

## FELSTED PARISH COUNCIL

### Minutes of the 1132th meeting held on 2<sup>nd</sup> April 2025 at 6:30 pm in the URC Hall

**Present:** Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Frances Marshall, Madelaine O'Neill, Andrew Parker, Clive Perrins, Roy Ramm and Richard Silcock (Parish/District) along with 5 members of the public. Also present were County Councillor Martin Foley and District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

25/80 **Apologies for Absence**

Apologies had been received from Cllrs Hywel Jones and John Moore.

25/81 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 25/99 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

25/82 **Public Forum** – No issues were raised.

25/83 **Minutes of Meeting 1131 held on 5<sup>th</sup> March 2025**

These Minutes were approved and were signed by the Chairman.

25/84 **Minutes of the Highways Committee Meeting held on 12<sup>th</sup> March 25 and the Planning Committee Meeting held on 18<sup>th</sup> March 25**

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

25/85 **Matters Arising from the 5<sup>th</sup> March Council Meeting**

**85.1 Meeting with Local Parish Councils (Item 25/56.1)** – The PC noted that the meeting with Flitch Green, Little Dunmow, Rayne and Stebbing Parish Councils was very successful. Matters discussed included the 133 bus service, the proposed solar farm and development pressures in the area. A further meeting is scheduled to take place in June.

**85.2 Bus Shelter (Item 25/62)** – The PC were advised that Cllr Clive Perrins has carried out the required repairs to the roof of the bus shelter opposite Abbeyfields. The PC expressed their gratitude to him.

25/86 **County Councillor Report**

Members noted a report from County Councillor Martin Foley which focussed on Local Government Reform.

25/87 **Bus Service 133** – The PC noted that Central Connect are launching a replacement bus service from Monday 2nd June 2025, numbered 333 albeit with a reduced timetable. It is hoped that funding may be provided by ECC / Stansted Airport to help improve the timetable.

25/88 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: the potential Solar Farm to be known as Hedgehog Grove Solar Farm (see minute 25/91), Local Government Reform, possible de-designation of UDC's Planning Department, Housing Stock and a change of company contracted to undertake it's maintenance / management; an award made to UDC of £244,210 from The Rural England Prosperity Fund, Stansted Airport Expansion and Bus Service 133 (see minute 25/87).

25/89 **Correspondence**

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

**89.1 Electric Vehicle Charging Points in Rural Areas of Essex** – The PC were advised that ECC are hoping to work with Parish Councils (including Felsted) to agree locations for electric vehicle charging points in PC owned car parks. They noted that any charging points will be paid in full by grant funding through the Local Electric Vehicle Infrastructure (LEVI) scheme and

through private investment from the Charging Point Operators (CPO) procured by ECC. The charging points will be owned, managed, operated, and maintained by the CPOs with no obligations (including financial) for the PC. This will be discussed at the next meeting of the Biodiversity Working Group.

**89.2 Parking on the Corner of Road by Woodleys Car Park** – The PC were advised that the double yellow lines on Station Road to the left of the exit from Woodleys car park are practically non-existent. It was believed that this was a contributing factor in vehicles parking illegally and unsafely in that location. The PC were advised that the Assist. Clerk has reported the faded lines to ECC Highways.

**89.3 Snare** – The PC were advised that a resident had found a rabbit caught in a snare on a footpath running through the Nature Area. Other snares were subsequently found in the same area. The Clerk will inform the police and erect signage saying that snares are not permitted in that area.

**89.4 Hedge in Bannister Green** – The PC noted a letter from a resident concerning a field hedge that has become overgrown and is interfering with road sight lines. Cllr Graham Harvey will strive to establish ownership of the field / hedge so that the owner may be contacted and ask to cut back the hedge.

## 25/90 Finance

**90.1 Payments** - Members considered the list of payments on pages 6/7.

**i) RCCE** – It was unanimously agreed to renew the PC's membership of the Rural Community Council of Essex (RCCE) at a cost of 84.

**ii) Payments** – Proposed by Cllr Alec Fox, seconded by Cllr Roy Ramm the payments list was unanimously approved.

**90.2 Receipts** – Members noted the receipts of £64, comprising of £57 of Allotment Rentals and £7 of Felsted Focus Donations.

