

FELSTED PARISH COUNCIL

Minutes of the 1136th meeting held on 3rd September 2025 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Frances Marshall, 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).

25/191 **Apologies for Absence**

Apologies had been received from Cllrs John Moore, Madelaine O'Neill and Roy Ramm and County Councillor Martin Foley.

25/192 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 25/218 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

25/193 **Public Forum**

193.1 Tree Outside Almshouses – The PC were advised that a tree is hanging low and obstructing the pavement. The PC's Tree Warden will be asked to inspect it.

193.2 Fallen Tree – The PC were advised that a tree had fallen into the Nature Area. It was believed that the tree was not the responsibility of the PC as it was growing outside of the boundary of the Nature Area. The Clerk will investigate.

193.3 Buryfields

i) Vegetation – The PC were advised that a substantial amount of vegetation has grown over a resident's fence into Buryfields and is now obstructing the pavement. The Clerk will contact the occupant and request that the vegetation is cut back in order to clear the pavement.

ii) Road Surface – The PC noted that the road surface is in a bad condition. The Assist Clerk will report it to ECC Highways.

193.4 Parish Flower Tubs – The PC were advised that the co-ordinator of the parish floral displays will be stepping down following the Autumn planting. A letter of thanks will be sent to her, for all of her hard work. It was noted that a member of the current planting team has expressed interest in taking on the role.

193.5 Main Play Area – See minute 25/213

193.6 Solar Farm – See minute 25/202

193.7 Station Road

i) Parking – The PC were advised that building works on Station Road has led to some dangerous parking close to bend. It was noted that the building works are likely to finish soon which should alleviate the parking situation.

ii) Roadworks – The PC were advised that these have been causing congestion. They noted that they are due to be completed soon.

25/194 **Minutes of Meeting 1135 held on 2nd July 2025**

These Minutes were approved and were signed by the Chairman.

25/195 **Minutes of the Highways Committee Meeting held on 9th July 25, the Finance Committee Meeting held on 30th July 25 and the Planning Committee Meetings held on 15th July / 19th August 25**

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

25/196 **Matters Arising from the 2nd July Council Meeting**

196.1 Felsted Focus Advertising (Item 25/172.3 c (iii)) – The PC noted that it has been provisionally agreed that advertising fees will be increased by 7.5% for the coming and future

issues. Fees will be reviewed every 3 years. Feedback is awaited from the editorial team.

196.2 Lees Lodge Finger Post (Item 25/187.1) – The PC noted that this has been refurbished / reinstated by a resident at their own cost. A letter of thanks has been sent to them.

25/197 **County Councillor Report**

Members noted the report from County Councillor Martin Foley which contained information on Devolution and Local Government Reform.

25/198 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: Local Government Reorganisation; the Local Plan; Refuse and Recycling Matters; Community Infrastructure Levies; Hatfield Forest and an update on the work of both District Councillors during the summer months.

25/199 **Correspondence**

Members noted the Correspondence received (see pages 9/10) including the following:

199.1 Community Supermarket – The PC were advised that this has now moved from Felsted to the Hallett Road Car Park in Flitch Green. For more details use the following link [Uttlesford Mobile Community Supermarket | Great Dunmow | Facebook](#)

199.2 Essex Film Office – The PC were advised of a request from Dandara to film a short promotional video at the main playing fields. The PC unanimously agreed to this request. The Clerk will approach Dandara to request a donation towards the Parish Christmas tree.

199.3 Braintree Road Branches Overhanging Pavement – The PC were advised that a complaint had been received re tree branches overhanging from a garden and impeding the pavement. Following contact with the occupier the tree branches have been removed.

199.4 Felsted Gate – The PC were advised of concerns regarding the spacing of posts on land at the Felsted Gate development which were believed to be too wide to prevent unauthorised access. The PC agreed that the Clerk would make Mulberry Homes aware of the concerns.

199.5 Boote House Weeds – The PC noted that the Village Attendant has removed weeds that were growing alongside the front of the building. They expressed their thanks to him.

199.6 Bus Shelter Seating – The PC were advised that the seat located in the shelter at the top of Jolly Boys Lane North had come away from the wall. It was noted that the Village Attendant has removed it pending repair.

