

## FELSTED PARISH COUNCIL

### Minutes of the 1119th meeting held on 7<sup>th</sup> February 2024 at 6:30 pm in the URC Hall

**Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Penny Learmonth, Frances Marshall, John Moore, Clive Perrins and Youth Representative Molly Bennett (entered during the discussion of item 24/34.1) along with 5 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).

#### 24/23 **Apologies for Absence**

Apologies had been received from Councillors Hywel Jones, Andrew Parker, Roy Ramm, Richard Silcock (Parish / District) and County Councillor Martin Foley.

#### 24/24 **Declarations of Interest**

None were received.

#### 24/25 **Public Forum**

No issues were raised.

#### 24/26 **Minutes of Meeting 1118 held on 10<sup>th</sup> January 2024**

These Minutes were approved and were signed by the Chairman.

#### 24/27 **Minutes of the Planning Committee meeting on 16th January 2024**

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

#### 24/28 **Matters Arising from the 10 January Council Meeting**

**28.1 Flooding at Causeway End (Item 24/8)** – A site meeting with County Councillor Tom Cunnigham the ECC Cabinet Member responsible for roads / floods was held in Felsted. Some jetting of the culverts affecting Causeway End has been undertaken but the fundamental root cause of the egress of water upon the road surface remains to be identified. Further work as to this is on-going.

**28.2 Muga Car Park Gates (Item 24/15)** - These are once again being locked and unlocked on a daily basis by a Felsted Resident.

#### 24/29 **County Councillor Report**

Members noted that a report had not been received from County Councillor Martin Foley.

#### 24/30 **District Councillors Report**

Members noted the [report](#) from the District Councillors which focussed on the disappointing service provided to residents across Uttlesford in regards to the waste collection service. UDC is an “operator” of a fleet of Heavy Goods Vehicles and as such it is licenced by the Traffic Commissioners for Great Britain. UDC’s Transport Manager (who was approved by the regulator) recently left the employment of UDC and steps were undertaken by a UDC Officer to secure the necessary qualifications to enable him to fulfil the role. Unfortunately a critical date was missed in this process leading to the revocation by the Traffic Commissioners of the HGV Operators’ Licence held by UDC. Pending the reissue of the necessary Operators’ Licence a stop gap service is being provided through the contracting in by UDC of refuse vehicles and drivers from Braintree District Council, ECC and commercial companies. UDC will undertake an inquiry to identify how the failings came about as well as to identify lessons to be learned to prevent any potential recurrence.

#### 24/31 **Correspondence**

Members noted the Correspondence received (see page 5) including the following:

**31.1 Digi Go in-person app support sessions** – The PC noted that Digi Go are offering a series of in-person app support sessions to residents expressing interest in using the Digi Go app to book the on demand transport but who are unsure how to do it. The sessions specifically focus on providing digital support for those less digitally inclined, guiding them through the

process of using the TravelEssex app and making Digi Go bookings via it. Any organisations interested in hosting a Digi Go training session should contact the Clerk.

**31.2 Cosuenda Spain** – The PC noted an approach from the Mayoral Office in Cosuenda Spain regarding possible town twinning. They unanimously agreed that this was unlikely to benefit Felsted and that the request would be declined.

**31.3 Any Street Kitchen** – The PC considered a request from Any Street Kitchen to be allowed to locate pop up catering during the summer months in Felsted Parks / Car Parks. The PC unanimously agreed that there were not any suitable locations for such events and the request was denied.

**31.4 Trees on Bannister Green** – The PC were advised that some residents had expressed discontent at a lack of consultation regarding newly planted trees on Bannister Green. The PC noted that they are encouraged as part of a nationwide movement to plant as many trees as possible. The planned planting of the trees was recorded in minute 23/194.1.

**31.5 Tree on Playing Field** – The PC noted that concern had been expressed about the oak tree on the main playing field that had been planted in 2022 to commemorate the Platinum Jubilee of her Late Majesty Queen Elizabeth II. It appeared as if it was being constricted by its cage. The tree was subsequently inspected by the PC's Tree Warden who advised that it looked very healthy and would benefit from one additional year of cage protection. The PC unanimously agreed to leave the cage on for one more year.

