

FELSTED PARISH COUNCIL

Minutes of the 1117th meeting held on 6th December 2023 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones (entered during the discussion of item 23/263.4), Penny Learmonth, John Moore, Andrew Parker, Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Youth Representative Molly Bennett (entered during the discussion of item 23/264) along with 14 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).

23/253 **Apologies for Absence**

Apologies had been received from Cllr Frances Marshall and County Councillor Martin Foley.

23/254 **Declarations of Interest**

Cllr Richard Silcock declared interests in items 23/266 S106 Scheme Station Road and 23/274 Neighbourhood Plan Review / Update.

23/255 **Public Forum**

255.1 Chelmsford Road Land – The PC were advised that the land next to the old telephone exchange was often left open which could make it easy for travellers to enter the site. The PC noted that this is private land and therefore outside of their control. The Clerk would contact the landowner and raise concerns on behalf of residents.

255.2 The Swan – The PC noted that a retrospective planning application [UTT/23/2802/FUL](#) for works to the garden has been submitted to UDC. Despite showing usage of the garden the application submitted did not include change of use. The PC's Planning Committee will discuss the application at their meeting on 19th December (minute 23/277.1) and it is expected that they will raise the fact that the private garden is not a legitimate area of use.

23/256 **Ford Ride London Essex**

256.1 Route / Access plans – A representative from London Marathan Events, the organisers of Ride London Essex, informed the PC that ECC has signed an agreement to host Ride London for a further three years taking it to 2026. The route in 2024 will be the same as in 2023. The PC noted that Felsted will again be part of the route. The 2024 event will be taking place on Sunday 26th May 2024. More information can be found at: <https://www.ridelondon.co.uk/community-info/community-info>

256.2 Funding – The PC were advised that some funding from the event goes to Active Essex which is part of ECC. This funding is distributed to projects that promote activity for Essex residents.

256.3 Road Repairs – The PC were advised that London Marathan Events assess the condition of roads before the race. Any potholes that ECC Highways have already scheduled to repair are fast tracked. Others are repaired by Ride London. The PC expressed concern that some of the 2023 repairs were undertaken by Ride London on the actual day of the race, that they were badly done and broke down quickly. The London Marathan representative confirmed that he would investigate.

23/257 **Minutes of Meeting 1116 held on 1 November 2023**

These Minutes were approved and were signed by the Chairman.

23/258 Minutes of the Highways Committee Meeting held on 8th November, the Finance Committee Meeting held on 13th November and the Planning Committee Meeting held on 21st November 2023.

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

23/259 Matters Arising from the 1 November Council Meeting

259.1 Coronation Trees (Item 23/235.5) – The PC noted that a Purple Beech has been planted on Bannister Green and an Oak on the main playing field. Both are accompanied by plaques commemorating the Coronation of King Charles III.

259.2 Allotments (Item 23/241) – The PC were advised that three tonne of aggregate had been purchased at a cost of £184. A working group from the allotments had then spread the aggregate along the vehicular access to the allotments which is now much improved.

23/260 County Councillor Report

Members noted that a report from County Councillor Martin Foley would be circulated after the PC meeting and that it contained information on draft recommendations re new electoral arrangements for Essex County Council.

23/261 District Councillors Report

Members noted the [report](#) from the District Councillors which contained information on the draft local plan consultation which is open until 5pm on Monday 18th December - residents were encouraged to respond; the reconstitution of the Felsted Neighbourhood Plan Steering Group (minute 23/274); Issues with Bin Collections together with plans to improvement service levels and the parliamentary constituency review which directly affects Felsted which will now come under the Braintree Parliamentary Constituency at the next Parliamentary General Election.

23/262 Correspondence

Members noted the Correspondence received (see pages 8/9) including the following:

262.1 Crix Green Mission – The PC appreciated a letter of thanks received from the Crix Green Mission for the PC's help with the disposal of some old furniture from the Mission Hall.

262.2 The Chequers – The PC were advised that the Chequers had located refuse bins outside the front of their premises. It was noted that they were overflowing and looked unsightly. The Clerk will contact the landlord to request that the bins are relocated out of sight round the back of the premises.