199.7 Allotments

i) Polytunnels – The PC agreed that as per the tenancy agreements polytunnels are allowed on any allotment plots so long as their height does not exceed 6 feet.

ii) Fencing – The PC noted a request for permission to install picket type fencing around a plot. The request was refused.

199.8 Bus Stop Markings – Proposed by Cllr Frances Marshall, seconded by Cllr Hywel Jones it was unanimously agreed to apply to ECC Highways for the installation of roadway bus stop markings at Richie Close.

199.9 Yellow Lines – The PC agreed that a request be made to ECC Highways to repaint the faded yellow lines on the corner of Chelmsford Road near the Swan.

199.10 Braintree Road – The PC considered a request to support an application for speed restrictions / 20mph limit on Braintree Road. It was agreed that as the ECC Highways Panel is currently suspended any application would be unlikely to be progressed. It was agreed to ask the PCSO to carry out more speed checks in that area.

199.11 Chelmsford Road – The PC were advised that during the summer months a van was often seen to be blocking the pavement. The Clerk will write to the residents involved and request that in future they refrain from blocking the pavement.

199.12 VAS Sign Willows Green – The PC noted that this was damaged in a car accident. It has been reported to ECC Highways.

199.13 Flitch Way Friends – The PC noted an enquiry regarding possible funding for new / replacement benches on the Flitch Way. The Clerk will contact the Friends and request that they submit an official application to be forwarded to the PC's Finance Committee for their

consideration.

199.14 J S Wright – The PC noted a letter from J S Wright highlighting an area of Willow Plantation that is not a public right of way. The PC agreed that the land is not part of Felsted Parish falling within Flitch Green / Little Dunmow. The Clerk will write to J S Wright informing them that the land is outside of Felsted and suggesting that they raise the matter with the relevant PCs.

25/200 **Finance**

200.1 Payments – Members considered the list of payments on pages 11/12. Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox the payments list was unanimously approved.

200.2 Receipts – Members noted the receipts of £311 comprising of a contribution by the Neighbourhood Plan Review Group to the delivery of the Felsted Focus of £200, Allotment Rentals £99 and Felsted Focus Donations £12.

200.3 YTD Budget Review – Members considered the budget on page 13

i) PC Account – The PC noted that the estimated year end position is a forecast deficit of £7000.

ii) Nature Area Account – The PC were advised that year to date net expenditure is £2340

200.3 Annual Audit Return – The PC were advised that the Audit Return was back from PFK Littlejohn. No comments had been made and all was as expected.

25/201 **Councillor Vacancy** – The PC noted that two applications have currently been received for the vacant position. Cllrs will discuss / vote at the October PC meeting.

25/202 **Proposed Solar Farm** – The PC noted that following Government changes to the threshold for Solar Nationally Significant Infrastructure Projects (NSIPs) the Hedgehog Grove Solar Farm will now be submitted to UDC / BDC and will be decided at a local level instead of by Central Government. Cllr Richard Freeman advised the PC that as any application will now be considered / commented upon by the PC's Planning Committee of which he is Chair it was no longer appropriate for him to be a member of the Community Liaison Group and that he was therefore stepping down from that role with immediate effect.

25/203 **URC Burial Ground**

203.1 Epitaph Software – The PC were advised that quotes to computerise the burial records are awaited.

203.2 Viability – The PC noted that the burial ground is viable and the PC expressed their appreciation to the URC for donating it to the PC.

203.3 Ownership – The PC noted that upon transfer of ownership the burial ground will become the responsibility of the Felsted Community Trust. It was further noted that no updates had been received from the URC on possible timescales for the transfer.

25/204 **Dead Sycamore Tree Braintree Road** – The PC were advised that ECC Highways have scheduled the removal of the tree.

25/205 **Three Horseshoes Sign** – The PC agreed that quotes for repair will be considered by the Finance Committee at their October meeting.

25/206 **Allotments**

206.1 Incinerators – The PC agreed that allotment holders may use incinerators during the months of October – March. This will be included as a clause in the tenancy agreements.

206.2 Termination of Tenancy – The PC were advised that following a termination warning an allotment holder had subsequently taken steps to re commence cultivation of his plot. It was unanimously agreed that as previous warnings had also been issued should the condition of the plot deteriorate again termination of the tenancy agreement would be instant without further warnings being issued.

