

## FELSTED PARISH COUNCIL

### Minutes of the 1126th meeting held on 2<sup>nd</sup> October 2024 at 6:30 pm in the URC Hall

**Present:** Councillors Graham Harvey (Chairman), Richard Freeman, Frances Marshall, John Moore, Madelaine O'Neill, Andrew Parker (entered during the discussion of item 24/203.2), Roy Ramm, and Richard Silcock (Parish/District) 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).

24/201 **Apologies for Absence**

Apologies had been received from Cllrs Alec Fox, Hywel Jones, Clive Perrins and Youth Representative Molly Bennett.

24/202 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 24/224 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

24/203 **Public Forum**

**203.1 Wildflower Areas** – The PC noted thanks from a resident for sowing wildflower areas on Watch House Green, Bannister Green and Willows Green.

**203.2 Speeding** – The PC were advised that speeding on Braintree Road had increased substantially during the temporary closure of Station Road. The Asst Clerk will liaise with the police and request an official speed check at that location.

**203.3 Vehicle Activated Signs (VAS)** – The PC noted that they had previously considered purchasing another VAS sign for the parish. Unfortunately they are cost prohibitive and there are limited locations where they would be allowed to be sited.

24/204 **Welcome to New Councillor** – The Chairman welcomed Cllr Madelaine O'Neill to the Parish Council.

24/205 **Minutes of Meeting 1125 held on 4<sup>th</sup> September 2024**

These Minutes were approved and were signed by the Chairman.

24/206 **Minutes of the Planning Committee meeting held on 17<sup>th</sup> September 2024**

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

24/207 **Matters Arising from the 4<sup>th</sup> September Council Meeting**

**207.1 Trees Opposite Doctors Surgery (Item 24/175.1)** – The PC were advised that the PC's Tree Warden had removed the dead branches from the trees. They expressed their thanks to him.

**207.2 Churchyard Trees (Item 24/178.2)** – The PC were advised that permission for the works to remove deadwood from the Lime trees and the Sycamore in the churchyard has now been received from UDC.

**207.3 Restriction of Junction (Item 24/181)**

**(i) Lawsells** – The PC noted that the occupants of Lawsells had been written to with a request to cut back the greenery that has encroached onto the pavement and that the matter has also been referred to ECC Highways.

**(ii) Rumblesbees** – The PC were advised that the A sign is now being placed further back onto the courtyard.

**207.4 Almshouses Layby (Item 24/186)** – The PC were advised that ECC have confirmed that the layby outside of the Almshouses belongs to Highways. They noted that to install parking restrictions a request would need to be made to the North East Essex Parking Partnership. Alternatively the PC agreed that it might be possible to erect signs stating that the layby is for Almshouse residents and emergency vehicles only. Cllr Frances Marshall

will contact the school bursar to discuss.

**207.5 Bin Replacement (Item 24/198.1)** – The PC noted that the replacement litter bin for the bus shelter at the top of Jolly Boys Lane North has been ordered and once received it will be installed by the Village Attendant.

#### 24/208 **PCSO Update**

**208.1 Policing in the Parish** – PCSOs Natalie Smith and Mike O'Donnell-Smith updated the PC on local policing in the parish.

**208.2 Reporting of Issues** – Residents were encouraged to report issues via 101 as this enables the police to gather data and triggers their deployment.

**208.3 Speeding** – It was noted that speeding in the parish remains a problem. The police work closely with Felsted's Community Speedwatch Group and the important work that the group do was acknowledged.

**208.4 Property Marking Kits** – The PC were advised that Essex Police are supporting farmers across the Uttlesford district by providing them with unique forensic property marking kits.

The kits are free of charge with no ongoing costs and are delivered and demonstrated by the local community policing team. The kit can mark up to 50 items so once obtained users can mark items with the kit that is unique to them. Residents interested in obtaining a kit or for more information should email Uttlesford.cpt@essex.police.uk.

