

FELSTED PARISH COUNCIL

Minutes of the 1139th meeting held on 3rd December 2025 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Frances Marshall, Roy Ramm, Richard Silcock (Parish/District) along with 3 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).

25/274 Apologies for Absence

Apologies had been received from Cllrs John Moore, Madelaine O'Neill, Clive Perrins, Daniel Sinclair and County Councillor Martin Foley.

25/275 Declarations of Interest

Cllr Richard Silcock declared a pecuniary interest in Item 25/294 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

25/276 Public Forum – No items raised.

25/277 Minutes of Meeting 1138 held on 5th November 2025

These Minutes were approved and were signed by the Chairman.

25/278 Minutes of the Planning Committee Meeting held on 18th November 25 and the Finance Committee Meeting held on 26th November 25

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

25/279 Highways Report – The PC noted the previously circulated highways report.

25/280 Matters Arising from the 5th November Council Meeting

280.1 Telephone Exchange on Chelmsford Road (Item 25/252.1) – The PC noted that following their contact with BT the frontage of the telephone exchange building on Chelmsford Road has been fully refreshed. The Clerk has written to BT expressing the PC's thanks.

280.2 Height of Hedge (Item 25/255.4) – The PC were advised that this has been assessed by ECC who determined that the issue does not meet their minimum requirements to be recorded as a defect.

280.3 Bannister Green Trees (Item 25/259.3) – Proposed by Cllr Hywel Jones, seconded by Cllr Roy Ramm it was unanimously agreed that North End Nurseries will plant eight new Horse Chestnut trees on Bannister Green together with a Hornbeam tree. The two surviving Horse Chestnut trees will be relocated onto the Nature Area.

280.4 Molehill Green Road (Item 25/270) – The PC were advised that County Cllr Martin Foley has chased ECC Highways again regarding the continuing deterioration of the surface of the road.

25/281 County Councillor Report

Members noted the report from County Councillor Martin Foley which contained information on Highways issues.

25/282 District Councillors Report

Members noted the [report](#) from the District Councillors which contained information on: Sustainable Felsted; the Uttlesford Local Plan; Government Planning Changes; Local Government Reorganisation; the Essex Mayoral Elections; the proposed Solar Farm (see minute 25/286) and Group Buying of Energy which has the potential to save residents money on their energy costs. More information can be found using the following link:

<https://switchtogether.co.uk/energy/essex/info/about-us>

25/283 **Correspondence**

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

283.1 UDC Chairman's Civic Carol Service – The PC noted that this is being held at Holy Cross Church on 10 December 25. They expressed appreciation for the invitation sent to the PC by UDC's Chairman.

283.2 Community Safety Partnership – The PC were advised of a possible new initiative whereby UDC would purchase a portable VAS sign that would be shared by participating parishes. It was unanimously agreed to express interest in this initiative.

283.3 CouncilWise – The PC were advised of a new training & support company for councils that will be based in Great Dunmow.

25/284 **Finance**

284.1 Payments

i) Uttlesford Association of Local Councils (UALC) – Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox it was unanimously agreed to continue membership of the UALC for a subscription of £5 per annum.

ii) Payments List – Members considered the list of payments on page 6. Proposed by Cllr Roy Ramm, seconded by Cllr Frances Marshall the payments list was unanimously approved.

284.2 Receipts – Members noted the receipts of £72 made up of Allotment Rentals £70 and a Felsted Focus Donation of £2.

284.3 YTD Budget Review

i) PC Account – Cllrs noted that the figures on the top half of page 7 showed an estimated actual vs budget deficit for the year end of approximately £11000. They were advised that various tree works plus scale point increases for staff had contributed to the deficit.

ii) Nature Area Account – Cllrs noted that the figures on the bottom half of page 7 showed that year to date net expenditure is £10289. They further noted that total balances in the Nature Area accounts were £113173 which equates to an average annual spend of £8830 in the remaining years covered by the S106 agreement.

