

FELSTED PARISH COUNCIL

Minutes of the 1127th meeting held on 6th November 2024 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Frances Marshall, John Moore, Madelaine O'Neill, Andrew Parker (entered during the discussion of Item 24/236), Clive Perrins and Richard Silcock (Parish/District) along with 12 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).

24/231 **Apologies for Absence**

Apologies had been received from Cllr Roy Ramm, County Councillor Martin Foley and Youth Representative Molly Bennett.

24/232 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 24/252 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

24/233 **Public Forum** – No items were raised.

24/234 **Minutes of Meeting 1126 held on 2nd October 2024**

These Minutes were approved and were signed by the Chairman.

24/235 **Minutes of the Planning Committee meeting held on 22nd October 2024 and the Finance Committee meeting held on 23rd October 24**

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

24/236 **Affinity Water** – Alex Hayton, the Head of Operations (Network and Production) at Affinity Water gave an update on progress in strengthening the water supply network in Felsted as follows:

Network Reconfiguration – The PC were advised that this has been adjusted to optimise water flow into the Felsted area. Felsted School is now being fed from two directions which will improve pressure in Bannister Green at peak times.

Advanced Monitoring – The addition of network loggers to monitor pressure and flows has provided enhanced pressure management across Felsted and has helped conserve resources during peak times.

System Resilience – Software upgrades at key sites have boosted operational reliability and recent upgrades to treatment processes have strengthened resilience. This is to ensure consistent water output for the area.

Pressure Management Enhancements – These have resulted in more stable and balanced daytime pressures in Felsted.

Smart Meters – These are being fitted to all new properties from April 25. Affinity Water are encouraging existing customers to have smart meters fitted. The meters alert the water company if there has been a continuous flow for 24 hours thus assisting in the early identification of leaks which greatly helps to reduce water loss.

Leaks – It was noted that Affinity Water aim to fix notified leaks within 5-9 days. In winter if temperatures are forecast to fall below 4 degrees gritting companies are automatically despatched by the water companies contractors to known / visible leaks.

The PC expressed their thanks to Affinity Water for their efforts on behalf of Felsted and for providing the update.

24/237 **Matters Arising from the 2nd October Council Meeting**

237.1 Almshouses Layby (Item 24/207.4) – The PC were advised that the layby belongs to Highways but that the wall is owned by the school. The PC agreed with the school that they fix signs to the wall stating “Parking for Almshouses Only”. Cllr Frances Marshall will contact the school bursar to discuss.

237.2 Speeding (Item 24/208.3) – The PC were advised that the police attended Felsted on 31st October to carry out speed checks. The highest recorded speed was 36 in a 30 limit.

24/238 **County Councillor Report**

Members noted both a Health and Care update and a Highways update from County Councillor Martin Foley

24/239 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: Possible future changes to Local Government structures; an overview of the implications of the Government’s recent Budget for the rural community; plans in 2025 to request the “De Designation” of UDC’s Planning Function; details of UDC’s Cabinet together with their Functions and Responsibilities plus details of plans to Promote and Develop Tourism in the District.

Note: District Cllr John Evans left the meeting at this point.

24/240 **Correspondence**

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

240.1 Gov.UK – The PC noted that the Government are consulting on allowing remote attendance / proxy voting at Local Authority meetings. The [consultation](#) closes on 19th December 24.

240.2 Bench Outside Almshouses – The PC were advised that the bench outside of the Almshouses is in a state of disrepair. It was agreed that the Village Attendant and Cllr Clive Perrins inspect the bench and repair if possible.

24/241 **Finance**

241.1 Payments – Members considered the list of payments on pages 7 / 8. Proposed by Cllr Alec Fox, seconded by Cllr Frances Marshall the payments list was unanimously approved.

It was noted that £594 was donated to the Felsted Community Trust to enable it to pay for set up costs including Directors and Officers insurance cover for all trustees (minute 24/223.2).

It is hoped that once in receipt of sufficient income the Trust may return the funds to the PC by way of matching donations.

