

FELSTED PARISH COUNCIL

Minutes of the 1137th meeting held on 1st October 2025 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones (entered during the discussion of item 25/235), Frances Marshall, John Moore, Clive Perrins, Roy Ramm and Richard Silcock (Parish/District) along with 6 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

25/223 **Apologies for Absence**

Apologies had been received from Cllrs Alec Fox and Madelaine O'Neill, County Councillor Martin Foley and Assistant Clerk Clare Schorah.

25/224 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 25/241 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

25/225 **Public Forum**

225.1 Unnamed Road Bannister Green – The PC were advised that this road has been marked up pending repair. Thanks were expressed to the Assist. Clerk for her hard work in progressing this issue.

225.2 Solar Farm Consultation Event – The PC noted now that the potential solar farm is to be a conventional planning application TotalEnergies did not have a legal obligation to carry out the recent consultation events. Once the planning application comes forward residents are encouraged to submit their comments to UDC.

225.3 Play Area Inspections – The PC confirmed that all four of the PC owned play areas have an annual safety inspection of their play equipment carried out by the Royal Society for the Prevention of Accidents (RoSPA).

25/226 **Minutes of Meeting 1136 held on 3rd September 2025**

These Minutes were approved and were signed by the Chairman.

25/227 **Minutes of the Planning Committee meeting held on 16th September 2025**

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

25/228 **Matters Arising from the 3rd September Council Meeting**

228.1 Tree Outside of Almshouses (Item 25/193.1) – The PC were advised that the Tree Warden has removed the small branches that were overhanging the pavement. The PC expressed their gratitude to him.

228.2 Fallen Tree (Item 25/193.2) – The PC noted that it has been established that the tree which has come down into the Nature Area is not the responsibility of the PC. The owner is aware and needs to arrange it's removal.

228.3 Essex Film Office (Item 25/199.2) – The PC were advised that following on from granting Dandara permission to film a promotional video at the main playing fields Dandara have agreed to make a £150 donation towards the cost of Felsted's Christmas tree.

25/229 **County Councillor Report**

Clerks Note: Following the meeting a report on Local Government Reorganisation was received from County Councillor Martin Foley.

25/230 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: Local Government Reorganisation; Braintree DC's review of their local plan; the Local Community Liaison Forum; UDC's Local Plan (which is on track for adoption by Council in March/April 2026); Neighbourhood Planning; the recent consultation by Hedgehog Grove Solar Farm;

Stebbing Green Conservation Area and a new project exploring “Experiences of Frailty and Ageing Well!” From Healthwatch Essex. More information on this is available on their website <https://healthwatchessex.org.uk/2025/06/experiences-offrailty-and-ageing-well-in-west-essex/>
Clerk’s Note: District Councillor John Evans left the meeting at this point

25/231 Correspondence

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

231.1 Zero Carbon Communities Grant Fund – The PC agreed that this will be discussed at the next meeting of the Biodiversity Working Group.

231.2 Dangerously Parked Vehicle – The PC were advised that following a report of a van that had been dangerously parked in Cock Green for several days the PCSO attended the site. Whilst the van was not located having already moved on, the PC expressed their gratitude to the PCSO for her swift attendance.

231.3 Telephone Exchange – The PC noted that this building in Chelmsford Road is looking shabby. The Clerk will contact BT to ask if they could smarten it up.

231.4 Allotment Rentals – The PC noted a request from an allotment holder with two plots to pay one annual rental instead of two due to the small size of her plots. The PC noted that the size of plots does vary but agreed that all plots will continue to incur the same rental charge regardless of size. The allotment holder will be offered the chance to give up the small plots in exchange for a larger plot should one become available.

231.5 Chaffix

(i) Water Leak – The PC were advised of a suspected water leak in Chaffix. Local residents have reported it to both Affinity Water / UDC but neither authority have taken responsibility. The Clerk will contact Affinity Water to discuss.

(ii) Potholes – The PC were advised that following resident complaints to ECC about a number of potholes in Chaffix, ECC responded that Chaffix was owned by the School. The PC agreed that this was not correct. The Assist. Clerk will contact ECC Highways to discuss.

231.6 Solar Farm – see minute 25/234.

25/232 Finance

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

232.2 Receipts – Members noted the receipts of £71018.75 comprising of: Precept £68245; Felsted Focus Advertising £2013.75; Football Pitch Hire Fees £650; Allotment Rentals £93 and Felsted Focus Donations £17.