23/263 Finance

263.1 Payments

i) Payment List – Members considered the list of payments on pages 10/11. Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox the payments list was unanimously approved.

ii) Allotment Water Bill – The PC agreed that during the winter the water supply to the allotments should be turned off to prevent freezing / burst pipework. The Clerk will discuss with the Chair of the Allotment Society.

263.2 Receipts – Members noted the receipts of £943 which comprised of: Felsted Focus Donations £160; Felsted Focus Advertising £125; MUGA Hire fees £20; Football Pitch Hire £350 and Allotment Rentals £288.

263.3 YTD Budget Review

(i) Main PC Account – Members considered the budget review on page 12. It was noted that the estimated actual vs budget for the year end was for a £15000 deficit. The majority of this was due to additional donations made to the Felsted Community Trust. These were needed to enable the trust to pay professional fees incurred in the acquisition of the new doctors surgery. It is hoped that once in receipt of sufficient

income the Trust may return the funds to the PC by way of matching donations.

(ii) Nature Area Account – The PC noted that the year to date spend for the Nature Area totalled £2520 which was predominately grass cutting / watering of newly planted trees. The PC were advised that £136,512 remains from the sum received from the developers when the land was transferred to the PC. Any monies not spent within a twenty year time frame has to be returned to the developers. The PC noted that an ecology report is awaited from Essex Ecology. It is anticipated monies will then be spent on report recommendations.

263.4 Consideration and Approval of 24-25 Budget – The Finance Committee unanimously recommended the Budget to the full PC (minute F23/52). Proposed by Cllr Roy Ramm, seconded by Cllr John Moore the budget on page 13 was unanimously agreed.

263.5 2024-25 Precept – Members considered the Precept requirement unanimously recommended by the Finance Committee (minute F23/52). Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman members unanimously agreed the precept of £128,764 on page 14. The PC noted that this equated to an increase of 9 % per property which was an increase of 60p per month (£7.25 per year) for a band D property.

263.6 Local Government Pay Award 23-24 – The PC were advised that the Local Government Pay Award for 23/24 had been accepted by unions and equated to a £1 per hour increase applied to all pay scales backdated to April 2023. Proposed by Cllr Richard Silcock, seconded by Cllr Alec Fox the pay award for all staff was unanimously agreed.

263.7 Events Committee Bank Account – The PC noted that the Village Events Committee are looking to donate funds raised from various past events to the Parish Council Events Committee to be used solely for running future community events. The PC were advised that a bank account has now been opened with Barclays and is ready to receive the funds.

263.8 CCTV

(i) Camera – The PC were advised that one of the cameras is not working. MSS Alarms are in the process of resolving the issue.

(ii) Vandalism to Public Toilets – The PC noted that recent vandalism had been captured on CCTV enabling detailed descriptions of each suspect to be entered onto the police report.

23/264 **Playing Field Mound** – Following a site visit the PC agreed that this area should be strimmed. JCM Services will be asked to quote.

23/265 **Churchyard Wall – Expiry of Planning Permission** – The PC were advised that the planning permission granted by UDC in 2021 for the building of a wall to replace the hedge at the front of the Churchyard was due to expire in 2024. Due to the high costs previously quoted for construction - £15,625 (Minute Ref 21/62) and current budget constraints it was unanimously agreed that the permission must be left to expire. The matter will be reconsidered in 2-3 years.

23/266 **S106 Scheme Station Road**

266.1 Mini Roundabout – The PC were advised that ECC Highways had submitted a design for a mini roundabout at the junction of Chelmsford Road / Station Road for the PC's comments. This location had previously been rejected by the PC (minute 23/142.1). It was proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox and unanimously agreed that the PC reaffirm that they do not want a mini roundabout at that location. It was noted that funds for the potential works were as a result of a s106 scheme and only allowed to be used for highways improvements on Station Road. Cllrs Richard Freeman and Frances Marshall are to meet with Highways on 11th December to discuss potential uses of the s106 funding. The PC agreed that they would once again suggest an alternative mini roundabout location outside one of the access points

to the new development currently under construction on Station Road (minute 23/142.1). It was agreed that this would slow traffic down and benefit the new surgery.

