

FELSTED PARISH COUNCIL

Minutes of the 1121st meeting held on 3rd April 2024 at 6:30 pm in the URC Hall

- Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Andrew Parker (entered during the discussion of minute 24/74.1), Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Youth Representative Molly Bennett along with 5 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk) and Clare Schorah (Assistant Clerk).
- 24/68 **Apologies for Absence**
Apologies had been received from Cllrs Frances Marshall and John Moore, County Councillor Martin Foley and Responsible Finance Officer Daniel Plunkett.
- 24/69 **Resignation of Cllr Penny Learmonth**
The PC noted that Cllr Penny Learmonth had submitted a letter of resignation on 3rd April 2024. Thanks were expressed to her for the commitment she has shown during her years as a Parish Councillor. The Clerk will inform UDC of her resignation.
- 24/70 **Declarations of Interest**
Cllr Richard Silcock declared a pecuniary interest in Item 24/86 - Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.
- 24/71 **Public Forum**
The PC noted that the roadway at the end of Hollow Road continues to deteriorate and represents a danger to cyclists. The Asst Clerk will contact County Cllr Martin Foley.
- 24/72 **Minutes of Meeting 1120 held on 6th March 2024**
These Minutes were approved and were signed by the Chairman.
- 24/73 **Minutes of the Highways Committee meeting held on 13th March 2024 and the Planning Committee meeting held on 19th March 2024**
These Minutes were noted and would be formally approved at the next meetings of the respective committees.
- 24/74 **Matters Arising from the 6th March Council Meeting**
74.1 Car in Woodleys Car Park (Item 24/50.4) -The PC were advised that the car reported to UDC as abandoned in Woodley's car park has now gone.
74.2 Triennial Tree Survey (Item 24/56) – The PC were advised that this is scheduled to take place on Tuesday 16th April 24.
- 24/75 **County Councillor Report**
Members noted a report from County Councillor Martin Foley which expressed frustration at the continuing decline of the roads. He is elevating the worst potholes in Felsted to emergency status to try to expediate their repair. He also confirmed that a potential six week closure of Station Road, applied for by utility companies to facilitate installation works has been refused by ECC due to insufficient notice.
- 24/76 **District Councillors Report**
Members noted the [report](#) from the District Councillors which contained information on: the continuing work on the Local Plan; an impending consultation by the Department for Transport on night flights at London airports; Refuse And Recycling Initiatives; the Police, Fire and Crime Commissioner Election on Thursday 2 May and details of an online inventory and map of ancient trees maintained by The Woodland Trust. Residents were encouraged to add particulars of any qualifying tree in the parish by using the link:
<https://ati.woodlandtrust.org.uk/add-a-tree/>

24/77 **Correspondence**

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

77.1 Felsted School – The PC noted a letter of thanks for sending their congratulations to the school on their winning the National Schools Rugby Vase competition.

77.2 Anti-Social Behaviour – The PC were advised of an incident of antisocial behaviour outside of the Memorial Hall. They noted that those involved were not visitors to the hall and that the incident had been reported to the police.

24/78 **Finance**

78.1 Payments - Members considered the list of payments on page 6. Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox the payments list was unanimously approved.

78.2 Receipts - Members noted the receipts of £3975 consisting of £3800 from UDC re the Zero Carbon Communities Grant, £120 Felsted Focus Donations and £55 Allotment Rentals.

78.3 Date of May Finance Meeting – The PC noted that the date of the May Finance Committee meeting has been moved from 22nd May and will now be held on 8th May at 5pm in the URC Committee Room.

24/79 **Parish Grass Cutting / Churchyard Maintenance Contracts**

79.1 Contracts for 2024 - Proposed by Cllr Andrew Parker, seconded by Cllr Alec Fox it was unanimously agreed to accept the quotes from JCM Services for a one year Parish Grass Cutting Contract for £7,350 plus vat and for a one year Churchyard Maintenance Contract for £4,400 plus vat.

79.2 Contracts for 2025 - The PC agreed that tendering for the 2025 Parish Grass Cutting / Churchyard Maintenance Contracts will commence in the Autumn of 2024 with more detailed specifications to ensure that “like for like” tenders are received. A small group of councillors will steer this process. The group will include Cllrs Graham Harvey and Clive Perrins both of whom are due to attend a training course on procurement later this month. It was agreed that when the specification for the Parish Grass Cutting Contract is being produced recommendations from the Biodiversity Working Group (based on the Essex Ecology report into the parish’s green areas) will be incorporated.