#### 24/209 **County Councillor Report**

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

#### 24/210 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: ECC's Local Nature Recovery Strategy (see Item 24/217.2); the new audio / visual system in the Council Chamber in Saffron Walden; the proposed revisions by the Government to the National Planning Policy Framework and what effect this may have on housing numbers; UDC's Social Housing stock and how it is managed plus details of the third round of UDC's [Zero Carbon Community Grant Scheme](#) which supports community projects focussed on carbon emission reduction, community engagement or ecological restoration and enhancement. The fund is open for applications until 2 December 24.

#### 24/211 **Correspondence**

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

**211.1 Station Road Closure** – The PC were advised of several resident letters regarding the disruption caused by the temporary closure of Station Road. The PC noted that prior to the road closure they had made every possible attempt to persuade ECC not to close the road but to no avail.

**211.2 Hedge Cutting** – The PC noted a complaint from a resident regarding the cutting back of plants that were overhanging into the PC's play area. The PC agreed that the contractors had correctly carried out the task of facing back all greenery inside the boundary of the play area.

#### 24/212 **Finance**

**212.1 Payments** – Members considered the list of payments on pages 7/8.

**(i) CPRE Membership** – Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall the renewal of the CPRE membership at a cost of £108 was unanimously agreed.

**(ii) Monthly Payments** – Proposed by Cllr Roy Ramm, seconded by Cllr John Moore the payments list was unanimously approved.

**212.2 Receipts** – Members noted receipts of £64,569.50 comprising of: Second half of Precept £64,382.50; Felsted Focus Donations £137.00 and Felsted Focus Advertising £50.00

**212.3 Events Committee Receipt of Funds** – The PC were advised that £12,727.37 had been received from the Felsted Village Events Committee. This is now being held in a separate PC bank account.

**212.4 Pavilion Electricity Contract Renewal** – It was unanimously agreed to enter into a three year fixed contract with British Gas Lite consisting of a daily standing charge of 45p and a per unit charge of 20.67p giving an annual estimated cost of £531.35.

**212.5 Conclusion of External Audit** – The RFO advised the PC that the External Auditors had concluded their audit and provided their report and certificate which stated that the 2023-24

Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices. No other matters were noted in the audit. The PC expressed their thanks to the RFO for his hard work and noted that the complexity of the RFO role continues to grow.

24/213 **Committee Memberships**

**213.1 Events Committee** – Proposed by Cllr Graham Harvey, seconded by Cllr John Moore and unanimously agreed Cllrs Frances Marshall, Madelaine O'Neill and Richard Silcock were appointed to the Events Committee.

**213.2 Highways Committee** – Proposed by Cllr Richard Silcock, seconded by Cllr Andrew Parker, Cllr John Moore was unanimously elected onto the PC's Highways Committee.

24/214 **Bannister Green Play Area Hedging** – Proposed by Cllr Frances Marshall, seconded by Cllr Andrew Parker, it was unanimously agreed that the height of the bushes / trees screening the play area should remain but that greenery should be cleared away from the park bench.

24/215 **Allotments** – The PC noted that invoice 24037 for £375 issued to a previous plot holder for the costs of clearing their plot remained unpaid. The PC were advised that the plot holder has since moved away and their address is not known to the PC. The PC unanimously agreed that the amount be written off as a bad debt.

24/216 **Nature Area**

**216.1 Grass Cutting** – The PC were advised that both fields have now been cut and collected by Stevens and Son. It was noted that the front of the Nature Area together with the banks and areas around trees had been left long for overwintering wildlife. Proposed by Cllr Andrew Parker, seconded by Cllr Richard Silcock it was unanimously agreed to accept the quote of £1900 from Stevens and Son for the same service next summer. It was noted that the exact cutting required would be specified to them nearer the time.

**216.2 Willow Trees** – The PC noted that following their acceptance of a quote from JCM Services to coppice the willow trees surrounding the pond area (minute 24/ 137.2) advice has since been received from the PC's tree warden suggesting that it may not be desirable to coppice all of the willow trees. The PC agreed that JCM Services be instructed to not carry out the works. The willow trees will be discussed again by the PC next year.

