

FELSTED PARISH COUNCIL

Minutes of the 1128th meeting held on 4th December 2024 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones (entered during the discussion of Item 24/269.3), John Moore, Madelaine O'Neill, Andrew Parker, Roy Ramm, Richard Silcock (Parish/District) along with 3 members of the public. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

24/259 **Apologies for Absence**

Apologies had been received from Cllrs Alec Fox, Frances Marshall and Clive Perrins, District Councillor John Evans and County Councillor Martin Foley.

24/260 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 24/278 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

24/261 **Public Forum**

261.1 New Health Centre – see minute 24/276

261.2 Molehill Green Road – The PC were advised that the Hollow Road end of Molehill Green Road is in a state of disrepair and needs work urgently. It was noted that this had been reported to ECC Highways previously. The Asst Clerk will contact the Highways Liaison Officer and report the severity of the road condition.

24/262 **Minutes of Meeting 1127 held on 6 November 2024**

These Minutes were approved and were signed by the Chairman.

24/263 **Minutes of the Highways Committee Meeting held on 13th November, the Planning Committee Meeting held on 19th November and the Finance Committee Meeting held on the 20th November 2024**

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

24/264 **Matters Arising from the 6 November Council Meeting**

264.1 Almshouses Layby (Item 24/237.1) – The PC were advised that the School have erected signage requesting that the layby is kept clear for emergency access. It has been agreed with the school that the Village Attendant will remove older signage that has degraded.

264.2 Bench outside of Almshouses (Item 24/240.2) – The PC noted that the bench has been repaired by Cllr Clive Perrins. They expressed their thanks to him for his excellent work.

24/265 **County Councillor Report**

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

24/266 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: a Corporate Peer Review requested by UDC and currently being carried out by independent parties - they will report objectively on how well UDC is meeting the standards it has set for itself; The Draft Local Plan - work towards assembling representations from the last consultation continues; Stansted Airport and the announcement expected soon from the Manchester Airport Group concerning detailed development plans over the next few years and the BT digital changeover - residents are encouraged to check services such as payment systems and burglar alarms for digital compatibility.

24/267 **Correspondence**

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

Dangerous Parking – The PC noted a complaint regarding dangerous parking at the junction of Causeway End Road and Chelmsford Road. They were advised that the PCSO had been informed and had attended the location speaking with the owners of several vehicles. The PC

expressed their appreciation to the PCSO for her speedy response.

24/268 **Finance**

268.1 Payments – Members considered the list of payments on pages 6/7. Proposed by Cllr Roy Ramm, seconded by Cllr Andrew Parker the payments list was unanimously approved.

It was noted that £475 had been transferred to the Felsted Community Trust to enable incorporation service fees to be paid. It is anticipated that this amount will be repaid to the PC by the trust once they are in receipt of rentals from the new Doctors Surgery.

268.2 Receipts – Members noted receipts of £45,259.06 comprising of: £45,087.06 transfer of funds from the Metro Bank Nature Area account to the Barclays Bank Nature Area account; £110 of Allotment Rentals and £62 of Felsted Focus Donations.

268.3 YTD Budget Review – Members considered the budget on page 8. The estimated year end position was on budget with a forecast deficit of £380. 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.

268.4 Nature Area Account – The PC noted that this remained unchanged from last month (see minute 24/241.3 (ii)).

24/269 **Nature Area Update**

269.1 Vision Statement – This was unanimously agreed.

269.2 Quote for Trees / Hedging – The PC were advised that a quote to plant a substantial amount of trees / hedging in the Nature Area had been received. Due to the high value it was agreed that additional quotes will be needed to comply with the PC's Financial Regulations. Cllr Andrew Parker will strive to obtain quotes.

269.3 Ownership – The PC discussed potential future maintenance costs. It was noted that per the S106 agreement the PC has to retain ownership of the Nature Area. It was agreed that whilst there will be a cost to the PC once the S106 monies have been fully utilised, ownership ensures free access for the residents of Felsted.

269.4 UK Power Networks – The PC noted that works are needed to several trees on the Nature Area to ensure that they do not interfere with power lines. Permission has been given to UK Power Networks to carry out remedial works next year.

24/270 **Causeway End Flooding** – The PC were advised that the road has been inspected by ECC Highways. A formal report is awaited.

24/271 **Station Road** – The PC noted that an update is still awaited regarding the survey carried out earlier in the year by ECC Highways. Highways have indicated that this may not be received until the Spring.