266.2 Traffic Calming Measures / Traffic Survey – Proposed by Cllr Roy Ramm, seconded by Cllr John Moore it was unanimously agreed that ECC Highways be requested to consider undertaking a traffic survey covering Station Road / the T-junction with Chelmsford Road plus consider traffic calming measures such as speed humps or cushions along Station Road. Cllrs Richard Freeman and Frances Marshall will discuss this with ECC Highways at their meeting on the 11th December.

23/267 **Rumblebees Licensing Application** – The PC noted that a number of residents were opposing the recent licencing application. An objection to the application had been lodged with UDC Licensing by the Clerk on behalf of the PC. A hearing by UDC Licensing is scheduled for 14th December. Cllr Roy Ramm will attend and address the panel on behalf of the PC.

23/268 **Planting Trees on Nature Area**

268.1 Trees / Hedging – The PC were advised that a number of trees / hedging (minute 23/268.2) for planting on the Nature Area were due to be received from UDC. These were requested by the PC as part of UDC's Tree Planting Initiative 2023-24 and are therefore free of charge.

268.2 Planting – A quote from JCM Services for £2800 plus VAT to take delivery, store and plant 8 Sweet Chestnut; 12 Oaks; 20 Alders; 2 Hornbeam; 30 Hawthorn and 10 Viburnum Opulus (minute 23/268.1) was considered by the PC. Proposed by Cllr John Moore, seconded by Cllr Richard Freeman the quote was unanimously accepted. The PC noted that this will be paid for out of funds held specifically for the Nature Area (minute 23/263.3(ii)).

23/269 **Public Toilets**

269.1 Works to Doors / Automatic Timer Locking System – Proposed by Cllr Alec Fox, seconded by Cllr Richard Freeman it was unanimously agreed to accept the quote for £2340 plus vat from MHG Engineering to supply and fit 2 x heavy duty metal security doors / frames to the playing field toilets and refit the magnetic locks in the correct position above the door.

269.2 Vandalism Update – see minute 23/263.8(ii)

23/270 **Felled Tree – Jolly Boys Lane North** – The PC agreed to a resident's request to replant a cherry tree (or similar) to replace one that had died at the top of Jolly Boys Lane North. The Clerk will request one from UDC as part of their Tree Planting Initiative 2023-2024. If they are unable to provide one Cllr Andrew Parker will purchase / plant one on behalf of the PC.

23/271 **Bury Farm Station Road Development**

271.1 Internal Layout – The PC were advised that progress is being made but that the internal layout still has to be signed off by the NHS (ICB). The PC have been assured by the ICB that the report on this will be back within the next couple of weeks. The PC noted that although specialist lawyers and chartered surveyors are involved Cllrs Roy Ramm and Richard Freeman are doing as much as they can themselves in order to keep costs down.

271.2 Upgrade to Street Lights – The PC noted that Mulberry Homes had advised that they needed to upgrade a number of street lights by the new development on Station Road as part of their planning consent. Once the upgrade has been completed Mulberry Homes stated that they will take responsibility for the specified streetlights and transfer them into ECC Highways management.

271.3 Road Crossing / Bus Stop

i) Road Crossing – The PC noted that ECC Highways are yet to agree the location of a road crossing. Cllrs Richard Freeman and Frances Marshall will discuss this with

ECC Highways at their meeting on the 11th December (minute 23/266).

ii) Bus Stop – The PC noted that the bus stop is temporary awaiting full technical approval from ECC Highways. Once approval has been received Mulberry Homes will install the actual entrance to the site / the permanent bus stop.

23/272 Felsted Community Trust

272.1 Bank Account – The PC noted that the FCT has to sit totally independent of the PC but that Metro bank had mistakenly put the FCT bank account under the umbrella of the PC. The bank were not able to offer any appointment to discuss rectification of their error until Spring 24. Cllr Graham Harvey advised that he is therefore approaching Barclays Bank to investigate the possibility of opening an account with them with a view to moving FCT money over from Metro Bank.

272.2 Charity Commission – The PC noted that until future income (surgery rent) is known the Charity Commission cannot be satisfied that the FCT can be registered as a charity.