25/207 **Highways Matters**

207.1 Committee Meetings – The PC were advised that due to the suspension of ECC's Highways Panel (HP) issues raised by the PC's Highways Committee are not being

progressed. Proposed by Cllr Frances Marshall, seconded by Cllr Alec Fox it was unanimously agreed that the PC's Highways Committee be suspended pending the resumption of the ECC HP. It was noted that the Assist. Clerk will collate issues that would usually go to the ECC HP ready to send to them when they resume. The Assist. Clerk was thanked for her hard work in dealing with / progressing highways issues.

207.2 Quiet Lane Signage – The PC noted that many of these signs are damaged / missing. Cllrs agreed to report any that they were aware of to the Assist. Clerk so that she can report them to ECC.

25/208 **Public Toilets Water Supply** – The PC were advised that following a leak in a water supply pipe to the public toilets Affinity Water had confirmed that the pipe was the responsibility of the Parish Council. The PC noted that the toilets were temporarily closed pending a repair to the supply pipe and that two quotes for trace / repair were obtained. The lowest quote was from Felsted Construction for £1000 plus vat. This was accepted by the Chairman / Clerk. The PC were advised that the repair has now been completed and the toilets have been reopened.

25/209 **Policies**

209.1 Hybrid and Remote Meetings / Website and Social Media Policies – Proposed by Cllr Alec Fox, seconded by Cllr Frances Marshall both policies were unanimously agreed.

209.2 Social Media Editorial Team – It was unanimously agreed the Cllrs Richard Freeman and Frances Marshall be appointed as the editorial team for all PC social media.

25/210 **Nature Area Update**

210.1 Grass Cutting – The PC were advised that grass cutting is expected to take place later this month.

210.2 Pond – The PC noted that conflicting advice has been received about the pond. It was agreed to wait another year to monitor pond activity before discussing further.

210.3 Watering – The PC were advised that due to a sustained watering program the vast majority of the transplanted trees have survived and are doing well despite the hot weather during the summer months.

210.4 Hardstanding Area – The PC were advised that this is not currently being progressed. It was noted that there is an area of hardstanding owned by the water company that could potentially be used for equipment storage if permission were obtained. Cllr Hywel Jones will contact the water company to discuss.

25/211 **Biodiversity Update**

211.1 Cut and Collect – Proposed by Cllr Richard Silcock, seconded by Cllr Hywel Jones it was unanimously agreed to accept the quote from JCM Services for £850 plus vat to cut and collect areas on Braintree Road / Bannister Green and to cut and collect the wildflower areas at Bannister Green, Watch House Green and Willows Green.

211.2 Re Sowing Wildflower Seeds Watch House Green – The PC agreed that the quote for this will be considered at the next Finance Committee meeting.

25/212 **Sustainable Felsted** – It was agreed that a working group called "Sustainable Felsted" will be created and that it will combine the Biodiversity and Climate Change Working Groups. It is anticipated that it will also oversee the Nature Area Working Group. An initial meeting will be arranged to discuss the structure of the group.

25/213 **Play Areas**

213.1 Repairs to Play Equipment – The PC were advised that repairs to both the mega swing and the carousel in the main play area have been completed.

213.2 Rospa Report – The PC were advised of numerous but mostly small repairs that are needed to various play equipment items. It was agreed that the Village Attendant will proceed with the smaller repairs whilst Cllrs Graham Harvey and Clive Perrins will meet with the Clerk and the Village Attendant to discuss larger / more urgent repairs.

25/214 **Staff Reviews / LGA % increase** – The report pre circulated by Cllr Frances Marshall was unanimously agreed. Cllr Frances Marshall was thanked for both the quantity and quality of the

HR work that she undertakes.

25/215 Events Committee Future Events

215.1 Christmas Meeting – It was noted that Cllr Graham Harvey will organise a meeting to discuss the Christmas arrangements.

215.2 Christmas Tree – It was agreed that it is difficult to obtain enough donations to finance the tree. The possibility of organising a night time float to circulate around the parish collecting money to finance the tree will be discussed.

215.3 Remembrance Spitfire – The PC were advised that Rev'd Little from the school has provisionally booked a spitfire for 11th November. It was noted that the PC are not allowed to contribute to such events.

25/216 Bury Farm Station Road Development – The PC were advised that construction of the new health centre is expected to commence in the near future.