241.2 Receipts – Members noted the receipts of £9,979.19 comprising of: VAT rebate £8,272.19; Allotment Rentals £1,415; Football Pitch Rental £250 and Felsted Focus Donations £42.

241.3 Year to Date Budget Review – Members considered the budget on page 9:

i) PC Account – The PC noted that the estimated year end position was on budget with a forecast deficit of £78. It was agreed that this position should be treated with caution as there are still several months to go before the end of the financial year.

ii) Nature Area Account – The PC were advised that currently £125,000 was remaining from the S106 Agreement with 14 years left in which it can be spent. It was noted that this equates to approximately £9000 p.a. or that alternatively it could be used for bigger one off projects.

241.4 Review and Approval of Financial Risk Assessment – Members considered the pre circulated Financial Risk Assessment. Proposed by Cllr Alec Fox, seconded by Cllr John Moore the Financial Risk Assessment was unanimously approved.

241.5 Review and Approval of Asset Register – The PC considered the revised Asset Register which had been increased in value by 10.25% in line with this year’s insurance valuation. The RFO advised that the value of the CCTV had been lowered to that of the new CCTV at £1260. Proposed by Cllr John Moore, seconded by Cllr Richard Freeman the Asset Register was agreed unanimously.

241.6 Metro Bank Closure – The PC were advised that the Nature Area Metro Bank account had not yet been closed (Minute 24/182.3) as the cheque transferring the balance of funds

from Metro Bank to Barclays Bank had twice been returned unpaid without valid reason. Cllr Graham Harvey has raised a complaint and a third cheque will be issued enabling the account with Metro Bank to be closed.

- 24/242 **Government Pay Award** – The PC noted that the Local Government Pay Award for 24/25 had been agreed and equated to a 62p per hour increase to all pay scales applicable to PC staff. It will be backdated to 1st April 2024.
- 24/243 **Nature Area Reserves Policy** – Proposed by Cllr Frances Marshall, seconded by Cllr Andrew Parker the Nature Area Reserves Policy was unanimously agreed.
- 24/244 **Nature Area Update**
- 244.1 Grass** – The PC noted that the Nature Area Working Group had agreed that going forward a third of the grass will not be cut each year. This will provide winter habitat for wildlife.
- 244.2 Trees / Hedging** – The Nature Area Working Group had agreed locations for the planting of new trees and hedging. Cllr Andrew Parker will obtain a price from North End Nurseries.
- 244.3 Vision Statement** – This will be discussed at the December PC meeting.
- 24/245 **Biodiversity Update**
- 245.1 Wildflower Meadows** – The PC noted that growth is now appearing on the newly seeded meadows on Watch House Green and Bannister Green. Growth is yet to appear on Willows Green.
- 245.2 UDC's Zero Carbon Communities Grant** – The PC agreed that an application will not be made during this round of funding.
- 24/246 **Causeway End Flooding** – The PC noted that no further official update has been received from ECC although it is understood that works are due to take place by the end of November.
- 24/247 **Station Road**
- 247.1 Temporary Closure** – The PC noted that the road has now been reopened
- 247.2 Traffic Survey** – The PC were advised that an update had not been received. They noted that this is not unexpected as Highways matters tend to progress very slowly.
- 24/248 **PC Communications**
- 248.1 Social Media** – Cllr Madelaine O'Neill is to produce a report and a suggested policy on the use of social media. This will be considered by the PC at their December meeting.
- 248.2 Liaison with other Local Parish Councils** – It was agreed that closer working with other local parish councils could be mutually beneficial. The Clerk will invite representatives from Little Dunmow, Flitch Green, Rayne and Stebbing Parish Councils to a round table meeting in 2025 to discuss how the PCs could support each other.
- 24/249 **Grass Cutting Tender** – The PC were advised that a breakdown has been provided by JCM Services confirming exactly what works are currently carried out in each area. Cllrs Graham Harvey and Clive Perrins will begin the procurement process in time for tenders to be presented to the PC for their consideration at the February PC meeting.
- 24/250 **Bury Farm Station Road Development** – The PC noted that future ownership of the new Health Centre by the Felsted Community Trust is clearly detailed in the S106 agreement created by UDC and in the Made Felsted Neighbourhood Plan. The importance of UDC recognising this and supporting the PC in their discussions with the ICB was noted and a meeting with senior members of UDC (including the Council Leader, the CEO and the Head of Development Management & Enforcement) has been arranged.
- 24/251 **Felsted Community Trust** – The PC were advised that Little Dunmow PC already have an established trust. It is hoped that they may be able to advise / assist the PC going forward.
- 24/252 **Neighbourhood Plan Review / Update** – The PC were advised that this is going well despite being a long and complex process. It was noted that UDC were being very helpful and supportive. The Steering Group have been advised that as part of the process a Green Open Space Assessment should be carried out so that the areas can be designated and protected in the future. A working group will form to consider this.
- 24/253 **80th Anniversary of VE Day**
This will be discussed further at the February PC meeting.