## 90.3 YTD Budget

### i) YTD Nature Area Income and Expenditure

The PC were advised that the net expenditure for the year totalled £10598 (see page 8) and that the balance of funds remaining was £121250. The PC noted that there were 13.5 years remaining in which to spend the balance as per the terms of the S106 agreement with the developers and that this equated to approximately £9000 per year.

### ii) YTD PC Actual vs Budget Comparison

The PC considered the estimated year end position (see page 9) and noted that there will be a deficit of approximately £12350. The main items of extra spend vs budget were an increase in grass cutting costs, a tree survey / works to trees in the churchyard, a redesign of the PC's website and a double year charge from UDC for their Green Waste Collections as they had not invoiced the previous financial year.

## 25/91 Proposed Solar Farm

**91.1 Community Liaison Group** – The PC noted that a constructive meeting with the representatives of TotalEnergies had been held. Concerns about access of construction traffic / disturbance to residents had been raised. The PC were advised that TotalEnergies appeared to take note of the concerns.

**91.2 Communication with Residents** – The PC agreed that the PC's Website / Facebook page will be used to communicate with residents and that an article will appear in the Felsted Focus.

**91.3 Size of Site** – It was noted that two previous possible applications had now combined with the addition of a further 200 acres to create Hedgehog Grove Solar Farm. The addition has increased the size of the Solar Farm to 650 acres.

**91.4 Mitigation** – The PC agreed that they are concerned about the impact on the community and that it was important to agree mitigation measures such as: margins around panels; additional planting to achieve biodiversity net gain and where possible additional rights of access for the public.

25/92 **Woodleys Car Park** – The PC noted that the additional sign in Woodleys Car Park warning that "cars parked in contravention of the 24 hour parking restriction will be removed" is due to be erected this month. It is hoped that drivers will adhere to the restriction thus making the

removal of any vehicles unnecessary.

25/93 **Nature Area Update**

**93.1 Hardstanding** – The PC agreed that it would be useful for vehicles to have an area of hardstanding inside the main gate to the Nature Area. This will be considered further at the next PC meeting.

**93.2 Tree Transplanting** – The PC were advised that groups of trees planted by the developers have now been divided. 44 trees have been transplanted, leaving the remaining 22 trees in situ. Watering bags have been fitted to all 66 trees.

**93.3 Watering** – It was unanimously agreed that North End Nurseries who planted the new hedging (see minute25/36.1) and transplanted the trees, will water them at a cost of £150 plus vat each. Cllr Andrew Parker will instruct the watering as needed.

25/94 **Biodiversity Update** – The PC were advised that Cllr Richard Silcock will attend the launch of “Sustainable Uttlesford” on 9th April to represent the PC.

25/95 **Woodland Trust Tree Packs** – The PC noted that applications are open for free tree packs from the Woodland Trust. This will be discussed at the next meeting of the Biodiversity Working Group.

25/96 **Causeway End Flooding** – The PC were advised that ECC Highways have cleared and relined the culvert under the road. It is hoped that this will improve the situation.

25/97 **Bury Farm Station Road Development** – The PC were advised that there is a funding gap between the S106 funds allocated to build the new Health Centre and the actual cost of the build. In order to bridge the gap UDC has agreed that as the original viability studies undertaken, including that conducted by UDC, were unable to predict the abnormal market influences that have occurred (post Covid etc) over the intervening period, Mulberry Homes may submit a deed of variation to absolve them of the requirement to build five affordable homes. If approved by UDC's Planning Committee, instead they will be allowed to build five market rate homes which will increase the profitability of the development and bridge the funding gap. Construction of the new surgery is expected to commence in the next few months.

25/98 **Felsted Community Trust** – The PC noted that Cllr Madelaine O’Neill is to draft the trust document. They expressed their gratitude to her.

25/99 **Neighbourhood Plan (NP) Review / Update** – The PC were advised that funding is awaited for the scoping study that is required to precede the strategic environmental assessment required by UDC. This is delaying the progress of the NP Review. Concerns were noted that in the interim other potential sites may come forward that the Felsted Neighbourhood Plan does not support.