23/273 PC Website Refresh / Update – The PC noted that advisors to the Felsted Neighbourhood Plan Steering Group (FNPSG) stated that the group do not need a separate website but could instead have separate pages on the PC website to carry information for the steering group. A refresh of the PC website would be a legitimate use of FNPSG funds. Proposed by Cllr John Moore, seconded by Cllr Alec Fox it was unanimously agreed that Dunmoweb, the company who maintains the PC website be asked to add new pages and links to the PC's website to carry information for the FNPSG.

23/274 Neighbourhood Plan Review / Update – The PC were advised that the review process has commenced. The FNPSG has 9 members who have met twice. Policies to determine the locations of the housing allocation from UDC will need to be drawn up. It was noted that an extra 95 houses are required by 2041 but that the construction of this number can be staggered over the period to 2041. It is anticipated that issues of this kind will go out to public consultation in Spring 2024.

23/275 Chairmans Matters – None raised.

23/276 Clerk's Matters

276.1 UDC's Zero Carbon Communities Grant – The PC were advised that an application for £3800 has been made to this fund. If granted it will fund the creation of three small wildflower areas together with associated habitat boxes on Bannister Green, Watch House Green and on Willows Green playing field. Decisions on applications are expected in early Spring.

276.2 Fire Extinguishers – The PC noted that the annual inspection of their fire extinguishers had been carried out by Anglia Fire Protection. No problems were identified.

276.3 PC Lock Up – The PC were advised that during November the PC's Lock Up underwent a much needed clear out / tidy up. Thanks go to the Village Attendant and to Cllrs Richard Freeman and Roy Ramm for their hard work.

276.4 Locking of Gates to Muga Car Park – The resident who has been responsible for locking/unlocking the gates has stepped down. The Clerk will contact both School Security and Abbeyfields to see if either have staff who could take on the task.

276.5 Parish Council Christmas Closure – As agreed by the PC's HR Committee the Parish Council office/phone lines will be closed from the 23rd December 23 to 1st January 24 inclusive to facilitate staff holidays.

23/277 Planning Applications and Decisions

277.1 Applications to be Considered at the next Planning Meeting
UTT/23/2802/FUL - The Swan Hotel Station Road (minute 23/255.2)

Section 73A Retrospective application for works to the garden including decking and a framework

UTT/23/2930/HHF - Silverleys Cottage Bannister Green

Proposed garden room and shed

UTT/23/2948/FUL - Wytewais Gransmore Green

Proposed erection of 1 no. dwelling with associated domestic outbuilding, parking, landscaping and creation of a new access. Revision to that approved under UTT/21/1909/FUL and UTT/18/1200/FUL

RESPONSE TO NOTE FOR THE FOLLOWING APPLICATION AT THE NEXT PLANNING MEETING

UTT/23/2526/FUL - Land To The West Of Chelmsford Road

Change of use of land to use as a residential caravan site for 5 Gypsy families, each with two caravans, including laying of hardstanding, erection of 5 no. utility buildings and construction of new access.

277.2 Appeal to be Considered at the next Planning Meeting

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

277.3 Decisions Received Since Previous Council Meeting

UTT/23/0515/FUL - Glan Howy Bannister Green

Erection of 1 no. detached dwelling.

Permission Granted - 3rd November 2023

UTT/22/3433/FUL - Brook Cottage Gransmore Green

Retrospective application to vary condition 1 (approved plans of UTT/21/1267/FUL): varying of driveway material from tarmac to shingles.

Permission Granted - 7th November 2023

UTT/22/2743/FUL - Land East Of Oaklea Causeway End Road

Erection of 1 no. Dwelling complete with all related works including access.

Permission Refused - 7th November 2023 *'it would cause harm to the open character and appearance of this rural site and the surrounding area as a consequence of failing to protect or enhance the character of the countryside in which the proposal would be set... it is not a sustainable development in that it would be an unsustainable location, not within a settlement or other site boundary. The creation of a residential property at this site would require future occupiers to travel by car to services and facilities... It has not been demonstrated that safe and suitable access can be provided.'*

UTT/23/0570/HHF - Bury Farm Bury Chase

Proposed erection of single storey outbuilding as incidental leisure accommodation and home office to main dwelling together with associated operational development and landscaping (revised scheme following approval under UTT/20/3068/HHF).