284.4 Review and Approval of Asset Register – The PC considered the revised Asset Register and noted that non-land assets had been increased in value by 5% in line with this year's insurance valuation. Proposed by Cllr Roy Ramm, seconded by Cllr Alec Fox the Asset Register was agreed unanimously.

25/285 **Local Government Reform Consultation** – The PC were advised that the consultation on Local Government Reform is open until 11 January 2026. It was agreed that a response to the consultation would not be made as a collective but that Parish Councillors were free to respond as individuals. Residents are also encouraged to respond to the consultation which can be accessed here: <https://consult.communities.gov.uk/local-government-reorganisation/essex-southend-on-sea-thurrock/>

25/286 **Proposed Solar Farm** – The PC were advised that the anticipated planning application is likely to be submitted to UDC in January. They were further advised that during a recent Community Liaison Group meeting the main entrances to the solar farm were shown to be in Frenches Green. The PC noted that this change would mean that heavy vehicles would travel via Watchhouse Green and Bannister Green which would require the use of Victorian bridges. It was agreed that Cllr Graham Harvey would contact TotalEnergies to request written answers on various issues including the number of vehicle movements a day, the weight of the trucks and the routes that they would take. It was further agreed that Cllr Richard Freeman / the Assist. Clerk will contact ECC highways to express concerns about the proposed routes and the unsuitability of the bridges.

25/287 **URC Burial Ground** – The PC agreed to wait until ownership of the burial ground has passed to the PC before considering investing in computerising the burial records.

25/288 **Churchyard** – The PC considered options for the replacement of the dead box hedge surrounding the ashes area. The Clerk will obtain quotes for consideration at the January PC meeting.

25/289 **Heritage Signs** – These will be considered at the February PC meeting.

25/290 **Nature Area Update**

290.1 Trees / Coppices – Proposed by Cllr Hywel Jones, seconded by Cllr Roy Ramm it was unanimously agreed to accept the quote of £3200 from North End Nurseries to transplant 30 mature trees left by the developers / make 3 coppice areas consisting of approximately 25x25 metres of scrub hedges each containing a small number of the transplanted trees. The PC noted that as part of the cost was based on a day rate the exact charge may vary slightly from that quoted.

290.2 Hemlock – The PC were advised that this is still present on the Nature Area despite being cut down annually. It was agreed to consider the use of a selective herbicide.

290.3 Equipment Storage – The PC were advised that discussions are to take 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. It was noted that Anglian Water were proving difficult to contact.

25/291 **Biodiversity Update**

291.1 Sustainable Felsted – The PC were advised that the Biodiversity Working Group had rebranded and were now called Sustainable Felsted. It was noted that this group will oversee the Nature Area Working Group.

291.2 UDC's Zero Carbon Communities Fund – The PC were advised that a grant application had been made to this fund. If successful the funds will be used to set up a Sustainable Felsted website and to produce / distribute leaflets appealing for volunteers to join the group.

25/292 **Bury Farm Station Road Development** – The PC noted that construction of the new Doctor's Surgery is well under way.

25/293 **Felsted Community Trust** – Nothing to update.

25/294 **Neighbourhood Plan Review / Update** – The PC were advised that the Neighbourhood Plan Review Group had answered some questions generated by the outside consultancy AECOM who are carrying out the Strategic Environmental Assessment (SEA). This is expected to be received in late December. It is anticipated that the draft plan will move forward to Reg 14 in the New Year.

25/295 **Parish Council Christmas Closure** – The PC noted that the council will be closed from Wednesday 24th December 25 reopening on Friday 2nd January 26.

25/296 **Chairmans Matters**

296.1 Crix Green Mission Hall – The PC were advised that a goal post had been erected in the car park of the mission hall and that the tenants of the cottage had confirmed that it did not belong to them. The PC agreed that it would be removed.

296.2 Coffee Morning – The PC agreed that an engagement event would be held one Saturday morning in the Spring in the URC Hall.