25/100 **VE Day 80** – The PC noted that the Beacon on the main playing field is due to be lit at 9.30pm on Thursday 8<sup>th</sup> May 25. Residents are invited to attend to commemorate this significant anniversary.

25/101 **Chairmans Matters**

**101.1 Ditch** – The PC were advised that a ditch which has been dug out at a farm in Cock Green is looking extremely messy as the dirt has been left by the roadside. It was noted that Cllr Graham Harvey has raised the matter with the Assistant Farm Manager.

**101.2 Brick House Farm Hedge** – The PC were advised that following unsuccessful requests to the owners to cut back the overgrown hedge the matter has now been reported to ECC.

25/102 **Clerk’s Matters** – None raised.

25/103 **Planning Applications and Decisions**

**103.1 Application to be Considered at the next Planning Meeting**

**UTT/25/0723/FUL - The Cottage Cock Green Road Cock Green**

Conversion of stables to a 1 no. one-bedroom dwelling

**103.2 Decisions Received Since Previous Council Meeting**

**UTT/25/0196/FUL - Land Adjacent Greenfields Bartholomew Green**

Retention of and works to improve the existing gated access to the open field

**Permission Granted - 18th March 2025**

**UTT/24/2178/FUL - Land At The Orchards Gransmore Green Lane**

Construction of an agricultural barn

**Permission Granted - 25th March 2025**

25 /104 **ECC Highways** – The PC noted that a reply has now been received from ECC to the PC’s letter dated 4<sup>th</sup> December 24 which expressed frustration at inconsistencies in ECC Highways responses to Appeal UTT/23/2526/FUL Land To The West Of Chelmsford Road – Gypsy Caravan Site and previous applications for the site. The response from County Cllr Cunnigham was thorough stating that as the previous appeal inspector had concluded that the objections raised by Highways were not a reason to refuse the application UDC did not raise their concerns again with the next application.

25/105 **Annual Parish Assembly** – The PC noted that this will now be held on Thursday 15th May 25 at 7pm in the URC Hall. All residents are warmly invited to attend

25/106 **Urgent matters and proposals for future agenda items**

**106.1 Christmas Events** – It was agreed to hold a second informal meeting to discuss possible future Christmas events. Cllr Graham Harvey will arrange.

**106.2 Tesco Stronger Starts** – The PC were advised that this scheme supports community projects. The PC agreed that they may consider applying in the future should any suitable projects come forward.

**106.3 Facebook Page** – The PC thanked the Assist. Clerk for setting up the PC’s Facebook page [Felsted Parish Council](#). The PC’s website will be updated to advise that the PC now have a Facebook page.

There being no further business the meeting closed at 8.55 pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 22<sup>nd</sup> April 25 **online** at 6pm

Next Council Meeting: Wednesday 7<sup>th</sup> May 25 in the **URC Hall** at 6.30pm

..... 7 May 2025  
Chairman

## Correspondence List – April 2025

1. UDC: Invitation to Zero Carbon Communities Celebration & Launch of Sustainable Uttlesford - 9th April 7pm to 9pm (circ. to PC 2/4)
2. ECC: <ul style="list-style-type: none"><li>a) Implementation of a clearway on Clifford Smith Drive, due to commence 1st April 2025 for 275 days. The clearway is required to enable safe access for Mulberry Homes construction traffic (circ. to PC 6/3)</li><li>b) Essex Climate Action News x 2 (circ to PC 12/3 and 26/3)</li><li>c) Electric Vehicle Charging Points in Rural Areas of Essex (circ. to PC 28/3)</li></ul>
3. EALC: <ul style="list-style-type: none"><li>a) Weekly News e-Bulletins</li><li>b) Devolution Newsletter March 25 Edition (circ. to PC 26/3)</li><li>c) Greater Essex Devolution Consultation Event 31st March at Anglia Ruskin University, Chelmsford Campus between 6-8 pm (circ. to PC 19/3)</li><li>d) Section 137 expenditure limit for 2025/26 financial year £11.10 (up from £10.81 in 2024/25)</li><li>e) Devolution Webinar Thursday 3rd April at 3pm (circ. to PC 31/3)</li></ul>
4. National Highways <ul style="list-style-type: none"><li>a) Speed limit reductions on the A120 between Marks Farm and Marks Tey. Signage / speed cameras to be installed. Night time works due to commence on Monday 31 March 2025 extending into summer 2025. (circ. to PC 19/3)</li><li>b) LED lighting upgrades on the A120 entry and exit slip roads at Stansted Roundabout and Dunmow West Interchange. The works are scheduled to take place between 9pm - 5am Monday 7 April to Thursday 10 April. The slip roads will be closed / diversions in place (circ to PC 30/3)</li></ul>
5. Resident Letter: <ul style="list-style-type: none"><li>a) Parking on the corner of the road by Woodleys Car Park</li><li>b) Hedge on Rayne Road Bannister Green</li><li>c) Illegal Snare</li></ul>
6. CPRE: March Campaigns Update (circ. to PC 19/3)
7. RCCE: <ul style="list-style-type: none"><li>a) April Edition of the Essex Warbler (circ. to PC 1/4)</li><li>b) Climate Change Survey</li></ul>