Permission Granted - 20th November 2023

23/278 **Urgent Items**

278.1 Locking of Public Toilets - The PC noted that pending the repair to the toilet doors the cleaner is manually locking / unlocking the doors on a daily basis. The PC agreed that whilst they are being manually locked this should be done earlier in the day so that the cleaner is not attending after it is dark. The PC expressed their gratitude to her for looking after the toilets so well.

278.2 Christmas

i) Coordination of Events – The PC were advised that the Memorial Hall has approached the PC and suggested that for Christmas 2024 the Memorial Hall Christmas Market could be coordinated with the PC’s Tree Lighting Up Celebration. This will be discussed next year.

ii) Volunteers – The PC noted that the putting up of the Christmas Tree required considerable time and effort. An article will be written for the Felsted Focus next year appealing for more volunteers.

iii) Dismantling of the Christmas Tree – The PC noted that this will take place on the first weekend in January.

iv) JCM Services – The PC noted that JCM Services had once again spent a considerable amount of time and effort assisting with the locating / erecting of the Christmas tree and that they do this without charge. The PC expressed their gratitude. The Clerk will write a letter of thanks to them.

v) Tree Lighting Up Evening – The PC agreed that it had been a wonderful evening, made possible by the assistance of volunteers. Special thanks went to Felsted Choral Society for their wonderful singing; to Hope Alexander who gave up a considerable amount of her time and to all of the volunteers who did such an excellent job.

There being no further business the Chairman wished everyone a Happy Christmas and closed the meeting at 8.47pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 19th December 23 online at 6.00 pm

Next Council Meeting: Wednesday 10th January 24 online at 6.30 pm

..... 10 January 2024
Chairman

Correspondence List – December 2023

<p>1. UDC:</p> <ul style="list-style-type: none">a) UDC's Draft Local Plan (Regulation 18) Consultation open for comment until 15th December 23 (circ to PC 5/11)b) Local Plan News (circ to PC 5/11)c) Annual rough sleeping snapshotd) District News (circ to PC 5/11)e) Uttlesford Foodbank Christmas Reverse Advent Calendarf) Civic Carol Service at St Mary's Church, Little Hallingbury Wednesday 13 December 2023 at 7.30pm (circ to PC 20/11)g) New Development Address - Mill House Cottage, Mill Lane, Hartford Endh) Uttlesford Business Awards 2024 - Applications open until 14th January 24i) Update re the Draft Local Plan (circ to PC 27/11)j) Uttlesford Car Parking review 2022 (circ to PC 27/11)
<p>2. ECC:</p> <ul style="list-style-type: none">a) Temp. closure Cock Green Road 28th November 2023 for 1 day. The closure is required so that Openreach can carry out overhead cabling works. (circ to PC 2/11)b) Temp. closure of Bridleway 130 from its junction with Footpath 14 for approximately 1000 metres. The closure is planned to take place in two phases spanning 01 December 2023 to 12 January 2024 (open for the festive period 22 December 2023 to 02 January 2024). The closures are required to facilitate duct installation works. (circ to PC 20/11)c) Temp. closure of Stebbing Road, due to commence on 8th January 2024 for 5 days. The closure is required to facilitate meter installations by Affinity Water. (circ to PC 30/11)d) DigiGo - £2 cap on single DigiGo fares extended until 31 Dec 24. (circ to PC 2/11)e) DigiGo - Two year extension to the service, starting from 1 April 24. (circ to PC 29/11)
<p>3. EALC:</p> <ul style="list-style-type: none">a) Weekly News e-Bulletinsb) Local Government Pay Scales 2023-24 (see agenda item 10)c) County Association of the Year 2023 (circ to PC 01/12)
<p>4. Chelmsford City Council - Consultation on Draft Travelling Showperson Sites (fwd to Assist Clerk for Planning Committee 20/11)</p>
<p>5. Local Government Boundary Commission for England - Consultation on draft recommendations for local government division boundaries in Essex. The consultation is open until 19 February 24. (circ to PC 01/12)</p>
<p>6. West Essex Countywide LCWIP Workshop - Online workshop on Monday 4th December 2-3 pm re Local Cycling and Walking Infrastructure Plans (LCWIP) (circ to PC 22/11)</p>
<p>7. Mulberry Homes - request permission to upgrade street lights (see agenda item 18)</p>
<p>8. UK Power Networks – Temp closure of Flitch Way (either side of the B141) from 1st December 2023 to 12th Jan 2024 whilst pipework is laid to replace existing overhead lines running from Braintree to Dunmow (circ to PC 8/11)</p>
<p>9. Farleigh Hospice - Christmas Tree Recycling Campaign</p>
<p>10. Essex and Herts Air Ambulance - Letter of thanks for donation</p>
<p>11. Crix Green Mission Trust - Letter of thanks for PC's help disposing of unwanted furniture.</p>