24/80 **Review of Grant Awarding / Equality Policies and the Continuity Plan** - Councillors considered the pre circulated policies and plan. Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman they were unanimously approved.

24/81 **D Day Commemoration**

81.1 Beacon - The PC noted that arrangements are being made to light the Beacon to commemorate the 80th Anniversary of D-Day on 6 June 2024

81.2 Flag – The PC agreed that a commemorative flag will be purchased. This will be flown in the parish during June.

24/82 **Nature Area Update**

82.1 Long Term Plan - The PC noted that the Nature Area requires a long term plan. It was agreed that at the next PC meeting a steering group will be formed with the remit of producing a long term strategy for the Nature Area.

82.2 Routine Maintenance - The PC noted that the Nature Area requires ongoing maintenance such as litter picking, removal of tree guards and pruning. Working parties maintain the area where possible but it was acknowledged that there is a lot to do and consideration could be given to employing an individual for a few hours a month to carry out routine works. This will be discussed further at the next PC meeting.

24/83 **Traffic Survey Station Road** – The PC were advised that ECC Highways have agreed to put forward a funding request for a traffic survey encompassing the full length of Station Road and therefore including the parishes of Felsted, Flitch Green and Little Dunmow. It is hoped that funding for this may be awarded later this month.

24/84 **Bury Farm Station Road** – The PC noted that in March representatives from the Felsted Community Trust (FCT) met with the Doctors Practice and the NHS / Integrated Care Board (ICB). The meeting was unsatisfactory with the ICB dismissing the significance / legal status of the Felsted Neighbourhood Plan (which facilitated the delivery of the new Health Centre into the ownership of the FCT for the benefit of the residents of Felsted). Despite the ICB

recognising that the S106 (the legal contract within the planning permission) clearly states that the new Health Centre would be owned by the FCT, the PC were advised that the NHS is demanding the full value of the Health Centre via a rent abatement. The market rent was assessed by the District Valuer (DV) as £93,200 p.a. but the ICB stated that they are only prepared to pay £11,272 p.a. Despite requests to do so they refused to share the DV's report / supply the name of the DV. The PC are considering lodging a Freedom of Information request with the ICB to obtain the answers to questions that they are refusing to provide including the name of the DV. Kemi Badenoch MP has been informed of the current situation.

Clerk's note: A Freedom of Information request has since been submitted to the ICB.

24/85 **Felsted Community Trust** - The PC were advised that Cllr Graham Harvey has supplied Nat West with a copy of the application to the Charity Commission. It is hoped that this will enable the bank account to be opened soon.

24/86 **Neighbourhood Plan Review / Update**

86.1 Housing Needs Survey – The PC noted that the housing needs survey closed on 29th March and that the RCCE had received 265 responses which equated to a 20% turnout.

86.2 Housing Allocation – The PC were advised that Felsted's allocation of new housing in UDC's local plan has been reduced by 11. This means that Felsted now has to provide 84 new homes instead of the original 95 by 2041.

24/87 **Chairmans Matters**

The PC agreed that a small working party will be formed in the summer months to clean the parish road signs.

24/88 **Clerk's Matters**

Public Toilets – The PC were advised that the toilets are being accessed out of hours. An inspection of the doors revealed that an armature on the magnetic locks of the ladies toilet is faulty. A replacement part has been ordered. The PC were advised that the toilet doors have also sometimes been deliberately left "on the catch" so that the door automatic locking system does not engage overnight. The PC agreed that going forward the doors will be manually locked for several weeks to deter this behaviour.

24/89 **Planning Applications and Decisions**

89.1 Applications to be Considered at the next Planning Meeting

UTT/24/0721/FUL - Land North Of Milch Hill Willows Green Main Road

Change of use of agricultural land to residential, construction of 1 no. dwelling and associated landscaping.

UTT/24/0729/HHF - 22 Oxney Villas

Proposed vehicular dropped kerb crossover to enable creation of on site parking area.

UTT/24/0687/FUL - Land East Of Chelmsford Road (see minute 24/89.3)

A mixed-use development comprising a relocated and improved village convenience store, along with dedicated parking facilities including a multi-use parking and overspill area, together with an external area for farmers market supported by a cafe including disabled WC provision. 3no. self contained management offices, and 3no. dwellings comprising two 2 bedroom wheelchair adaptable bungalows and one 4 bedroom wheelchair adaptable chalet bungalow with home office and a dedicated 2m footpath route.