## Unpaid List – April 2025

<b>Anthony Collins</b>				
	31/03/2025	4198085	Advice on setup of Felsted Community Trust	720.00
Total Anthony Collins				720.00
<b>Astragraphic Design Ltd</b>				
	31/03/2025	Mar25	Monthly charge for Adobe Software Creative Cloud Suite	56.48
Total Astragraphic Design Ltd				56.48
<b>British Gas - BGL465975</b>				
	28/03/2025	10643556	MUGA Electricity for period 26/02/24 to 28/03/25 - Account BGL465975, MPAN 1030072525215, Meter ...	26.17
Total British Gas - BGL465975				26.17
<b>Castle Water - 2595497</b>				
	13/03/2025	10005872578	Ac # 2595497 - Allotment water supply (Station Road) 01/02/25 to 28/02/25 - SPID 301337036XW1X - ...	6.26
Total Castle Water - 2595497				6.26
<b>Castle Water - 2601428</b>				
	05/03/2025	10005771140	Ac # 2601428 - Allotment water supply (Mill Road) 01/02/25 to 28/02/25 - SPID 3013582456W14 - Me...	10.68
Total Castle Water - 2601428				10.68
<b>G M Harvey</b>				
	28/03/2025	Apr25	Car Parking and post office fees for certification of documents	26.70
Total G M Harvey				26.70
<b>Janus Contract Services Ltd</b>				
	31/03/2025	44802	8x4x4 post, 6 bags postmix, fittings	62.88
Total Janus Contract Services Ltd				62.88
<b>JCM Services</b>				
	26/03/2025	2240	Watch House Green - Raise crown on oak	114.00
Total JCM Services				114.00
<b>Julie Smith</b>				
	22/03/2025	Mar25	Cleaning and Maintenance of Playing Field Toilets - Mar25	387.50
Total Julie Smith				387.50
<b>Lee Heron</b>				
	31/03/2025	March 25	Unlocking car park 1 - Mar25	60.00
Total Lee Heron				60.00

<b>M&amp;B Printers</b>				
	07/03/2025	17823	Signage - Parking signs - NATURE AREA	90.00
	27/03/2025	17862	Signage - Parking signs A2 - Woodleys Car park	114.00
Total M&B Printers				204.00
<b>North End Nurseries</b>				
	31/03/2025	1089	Watering of newly planted trees	180.00
	02/04/2025	1093	Watering of newly planted hedging	180.00
Total North End Nurseries				360.00
<b>Officials - Salary</b>				
	31/03/2025	Mar25 - Salary		3,481.35
Total Officials - Salary				3,481.35
<b>Officials - Expenses</b>				
	31/03/2025	Mar25- Exp	Clerk's expenses - Mar 2025- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Mar25 - mobile phone monthly contract, mileage	585.20
Total Officials - Expenses				585.20
<b>Officials - NEST Pensions</b>				
	31/03/2025	Mar25	Pension Contribution - Mar25	172.90
Total Officials - NEST Pensions				172.90
<b>Playdale Playgrounds Ltd</b>				
	21/03/2025	59710	Replacement balancing poles for playing field playground	855.19
Total Playdale Playgrounds Ltd				855.19
<b>Rural Community Council of Essex</b>				
	28/03/2025	2025-26	Membership fee 01/07/2025 to 30/06/26	84.00
Total Rural Community Council of Essex				84.00
<b>S P Barnard</b>				
	31/03/2025	Mar25	Village attendant - Mar25	891.00
Total S P Barnard				891.00
<b>St George's Pest Control Ltd</b>				
	16/12/2024	50273	Allotments Pest Control 11/12/24 - 10/03/25	189.00
	14/03/2025	51446	Allotments Pest Control 11/03/24 - 10/06/25	194.68
Total St George's Pest Control Ltd				383.68
<b>Three Mobile</b>				
	23/03/2025	104807450018	Monthly Sim card charge for CCTV	6.26
Total Three Mobile				6.26
<b>Vodafone</b>				
	27/03/2025	B4-690016771	Office Phone and Broadband - Mar25	53.02
Total Vodafone				53.02
<b>TOTAL</b>				<b>8,547.27</b>