25/217 Felsted Community Trust (FCT)

217.1 Articles of Association – It was proposed by Cllr Frances Marshall, seconded by Cllr Clive Perrins and agreed with 6 in favour and 1 abstention that the PC approve the draft articles and agree that they will now be transferred to the FCT for them to complete the process.

217.2 Membership – The PC noted that the Chairs of the PC / FCT should not be the same individual. For this reason Cllr Graham Harvey has resigned as Chair of the FCT and Philip Hutley has taken over the role. The PC were further advised that Cllr Frances Marshall has stepped back as a Trustee of the FCT so that the correct ratio of Parish Cllrs to other trustees can be established.

25/218 Neighbourhood Plan Review / Update – The PC were advised that the final draft plan is with UDC and that the process is now moving forward at a reasonable rate.

25/219 Chairmans Matters – None raised

25/220 Clerk's Matters

220.1 Routine Inspection of Children's Playgrounds Course / Exam – The PC were advised that the Village Attendant has attended the EALC training course in playground inspections and has passed the associated exam. He is therefore qualified / competent to inspect the Felsted playgrounds for a further 3 years.

220.2 Litter Picker – The PC were advised that a resident has been undertaking voluntary litter picking around the parish over the summer months. The PC expressed their thanks to him.

220.3 EALC – The PC were advised that the EALC have relocated to new offices in Colchester and that future EALC training courses will be held at training hubs throughout Essex or will take place online.

220.4 Assets of Community Value – The PC were advised that the following Assets of Community Value have expired after their allotted 5 years: Allotment Gardens; Bannister Green Open Spaces; Main Playing Field; Ravens Crescent Playing Field and Willows Green Playing Field. It was noted that UDC has advised that applications for council owned assets will no longer be accepted. It was therefore agreed that reapplications for the above assets will not be submitted.

25/221 Planning Applications and Decisions

**221.1 Applications to be Considered at the next Planning Meeting |
UTT/25/1929/OP - Land North Of Garnetts Lane And Stebbing Road**

Outline planning application for erection of up to 70 no. dwellings served by vehicular and pedestrian accesses, complete with parking provision, drainage attenuation, public open space, landscaping and related infrastructure and works; All matters reserved except for primary means of vehicular and pedestrian access (to exclude internal roads and footways not covered herein).

UTT/25/2205/HHF - Cromwell House Willows Green Main Road

Proposal for garage with first floor annexe accommodation.

UTT/25/2162/HHF - Fairfield House Bakers Lane

Proposed Outbuilding.

UTT/25/2272/LB / UTT/25/2271/HHF - Argyll House Station Road

Erection of single storey extension to later additions to property. New/replacement of external joinery together with internal alterations within later parts of property and other associated alterations. Removal of detached outbuilding. Landscaping and associated works.

221.2 Decisions Received Since Previous Council Meeting

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

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

Permission Refused - 4th July 2025 *'The proposed development, by reason of its residential use and location, would fail to preserve the rural character and appearance of the area. The proposal fails to positively contribute to and enhance the intrinsic character and beauty of the countryside with urbanising effects. As such, the backland nature of the development would be incompatible with the prevailing linear pattern of development in the area. Moreover, the area is void of services and facilities and sustainable transport options within easy reach, raising sustainability concerns due to the reliance on private cars. The adverse impacts of the development would significantly and demonstrably outweigh its minimal benefits.'*

UTT/25/1148/HHF - The Mill Road Felsted

Construct a new foot bridge over the River Chelmer.

Permission Granted - 8th July 2025

UTT/25/1488/HHF - Birch View Cock Green Road

Proposed removal of link to garage and construction of first floor rear dormer and alterations.

Permission Granted – 17th July 2025

UTT/25/1477/FUL - Felsted Preparatory School Felsted School

Proposed erection of 2.4m high sports fence surround to existing hard surface area to be used as multi surface sports playground.

Permission Granted – 17th July 2025

UTT/25/1241/FUL - Land South Of Oak Lea School Road

Proposed erection of 1 no. self build dwelling with associated operational development.