**216.3 Vision Statement** – This will be discussed at the November PC meeting.

24/217 **Biodiversity Update**

**217.1 Wildflower Meadows** – The PC noted that the wildflower meadows on Watch House Green, Bannister Green and Willows Green have now been sown.

**217.2 Local Nature Recovery Strategy (LNRS)** – The PC noted that the LNRS is very detailed. They agreed that instead of responding to the consultation as a collective, councillors would respond as individuals.

24/218 **Causeway End Flooding** – The PC were advised that no update had been received from ECC.

24/219 **Station Road**

**219.1 Temporary Closure** – The PC noted the disruption being caused to residents by the temporary closure of Station Road (see Item 24/211.1)

**219.2 Traffic Survey** – The PC were advised that no update had been received from ECC.

24/220 **North East Essex Parking Patrols (NEPP)** – The PC considered the quote from NEPP for £2391.90 to carry out one extra patrol a fortnight during the 24-25 academic year. It was unanimously agreed not to accept the quote.

24/221 **PC Communications** – The PC agreed that they wished to enhance PC communications including those between the PC and the community. Cllrs Graham Harvey, John Moore, Madelaine O'Neill and Roy Ramm will meet to discuss.

24/222 **Bury Farm Station Road Development** – The PC were advised that the construction of the surgery is expected to commence soon. It was noted that there were significant costs of acquisition for the PC and that it was important to recognise this in negotiations with the NHS.

24/223 **Felsted Community Trust**

**223.1 Land Trust** – The PC were advised that Cllrs Graham Harvey, Frances Marshall and Madelaine O'Neill were due to meet with a representative from Oxford Land Trust. It is hoped

that hearing the experiences of Oxford Land Trust when they were setting up will help guide the way forward for the PC.

**223.2 Insurance for Trustees** – The PC were advised that it has not yet been possible to secure Directors and Officers cover for Trustees. It is anticipated that this may not be possible until all formalities in establishing the charitable trust have been completed. The PC noted that once the trust has been set up as a charity, insurance cover will be obtained. In the interim it was proposed by Cllr Roy Ramm, seconded by Cllr Andrew Parker and unanimously agreed that in principle the Parish Council will indemnify Graham Harvey and Frances Marshall acting for the time being as trustees of the Felsted Community Trust against:

- Cost of compensation claims made against the trust and or trustees for alleged wrongful acts.
- Defence costs incurred by the trust and or trustees in defending against claims.
- Monetary damages, settlements and awards resulting from claims.
- Legal fees, settlements and financial losses incurred by the trust for breaches of fiduciary duty, failure to comply with regulations, lack of corporate governance, creditor claims and reporting errors.

The PC confirmed that any of the above relating to Felsted Community Trust will be met by Felsted Parish Council until such time as the trust is fully established as a legal entity.

*Clerk's Note: Directors and Officers cover for all trustees has now been put in place with the NFU Mutual at a cost of £510 per annum.*

- 24/224 **Neighbourhood Plan Review / Update** – The PC were advised that detailed discussions are taking place with landowners re potential sites to supply the remaining 96 houses required by 2041 in UDC's Local Plan.
- 24/225 **80th Anniversary of VE Day** – The PC noted that this important anniversary is taking place on Thursday 8<sup>th</sup> May 2025. It will be discussed further at the next PC meeting.
- 24/226 **Christmas Tree** – The PC were advised that the tree has been ordered and that it will be installed in Woodley's Car Park on Tuesday 3<sup>rd</sup> December. The lighting up ceremony is scheduled for the evening of Saturday 7<sup>th</sup> December. It was agreed that new commercial standard lights will be purchased.
- 24/227 **Chairmans Matters** – None Raised.
- 24/228 **Clerk's Matters**  
**The Swan** – The PC were advised that The Swan's Events Manager had contacted the PC extending an invitation to visit so that they could showcase the pub and demonstrate their intention to run it as a country pub. The PC agreed that whilst they must decline the invitation they wished The Swan well.
- 24/229 **Planning Applications and Decisions**  
**229.1 Applications to be Considered at the next Planning Meeting**  
There are no new applications to be considered at present.  
**229.2 Decisions Received Since Previous Council Meeting**  
**UTT/24/2030/FUL - Tarcquita Braintree Road**  
S73 Application to vary condition 2 (approved plans) attached to UTT/24/0239/FUL (Demolition of existing bungalow, outbuildings and hardstanding areas, and erection of 2 no. bungalows with additional landscaping) - Amendments to the approved block plan.  
**Permission Granted – 16th September 2024**  
**UTT/24/1834/HHF - Post Office House Hartford End**  
New garden store, new garage, and improved vehicular access - further to UTT/23/3086/HHF and UTT/24/1314/HHF.  
**Permission Granted – 16th September 2024**  
**UTT/24/1790/HHF - 27 Station Road**  
Demolition of existing outbuilding and replacement domestic outbuilding to be used as incidental accommodation including garage, workshop, studio and guest annexe.  
**Permission Granted – 17th September 2024**