24/272 **Social Media**

272.1 PC Use of Social Media

(i) Facebook – It was agreed that the PC would launch a Facebook page for outward communication with the public. The Clerk and Assistant Clerk will be responsible for postings with a councillor appointed as moderator. The Asst Clerk will attend a training course in February before the Facebook page is launched.

(ii) Instagram – It was agreed that this medium could be a good way to communicate with a younger demographic. The PC's Youth Representative will be asked for her views.

272.2 Social Media Policy – This will be drafted by Cllr Madelaine O'Neill. It was agreed that it needs to be consistent with the website policy which is already in place.

24/273 **Tree Works Main Playing Field** – Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman it was unanimously agreed to accept the following quotes from JCM Services:

273.1 Garnetts Bungalows – To remove deadwood, face back over extended laterals and raise crown of Oak tree to the rear of property at Garnetts Bungalows £420 plus vat.

273.2 The Orchards

(i) Hawthorn – Large lateral to be removed back to boundary to reduce over hang to property £396 plus vat.

(ii) Hawthorn / Field Maple / Elder – Face back Hawthorn, reduce Field Maple to the height of the Hawthorn tree, Fell Elder £430 plus vat.

- 24/274 **Bus Shelter Risk Assessments** – The PC considered the previously circulated Risk Assessments of the bus shelters. No high risk issues were identified.
- 274.1 Felt Roof Lining** – It was agreed that the Village Attendant be asked to remove ripped felt lining hanging down inside the shelter at the top of Jolly Boys Lane North.
- 274.2 Graffiti** – This is present on several shelters. The Village Attendant will be asked to remove it where possible.
- 274.3 Missing Roof Tiles** – The PC were advised that several tiles are missing from the roof of the shelter at Watch House Green. This will be considered again in the Spring.
- 24/275 **Grass Cutting**
- 275.1 Parish / Churchyard Tenders** – The PC were advised that the process of due diligence has begun. The current contractor is confirming the exact schedule of works carried out to ensure that like for like quotes are obtained.
- 275.2 Willows Green** – The PC noted that the recently sown wildflower meadow does not appear to be growing in this location. The Clerk will ask JCM Services what the problem may be and also check the provenance of the seed used.
- 24/276 **Bury Farm Station Road Development** – The PC noted that a letter has been received from the ICB stating that the doctors wish to be sole occupiers of the new Health Centre. The lease has been sent by the PC to specialist surveyors / lawyers. The ICB has indicated that once the PC confirms that all other terms of the lease are acceptable they will commission a fresh valuation regarding the building's rental value. Once this has been obtained it is anticipated negotiations will proceed.
- 24/277 **Felsted Community Trust** – The PC noted that a draft trust document is in the process of being drawn up.
- 24/278 **Neighbourhood Plan Review / Update** – The PC were advised that meetings are due to take place with UDC to discuss potential sites that will facilitate the development of the homes required by UDC's Local Plan. It is hoped that developments will include some social housing.
- 24/279 **Christmas Tree**
- 279.1 Volunteers** – The PC noted that this is now in situ. Thanks were expressed to all the volunteers who helped to install it / were helping at the Lighting Up Ceremony.
- 279.2 Donations** – The PC were advised that approximately £1400 of donations had been received towards the Christmas tree event.
- 24/280 **Parish Council Christmas Closure** – The PC noted that the council will be closed from Tuesday 24th December 24 reopening on Thursday 2nd January 25.
- 24/281 **Chairmans Matters** – None Raised.
- 24/282 **Clerk's Matters**
- Football Pitch** – The PC were advised that a local team has expressed interest in hiring the football pitch on Sundays from September 25. The Clerk will discuss this further with them.
- 24/283 **Planning Applications and Decisions**
- 283.1 Applications to be Considered at the next Planning Meeting**
ESS/61/24/BTE - Rayne Quarry, Dunmow Road, Rayne.
 Proposal: Vary Condition 18 of Planning Consent ESS/19/17/BTE dated 23 August 2019 to facilitate an Increase in HGV movements to and from the site at Rayne Quarry, Broadfield Farm, Dunmow Road, Rayne, Braintree CM77 6SA.
- UTT/24/3025/FUL - Agricultural Building Rear Of The Mole Hill Hollow Road**
 Proposed demolition of existing agricultural building and erection of 1 no. dwelling, new access and associated development.
- 283.2 Decisions Received Since Previous Council Meeting**
UTT/24/2515/HHF - Mill House Cock Green Cock Green Road
 Construction of domestic greenhouse in garden
Permission Granted – 15th November 2024
UTT/24/2126/FUL / UTT/24/2127/LB - Pencilwood Barn Mole Hill Green

Proposed change of use from office to 1 no. dwelling. Including the addition of 2 no. new windows and internal layout alterations including removal and addition of modern, non-structural partition walls.