Permission Refused – 17th July 2025 *'The proposals by reason of its sitting, size and scale would have a harmful impact upon the rural character and appearance of the area...The proposal would significantly harm the intrinsic character and beauty of the countryside resulting in landscape and visual effects and fail to perform the environmental role of sustainability... The proposal would introduce new residential dwellings in the countryside where development is resisted unless it is sustainable and is located where it will enhance or maintain the vitality of rural communities. Local services within the site's environs are limited and thereby future occupiers would need to access facilities and amenities beyond reasonable walking/cycling distance of the site in other settlements to meet their needs. The development in this location would undoubtedly place reliance upon travel by car and would not encourage sustainable transport options to be made.'*

UTT/25/0860/FUL - Pond Park Farm Cock Green

Agricultural grain storage building.

Permission Granted – 18th July 2025

UTT/25/1428/HHF - Thyme Cottage Bartholomew Green Lane

Demolition of existing garage and construction of a replacement garage.

Permission Granted - 25th July 2025

UTT/25/1274/FUL - Oxneys Farm Bannister Green

Proposed change of use of former agricultural building from a holiday let chalet to a residential annexe.

Application Withdrawn

UTT/25/1674/HHF - Cromwell House Willows Green Main Road

Proposed mobile home for temporary accommodation.

Permission Refused – 7th August 2025 *'The proposal would introduce a sizeable new development with no suitable and convincing justification for the proposal of such a scale to take place there or being appropriate in the countryside. The proposal by reason of its inappropriate size, scale and materials would have a harmful impact upon the rural character and appearance of the area. The proposals would significantly harm the intrinsic character and beauty of the countryside...it is considered that the proposal by virtue of its design, scale and materials would not preserve or enhance the significance of the listed building and its setting; and there are no public benefits that outweigh the harm.'*

UTT/25/1528/HHF - Copperfield Cock Green Road Cock Green

Single-storey porch extension, single-storey Orangery extension, single-storey rear bay extension which is to be used as a balcony and a single-storey side gym/study extension linking into existing garage. Rear roof alterations, minor internal layout changes and new stairs leading up to new loft conversion.

Permission Granted - 4th August 2025

UTT/25/0536/LB / UTT/25/0535/HHF - Camsix Farm Hartford End

For C20th window upgrades and new window to rear with internal minor ordering. Privy room to house boiler plant.

Permission Granted - 7th August 2025

UTT/24/3139/FUL - Tessmoorlands Frenches Green

Construct 1 no. self-build supplemental dwelling with associated parking and landscaping ancillary to the main house

Permission Granted - 13th August 2025

UTT/25/1617/LB - Russetts Chelmsford Road

To remove a bedroom window which is not original or in keeping with other windows in the property. To replace with a slim, double glazed window with glazing bars to match other windows, with outside putty.

Permission Granted - 13th August 2025

221.3 Appeal Started Since Last Council Meeting

UTT/25/0527/HHF - Appeal ref: APP/C1570/W/25/3366749 - 35 Station Road

First floor gable ended extension to form new bedroom with en-suite bathroom over existing ground floor dining room, office and living room. New bedroom to be void space over living area to form double height living space with new full height gable end glazing. New dormer window to front elevation, to form new en-suite bathroom at first floor level. New front entrance porch lined up with existing dormer window at first floor level. New external

private terraces to be formed in pitched roof over living room and kitchen to rear side of building, bi-fold doors to form access from bedrooms to private terrace areas. New full height glazing to gable end, new full height glazing to side elevation to double height living area.

25/222 **Urgent Item**

Woodleys Car Park – The PC were advised that a fence post has been hit by a vehicle. Cllr Clive Perrins will inspect the damage.

There being no further business the meeting closed at 8.44pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 16th September 25 **online** at 6.00 pm

Next Council Meeting: Wednesday 1st October 25 in the **URC Hall** at 6.30 pm

..... 1st October 2025
Chairman

Correspondence List – September 2025

1. UDC:

- a) Latest News (fwd. to PC 15/7)
- b) Sustainable Uttlesford Webinar on Community Energy due to be held on Tuesday 29th July @ 7pm (fwd. to Cllr RS 24/7)
- c) Community Supermarket - Location moved from Felsted to Flitch Green, Hallett Road Car Park. For more details use the following link [Uttlesford Mobile Community Supermarket | Great Dunmow | Facebook](#)
- d) Recycling & Waste News (fwd. to PC 30/7)
- e) Councillor Drop In sessions re Community Safety No Longer Running
- f) Official Address re site on Farm Yard South of Causeway End Road will be 1 - 4 Newhouse Farm Meadow, Felsted.
- g) Fraud Alert - Winter Fuel Payment/Energy Allowance Texts – Do not click on link!
- h) Full Parish Forum 29/9 7-8pm at UDC Offices, Saffron Walden (circ. to PC 31/8)