<p>12. Abbeyfields</p> <p>a) Coffee Morning Friday 8th December from 10.30 to 11.30am. (circ to PC 20/11)</p> <p>b) Carols by Candlelight Tuesday 12th December at 6.30pm (circ to PC 01/12)</p>
<p>13. Resident Letters:</p> <p>a) Rumblebees Licensing Application (see Agenda Item 14)</p> <p>b) Felled Tree Jolly Boys Lane North – (see Agenda item 17)</p> <p>c) The Chequers – Unsightly Bins</p>
<p>14. Stansted Airport Watch (SAW):</p> <p>a) Press Release (fwd to Cllr JM 6/11)</p> <p>b) Member Letters November/ December 2023 (fwd to Cllr JM 6/11 – 5/12)</p>
<p>15. RCCE:</p> <p>a) Virtual drop in event - Neighbourhood Planning & Affordable Housing Monday 4th December 7pm – 9pm (circ to PC 20/11)</p> <p>b) December edition of the Essex Warbler (circ to PC 01/12)</p>
<p>16. CPRE: November Campaigns Update (circ to PC 20/11)</p>
<p>17. Essex Police -Details of how to sign up to the Essex Police (Uttlesford edition) digital weekly newsletter. https://www.essex.police.uk/dispatch (circ to PC 6/12)</p>
<p>18. Marshgate Group - Application to expand Horizon 120 Business Park in Braintree now submitted to Braintree District Council reference number: 23/02807/OUT. Any comments on the application can be submitted to Braintree District Council via their planning portal. (circ to PC 6/12)</p>

Unpaid List – December 2023

	Date	Num	Memo	Open Balance	Payment Ref	Notes
A & J Lighting Solutions						
	13/11/2023	37766	Replacement Light fittings and photocell LED - o/s 18 Burnstie Road	208.80		
Total A & J Lighting Solutions				208.80	231101	
Allotment Payment Return						
	30/11/2023		Return of allotment standing order paid in error by previous holder - Andrews	27.00	231102	
	30/11/2023		Return of allotment standing order paid in error by previous holder - Cain	27.00	231103	Authorised post meeting by R Ramm & RFO - 08/12/23
Total Allotment Payment Return				54.00		
Ambershire Ltd						
	28/11/2023	7853	25ft Nordman Fir - Felsted Christmas Tree	510.00		
Total Ambershire Ltd				510.00	231104	
Anglia Fire Protection						
	30/11/2023	111641	Office - fire extinguisher service	75.96		
Total Anglia Fire Protection				75.96	231105	
Astragraphic Design Ltd						
	20/11/2023	600	Monthly charge for Adobe Software Creative Cloud Suite	51.98		
Total Astragraphic Design Ltd				51.98	231106	
Barbara Hollingsworth						
	30/11/2023	Nov23	Unlocking car park 1 - Nov 2023	75.00		
Total Barbara Hollingsworth				75.00	231107	
British Gas						
	28/11/2023	6219156	MUGA Electricity for period 30/09/23 to 28/10/23 - Account BGL466975, MPAN 1030072625215, Meter ...	33.27		
Total British Gas				33.27	Direct Debit	
Castle Water						
	02/11/2023	10000550695	Ac# 2595497 - Allotment water supply (Station Road) 01/10/23 to 31/10/23 - SPD 301337036XW1X ...	391.31		
Total Castle Water				391.31	Direct Debit	
E A L C						
	20/11/2023	17173	Councilor Training days - 28/11/23 & 07/12/23 - C Penins	228.00		
Total E A L C				228.00	231108	
EDF - Pavillion - 671 178 252 359						
	28/11/2023	Dec23	Monthly Direct Debit Payment - Dec 23	102.00		
Total EDF - Pavillion - 671 178 252 359				102.00	Direct Debit	
Evo Event Days Ltd						
	05/10/2023	EED1049	Hire of inflatable snow globe and staff for Christmas Tree event	425.00		Authorised by R Ramm & RFO 29/11/23
Total Evo Event Days Ltd				425.00	231109	
J Ratcliffe						
	20/11/2023	Focus Delivery	Delivery of Winter 2023 Felsted Focus	250.00		Authorised by R Ramm & RFO 22/11/23
Total J Ratcliffe				250.00	231110	
JCM Services						
	02/11/2023	1755	Parish and Churchyard maintenance and hard surface spray 4/4	2,580.00	231111	
	02/11/2023	1767	Nature Area - Grounds Maintenance 4/4	420.00	800035	METRO BANK
	03/11/2023	1772	Removal of 2x ash trees to ground level at playing field to allow cctv line of sight, grind 2x s...	300.00	231111	
	03/11/2023	1773	Removal of half rotted stump to rear of sports field	114.00	231111	
	21/11/2023	1782	Tree works at playing field - reduce ivy covere hawthorn to hedge line height behind 3 The Orcha...	732.00	231111	
Total JCM Services				4,146.00		