#### 24/32 **Finance**

**32.1 Payments** – Members considered the list of payments on pages 6/7. Proposed by Cllr John Moore, seconded by Cllr Frances Marshall the payments list was unanimously approved.

**32.2 Receipts** – Members noted receipts of £8,495 comprising of: Felsted Focus Donations £85, Donation to Christmas Event £400, Allotment Rentals £114 and a grant from Groundworks UK (Neighbourhood Planning Locality Fund) for the review of the Felsted Neighbourhood Plan £7,896 (see minute 24/41.1).

24/33 **Rumblebees Licensing Application** – The PC were advised that a letter had been sent to both UDC's Chief Executive Peter Holt and the Licensing Department expressing the PC's dissatisfaction with the hearing process held on 14<sup>th</sup> December 23. Licensing have confirmed that they have shared this with UDC's Legal, Democratic Services and Environmental Health departments and the issue remains under investigation.

#### 24/34 **Football:**

**34.1 Club Fees** – Following a request from Felsted Rovers the PC unanimously agreed to reduce the amount of this seasons fee increase (minute 23/168.2) by £50 meaning that the new rate for both the Rovers and the Veterans will be £300 each per season.

**34.2 Use of Playing Field** – The PC unanimously agreed to grant a request for a small group of children (maximum of 8) with ages ranging from 8 – 12 to use the playing fields for football practice on a Saturday morning. The PC noted that there was no direct affiliation with any team and that matches would not be played. Use of the marked pitches would not be permitted and there would not be exclusive use of the playing fields.

24/35 **Policies** – Councillors considered the pre circulated Data Management, Media and Publicity, Document Retention and Tree Management Policies. Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox the policies were unanimously approved.

#### 24/36 **Highways:**

**36.1 Traffic Survey Station Road** – Following an approach to the PC from both Flitch Green and Little Dunmow Parish Councils regarding a possible joint traffic survey of Station Road (minute 24/9.2) the PC contacted ECC Highways asking if the traffic survey already under consideration by ECC (minute 24/13.2) could be extended to encompass Station Road in all three parishes. The PC were advised that despite repeated chasing no response to this request had been received from Highways.

**36.2 Jolly Boys Lane North Potholes** – The PC were advised that Jollyboys Lane North is in need of repair but that it is not a publicly maintained highway. District Councillor Richard Silcock is working with County Councillor Martin Foley to establish the ownership of, and responsibility for the road.

24/37 **Public Toilets** – The PC were advised that new heavy duty metal security doors / frames for the playing field toilets are scheduled to be fitted by MHG Engineering week commencing 19<sup>th</sup>

February. The toilets are expected to be closed for two days. The exact dates are weather dependent and will be agreed nearer the time.

#### 24/38 **Signage**

**38.1 Play Areas** – The PC noted that the annual RoSpa report recommended that signs banning dogs be erected in all 4 play areas. The PC agreed that these would be erected outside the play area enclosures at both Bannister Green and the main play area. A request to keep dogs on leads will be erected at Ravens Crescent / Willows Green.

**38.2 Defibrillator** – The PC agreed that more signage was needed to help anyone sent by the 999 service to fetch the defibrillator located at the primary school. The Clerk will contact the school asking for permission to erect a sign outside of the school gate.

#### 24/39 **Bury Farm Station Road Development**

**39.1 Internal Layout of Surgery** – The PC were advised that Mulberry Homes are awaiting finalisation of the internal layout of the surgery by the NHS (ICB) before they are able to commence the construction of the surgery.

**39.2 Rent Negotiation** – The PC noted that Kemi Badenoch MP is writing to the ICB encouraging them to act in good faith and to negotiate the rent for the surgery honouring the original District Valuers report that was issued four years ago.

#### 24/40 **Felsted Community Trust** – The PC noted that the application to Nat West for a new bank account in the name of Felsted Community Trust (minute 24/17) is progressing.