## YTD Nature Area

# Nature Area Expenditure to 28 March 2025

Opening Balance - Barclays Savings Account	£	85,142.28			
Opening Balance - Metro Account	£	46,707.06			
Opening Balance - Unity Trust Deposit Account	£	-			
<b>Total</b>		<b>£ 131,849.34</b>			
<b>Barclays Savings Account - YTD</b>	<b>Date</b>	<b>Reference</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
	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
	06/11/2024			Nature Area VAT Nov22-Sep24	£ 2,375.02
	20/11/2024			Transfer of Nature Area Funds to NA Barc Account	£ 45,087.06
	02/12/2024			Interest to 01/12/24	£ 30.06
	04/12/2024	241107	JCM Services	Nature Area - Grounds Maintenance 4/4	-£ 420.00
	05/02/2025	250110	North End Nurseries	Nature Area Hedging	-£ 2,385.97
	06/02/2025	250111	North End Nurseries	Nature Area Hedging	-£ 3,895.80
					<b>-£ 44,091.89</b>
<b>Metro Account - YTD</b>	<b>Date</b>	<b>Reference</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
	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
	07/10/2024			Nature Area Funds Transfer	-£ 45,087.06
	07/10/2024			Return of Nature Area Funds Transfer - unpaid chq	£ 45,087.06
	13/11/2024			Transfer of Nature Area Funds to Barclays	-£ 45,087.06
	23/12/2024			Complaint Compensation	£ 200.00
					<b>-£ 46,507.06</b>
<b>Unity Trust Deposit Account - YTD</b>	<b>Date</b>	<b>Reference</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
	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
					<b>£ 80,000.00</b>
Closing Balance - Barclays Savings Account	£	41,050.39			
Closing Balance - Metro Account	£	200.00		Total Income	£ 3,116.33
Closing Balance - Unity Trust Deposit Account	£	80,000.00		Total Expense	£ 13,715.28
<b>Total</b>		<b>£ 121,250.39</b>		<b>Net Expense</b>	<b>£ 10,598.95</b>
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	13.5				
Available Expenditure p.a.	£	8,966.04			



# FPC - Budget Comparison to 28 March 2025

	Budget 2024-25		YTD Actual 2024-25		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		43,426		43,426		43,426		
<b>INCOME</b>								
Precept	128,765		128,765		128,765		0	
Allotments Rents	1,700		2,122		2,140		440	
Playing field rent	1,050		600		600		-450	
Grants	1,000		0		0		-1,000	
Sundry other receipts	500		236		236		-264	
Magazine advertising & donations	4,660		3,614		3,644		-1,016	
Bank Interest	0		40		40		40	
<b>Total Income</b>		137,675		135,377		135,424		-2,251
<b>EXPENSES</b>								
Salary and Expenses		51,322		47,527		50,805		-516
Street Lighting		8,841		3,099		8,725		-116
Administration		11,773		14,597		14,611		2,838
Maintenance, repairs and upkeep		43,260		51,254		52,229		8,968
Projects		6,750		3,148		3,157		-3,593
Sundry		13,012		15,527		15,527		2,515
<b>Total Expenses</b>		134,958		135,152		145,055		10,096
<b>Closing Balance</b>		46,143		43,651		33,796		-12,347
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
Repairs & Maintenance Reserve								
Risk Assessment Reserve								
General Reserve		28,143		25,651		15,796		