Jenny's School of Baking					
	25/11/2023	1	Vanilla Cupcakes, gingerbread men and stollen tray/bake for Christmas decorations and Christmas L...	250.00	Authorised post meeting by R Ramm & RFO - 08/12/23
Total Jenny's School of Baking				250.00	231112
Julie Smith					
	30/11/2023	Nov23	Cleaning and Maintenance of Playing Field Toilets - Nov23	350.00	
Total Julie Smith				350.00	231113
M J Read					
	20/11/2023		Rental of storage facility for 1 Dec 2022 to 30 Nov 2023	300.00	
Total M J Read				300.00	231114
MSS Alarms					
	08/11/2023	15866	Supply and instal CCTV system to pavilion and MUGA at playing field	1,959.00	
Total MSS Alarms				1,959.00	231115
Officials - Salary					
	30/11/2023	Nov23 - Salary		3,101.98	
Total Officials - Salary				3,101.98	231116, 231117, 231118
Officials - Expenses					
	30/11/2023	Nov23 - Exp	Clerk's expenses - Nov 2023- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Nov23 - mobile phone monthly contract, mileage RFO Expenses - Nov 2023 - mileage	525.34	
Total Officials - Expenses				525.34	231116, 231117, 231118
Officials - NEST Pensions					
	30/11/2023	Nov23 - CS	Pension Contribution - C Schorah - Nov23	28.26	
	30/11/2023	Nov23 - HR	Pension Contribution - H Read - Nov23	119.30	
Total Officials - NEST Pensions				147.56	Direct Debit
Paul Clark Printing Limited					
	23/11/2023	30851	Printing Felsted Focus - Winter 2023	985.00	
Total Paul Clark Printing Limited				985.00	231119
Peter Monk					
	30/11/2023	Move Goal at Playing	Material to move the goal at the playing field	44.06	
Total Peter Monk				44.06	231120
Richard Freeman					
	30/11/2023	Christmas Tree items	1000 LED lights with timer, 2x 24hr 7 day timer plugs, Red ultra bright tail lights, double side...	108.94	
Total Richard Freeman				108.94	231121
S P Barnard					
	30/11/2023	Nov23	Village attendant - Nov 2023	1,281.00	
Total S P Barnard				1,281.00	231122
SLCC					
	20/11/2023	2024	SLCC membership 2024	229.00	
Total SLCC				229.00	231123
Three Mobile					
	23/11/2023	104807450002	Monthly Sim card charge for CCTV	6.00	
Total Three Mobile				6.00	Direct Debit
TOTAL				15,839.20	