2. ECC:

- a) Temp. Closure Straits Farm Road, due to commence on 30th September 2025 for 5 days. The closure is required to facilitate carriageway works. (fwd. to PC 15/7)
- b) Emergency closure of Molehill Green Road 15th July. Anticipated closure will last for 3 days although permission given to Affinity Water to close the road for up to 21 days if needed for emergency repairs. (fwd. to PC 15/7)
- c) Temp. closure of Footpath 12 to facilitate resurfacing and culvert works from 13 August 2025. The closure will last for the duration of the works (fwd. to PC 15/7)
- d) Details of night time works on the A120 to install a speed camera between Milles Lane and West Street. Works due to take place over two nights between 24 – 26 July. (fwd. to PC 18/7)
- e) Intended closure of Braintree Road, due to commence on 4th October for 2 days. The closure is required whilst defect repair and carriageway reinstatement works are carried out. (fwd. to PC 21/7)
- f) Public Consultation on Essex transport strategy open until 24 September. The consultation can be accessed using the following link:
<https://consultations.essex.gov.uk/essex-highways/better-connected-essex/>
(fwd. to PC 1/8)
- g) Public Consultation on Supported Local Bus Services. The survey is open until 27 October 2025 and can be accessed using the following link:
<https://consultations.essex.gov.uk/iptu/localbus2025>. (fwd. to PC / PC's Transport Rep 4/8)
- h) Essex Climate Action News (circ. to PC 27/8)
- i) Essex Film Office – Filming Request re Main Playing Fields

3. National Highways

- a) Safety improvement work on the A120 between Marks Farm and Marks Tey. Works will be taking place overnight between 31 July - 2 August necessitating closures and diversions (fwd. to PC 31/7)
- b) Planned drainage works on the A120 Marks Tey. Works are scheduled over two nights between 4 – 6 August. (fwd. to PC 31/7)
- c) Resurfacing works on the A120 between Marks Farm Roundabout and Galleys Corner Roundabout. The works are scheduled for the nights of Wednesday 27 /

<p>Thursday 28 August and will involve closures and diversions (fwd to PC 14/8).</p> <p>d) Speed camera installation works on the A120 between Marks Farm (Braintree) and Marks Tey. Works are scheduled over five nights from Monday 8 September 2025 and will involve closures and diversions (circ. to PC 2/9)</p>
<p>4. EALC:</p> <p>a) Weekly News e-Bulletins</p> <p>b) Annual General Meeting – 25th September 2025 Threshelfords Business Park, Inworth Road, Feering, Colchester</p>
<p>5. St Clare's Hospice: Saffron Walden Bereavement Café relocation to Fairycroft House in Audley Road running from 2pm to 3.30pm. For more information, visit stclarehospice.org.uk/bereavement-cafe, or call GriefLine on 01279 945089.</p>
<p>6. Essex Police Fraud Advice – Posted on Website and Facebook</p>
<p>7. Citizens Advice – Quarterly Update</p>
<p>8. Community Speedwatch – Level of Support for 20mph speed limit in Communities</p>
<p>9. Resident Letters:</p> <p>a) Braintree Road - Branches Overhanging Pavement</p> <p>b) Felsted Gate Land Adjacent to Magnolia Road – Spacing of Posts</p> <p>c) Boote House Weeds</p> <p>d) Bus Shelter Seating outside Abbeyfields</p> <p>e) Allotments: i) Height of Polytunnels ii) Fencing around Plots</p> <p>f) Bus Stop Markings – Richie Close</p> <p>g) Chelmsford Road – Yellow Lines (repaint / extend)</p> <p>h) Braintree Road - Speeding Restrictions / 20mph Limit Request</p> <p>i) Chelmsford Road – Van Blocking Pavement</p> <p>j) VAS Sign Willows Green</p> <p>k) Play Area Willows Green – See agenda item 22</p>
<p>10. Abbeyfields - Annual Coffee Morning Saturday 9th August (fwd. to PC 18/7)</p>
<p>11. Flitch Way Friends – Request for funding re new / replacement benches on Flitch Way</p>
<p>12. Affinity Water - Environmental Initiative Rooting for Wildlife (fwd. to Cllr RS 27/7)</p>
<p>13. J.S. Wright – Willow Plantation</p>
<p>14. RCCE:</p> <p>a) Summer Edition of the Oyster Magazine (fwd. to PC 23/7)</p> <p>b) Essex Warbler August Edition (fwd. to PC 31/7)</p> <p>c) Neighbourhood Plan Drafting Webinar 3rd September 25 (fwd. to Cllrs RR / RF 4/8)</p>
<p>15. CPRE:</p> <p>a) Half year update (fwd. to PC 15/7)</p> <p>b) Monthly update (fwd. to PC 11/8)</p> <p>c) AGM 2.30pm Saturday 4/10 in Dedham.</p>