296.3 Woodleys Car Park – The PC noted that a local resident regularly parks their vehicles in Woodleys Car Park. It was agreed that the car park is not for domestic use and that the resident concerned will be contacted. A reminder to all parishioners that the car park is not for domestic use will be posted onto the PC website and Facebook Page.

25/297 **Clerk's Matters**

297.1 Play Equipment Repairs – The PC were advised that following issues identified in the main play area by the Rospa report repairs to the Carousel, Swing and Ariel Runway are being undertaken by MHG Engineering.

297.2 Bench in Main Play Area – The PC noted that this has been repaired by Cllr Clive Perrins. They expressed their thanks to him.

297.3 Graffiti – The PC were advised that the public toilets have been defaced inside with graffiti. The Village Attendant is in the process of trying to remove it.

25/298 **Planning Applications and Decisions**

298.1 Applications to be Considered at the next Planning Meeting

UTT/25/3067/FUL - Broughton House Bartholomew Green

Demolition of existing dwelling and construction of replacement self build dwelling with

parking, amenity areas and landscaping.

UTT/25/3168/FUL - Razza Braintree Road

S73 application to vary conditions C6.1 (restriction on use) and C13.7 (hours of opening) of UTT/0362/00/FUL (Change of use from health club (D1) to restaurant (A3))

UTT/25/3150/LB - Three Horse Shoes Bannister Green

Replacement of 2 no. doors and 13 no. windows.

UTT/25/2858/FUL - The Orchards Gransmore Green

Demolition of existing dwelling and construction of 1 no. self-build replacement dwelling.

UTT/25/3173/DFO - Crossways Stevens Lane

Details following outline application UTT/24/0604/OP for demolition of 1 no. existing dwelling and erection of 3 no. dwellings - details of access, appearance, landscaping, layout and scale.

298.2 Decisions Received Since Previous Council Meeting

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

Proposed two-storey rear extension with sky lights.

Permission Granted - 20th November 2025

UTT/25/1989/LB / UTT/25/1988/HHF - Yew Tree Cottage Stevens Lane

Relocation of the kitchen to the northern end of the two-storey extension. Conversion of the existing kitchen to a study. Removal of the dividing wall to the dining room. Replacement like-for-like door and window set to proposed kitchen. Replacement of door and window set to existing rear entrance. Replacing doors and windows to proposed breakfast area. Provision of a new open sided patent glazed porch to the rear elevation. Enclosing the open plan link area adjacent to the proposed new kitchen location. Replacement staircase. Modern timber stud wall removed from rear entrance.

Permission Granted - 19th November 2025

298.3 Other Planning Business

The PC were advised that the new school car park should be finalised and in use by end of January 26.

25/299

Urgent Items

299.1 Christmas Decoration Making Event – The PC noted that this was to be held in the URC Hall on Saturday 6th December. It was unanimously agreed that it was a Community Project that the PC has sponsored in the past. The PC would therefore provide a Risk Assessment and would underwrite the insurance requirement.

299.2 Santa Mail – It was unanimously agreed that the PC would pay the postage for any replies to “Letters to Santa” posted to him at the Christmas Event (see minute 25/299.1).

There being no further business the meeting closed at 8.48pm

Next Meetings:

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

Next Council Meeting: Wednesday 7th January 26 online at 6.30 pm

..... 7th January 2026

Chairman

Correspondence List – December 2025

1. UDC: <ul style="list-style-type: none">a) Postal Address for New Development at Felsted School – Tudor Flat / Assistant HM Flat, Felsted School.b) Postal Address for New Development at Land West Of Bury Farm Station Road – Felsted Health Centre, Snowdrop Wayc) Uttlesford Business Awards 26 open for applications until 23rd January 26.d) Latest news (circ. to PC 23/11)e) Chairman's Civic Carol Service – Being held on 10 December at Holy Cross Church Felsted – (Invitation to PC circ. 23/11)f) Community Safety Partnership – Sharing of portable VAS signg) Parish Briefing (circ.to PC 29/11)
2. ECC: <ul style="list-style-type: none">a) Local Nature Partnership Newsletterb) Local Government Reorganisation Webinars 2nd Dec 5.30 – 6.30pm / 3rd December 9.30-10.30am (circ. to PC 24/11)
3. EALC: <ul style="list-style-type: none">a) Weekly News e-Bulletinsb) Data Protection Online Training (circ. to PC 3/12)c) ECC's views on Local Government Reorganisation (circ. to PC 3/12)
4. SLCC: Financial Services Compensation Scheme Limit increasing to £120,000 from 1 December 2025 (fwd to RFP 1/12)
5. National Highways <ul style="list-style-type: none">a) Renewal of traffic signals on A120 Coggeshall Road (Bradwell). Works to take place over four nights starting on 24/11.b) Installation of new speed limit signs along the A120 between Horsley Cross and Parkeston. Works to take place over three nights starting on 26/11.
6. CouncilWise: Training & Support Company for Councils.
7. Resident Letter: Thank you to PC for the contact with BT that led to the refreshing of the frontage of the telephone exchange on Chelmsford Road.
8. Farleigh Hospice - Christmas Tree Recycling 2026 - Farleigh Hospice
9. RCCE: <ul style="list-style-type: none">a) Essex Warbler December Edition (circ. to PC 1/12)b) Government Report on Attitudes towards Housing (fwd to Cllrs RR / RF 1/12)
10. CPRE: Countryside Update (circ. to PC 1/12)
11. Airspace and Noise Community Forum Update (fwd. to Cllr JM 28/11)

Unpaid List – December 2025

	Date	Num	Memo	Open Balance	Payment Ref
Allotments					
	30/11/2025		Return of non-cancelled or duplicate allotment payments for plots 35 (£27), 1&2 (£54), 16b (£27)	108.00	251101, 251102, 251103
Total Allotments				108.00	
A & J Lighting Solutions					
	25/11/2025	39680	Install LED light fitting to lamp post west of Three Horseshoes	660.30	251104
Total A & J Lighting Solutions				660.30	
Astragraphic Design Ltd					
	20/11/2025	649	Monthly charge for Adobe Software Creative Cloud Suite	56.48	251105
Total Astragraphic Design Ltd				56.48	
British Gas - BGL465975					
	28/11/2025	15470911	CREDIT MUGA Electricity for period 24/09/25 to 28/10/25 - Account BGL465975, MPAN 1030072525215, Meter ...	-24.65	
	28/11/2025	13123665	MUGA Electricity for period 24/09/25 to 28/11/25 - Account BGL465975, MPAN 1030072525215, Meter ...	73.74	Direct Debit
Total British Gas - BGL465975				49.09	
British Gas - BGL664918					
	22/11/2025	13068103	Pavillion Electricity - period 14/10/25 to 19/11/25 - Meter # 22S1091521 - MPAN 1012485770570	56.58	Direct Debit
Total British Gas - BGL664918				56.58	
Castle Water - 2601428					
	05/11/2025	10008198488	Ac # 2601428 - Allotment water supply (Mill Road) 01/10/25 to 31/10/25 - SPID 3013582456W14 - Me...	29.87	Direct Debit
Total Castle Water - 2601428				29.87	
JCM Services					
	10/11/2025	2554	Cut and collect on Braintree Road and Bannister Green, Cut and collect wildflower area at Bannis...	1,020.00	251106
	13/11/2025	2587	Raise crowns to 4m and reduce laterally by 4-5m to eastern boundary of playing field and lateral...	1,560.00	251106
	10/11/2025	2568	Parish and Church yard grounds maintenance 4/4	3,660.00	251106
	10/11/2025	2578	Nature Area - Grounds Maintenance 4/4	441.00	251107
Total JCM Services				6,681.00	
Julie Smith					
	30/11/2025	Nov25	Cleaning and Maintenance of Playing Field Toilets - Nov25	420.00	251108
Total Julie Smith				420.00	
Lee Heron					
	18/11/2025	Nov25	Unlocking car park 1 - Nov25	60.00	251109
Total Lee Heron				60.00	
M J Read					
	20/11/2025		Rental of storage facility for 1 Dec 2022 to 30 Nov 2023	300.00	251110
Total M J Read				300.00	
M&B Printers					
	17/11/2025	18246	2x A4 signs - CCTV	48.00	
	28/11/2025	18280	2x A4 signs - Car Park - Felsted Primary School - FCT DONATION	234.00	
Total M&B Printers				282.00	251112
Officials - Salary					
	30/11/2025	Nov25 - Salary		4,400.58	251113, 251114, 251115
Total Officials - Salary				4,400.58	
Officials - Expenses					
	30/11/2025	Nov25 - Exp	Clerk's expenses - Nov 2025- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Nov25 - mobile phone monthly contract, mileage RFO Expenses - Nov25 - Mileage	280.85	251113, 251114, 251115
Total Officials - Expenses				280.85	
Officials - NEST Pensions					
	30/11/2025	Nov25		256.29	Direct Debit
Total Officials - NEST Pensions				256.29	
S P Bamard					
	30/11/2025	Nov25	Village attendant - Nov25	924.00	251116
Total S P Bamard				924.00	
SSE Energy Solutions					
	07/11/2025	IV03679029	Streetlight Electricity for period 01/10/25 to 31/10/25 - MPAN 10 1309 5287 597	655.86	Direct Debit
Total SSE Energy Solutions				655.86	
Stephen Easom					
	12/11/2025	Nov25	Reimbursement for items for Nature Area works - 2x 5L Aspen for brushcutter, 500m Hazard tape, w...	145.86	251117
Total Stephen Easom				145.86	
Uttlesford Association of Local Councils					
	28/11/2025	2025/26	Annual membership subscription 2025-26	5.00	251118
Total Uttlesford Association of Local Councils				5.00	
Vodafone					
	27/11/2025	B4-718513848	Office Phone and Broadband - Nov25	39.60	Direct Debit
Total Vodafone				39.60	
TOTAL				15,411.36	