**UTT/24/1888/HHF - Frenches Barn Frenches Green**

Proposed manege and erection of estate fencing and access gates.

**Permission Granted – 23rd September 2024**

**UTT/24/1719/LB - Roslyn House Braintree Road**

Install a Stannah Stairlift.

**Permission Granted – 23rd September 2024**

**229.3 Other Planning Business**

The PC noted that several refused applications have now gone to appeal. The PC's Planning Committee will respond.

24/230

**Proposals for Future Agenda Items**

**Affinity Water** – The PC were advised that following the Affinity Water public meeting last year they will be attending the November meeting of the PC to provide an update.

There being no further business the meeting closed at 8.58pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 22<sup>nd</sup> October 24 **online** at 6.00 pm

Next Finance Committee Meeting: Wednesday 23<sup>rd</sup> October 24 in the **URC Hall** at 5pm

Next Council Meeting: Wednesday 6<sup>th</sup> November 24 in the **URC Hall** at 6.30 pm

..... 6 November 2024  
Chairman

## Correspondence List – October 2024

<p>1. UDC:</p> <ul style="list-style-type: none"><li>a) Recycling &amp; Waste News (circ. to PC 6/9)</li><li>b) Voluntary Organisations Collaborative Working Event at UDC's Little Canfield Depot 23 September at 2pm (circ. to PC 6/9)</li><li>c) Town and Parish Forum Monday 7 October 7- 9pm, Council Offices, Saffron Walden (circ. to PC 12/9)</li><li>d) Parish Briefing / Agenda (circ. to PC 12/9 and 24/9)</li><li>e) Local Council Tax Consultation on Proposed Support Scheme for 2025/26 open until Monday 28 October 24. Comments can be emailed to <a href="mailto:consultation@uttlesford.gov.uk">consultation@uttlesford.gov.uk</a> (circ. to PC 18/9)</li></ul>
<p>2. ECC:</p> <ul style="list-style-type: none"><li>a) Temp. night time closure of A120 westbound between Marks Farm Roundabout and Galleys Corner Roundabout. The closure is for one night on Friday 20th September to facilitate renewal of road markings (circ. to PC 6/9).</li><li>b) Temp. closure Garnetts Lane, commencing 23rd October 2024 for 3 days. The closure is required to facilitate hydrant maintenance by Affinity Water. (circ. to PC 26/9)</li><li>c) Prevent Training from ECC. Online sessions Tuesday 12th November / Wednesday 4th December. (circ. to PC 9/9)</li><li>d) Data on Properties in Essex at risk of Flooding / Details of Property Flood Resilience (PFR) grant available to eligible Essex homeowners (circ. to PC 18/9)</li></ul>
<p>3. EALC:</p> <ul style="list-style-type: none"><li>a) Weekly News e-Bulletins</li><li>b) Advanced Councillor Training Days: 14<sup>th</sup> October 24 / 1<sup>st</sup> November 24 or 29<sup>th</sup> January / 5<sup>th</sup> February 25 (circ. to P/C 9/9)</li><li>c) Level 3 First Aid Course 15th October 24.</li><li>d) Budget &amp; Precept Course 10th October at the EALC offices. (circ. to PC 30/9)</li></ul>
<p>4. National Highways:</p> <ul style="list-style-type: none"><li>a) Details of Weeknight Works to LED lighting at junction 8 of the M11 / on the A120 fast link exit slip. Lane closures and diversions will be in place from Monday 23 September to Friday 6 December 2024. (circ. to PC 12/9)</li><li>b) Night Time Works to upgrade lighting from the Birchanger Green Roundabout to Dunmow South Interchange on the A120. Closures and Diversions will be in place between Monday 23 September and Friday 18 October 2024. (circ. to PC 20/9)</li></ul>
<p>5. The Royal British Legion Councillor Network</p>
<p>6. Resident Letters:</p> <ul style="list-style-type: none"><li>a) Road Closure Station Road x 3</li><li>b) Hedge Cutting Willows Green</li><li>c) Braintree Road Speeding</li></ul>
<p>7. Stansted Airport Watch (SAW): Member Letter (fwd. to Cllr JM 13/9)</p>
<p>8. AEF Airspace and Noise Community Forum online Wednesday 30th October commencing at 2.30pm. (fwd. to Cllr JM 18/9)</p>
<p>9. RCCE:</p> <ul style="list-style-type: none"><li>a) Essex Warbler September Edition (circ. to PC 9/9)</li><li>b) Essex Warbler October Edition (circ. to PC 1/10)</li></ul>
<p>10. CPRE:</p> <ul style="list-style-type: none"><li>a) Essex AGM Saturday 5<sup>th</sup> October at Finchingfield Guildhall 2pm for a 2.30 pm start. (circ. to PC 12/9)</li><li>b) September Campaigns Update (circ. to PC 15/9)</li></ul>