Unpaid List – September 2025

	Date ▼	Num ▼	Memo ▼	Open Balance ▼	Payment Ref
A & J Lighting Solutions					
	18/08/2025	39457	Call out to inspect reported damaged column in Cressages Close	96.00	
Total A & J Lighting Solutions				96.00	250801
Astragraphic Design Ltd					
	26/08/2025	642	Monthly charge for Adobe Software Creative Cloud Suite	56.48	
Total Astragraphic Design Ltd				56.48	250802
atoz Supplies					
	27/08/2025	31160833	A4 copier paper 5 reams	45.52	
Total atoz Supplies				45.52	250803
British Gas - BGL465975					
	27/08/2025	12183000	MUGA Electricity for period 27/07/25 to 27/08/25 - Account BGL465975, MPAN 1030072525215, Meter ...	22.45	
Total British Gas - BGL465975				22.45	Direct Debit
British Gas - BGL664918					
	21/08/2025	12124775	Pavilion Electricity - period 22/03/25 to 19/08/25 - Meter # 22S1091521 - MPAN 1012485770570	51.75	
Total British Gas - BGL664918				51.75	Direct Debit
Castle Water - 2595497					
	05/08/2025	10007262641	Ac # 2595497 - Allotment water supply (Station Road) 01/07/25 to 31/07/25 - SPID 301337036XW1X - ...	78.31	
Total Castle Water - 2595497				78.31	Direct Debit
Castle Water - 2601428					
	06/08/2025	10007311421	Ac # 2601428 - Allotment water supply (Mill Road) 01/07/25 to 31/07/25 - SPID 3013582456W14 - Me...	26.41	
Total Castle Water - 2601428				26.41	Direct Debit
Edge IT Systems Ltd					
	13/08/2025	38819	Advantagedge Planning service Sept 2025-26 (5 year contract - year 1)	264.00	
Total Edge IT Systems Ltd				264.00	250804
Felsted Construction Ltd					
	01/09/2025	2743	Repairs to allotments plumbing	94.00	
	01/09/2025	2744	Repair to burst water main supply to toilets and pavilion	1,200.00	
Total Felsted Construction Ltd				1,294.00	250805
JCM Services					
	11/08/2025	2428	face back hedge line and raise crowns over seating area	132.00	
	21/08/2025	2440	Nature Area - Watering nature area x1	504.00	
	31/08/2025	2449	Cut back trees encroaching on zip wire	216.00	
Total JCM Services				852.00	250806
Julie Smith					
	31/08/2025	Aug25	Cleaning and Maintenance of Playing Field Toilets - Aug25	225.00	
Total Julie Smith				225.00	250807