#### 24/41 **Neighbourhood Plan Review / Update**

**41.1 Grant** – The PC noted that the grant application for £7896 (minute 24/18.1) had been approved / paid to the PC by the Neighbourhood Planning Locality Fund (minute 24/32.2). This is being transferred to the bank account of the Felsted Neighbourhood Planning Steering Group (FNPSG) minus any payments already made by the PC on behalf of the FNPSG (minute 24/32.1).

**41.2 Meetings** – The PC were advised that the Steering Group has now met several times.

**41.3 Public Consultations** – The PC noted that these are now scheduled for the middle of March and that they will be advertised in the Felsted Focus.

**41.4 PC Website** – The PC reviewed two draft designs from Dunmoweb for the improvement of the PC website (minute 24/18.3). They unanimously agreed on a preferred design. Dunmoweb will be advised of the PC's preference.

#### 24/42 **Chairmans Matters**

**42.1 The Chequers** – The PC noted that following their December meeting the Clerk wrote to The Chequers requesting that apart from on collection days their bins were positioned out of sight round the back of the premises (minute 23/262.2). Despite this request the bins have continued to be located outside the front of the property resulting in the PC receiving complaints from residents. The Clerk will contact The Chequers again.

**42.2 Annual Parish Assembly** – The PC were advised that the Police Rural Engagement Team had accepted an invitation from the Chairman to attend and address Felsted's Annual Parish Assembly which is due to take place at 7pm on Thursday 18<sup>th</sup> April in the URC Hall.

#### 24/43 **Clerk's Matters**

**43.1 Litter Bin - Braintree Road / Jolly Boys Lane North** – The PC noted that the litter bin that had been located next to the bus stop on Braintree Road / top of Jolly Boys Lane North was destroyed in a car accident in August 2021. UDC have now agreed to replace the bin but said that as the original one was installed by the PC the cost of replacement will be chargeable. The PC unanimously agreed to the replacement which will cost £229 and noted that UDC have confirmed that the responsibility for emptying it will remain with UDC.

**43.2 Car in Woodleys Car Park** – The PC were advised that a silver seat car has been abandoned in the car park since before Christmas. The Clerk will report it to DVLA and request that it is removed.

#### 24/44 **Planning Applications and Decisions**

##### **44.1 Applications to be Considered at the next Planning Meeting**

##### **UTT/24/0031/FUL - Blackleys Farm Milch Hill Lane Great Leighs**

Building works, including extensions, to the existing Nissen Hut and Cart Shed and conversion

to form 1no. residential unit.

**44.2 Decisions Received Since Previous Council Meeting**

**UTT/23/2810/PINS - Land To West Of Chelmsford Road Hartford End**

Consultation on S62A/2023/0028 Outline application for construction of up to 50 dwellings (Use Class C3) and associated access and bus stops with all matters reserved apart from access

**Opinion Given - 11th January 2024**

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

Proposed garden room and shed

**Permission Granted - 17th January 2024**

**UTT/23/3076/FUL -Hazeldene Bartholomew Green Lane Bartholomew Green**

Proposed demolition of existing bungalow, garage and outbuildings and the erection of a new chalet style dwelling house with detached garage.

**Permission Granted - 26th January 2024**

**UTT/23/3029/LB - Redwoods Braintree Road**

Proposed electrical vehicle charger

**Permission Granted - 22nd January 2024**

**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

**Permission Granted - 22nd January 2024**

**UTT/23/3218/PAQ3 - Agricultural Building R/o The Mole Hill Hollow Road**

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

**Permission Granted - 2nd February 2024**

**UTT/23/2548/FUL - Barns At Princes Halfyards Stebbing Road**

Change of use of land and conversion of barn to 2 no. dwellings including garage additions and landscaping following approval of UTT/22/1570/PAQ3

**Permission Granted - 2nd February 2024**

**Appeal Decisions Received Since Previous Council Meeting**

**UTT/23/0793/FUL - Tarcquita Braintree Road**

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

**Appeal Dismissed - 23rd January 2023** *'the proposal would result in material harm and so is contrary to the development plan. The presumption in favour of sustainable development does not apply and there are no other material considerations that outweigh the conflict with the development plan. Accordingly, it is concluded that the appeal should be dismissed.'*

**44.3 Other Planning Business**

UDC's draft local plan requires Felsted to deliver 95 houses between 2021 – 2041. The PC noted that although any individual properties built in Felsted during the period of the plan will count towards those numbers, in order to control development it was important that the full 95 houses were allocated in Felsted's revised neighbourhood plan.