UTT/24/0734/HHF - 18 Ravens Crescent

Two storey front/side/rear extension, single storey rear extension and front entrance canopy.

UTT/24/0767/FUL - Foxtons Mole Hill Green

S73 application to vary condition 2 (approved plans) of UTT/22/1587/HHF (single storey rear extension, existing roof to be raised to create an additional floor and ground floor fenestration changed) - external materials changed to fully render to match the original dwelling, the rear flat roof changed to a vaulted pitched roof with new oak frame entrance canopy.

89.2 Decisions Received Since Previous Council Meeting

UTT/24/0031/FUL - Blackleys Farm Milch Hill Lane

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

conversion to form 1no. residential unit.

Permission Refused - 4th March 2024 *'The application site lies outside the defined settlement development limits of any village or town... The proposals by reason of its sitting, size and scale would have a harmful impact upon the rural character and appearance of the area. There is no substantive justification for the proposal specifically relating to the developments needs to take place there, or being appropriate in the countryside... The application fails to account for the sensitivities of the site... The proposal would provide substandard and unacceptable living conditions for future occupiers of the dwelling that would be harmful to their amenity.'*

UTT/23/2810/PINS Submitted under section 62A directly to PINS due to UDC currently being designated (under special measures) - **Land To West Of Chelmsford Road Hartford End 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

Permission Refused - 5th March 2024 'The proposed development, by virtue of its unsustainable countryside location, effects on the character and appearance of the area, lack of information in relation to drainage proposals, and effects on highway and pedestrian safety would significantly conflict with the Local Plan and the policies within the Framework when taken as a whole.'

UTT/24/0022/HHF - 4 Brook Meadow Gransmore Green

Section 73A Retrospective application for an amendment to UTT/23/0946/HHF previously approved single storey side extension, inclusive of rear dormer, and construction of front canopy.

Permission Granted - 11th March 2024

89.3 Other Planning Business

UTT/24/0687/FUL - Land East Of Chelmsford Road – (see minute 24/89.1)

The PC noted that they will be objecting to this complex application. They have requested that due to it's complexities it is not decided by a single delegated officer at UDC but that it be called in to be considered by UDC's Planning Committee. It was further noted that although the application includes for a relocated shop the application has nothing to do with the current shop Linsells or it's owners.

There being no further business the meeting closed at 8pm

Next Meetings:

- Annual Parish Assembly: Thursday 18th April 24 in the URC Hall at 7pm
- Next Planning Committee Meeting: Tuesday 23rd April 24 online at 6.00 pm
- Next Council Meeting: Wednesday 1st May 24 in the URC Hall at 6.30 pm

..... 1 May 2024
Chairman

Correspondence List – April 2024

1. UDC: a) Draft Local Plan 2021-2041 – Larger Villages Parish Workshop, 21st March 2024 (Note Cllrs RR and RF attended) b) District News (circ to PC 2/4) c) Address Notification - Development currently on land off of Clifford Smith Drive
2. ECC: a) Climate Action News (circ to PC 18/3) b) Community Safety Initiatives Fund
3. EALC: a) Weekly News e-Bulletins b) Various Training Courses (Circ to PC 11/3 and 14/3) c) Procurement training course (organised by Community Governance degree students) 18 th April via zoom (circ to PC 12/3) d) Crime Prevention and Safety Survey (circ to PC 14/3) e) Councillor refresher course 18 th June / 5 th November (circ to PC 14/3)
4. DigiGo – Expansion of Service (circ to PC 22/3)
5. Transport East a) Rural Mobility Report (circ to PC 14/3) b) Travel Behaviour Survey – open until 17 April (circ to PC 21/3)
6. Essex Police - Uttlesford Edition of Dispatch (circ to PC 14/3)
7. Ride London-Essex: Felsted Toolkit
8. Stansted Airport Watch a) Night Flights Consultation open until 22 May 24 (fwd to Cllr JM 25/3) b) Press Release (fwd to Cllr JM 2/4)
9. Felsted School – Letter of thanks
10. Resident Letter Incident of anti-social behaviour – Reported to Police
11. RCCE: a) Essex Warbler March Edition (circ to PC 11/3) b) Essex Warbler April Edition (circ to PC 28/3)
12. CPRE: a) March Campaigns Updates (circ to PC 10/3 and 19/3) b) Essex Rural Voice Newsletter (circ to PC 21/3)