## Unpaid List – October 2024

	Date	Num	Memo	Open Balance	Payment Ref	Notes
<b>Anglia Fire Protection</b>						
	30/08/2024	114361	Crix Green Mission Hall - fire extinguisher service	110.76		
Total Anglia Fire Protection				110.76	240901	
<b>Astragraphic Design Ltd</b>						
	25/09/2024	620	Monthly charge for Adobe Software Creative Cloud Suite	56.48		
Total Astragraphic Design Ltd				56.48	240902	
<b>British Gas - BGL465975</b>						
	28/09/2024	8867662	MUGA Electricity for period 28/08/24 to 28/09/24 - Account BGL465975, MPAN 1030072525215, Meter ...	29.03		
Total British Gas - BGL465975				29.03	Direct Debit	
<b>Castle Water - 2595497</b>						
	04/09/2024	10003410174	Ac # 2595497 - Allotment water supply (Station Road) 01/08/24 to 31/08/24 - SPID 301337036XW1X - ...	18.87		
Total Castle Water - 2595497				18.87	Credit on Act	
<b>CPRE</b>						
	30/09/2024	CPRE 2024-25	CPRE Membership November 2024 for 12 months	108.00		
Total CPRE				108.00	240903	
<b>E A L C</b>						
	16/09/2024	17949	Managing grievances - F Marshall	96.00		
Total E A L C				96.00	240904	
<b>EDF - Pavillion - A-40851E59</b>						
	01/10/2024	0007	Pavillion Electricity - period 01/09/24 to 30/09/24 - Meter # 22S1091521 - MPAN 1012485770570	109.69		
Total EDF - Pavillion - A-40851E59				109.69	Direct Debit	
<b>Felsted Construction Ltd</b>						
	26/05/2024	2500	Repairs to allotments plumbing	144.00		
Total Felsted Construction Ltd				144.00	240905	
<b>Felsted Poppy Appeal</b>						
	16/09/2024		Donation and wreath (LGA 1972 s 137)	75.00		
Total Felsted Poppy Appeal				75.00	240906	
<b>J Ratcliffe</b>						
	01/10/2024	Focus Delivery	Delivery of Autumn 2024 Felsted Focus	280.00		
Total J Ratcliffe				280.00	240907	
<b>JCM Services</b>						
	22/09/2024	2067	Nature Area - Grounds Maintenance 3/4	420.00	240908	Nature Area
	22/09/2024	2041	Nature Area - Watering nature area 03/09/24	180.00	240908	Nature Area
	24/09/2024	2074	Hedge cutting around play park area	420.00	240909	
	22/09/2024	2043	Hedge cutting outside Buryfields 2a	354.00	240909	
	22/09/2024	2053	Install wild flower areas - Watch House, Bannister & Willow Green	3,720.00	240909	
	22/09/2024	2055	Parish and Church yard grounds maintenance 3/4	3,600.00	240909	
	22/09/2024	2042	Reduce section of hedge SW corner playing field, remove and mulch brambles	594.00	240909	
Total JCM Services				9,288.00		
<b>Julie Smith</b>						
	30/09/2024	Sep24	Cleaning and Maintenance of Playing Field Toilets - Sep24	350.00		
Total Julie Smith				350.00	240910	
<b>Kempco</b>						
	06/09/2024	217768	Printer Inks	70.66		
Total Kempco				70.66	240911	