- 24/254 **Christmas Tree** – The PC noted that this will be installed on Tuesday 3rd December and that the lighting up ceremony is scheduled for the evening of Saturday 7th December. It was also noted that a competition to switch on the lights is being held by Felsted Primary School.
- 24/255 **Meeting Dates 2025** – The PC unanimously agreed the pre circulated PC meeting dates for 2025. It was noted that the January meeting would be held using the online platform Zoom and the June meeting would be held in the Crix Green Mission Hall.
- 24/256 **Chairmans Matters**
Signpost at Leighs Lodge Crossroads – The PC were advised that this has been knocked down, dismantled and removed from the site. Cllr Graham Harvey will strive to establish the sign's whereabouts as ECC Highways will need to repair / reinstate it.
- 24/257 **Clerk's Matters**
257.1 Memorial Hall – The PC were advised that the Memorial Hall Committee have expressed interest in UDC's Zero Carbon Communities Grant. The Clerk has provided information on it to them.
257.2 Fire Extinguishers – The PC noted that the annual inspection of fire extinguishers had been carried out by Anglia Fire Protection. No problems were identified.
257.3 Flower Tub outside of Antique Shop – The PC were advised that the tub previously located outside of the antique shop was not thriving. It has now been moved to the triangle at the junction of Station Road / Mill Road which is a better and sunnier position.
- 24/258 **Planning Applications and Decisions**
258.1 Applications to be Considered at the next Planning Meeting
UTT/24/2178/FUL - Land At The Orchards Gransmore Green Lane
 Construction of an agricultural barn
UTT/24/2790/OP
Oak House Watchouse Green Braintree Road
 Outline application with all matters reserved except access for the construction of 2 detached dwellings
258.2 Decisions Received Since Previous Council Meeting
UTT/24/2505/LB - Mill House Cock Green Road
 Construction of domestic greenhouse in garden.
Application Withdrawn
UTT/24/1855/FUL - Land West Of Bury Farm Station Road
 S73 application to vary condition 1 (approved plans) of UTT/22/1078/DFO (Reserved matters application, following approval of UTT/22/1078/DFO, for appearance, landscaping layout and scale, for the proposed development of a doctors surgery and 38 dwellings. To be considered in conjunction with UTT/22/1080/FUL) - amendments to originally submitted plans.
Permission Granted – 17th October 2024
UTT/24/2257/PAQ3 - The Cottage Cock Green
 Prior Notification of change of use of agricultural building to 1 no. dwelling.
Application Required – 23rd October 2024
UTT/24/1718/HHF - Roslyn House Braintree Road
 Install a Stannah Stairlift.
Permission Granted – 23rd October 2024
UTT/24/1683/HHF / UTT/24/1684/LB - The Bungalow 1 Aylands Farm Bannister Green
 Demolition and replacement of side extension, demolition and replacement of detached cart lodge outbuilding and addition of solar panels to rear roof elevation of Aylands Bungalow.
Permission Granted – 24th October 2024
UTT/24/1410/HHF - Cressages 2 Cressages Close Bannister Green
 Extend driveway and dropped kerb to remove on-road parking and improve visibility.