FPC - Budget Comparison to 18 November 2025

	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		136,490		136,490		0	
Allotments Rents	1,700		2,299		2,154		454	
Playing field rent	600		1,160		1,160		560	
Grants	1,000		0		1,000		0	
Sundry other receipts	200		0		200		0	
Magazine advertising & donations	4,132		5,212		5,212		1,080	
Bank Interest	0		85		114		114	
Total Income		144,122		145,246		146,330		2,208
EXPENSES								
Salary and Expenses		54,404		37,737		61,881		7,477
Street Lighting		8,299		11,104		14,334		6,035
Administration		12,409		11,562		14,341		1,932
Maintenance, repairs and upkeep		48,600		36,341		49,577		976
Projects		4,470		304		1,624		-2,846
Sundry		13,243		3,145		13,170		-73
Total Expenses		141,425		100,194		154,927		13,501
Closing Balance		42,587		84,942		31,293		-11,294
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
General Reserve		24,587		66,942		13,293		

Nature Area Expenditure to 18 November 2025

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
	30/07/2025		JCM Services	Watering, removal of dead branches, Grounds Maintenance 2/4	-£1,287.00
	30/07/2025		North End Nurseries	Watering of newly planted hedging and trees	-£360.00
	03/09/2025		JCM Services	Nature Area - Watering nature area x1	-£252.00
	03/09/2025		North End Nurseries	Watering of newly planted hedging and trees	-£1,080.00
	01/10/2025		JCM Services	Nature Area - Grounds Maintenance 3/4	-£441.00
	01/10/2025		Stevens & Son	Cutting and Clearing Nature Area - Sep25	-£2,280.00
	10/11/2025		JCM Services	Nature Area - Grounds Maintenance 4/4	-£441.00
					-£8,042.35
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
					£ -
Closing Balance - Barclays Savings Account	£ 33,173.58				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£ 113,173.58				
				Total Income	£ 1,806.30
				Total Expense	£ 10,289.65
				Net Expense	£ 8,483.35
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	12.8				
Available Expenditure p.a.	£ 8,830.35				