Lee Heron					
	31/08/2025	Aug25	Unlocking car park 1 - Aug25	60.00	
Total Lee Heron				60.00	250808
MHG Engineering					
	29/08/2025	2025/33	Carry out repairs to megaswing and carousel in main playground	742.98	
Total MHG Engineering				742.98	250809
North End Nurseries					
	11/08/2025	1138	Watering of newly planted hedging and trees	360.00	
	19/08/2025	1139	Watering of newly planted hedging and trees	360.00	
	28/08/2025	1140	Watering of newly planted hedging and trees	360.00	
Total North End Nurseries				1,080.00	250810
Officials - Salary					
	31/08/2025	Aug25 - Salary		3,581.15	
Total Officials - Salary				3,581.15	250811, 250812, 250813
Officials - Expenses					
	31/08/2025	Aug25 - Exp		42.65	
Total Officials - Expenses				42.65	250811, 250812, 250813
Officials - NEST Pensions					
	31/08/2025	Aug25 - CS	Pension Contribution - C Schorah - Aug25	37.08	
	31/08/2025	Aug25 - HR	Pension Contribution - H Read - Aug25	135.82	
Total Officials - NEST Pensions				172.90	Direct Debit
PKF Littlejohn					
	20/08/2025	SB20250855	External Audit for 2024-25 financial year	504.00	
Total PKF Littlejohn				504.00	250814
Roe Environmental Ltd					
	19/08/2025	72634	Emptying septic tank and jet pipework	270.00	
Total Roe Environmental Ltd				270.00	250815
S P Barnard					
	31/08/2025	Aug25	Village attendant - Aug25	946.00	
Total S P Barnard				946.00	250816
Three Mobile					
	23/08/2025	104807450023	Monthly Sim card charge for CCTV	6.54	
Total Three Mobile				6.54	Direct Debit
Vodafone					
	27/08/2025	B4-707946808	Office Phone and Broadband - Aug25	56.43	
Total Vodafone				56.43	Direct Debit
Xeinadin					
	31/07/2025	133384	Payroll administration - Feb-Jun25	120.00	250817
Total Xeinadin				120.00	
TOTAL				10,594.57	

YTD Budget Comparisons - 24th July 2025

PC Account

	Budget 2024-25		YTD Actual 2024-25		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		39,890		39,890		39,890		
INCOME								
Precept	136,490		68,245		136,490		0	
Allotments Rents	1,700		3		1,700		0	
Playing field rent	600		150		1,000		400	
Grants	1,000		0		1,000		0	
Sundry other receipts	200		0		200		0	
Magazine advertising & donations	4,132		1,628		5,342		1,210	
Bank Interest	0		43		170		170	
Total Income		144,122		70,069		145,902		1,780
EXPENSES								
Salary and Expenses	54,404		20,143		55,163		758	
Street Lighting	8,299		9,355		17,112		8,813	
Administration	12,409		6,329		13,155		746	
Maintenance, repairs and upkeep	48,600		16,483		47,084		-1,517	
Projects	4,470		0		4,470		0	
Sundry	13,243		3,070		13,170		-73	
Total Expenses		141,425		55,380		150,153		8,728
Closing Balance		42,587		54,578		35,639		-6,948
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
General Reserve		24,587		36,578		17,639		

Nature Area

Opening Balance - Barclays Savings Account	£ 41,215.93				
Opening Balance - Metro Account	£ -	CLOSED			
Opening Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£ 121,215.93				
Barclays Savings Account - YTD	Date	Reference	Supplier	Description	Amount
	02/04/2025	250309	North End Nurseries	Watering of trees and hedging	-£ 360.00
	03/04/2025	250308	M&B Printers	Parking Signs	-£ 90.00
	06/04/2025	250312	H Read	Watering bags for Nature Area	-£ 531.06
	07/05/2025	250408	JCM Services	Nature Area - Grounds Maintenance 1/4	-£ 441.00
	07/05/2025	250413	North End Nurseries	2x watering of trees and hedging, supply of rabbit guards	-£ 825.00
	03/06/2025		Barclays	Interest to 01/06/25	£ 134.34
	05/06/2025		Stephen Easom	Reimbursement for petrol and brush cutter grease	-£ 65.59
	05/06/2025	1119	North End Nurseries	1x watering of trees and hedging	-£ 360.00
	02/07/2025	250605	JCM Services	3x watering of nature area	-£ 756.00
	02/07/2025		HMRC	VAT Reclaim	£ 1,671.96
	02/07/2025	1123	North End Nurseries	2x watering of trees and hedging	-£ 720.00
					-£ 2,342.35
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
					£ -
Closing Balance - Barclays Savings Account	£ 38,873.58				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£ 118,873.58				
				Total Income	£ 1,806.30
				Total Expense	£ 4,148.65
				Net Expense	£ 2,342.35
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	13.0				
Available Expenditure p.a.	£ 9,117.22				