There being no further business the meeting closed at 8.14pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 13th February 24 online at 6.00 pm

Next Finance Committee Meeting: Wednesday 28th February 24 in the URC Hall at 6.00 pm

Next Council Meeting: Wednesday 6th March 24 in the URC Hall at 6.30 pm

..... 6<sup>th</sup> March 2024  
Chairman

## Correspondence List – February 2024

1. UDC: <ul style="list-style-type: none"><li>a) District News (circ to PC 19/1)</li><li>b) Waste Collection Service Daily Updates (circ to PC)</li><li>c) Naming of new street development on land at Sunnybrook Farm. Consultation open until 12<sup>th</sup> February (circ to PC 29/1)</li><li>d) Defra funded grant scheme for rural community buildings.</li></ul>
2. ECC: <ul style="list-style-type: none"><li>a) Temp. Closure Braintree Road, due to commence on 7<sup>th</sup> May 2024 for 3 days. The closure is required for road surface dressing (circ to PC 23/1)</li><li>b) Highways Winter Weather Advice (circ to PC 13/01)</li><li>c) Bus Network Consultation 2023 Outcome (circ to PC 15/1)</li><li>d) Digi Go in-person app support sessions</li><li>e) Local NHS Services Update (circ to PC 27/1)</li><li>f) Essex Climate Action News (circ to C 7/2)</li></ul>
3. National Highways: Details of works to the A120 Pannors Interchange to Marks Farm Roundabout - weeknight closures / diversions between 8pm - 6am for 4 weeks between 5 February and 6 March 2024 (circ to PC 30/1)
4. EALC: <ul style="list-style-type: none"><li>a) Weekly News e-Bulletins</li><li>b) Advanced Councillor 2 day Training Course 10<sup>th</sup> / 17<sup>th</sup> February (circ to PC 15/1)</li><li>c) Training courses: War Memorials; Greens &amp; Open Spaces / Public Rights of Way; Protecting Commons &amp; The Role of Local Councils (circ to PC 18/1)</li><li>d) Training courses: Treasury Management &amp; Investments and Internal &amp; External Audit course (circ to PC 6/2)</li></ul>
5. NALC: section 137 limit for the 2024/25 financial year £10.81.
6. Cosuenda Spain – Town Twinning
7. Uttlesford Citizens Advice – Activity Update
8. Any Street Kitchen – Catering for Local Parks
9. Resident Letters: <ul style="list-style-type: none"><li>a) Trees on Bannister Green / Lack of Consultation</li><li>b) Tree on Playing Field constricted by Cage</li><li>c) Damage to Flitch Way</li></ul>
10. Stansted Airport Watch (SAW): February Campaigns Update / Notice of AGM being held in Takeley on Thursday 7 March 2024 starting at 8pm (fwd to Cllr JM 2/2/24)
11. AEF's Airspace and Noise Community Forum – Annual Meeting Friday 9 <sup>th</sup> February to be held by Zoom – Cllr JM to attend
12. CPRE: January Campaigns Update (circ to PC 13/1)
13. RCCE: Essex Warbler February Edition (circ to PC 5/2)
14. Stansted Airport's Community Flyer (fwd to Cllr JM 5/2)