YTD Budget Review (to 7 November 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		2,015		2,200		500	
Playing field rent	500		1,050		1,050		550	
Grants	0		1,772		1,772		1,772	
Sundry other receipts	0		1,313		1,313		1,313	
Magazine advertising & donations	2,150		4,060		4,660		2,510	
Total Income		118,300		124,159		124,944		6,644
EXPENSES								
Salary and Expenses		42,013		27,782		49,324		7,311
Street Lighting		12,799		5,381		9,521		-3,278
Administration		12,511		9,335		12,864		352
Maintenance, repairs and upkeep		32,210		29,392		42,965		10,755
Projects		7,950		1,349		4,449		-3,501
Sundry		5,257		15,083		15,112		9,855
Total Expenses		112,742		88,322		134,236		21,494
Closing Balance		60,719		90,998		45,870		-14,850

Approved 2024-2025 Budget

	Actual 2022-2023		Budget 2023-2024		Estimated Year End 2023-2024		Approved 2024-2025 Budget		
	£	£	£	£	£	£	£	£	£ Increase
Opening Balance		59,781		55,161		55,161		45,869	
RECEIPTS									
	Precept	106,000		113,950		113,950		128,765	14,815
	Allotments Rents	1,503		1,700		2,200		1,700	0
	Playing field rent	515		500		1,050		1,050	550
	Grants	1,043		0		1,772		1,000	1,000
	Sundry other receipts	700		0		1,313		500	500
	Magazine advertising & donations	1,564		2,150		4,660		4,660	2,510
Total Receipts		111,325		118,300		124,944		137,675	19,375
PAYMENTS									
	Salary and Expenses	44,537		42,013		49,324		51,322	9,308
	Street Lighting	8,491		12,799		9,521		8,841	-3,958
	Administration	11,793		12,511		12,864		11,773	-738
	Maintenance, repairs and upkeep	38,910		32,210		42,965		43,260	11,050
	Projects	6,299		7,950		4,449		6,750	-1,200
	Sundry	5,915		5,257		15,112		13,012	7,755
Total Payments		115,946		112,742		134,236		134,958	22,217
Closing Balance - Accrual Basis		55,161		60,719		45,869		48,586	2,717

2024-25 Precept

		COUNCIL TAX BANDS								
		A	B	C	D	E	F	G	H	
Town/parish taxbase (gross)	1,476.07	Ratio to Band								
Local Council Tax Support discounts	-56.02	D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Town/parish taxbase (net of LCTS discounts)	1,420.05	2024/25	£58.33	£68.05	£77.77	£87.49	£106.93	£126.37	£145.82	£174.98
Town/parish precept for 2023/24	£113,950.00	2023/24	£53.49	£62.41	£71.32	£80.24	£98.07	£115.90	£133.73	£160.48
Town/parish taxbase for 2023/24 (net)	1,420.05	Increase	£4.84	£5.64	£6.45	£7.25	£8.86	£10.47	£12.09	£14.50
Town/parish Band D for 2023/24	£80.24	Increase	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
Secondly to give taxbase details for 2024/25		Please note there may be tiny changes in the percentages due to the CTax figures being rounded to 2 decimal places								
Town/parish taxbase (gross)	1,526.05	Comparison				2023/24	2024/25	Increase / decrease (-)		
Local Council Tax Support discounts	-54.34	Taxbase (gross)	1,476.07	1,526.05	49.98					
Town/parish taxbase (net of LCTS discounts)	1,471.71	LCTS discounts *	-56.02	-54.34	1.68					
		Taxbase (net)	1,420.05	1,471.71	51.66					
ACTUAL PRECEPT REQUIRED 2024/25	£128,765	Precept	113,950.00	128,765.00	14,815.00					
Net town/parish taxbase for 2024/25	1,471.71	Band D Council Tax	£ 80.24	£ 87.49	£ 7.25					
ACTUAL town/parish Band D figure 2024/25	£ 87.49	* A reduction in discounts is an increase in taxbase An increase in discounts is a reduction in taxbase								
increase / decrease (-)	£ 7.25									
% increase / decrease(-)	9.04%									