<b>Lee Heron</b>						
	30/09/2024	Sep24	Unlocking car park 1 - Sep24	60.00		
Total Lee Heron				60.00	240912	
<b>M&amp;B Printers</b>						
	20/09/2024	17549	Signage - Parking signs	90.00		
Total M&B Printers				90.00	240913	
<b>MSS Alarms</b>						
	01/10/2024	17256	Annual CCTV Servicing	174.00		
Total MSS Alarms				174.00	240914	
<b>Officials - Salary</b>						
	30/09/2024	Sep24 - Salary		3,309.50		
Total Officials - Salary				3,309.50	240915, 240916, 240917	
<b>Officials - Expenses</b>						
	30/09/2024	Sep24 - Exp	Clerk's expenses - Sep 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Sep24 - mobile phone monthly contract, mileage RFO Expenses - Sep 2024 - Land Registry Search	527.01		
Total Officials - Expenses				527.01	240915, 240916, 240917	
<b>Officials - NEST Pensions</b>						
	30/09/2024	Sep24 - HR	Pension Contribution - H Read - Sep24	126.88		
	30/09/2024	Sep24 - CS	Pension Contribution - C Schorah - Sep24	32.81		
Total Officials - NEST Pensions				159.69	Direct Debit	
<b>Paul Clark Printing Limited</b>						
	11/09/2024	32122	Printing Felsted Focus - Autumn 2024	1,045.00		
Total Paul Clark Printing Limited				1,045.00	240918	
<b>PKF Littlejohn</b>						
	09/09/2024	SB20241777	External Audit for 2023-24 financial year	504.00		
Total PKF Littlejohn				504.00	240919	
<b>Roe Environmental Ltd</b>						
	06/09/2024	66572	Emptying septic tank and jet pipework	267.00		
Total Roe Environmental Ltd				267.00	240920	
<b>S P Barnard</b>						
	20/09/2024	Sep24	Village attendant - Sep24	945.00		
Total S P Barnard				945.00	240921	
<b>St George's Pest Control Ltd</b>						
	16/09/2024	49056	Allotments Pest Control 11/09/24 - 10/12/24	189.00		
Total St George's Pest Control Ltd				189.00	240922	
<b>Stevens &amp; Son</b>						
	26/09/2024	319	Cutting and Clearing Nature Area - Sep24	2,280.00		
Total Stevens & Son				2,280.00	240923	
<b>Three Mobile</b>						
	23/09/2024	104807450012	Monthly Sim card charge for CCTV	6.26		
Total Three Mobile				6.26	Direct Debit	
<b>Uttlesford District Council (as supplier)</b>						
	02/10/2024	0000109858	Green waste service 2023	3,021.00		
Total Uttlesford District Council (as supplier)				3,021.00	240924	
<b>Val Evans</b>						
	11/09/2024	09100038	Internal Audit fee for 2023-24	271.20		
Total Val Evans				271.20	240925	
<b>Vodafone</b>						
	30/09/2024	B4-668823791	Office Phone and Broadband - Oct24	53.02		
Total Vodafone				53.02	Direct Debit	
<b>TOTAL</b>				<b>23,638.17</b>		