011
M&B Printers					
	31/10/2023	17037	2x A4 Dibond sign & artwork, 1x phone box defib sign	180.00	
Total M&B Printers				180.00	231012
NPower Business Solutions					
	26/10/2023	9232099	FINAL INVOICE - AC # A0009232099 - Street light electricity for 01/10/23 to 23/10/23 - MPAN 1013...	592.30	
Total NPower Business Solutions				592.30	Direct Debit
Officials - Salary					
	31/10/2023	Oct23 - Salary		3,102.18	
Total Officials - Salary				3,102.18	231013, 231014, 231015
Officials - Expenses					
	31/10/2023	Oct23 - Exp	Clerk's expenses - Oct 2023- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Oct23 - mobile phone monthly contract, mileage RFO Expenses - Oct 2023 - mileage	515.72	
Total Officials - Expenses				515.72	231013, 231014, 231015
Officials - NEST Pensions					
	31/10/2023	Oct23	Pension Contributions	147.56	
Total Officials - NEST Pensions				147.56	Direct Debit
S P Barnard					
	31/10/2023	Oct23	Village attendant - Oct 2023	924.00	
Total S P Barnard				924.00	231016
Three Mobile					
	25/10/2023	Sim Delivery	Delivery of Three Mobile Sim for Pavilion CCTV	6.78	
Total Three Mobile				6.78	Direct Debit
TOTAL				11,389.08	

Year to Date Budget Review to 3rd October 2023

	Budget 2022-23		Actual 2022-23		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		55,161		55,161		55,161		
INCOME								
Precept	113,950		113,950		113,950		0	
Allotments Rents	1,700		168		1,238		-462	
Playing field rent	500		900		900		400	
Grants	0		1,572		1,572		1,572	
Sundry other receipts	0		1,279		1,279		1,279	
Magazine advertising & donations	2,150		3,070		3,670		1,520	
Total Income		118,300		120,938		122,608		4,308
EXPENSES								
Salary and Expenses		42,013		24,519		49,369		7,355
Street Lighting		12,799		3,520		6,974		-5,825
Administration		12,511		7,377		12,697		186
Maintenance, repairs and upkeep		32,210		24,835		41,755		9,545
Projects		7,950		2,849		4,688		-3,262
Sundry		5,257		8,983		9,012		3,755
Total Expenses		112,742		72,083		124,495		11,753
Closing Balance		60,719		104,016		53,274		-7,445