232.3 Conclusion of External Audit – The PC were advised that the External Auditors had concluded their audit and provided their report and certificate which stated that the 2024-25 Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices. No other matters were noted in the audit. The PC expressed their thanks to the RFO for all of his hard work and diligence.

25/233 **Parish Councillor Vacancy** – Proposed by Cllr Graham Harvey, seconded by Cllr Richard Silcock, Daniel Sinclair achieved an overall majority of votes. He will therefore be invited to join the Parish Council.

25/234 Proposed Solar Farm

234.1 PC Response to Application – The PC noted that now any application will no longer be a Nationally Significant Infrastructure Project (NSIP) and will therefore be decided at local level, the PC’s Planning Committee will potentially object to the application on multiple grounds when it comes forward. More information can be found on the [PC’s Website](#), [Facebook Page](#) and via a leaflet enclosed with the latest edition of the Felsted Focus.

234.2 Community Liaison Group (CLG) – The PC agreed that Cllr Clive Perrins will join the CLG.

25/235 **Primary School Car Park Signage** – The PC were advised that the car park is almost finished and that the school plans to operate it as a one way system. The PC agreed that signs for this together with disclaimer notices will be needed. It was noted that the contract for the transfer of the car park to the Felsted Community Trust contains a clause that no signage may be erected without the agreement of Troy Homes. HCR Law are therefore requesting Troy’s permission for the installation of appropriate signage.

25/236 **Nature Area**

236.1 Grass Cutting – The PC were advised that the grass has been cut but that due to subsequent heavy rain it has greened up again so nutrient rich grass remains.

236.2 Equipment Storage – The PC noted that discussions are taking place between Cllr Hywel Jones and Anglian Water re the possible use of an area owned by the water company for the storage of Nature Area equipment.

25/237 **Biodiversity Update** – The PC were advised that the next meeting is scheduled for 13th October 25.

25/238 **Parish Trees Bannister Green**

238.1 Horse Chestnuts – The PC noted that these were vandalised shortly after they were planted and that three are now either dead or beyond redemption. The PC unanimously agreed to replace the three trees.

238.2 Copper Beech – The PC noted that this tree was planted to commemorate the King's Coronation but that it has now died. They unanimously agreed that a new tree should be planted.

25/239 **Bury Farm Station Road Development** – The PC were advised that the start date for the building of the surgery is anticipated to be w/c 13th October and that Mulberry Homes have indicated that it will be a 9 month build. It was noted that on behalf of the Felsted Community Trust, a specialist consultant surveyor will make sure that the building conforms to the required NHS specification.

25/240 **Felsted Community Trust (FCT)** – The PC were advised that the first formal meeting of the FCT is to take place early this month.

25/241 **Neighbourhood Plan Review / Update**

241.1 Strategic Environmental Assessment (SEA) – The PC were advised that following the Governments recent removal of Neighbourhood Plan funding UDC has now agreed to fund an SEA for Felsted. The report is not expected to be available before early November.

241.2 Potential Sites – The PC noted that a site previously considered by the Review Group, the Water Tower site (WT) has come forward as a planning application submitted directly to UDC, outside of the Neighbourhood Planning Process. The PC has given qualified support to the application, albeit expressing concerns about construction access.

241.3 Allocation of Homes – The PC were advised that if UDC grant planning permission to the WT site for 70 homes, added to both the previously accepted '24 windfall' sites and the Sunnybrook II site, Felsted would successfully meet (and slightly exceed) its allocation of 95 homes. If the WT site is not approved, Felsted will be required to identify and allocate a different site (or sites) with similar capacity (approximately 70 homes) to ensure Felsted's housing allocation is met. It was also reported that a further site between Watch House Green and Bannister Green has also come forward as a planning application submitted directly to UDC, outside of the Neighbourhood Planning Process (submitted on behalf of "Bloor Homes") but as this application is for "up to 100 dwellings" which, when also taking account of the "24 windfall homes" already approved, would significantly exceed Felsted's indicated housing allocation, it is anticipated that the Felsted Parish Council Planning Committee will submit an objection.

241.4 Next Steps – The Review Group expects to conclude the Reg 14 Draft by the end of November.

25/242 **Chairmans Matters** – None raised.