Permission Granted – 13th November 2024

UTT/24/1189/FUL - Brookville Stebbing Road

Proposed conversion and linking of existing outbuildings to form 1 no. dwelling.

Permission Granted – 12th November 2024

UTT/22/0121/FUL - Land North Of Crix Green Road

Proposed change of use of land from agricultural to equine use.

Permission Granted – 15th November 2024

UTT/24/1445/FUL - Land East Of Oaklea Causeway End

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

Permission Refused – 22nd November 2024 '[The]site lies outside the defined settlement development limits of any village or town... [it] would introduce a sizeable new development to an area of open countryside. 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 proposals would significantly harm the intrinsic character and beauty of the countryside... Insufficient information has been submitted with this application to enable the Local Planning Authority and its consultees to assess the proposal for Biodiversity Net Gain requirements.'

UTT/24/1151/FUL - Reekie Building At Felsted School

Installation of in-roof flush fitted PV panels to the South - West facing roof slope of building and associated works including reroofing remainder of building in a natural slate

Permission Granted – 25th November 2024

283.3 Other Planning Business

Appeal UTT/23/2526/FUL Land To The West Of Chelmsford Road – Gypsy Caravan Site

The PC noted that Cllr Richard Freeman attended the appeal to represent the views of the PC. Strong objections were put forward. Frustration at inconsistencies in ECC's responses to this and previous applications for the site were expressed. A letter will be sent to ECC to express disappoint and concern at their responses.

The PC thanked Cllr Richard Freeman for all of his hard work on the appeal.

24/284

Legal and Confidential – Proposed by Cllr Madelaine O'Neill, seconded by Cllr Roy Ramm it was unanimously agreed that this be included as an item on future agendas.

There being no further business the meeting closed at 8.46pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 17th December 24 **online** at 6.00 pm

Next Council Meeting: Wednesday 8th January 25 **online** at 6.30 pm

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Chairman

8th January 2025

Correspondence List – December 2024

<p>1. UDC:</p> <ul style="list-style-type: none">a) Networking and Support Meeting re Climate Action, Biodiversity and Sustainability Wednesday 13th November via Teams (circ. to PC 11/11)b) Community Safety in Uttlesford Survey open until 29 November 24 (circ. to PC 20/11)c) Health Care Services in West Essex (circ. to PC 20/11)d) Uttlesford and Countywide Walking and Cycling Consultation open until 10 January 25 (circ. to PC 25/11).e) Hertfordshire and West Essex NHS Integrated Care Board – Survey of those aged 65+ regarding care / treatment they have received from the NHS over the last 12 months. The survey closes on 5th December.
<p>2. ECC:</p> <ul style="list-style-type: none">a) Winter Transport Meeting County Hall Wednesday 4th December (fwd to PC's Transport Rep 11/11)b) Temp. closure of Causeway End Road for 1 day on 10th December. This is while Openreach undertakes overhead cabling. (circ. to PC 14/11)c) Temp. closure of Causeway End Road on 25th November to enable a drainage investigation (circ. to PC 25/11)
<p>3. EALC: Weekly News e-Bulletins</p>
<p>4. Abbeyfields - Carols by Candlelight" Wednesday 4th December at 6.30pm (circ. to PC 11/11)</p>
<p>5. Uttlesford Citizens Advice – Update / Request for support.</p>
<p>6. Resident Letter: Dangerous parking at the junction of Causeway End Road and Chelmsford Road</p>
<p>7. AEF Details of AGM on Thursday 28th of November. This is an in person AGM but can also be attended virtually. (fwd. to Cllr JM 24/11)</p>
<p>8. RCCE:</p> <ul style="list-style-type: none">a) Oyster Magazine Autumn/Winter 2024 edition (circ. to PC 29/11)b) Essex Warbler December Edition (circ. to PC 2/12)c) Rural Crime Summit on Friday, 6th December at the EYFC Centre, Whitbread's Farm Ln, Little Waltham, Essex, CM3 3LQ. (circ. to PC 3/12)
<p>9. CPRE: November Campaigns Update (circ. to PC 20/11)</p>