Permission Granted – 25th October 2024
258.3 Appeals To Be Considered At The Next Planning Meeting
UTT/23/2526/FUL - Appeal Reference: APP/C1570/W/24/3348002
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.

Appeal Hearing Date - 3rd December 2024

There being no further business the meeting closed at 8.25pm

Next Meetings:

- Next Highways Committee Meeting: Wednesday 13th November 24 **online** at 5pm
- Next Planning Committee Meeting: Tuesday 19th November 24 **online** at 6pm
- Next Finance Committee Meeting: Wednesday 20th November 24 in the **URC Hall** at 5pm
- Next Council Meeting: Wednesday 4th December 24 in the **URC Hall** at 6.30pm

..... 4 December 2024
Chairman

Correspondence List – November 2024

<p>1. UDC:</p> <ul style="list-style-type: none"> a) Standards Training Council Offices Saffron Walden Tuesday 26th November at 2pm or 6pm (circ. to PC 5/10) b) Warm Hubs - Request for Details of Organisations in Parish providing Warm Hubs c) Recycling & Waste News (circ. to PC 13/10) d) Parish Forum Presentations e) Rough Sleeper Count - 13 November 2024
<p>2. ECC:</p> <ul style="list-style-type: none"> a) Temp. Closure School Road commencing 29th October 2024 for 3 days. The closure is required whilst ECC undertake verge marker installation. (circ. to PC 3/10) b) Travel Essex Bus News (fwd. to PC's Transport Representative 3/10) c) Local Nature Partnership Newsletter (circ. to PC 3/10) d) Climate Action News (circ. to PC 20/10)
<p>3. EALC:</p> <ul style="list-style-type: none"> a) Weekly News e-Bulletins b) Introduction to Planning Course Saturday 23 Nov 9.30 – 3pm EALC Offices Dunmow c) Safeguarding Course (including exam) 6th November. (circ. to PC 20/10) d) Webinar on Public Rights of Way 13th November 9.30am - 1pm.(circ. to PC 29/10) – <i>Note Course now full. Additional course to run on 5th February 25</i>
<p>4. Gov.UK - Consultation on Enabling Remote Attendance / Proxy Voting at Local Authority Meetings. Consultation closes on 19th December 24.</p>
<p>5. National Highways – Temp. night time closure of the A120 Blake End Interchange westbound exit slip road to facilitate resurfacing and traffic signal maintenance works. The closure / works are due to take place for three nights between Monday 4 November and Thursday 7 November 2024. (circ. to PC 23/10)</p>
<p>6. Digi Go Extension to phone line hours to 9:00am - 5:00pm, Monday to Friday. The new phone line number is 0345 603 7633</p>
<p>7. Farleigh Hospice</p> <ul style="list-style-type: none"> a) Santa Fun Run taking place on 1st December in Chelmsford's Central and Admirals Parks/ Register online at https://www.farleighhospice.org/events/santa-fun-run-2024-event b) Christmas Tree Collections (10th – 12th January) To book a collection visit: https://www.farleighhospice.org/events/trees-2025
<p>8. St Clare Hospice - Winter Events inc. Christmas Tree Collections (9th – 11th January) To book a collection visit: stclarehospice.org.uk/christmastrees</p>
<p>9. Citizens Advice</p> <ul style="list-style-type: none"> a) Quarterly Newsletter b) Uttlesford Citizens Advice Various Outreach events inc. Tuesday December 3rd at Great Dunmow Library 9.30am to 3pm
<p>10. Resident Letter: Bench Outside of Almshouses</p>
<p>11. AEF Airspace and Noise Community Forum meeting Wednesday 30/10 (fwd. to Cllr JM)</p>
<p>12. RCCE:</p> <ul style="list-style-type: none"> a) Rural Affordable Housing briefing 4th November. (fwd to Cllrs RF/RR 17/10) b) RCCE / ECC training session in Thaxted 12th December on Net Zero Energy Production / Developing Neighbourhood Planning Policies. (circ. to PC 28/10) c) Essex Warbler November 24 Edition (circ. to PC 5/11)
<p>13. CPRE: October Campaigns Update (circ. to PC 5/10)</p>