25/243 **Clerk's Matters**

243.1 Fire Extinguishers – The PC were advised that the annual inspection of the office and pavilion fire extinguishers had been carried out by Anglia Fire Protection. No problems were identified.

243.2 Pavilion – The PC were advised that during a regular inspection the pavilion was found to have been left in an unacceptable condition by the football teams. As more than one team use it, it was noted that it was not possible to identify which team was responsible. All teams have been contacted and told that in future the pavilion must be left clean and tidy after use.

25/244 Planning Applications and Decisions

244.1 Applications to be Considered at the next Planning Meeting

UTT/25/2373/FUL / UTT/25/2374/LB - Barns At Pyes Farm Molehill Green Road

Conversion of a barn from vacant office space and garages to a 2 bedroom dwellinghouse. Works are to remain within existing footprint of the barn, consisting mostly of internal alterations, new windows & doors and remedial works/repairs.

UTT/25/2539/HHF - 3 Brook Meadow Gransmore Green Lane

Proposed two-storey rear extension with sky lights.

UTT/25/2498/OP - Land North Of Rayne Road

Outline application with all matters reserved except access for the erection of up to 100 dwellings, associated landscaping and open space, with access from Rayne Road.

244.2 Decisions Received Since Previous Council Meeting

UTT/25/0790/LB - Cressages 2 Cressages Close Bannister Green

Replacement of 13 rusted single glazed metal and rotten single glazed timber windows with modern vacuum glazed unit with integral comes.

Permission Refused - 9th September 2025 *'The information submitted does not meet the requirements of Paragraph 207 of the National Planning Policy Framework (2024).'*

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

Proposed Outbuilding

Permission Granted - 19th September 2025

UTT/25/1891/LB - Bell House 7 Station Road

Paint and change external colour

Permission Granted - 16th September 2025

244.3 Appeal Started Since Last Council Meeting

UTT/24/3025/FUL - APP/C1570/W/25/3371686 - Agricultural Building Rear Off The Mole Hill

Proposed demolition of existing agricultural building and erection of 1 no. dwelling, new access and associated development.

There being no further business the meeting closed at 7.42pm

Next Meetings:

Next Finance Committee Meeting: Wednesday 15th October 25 in the **URC Hall** at 3pm

Next Planning Committee Meetings: Tuesday 21st October 25 **online** at 6pm

Next Council Meeting: Wednesday 5th November 25 in the **URC Hall** at 6.30pm

..... 5 November 2025
Chairman

Correspondence List – October 2025

1. UDC: a) Midlife Employment, Skills and Health Fair, Braintree Committee Room, Braintree District Council, Causeway House, Bocking End, Braintree CM7 9HB.- Thursday 13th November 2025 10am – 1pm (Advertised on PC Facebook Page) b) Update on Local Government Reorganisation and UDC's analysis of the various proposals / it's recommendation. (circ. to PC 15/9) c) Standards Training Thursday 16th October (2pm – 4pm) in the Council Chamber at Saffron Walden. This can be attended in person or online (circ. to PC 24/9) d) Local Councils' Liaison Forum - Monday 29 September 7pm in the Council Chamber, Council Offices, Saffron Walden (circ. to PC 23/9) e) Recycling & Waste News f) Community Infrastructures Levy – consultation (fwd to Assist Clerk for Planning Committee (24/9) g) Rough Sleeper Count 14th October 25 h) Zero Carbon Communities Grant Fund (fwd. to Cllr RS 30/9)
2. EALC: Weekly News e-Bulletins
3. National Highways: A120 eastbound & westbound night time closure from Marks Farm Roundabout to Marks Tey 17 / 18 September due to resurfacing works.
4. Resident Letters: a) Dangerously Parked Vehicle - Cock Green b) Telephone Exchange in Chelmsford Road c) Allotment Rentals d) Chaffix Water Leak e) Solar Farm – Request for Guidance (see agenda item 11)
5. RCCE: a) Webinar "Reg 14 and Beyond" being held online on the 20th October at 7.30pm (fwd. to Cllrs RR / RF 9/9) b) Community Matters Publication (circ.to PC 15/9) c) Community Led Housing Networking Event – Canvassing Interest (fwd to Cllrs RR / RF 21/9) d) Nature and Biodiversity event Saturday 27th September at the University of Essex.(fwd. to Cllrs RS / HJ / MO)