Unpaid List – December 2024

	Date	Num	Memo	Open Balance	Payment Ref
Astragraphic Design Ltd					
	26/11/2024	624	Monthly charge for Adobe Software Creative Cloud Suite	56.48	
Total Astragraphic Design Ltd				56.48	241101
British Gas - BGL465975					
	28/11/2024	9432332	MUGA Electricity for period 23/10/24 to 28/11/24 - Account BGL465975, MPAN 1030072525215, Meter ...	32.01	
Total British Gas - BGL465975				32.01	Direct Debit
Clive Perrins					
	25/11/2024	Bench Alms Houses	Repairs to bench outside Alms Houses	150.00	
Total Clive Perrins				150.00	241102
E A L C					
	25/11/2024	18092	Councillor Training Day 1 & 2 - M O'Neill, PROW - C Schorah	408.00	
Total E A L C				408.00	241103
EDF - Pavillion - A-40851E59					
	02/12/2024	0009	Pavillion Electricity - period 01/11/24 to 30/11/24 - Meter # 22S1091521 - MPAN 1012485770570	130.83	
Total EDF - Pavillion - A-40851E59				130.83	Direct Debit
Felsted Community Trust					
	27/11/2024	Donation	Donation to Felsted Community Trust for Community Land Trust incorporation services	475.00	
Total Felsted Community Trust				475.00	241104
J Ratcliffe					
	28/11/2024	Focus Delivery	Delivery of Winter 2024 Felsted Focus	280.00	
Total J Ratcliffe				280.00	241105
JCM Services					
	19/11/2024	2137	Tree works at playing field - T1, T2 all waste removed, Church Tree works - G1, T2, 26m hoist on...	1,896.00	241106
	22/11/2024	2148	Out of season pitch cutting	60.00	241106
	23/11/2024	2150	Parish grounds maintenance 4/4	2,205.00	241106
	30/11/2024	2164	Nature Area - Grounds Maintenance 4/4	420.00	241107
	30/11/2024	2163	Church yard grounds maintenance 4/4	1,395.00	241106
Total JCM Services				5,976.00	

Julie Smith					
	30/11/2024	Nov24	Cleaning and Maintenance of Playing Field Toilets - Nov24	250.00	
Total Julie Smith				250.00	241108
Lee Heron					
	28/11/2024	Nov24	Unlocking car park 1 - Nov24	60.00	
Total Lee Heron				60.00	241109
M J Read					
	20/11/2024		Rental of storage facility for 1 Dec 2022 to 30 Nov 2023	300.00	
Total M J Read				300.00	241110
Officials - Salary					
	30/11/2024	Nov24 - Salary	Asst Clerk salary - Nov24	3,309.50	
Total Officials - Salary				3,309.50	241111, 241112, 241113
Officials - Expenses					
	30/11/2024	Nov24 - Exp	Clerk's expenses - Nov 2024- Zoom subscription, Google Suite & computer support package, monthl... Asst Clerk Expenses - Nov24 - mobile phone monthly contract RFO Expenses - Nov 2024 - Mileage, key cutting	94.28	
Total Officials - Expenses				94.28	241111, 241112, 241113
Officials - NEST Pensions					
	30/11/2024	Nov24 - Pension		159.69	
Total Officials - NEST Pensions				159.69	Direct Debit
Paul Clark Printing Limited					
	13/11/2024	32415	Printing Felsted Focus - Winter 2024	1,148.00	
Total Paul Clark Printing Limited				1,148.00	241114
S P Barnard					
	30/11/2024	Nov24	Village attendant - Nov24	840.00	
Total S P Barnard				840.00	241115
Three Mobile					
	23/11/2024	104807450014	Monthly Sim card charge for CCTV	6.26	
Total Three Mobile				6.26	Direct Debit
Uttlesford Association of Local Councils					
	28/11/2024	2024/25	Annual membership subscription 2024-25	5.00	
Total Uttlesford Association of Local Councils				5.00	241116
Vodafone					
	27/11/2024	BA-675922932	Office Phone and Broadband - Nov24	53.02	
Total Vodafone				53.02	Direct Debit
TOTAL				13,734.07	

YTD Budget to 12th November 24

		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		1,155		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		133,638		135,933		-1,742
EXPENSES									
	Salary and Expenses		51,322		28,713		51,867		545
	Street Lighting		8,841		774		6,851		-1,990
	Administration		11,773		10,892		14,704		2,930
	Maintenance, repairs and upkeep		43,260		32,549		45,818		2,557
	Projects		6,750		2,431		5,247		-1,503
	Sundry		13,012		9,112		9,112		-3,900
Total Expenses			134,958		84,472		133,599		-1,359
Closing Balance			46,143		92,592		45,760		-383
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		74,492		27,660		