Unpaid List – November 2024

	Date	Num	Memo	Open Balance	Payment Ref
A & J Lighting Solutions					
	21/10/2024	38683	Replacement Sox lamp and photocell - o/s White Gates Chelmsford Road	217.80	241001
Total A & J Lighting Solutions				217.80	
Anglia Fire Protection					
	17/10/2024	114794	Office - fire extinguisher service	167.76	
Total Anglia Fire Protection				167.76	241002
Astragraphic Design Ltd					
	27/10/2024	622	Monthly charge for Adobe Software Creative Cloud Suite	56.48	
Total Astragraphic Design Ltd				56.48	241003
Buzz Supplies Ltd					
	29/10/2024	427367	4x 12 toilet roll packs, 100x vinyl gloves	72.11	
Total Buzz Supplies Ltd				72.11	241004
Castle Water - 2595497					
	05/11/2024	10003930856	Ac # 2595497 - Allotment water supply (Station Road) 01/10/24 to 31/10/24 - SPID 301337036XW1X - ...	18.87	
Total Castle Water - 2595497				18.87	CREDIT ON ACCOUNT
Colchester Borough Council					
	07/10/2024	20210896	NEPP patrols - Feb-Jul24	1,390.00	
Total Colchester Borough Council				1,390.00	241005
EDF - Pavillion - A-40851E59					
	04/11/2024	0008	Pavillion Electricity - period 01/10/24 to 31/10/24 - Meter # 22S1091521 - MPAN 1012485770570	127.98	
Total EDF - Pavillion - A-40851E59				127.98	Direct Debit
Felsted Community Trust					
	10/10/2024	Donation	Donation to Felsted Community Trust towards setup expenses	594.00	
Total Felsted Community Trust				594.00	241006
Felsted U R C					
	20/10/2024		Rent of office - 2022	1,500.00	
Total Felsted U R C				1,500.00	241007
HM Revenue & Customs					
	05/10/2024	Sep24	PAYE/NI payment for Jul - Sep 2024	2,155.35	
Total HM Revenue & Customs				2,155.35	241008

JCM Services					
	06/11/2024	2122	Cut back of overhanging trees at Willows Green	180.00	
Total JCM Services				180.00	241009
Jean Grimshaw					
	29/10/2024	1920	23x bags compost, 26x box polys, 2x 1/2 barrel planters	513.50	
Total Jean Grimshaw				513.50	241010
Julie Smith					
	31/10/2024	Oct24	Cleaning and Maintenance of Playing Field Toilets - Oct24	387.50	
Total Julie Smith				387.50	241011
Lee Heron					
	31/10/2024	Oct24	Unlocking car park 1 - Oct24	60.00	
Total Lee Heron				60.00	241012
Nature Area VAT Reclaim					
	31/10/2024	VAT Reclaim	Nature Area VAT for period Nov22-Sep24	2,375.02	
Total Nature Area VAT Reclaim				2,375.02	241013
Officials - Salary					
	30/10/2024	Oct24 - Salary		3,309.30	
Total Officials - Salary				3,309.30	241014, 241015, 241016
Officials - Expenses					
	30/10/2024	Oct24 - Exp	Clerk's expenses - Oct 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Oct24 - mobile phone monthly contract, mileage RFO Expenses - Oct 2024 - Mileage	128.98	
Total Officials - Expenses				128.98	241014, 241015, 241016
Officials - NEST Pensions					
	30/10/2024	Oct24	Pension Contribution - Oct24	159.69	
Total Officials - NEST Pensions				159.69	Direct Debit
Richard Freeman					
	07/10/2024	Christmas Tree items	20x 10m connectable tree lights, 2.3m starter cable, 500 LED fairy lights	573.38	
Total Richard Freeman				573.38	241017
S P Barnard					
	31/10/2024	Oct24	Village attendant - Oct24	1,092.00	
Total S P Barnard				1,092.00	241018
SLCC					
	12/11/2024	2025	SLCC membership 2025	240.00	
Total SLCC				240.00	241019
Three Mobile					
	23/10/2024	104807450013	Monthly Sim card charge for CCTV	6.26	
Total Three Mobile				6.26	Direct Debit
Vodafone					
	27/10/2024	B4-672389147	Office Phone and Broadband - Nov24	53.02	
Total Vodafone				53.02	Direct Debit
TOTAL				15,379.00	