Unpaid List – October 2025

Anglia Fire Protection				
	23/09/2025	118101	Crix Green Mission Hall - fire extinguisher service	114.60
	29/09/2025	118210	Office - fire extinguisher service	124.80
Total Anglia Fire Protection				239.40
Astragraphic Design Ltd				
	25/09/2025	645	Monthly charge for Adobe Software Creative Cloud Suite	56.48
Total Astragraphic Design Ltd				56.48
British Gas - BGL465975				
	24/09/2025	12475746	MUGA Electricity for period 26/02/25 to 24/09/25 - Account BGL465975, MPAN 1030072525215, Meter ...	148.63
Total British Gas - BGL465975				148.63
British Gas - BGL664918				
	23/09/2025	12462624	Pavillion Electricity - period 19/08/25 to 23/09/25 - Meter # 22S1091521 - MPAN 1012485770570	54.73
Total British Gas - BGL664918				54.73
Bryan Grimshaw				
	30/09/2025	Filing & Tubs	3 drawer filing cabinet, 3x half barrel flower tubs, petrol for filing cabinet collection	207.15
Total Bryan Grimshaw				207.15
Castle Water - 2595497				
	03/09/2025	10007548805	Ac # 2595497 - Allotment water supply (Station Road) 01/08/25 to 31/08/25 - SPID 301337036XW1X -...	78.31
Total Castle Water - 2595497				78.31
Castle Water - 2601428				
	04/09/2025	10007607681	Ac # 2601428 - Allotment water supply (Mill Road) 01/08/25 to 31/08/25 - SPID 3013582456W14 - Me...	29.87
Total Castle Water - 2601428				29.87
Felsted Poppy Appeal				
	30/09/2025	2025 Donation	PAY BY CHQ Donation and wreath	75.00
Total Felsted Poppy Appeal				75.00
JCM Services				
	06/09/2025	2461	Parish and Church yard grounds maintenance 3/4	3,660.00
	14/09/2025	2489	2/2 cuts on play park hedges, all waste removed	420.00
	15/09/2025	2490	hedge cutting at Felsted Church	84.00
	06/09/2025	2473	Nature Area - Grounds Maintenance 3/4	441.00
Total JCM Services				4,605.00
Julie Smith				
	30/09/2025	Sep25	Cleaning and Maintenance of Playing Field Toilets - Sep25	375.00
Total Julie Smith				375.00

M&B Printers				
	29/09/2025	18154	1300 A5 leaflets re Hedgehog solar farm	120.00
Total M&B Printers				120.00
MSS Alarms				
	01/10/2025	18711	Annual CCTV Servicing	174.00
Total MSS Alarms				174.00
Officials - Salary				
	30/09/2025	Sep25 - Salary		3,966.83
Total Officials - Salary				3,966.83
Officials - Expenses				
	30/09/2025	Sep25 - Exp	Clerk's expenses - Sep 2025- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Sep25 - mobile phone monthly contract, mileage, eye test RFO Expenses - Sep25 - Mileage, 2x pavilion keys cut, VAT Training	491.66
Total Officials - Expenses				491.66
Officials - NEST Pensions				
	30/09/2025	Sep25	Pension Contribution - Sep25	213.63
Total Officials - NEST Pensions				213.63
S P Barnard				
	30/09/2025	Sep25	Village attendant - Sep25	946.00
Total S P Barnard				946.00
SSE Energy Solutions				
	03/09/2025	IV03406907	Streetlight Electricity for period 01/07/25 to 31/07/25 - MPANs 10 1309 5287 825 & 10 1309 5287 ...	403.80
Total SSE Energy Solutions				403.80
St George's Pest Control Ltd				
	11/09/2025	54070	Allotments Pest Control 11/09/25 - 10/12/25	194.68
Total St George's Pest Control Ltd				194.68
Stevens & Son				
	11/09/2025	347	Cutting and Clearing Nature Area - Sep25	2,280.00
Total Stevens & Son				2,280.00
Three Mobile				
	23/09/2025	104807450024	Monthly Sim card charge for CCTV	6.54
Total Three Mobile				6.54
TPM Medical				
	16/09/2025	1716	Basic First Aid Course	600.00
Total TPM Medical				600.00
Vodafone				
	27/09/2025	B4-711454671	Office Phone and Broadband - Sep25	56.43
Total Vodafone				56.43
TOTAL				15,383.14