## Unpaid List – February 2024

	Date	Num	Memo	Open Balance	Payment Reference
<b>A &amp; J Lighting Solutions</b>					
	16/01/2024	37960	Replace Light fittings with LED - 1 Yew Tree Cottage, Chelmsford Road	514.80	
Total A & J Lighting Solutions				514.80	240101
<b>Astragraphic Design Ltd</b>					
	26/01/2024	604	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	240102
<b>atoz Supplies</b>					
	01/02/2024	30154376	snopake a3 laminator	186.11	
Total atoz Supplies				186.11	240103
<b>British Gas</b>					
	28/01/2024	6728340	MUGA Electricity for period 28/12/23 to 28/01/24 - Account BGL465975, MPAN 1030072525215, Meter...	31.68	
Total British Gas				31.68	Direct Debit
<b>Essex Ecology</b>					
	31/01/2024	10104	Felsted Nature Area Management Plan	1,920.00	
Total Essex Ecology				1,920.00	
<b>EDF - Pavillion - 671 178 252 359</b>					
	29/06/2023	E78252359004	Pavillion Electricity - period 23/03/23 to 28/06/23 - Meter # D11W560535 - MPAN 1012485770570	176.39	
	28/12/2023	E78252359005	Pavillion Electricity - period 29/06/23 to 27/12/23 - Meter # D11W560535 - MPAN 1012485770570	75.88	
	04/01/2024	E78252359006	Pavillion Electricity - period 28/12/23 to 04/01/24 - Meter # D11W560535 - MPAN 1012485770570	26.52	
Total EDF - Pavillion - 671 178 252 359				278.79	DIRECT DEBIT
<b>Evergreen Landscapes</b>					
	16/01/2024	EVG160124	Plant, stake and tie 7x trees at Bannister Green	260.00	
Total Evergreen Landscapes				260.00	240104
<b>Felsted Memorial Hall</b>					
	27/01/2024	FNPSG Hall Hire	Hire for Felsted Neighbourhood Plan public consultation meetings	180.00	
Total Felsted Memorial Hall				180.00	240105
<b>Felsted NP Steering Group</b>					
	31/01/2024	Grant 1 - 2024	Grant for 2024 - from Groundworks to be paid	7,896.00	
			Less £180 to reimburse Memorial Hall booking above made by FPC	-180.00	
Total Felsted NP Steering Group				7,716.00	240106

<b>Hope Alexander</b>					
	25/01/2024	Christmas Event	Items for Christmas Craft day crafts and Christmas tree light up event	602.77	
Total Hope Alexander				602.77	240107
<b>Janus Contract Services Ltd</b>					
	31/01/2024	43390	2.4mx0.2mx0.2m wood, 4x posts, fittings	107.95	
Total Janus Contract Services Ltd				107.95	240108
<b>Julie Smith</b>					
	31/01/2024	Jan24	Cleaning and Maintenance of Playing Field Toilets - Jan24	362.50	
Total Julie Smith				362.50	240109
<b>Lee Heron</b>					
	31/01/2024	Jan24	Unlocking car park 1 - Jan24	60.00	
Total Lee Heron				60.00	240110
<b>M&amp;B Printers</b>					
	30/01/2024	17185	3x A4 Dibond sign & artwork	156.00	
Total M&B Printers				156.00	240111
<b>Officials - Salary</b>					
	31/01/2024	Jan24 - Salary		4,654.75	
Total Officials - Salary				4,654.75	240112, 240113, 240114
<b>Officials - Expenses</b>					
	31/01/2024	Jan24 - Exp	Clerk's expenses - Jan 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Dec23 - mobile phone monthly contract, mileage, Land Registry search RFO Expenses - Jan 2024 - Stamps	86.37	
Total Officials - Expenses				86.37	240112, 240113, 240114
<b>Officials - NEST Pensions</b>					
	20/01/2024	Jan24 - HR	Pension Contribution - H Read - Jan24 + backdated pay increase contribution	195.13	
	31/01/2024	Jan24 - CS	Pension Contribution - C Schorah - JAn24 + backdated pay increase contribution	73.76	
Total Officials - NEST Pensions				268.89	Direct Debit
<b>Recorders of Uttlesford History</b>					
	31/01/2024	2024 Membership	Membership fee for 2024	8.00	
Total Recorders of Uttlesford History				8.00	240115
<b>S P Barnard</b>					
	31/01/2024	Jan24	Village attendant - Jan24	987.00	
Total S P Barnard				987.00	240116
<b>Three Mobile</b>					
	23/01/2024	104807450004	Monthly Sim card charge for CCTV	6.00	
Total Three Mobile				6.00	Direct Debit
<b>TOTAL</b>				<b>18,439.59</b>	