YTD - Budget Comparison to 17 October 2024

	Budget 2024-25		YTD Actual 2024-25		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		43,426		43,426		43,426		
INCOME								
Precept	128,765		128,765		128,765		0	
Allotments Rents	1,700		73		1,700		0	
Playing field rent	1,050		300		300		-750	
Grants	1,000		0		1,000		0	
Sundry other receipts	500		36		36		-464	
Magazine advertising & donations	4,660		3,382		4,132		-528	
Total Income		137,675		132,556		135,933		-1,742
EXPENSES								
Salary and Expenses		51,322		23,071		51,859		538
Street Lighting		8,841		592		6,683		-2,158
Administration		11,773		9,205		14,890		3,117
Maintenance, repairs and upkeep		43,260		29,973		45,518		2,258
Projects		6,750		833		5,283		-1,467
Sundry		13,012		9,060		9,060		-3,952
Total Expenses		134,958		72,735		133,294		-1,665
Closing Balance		46,143		103,247		46,065		-78
Includes Reserves carried forward:								
Capital Projects Reserve (Public Toilets, Playing Field car park, etc)		50,000		10,000		10,000		
Repairs & Maintenance Reserve		6,900		6,900		6,900		
Risk Assessment Reserve		1,200		1,200		1,200		
General Reserve		-11,957		85,147		27,965		

Nature Area Expenditure to 17 October 2024

Opening Balance - Barclays Savings Account	£ 85,142.28				
Opening Balance - Metro Account	£ 46,707.06				
Opening Balance - Unity Trust Deposit Account	£ -				
Total	£ 131,849.34				
Barclays Savings Account - YTD	Date	Reference	Supplier	Description	Amount
	01/05/2024	240407	Kelshall Plastics	Collection of waste tree guards	-£ 54.00
	01/05/2024	240414	S Easom	Nature Area costs reimbursement	-£ 59.51
	02/06/2024			Interest to 02/06/24	£ 318.26
	19/07/2024	240701	JCM Services		-£ 780.00
	26/07/2024			Nature Area Funds Transfer - To Unity Trust Deposit Account	-£ 80,000.00
	02/09/2024			Interest to 02/09/24	£ 192.99
	04/09/2024	240804	JCM Services		-£ 1,620.00
	02/10/2024	240908	JCM Services		-£ 600.00
	02/10/2024	240923	Stevens & Son	Cutting and Clearing Nature Area - Sep24	-£ 2,280.00
					-£ 84,882.26
Metro Account - YTD	Date	Reference	Supplier	Description	Amount
	01/05/2024	800038	JCM Services	Nature Area - Grounds Maintenance 1/4	-£ 420.00
	06/06/2024	800039	JCM Services	Nature Area - cutting hemlock and remove 4x stumps	-£ 1,200.00
	29/07/2024			Nature Area Funds Transfer	-£ 45,087.06
	30/07/2024			Return of Nature Area Funds Transfer - unpaid chq	£ 45,087.06
					-£ 1,620.00
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
	29/07/2024			Nature Area Funds Transfer - From Barclays Savings Account	£ 40,000.00
	29/07/2024			Nature Area Funds Transfer - From Barclays Savings Account	£ 40,000.00
					£ 80,000.00
Closing Balance - Barclays Savings Account	£ 260.02				
Closing Balance - Metro Account	£ 45,087.06				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£ 125,347.08				
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	13.9				
Available Expenditure p.a.	£ 9,020.44				