Unpaid List – April 2024

	Date	Num	Memo	Open Balance	Payment Ref
A J B Steel Products Ltd					
	29/03/2024	6618	Supply and install steel bracket to stone at Swan pub	300.00	
Total A J B Steel Products Ltd				300.00	240301
Astragraphic Design Ltd					
	02/04/2024	609	Monthly charge for Adobe Software Creative Cloud Suite	51.98	
Total Astragraphic Design Ltd				51.98	240302
British Gas - BGL465975					
	28/03/2024	7257992	MUGA Electricity for period 30/09/23 to 28/03/24 - Account BGL465975, MPAN 1030072525215, Meter ...	44.80	
Total British Gas - BGL465975				44.80	Direct Debit
Castle Water - 2595497					
	02/02/2024	10001292951	Ac # 2595497 - Allotment water supply (Station Road) 01/01/24 to 31/01/24 - SPID 301337036XW1X - ...	22.14	
	13/03/2024	10001734925	Ac # 2595497 - Allotment water supply (Station Road) 01/02/24 to 29/02/24 - SPID 301337036XW1X - ...	250.41	
Total Castle Water - 2595497				272.55	Direct Debit
E A L C					
	02/04/2024	17647	EALC and NALC Affiliation fee 2024-25	675.25	
Total E A L C				675.25	240303
EDF - Pavillion - A-40851E59					
	03/04/2024	001	Pavillion Electricity - period 05/03/24 to 31/03/24 - Meter # 22S1091521 - MPAN 1012485770570	108.65	
Total EDF - Pavillion - A-40851E59				108.65	Direct Debit
Fast Key Services					
	29/02/2024	1286947	Replacement key for filing cabinet for historical records	8.32	
Total Fast Key Services				8.32	240304
HM Revenue & Customs					
	31/12/2023	Dec23	PAYE/NI payment for Oct - Dec 2023	2,115.73	
	31/03/2024	Mar24	PAYE/NI payment for Jan - Mar 2024	2,856.20	
Total HM Revenue & Customs				4,971.93	240305
J Ratcliffe					
	31/03/2024	Focus Delivery	Delivery of Spring 2024 Felsted Focus	275.00	
Total J Ratcliffe				275.00	240306
Janus Contract Services Ltd					
	26/03/2024	43572	6'x3'x3" *8, 6'x3'x3" *2, Post mix - Wildflower Meadows signage	121.44	
Total Janus Contract Services Ltd				121.44	240307
Julie Smith					
	31/03/2024	Mar24	Cleaning and Maintenance of Playing Field Toilets - Mar23	375.00	
Total Julie Smith				375.00	240308
Lee Heron					
	31/03/2024	Mar24	Unlocking car park 1 - Mar24	60.00	
Total Lee Heron				60.00	240309
Officials - Salary					
	31/03/2024	Mar24 - Salary		3,283.81	
Total Officials - Salary				3,283.81	240310, 240311, 240312
Officials - Expenses					
	31/03/2024	Mar24 - Exp	Clerk's expenses - Mar 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Mar24 - mobile phone monthly contract RFO Expenses - Mar 2024 - Mileage	191.29	
Total Officials - Expenses				191.29	240310, 240311, 240312
Officials - NEST Pensions					
	31/03/2024	Mar24 - CS	Pension Contribution - C Schorah - Mar24	32.81	
	31/03/2024	Mar24 - HR	Pension Contribution - H Read - Mar24	126.88	
Total Officials - NEST Pensions				159.69	Direct Debit
Parish Paths Partnership					
	20/03/2024	4142	Replacement Narrow Spade	19.99	
Total Parish Paths Partnership				19.99	240313
Paul Clark Printing Limited					
	18/03/2024	31331	Printing Felsted Focus - Spring 2024	950.00	
Total Paul Clark Printing Limited				950.00	240314
Rural Community Council of Essex					
	01/04/2024	2024-25	Membership fee 01/07/2024 to 30/06/25	59.70	
Total Rural Community Council of Essex				59.70	240315
S P Barnard					
	31/03/2024	Mar24	Village attendant - Mar24	819.00	
Total S P Barnard				819.00	240316
St George's Pest Control Ltd					
	12/03/2024	46691	Allotments Pest Control 11/03/24 - 10/06/24	189.00	
Total St George's Pest Control Ltd				189.00	240317
Three Mobile					
	23/03/2024	104807450006	Monthly Sim card charge for CCTV	6.00	
Total Three Mobile				6.00	Direct Debit
TOTAL				12,943.40	