

FELSTED PARISH COUNCIL

Minutes of the 1143th meeting held on 1st April 2026 at 6:30 pm in the URC Hall

Present: Councillors Graham Harvey (Chairman), Richard Freeman, Hywel Jones (entered the meeting during item 26/81.1), John Moore, Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Daniel Sinclair along with 7 members of the public. Also present was District Councillor John Evans. In attendance: Heather Read (Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

26/79 **Apologies for Absence**

Apologies had been received from Cllrs Alec Fox, Frances Marshall, Madelaine O'Neill, County Cllr Martin Foley and Clare Schorah (Assistant Clerk).

26/80 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 26/100 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

26/81 **Public Forum**

81.1 Grass Cutting Contract – The PC noted that the grass cutting contract does not provide for the removal of cuttings.

81.2 Parking – The PC were advised that parking during the evenings on the main road in the parish centre is getting worse. The Assist. Clerk will chase ECC for the previously requested double yellow line repainting.

81.3 Felsted Community Trust (FCT) – The PC noted that the average age of the trustees is over 70 but that succession plans will be discussed at the next meeting of the FCT. It was further noted that the problem of finding younger volunteers is wider than just the Trust with the PC and those who try to get help with community events constantly struggling to get any interest or support from younger members of the community.

81.4 Felsted Gate – The PC agreed that they will not accept the transfer of ownership of the public open spaces until the developers have completed the landscaping that they have previously advised the PC will be in place in line with the original planning conditions relating to an Open Space Delivery Plan.

26/82 **Minutes of Meeting 1142 held on 4th March 2026**

These Minutes were approved and were signed by the Chairman.

26/83 **Minutes of the Finance Committee meeting held on 25th February 26 and the Planning Committee meeting held on 17th March 26.**

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

26/84 **Matters Arising from the 4th March Council Meeting** – None raised.

26/85 **County Councillor**

Members noted that County Cllr Martin Foley will continue to follow up issues affecting Felsted with ECC until his final day as Felsted's representative at ECC on 7th May 26.

26/86 **District Councillors Report**

86.1 Report – Members noted the [report](#) from the District Councillors which contained information on: Local Government Reorganisation; the Uttlesford Local Plan 2021-2041; Hedgehog Grove Solar Farm; Assets of Community Value and Further Government Planning Changes. The District Councillors were thanked for their comprehensive report and residents were urged to read the report in full as it is most informative.

86.2 Local Plan – The PC thanked District Cllr John Evans for his work on UDC's Local Plan and for helping it to progress successfully to adoption.

26/87 Correspondence

Members noted the Correspondence received (see pages 6/7) including the following:

87.1 Councillors Initiative Fund – The PC noted with thanks the £100 donation from the District Councillors Ward Initiative Fund towards the purchase of litter picking equipment.

87.2 Essex Safer Speeds Strategy Consultation – The PC noted that road deaths in Essex have sadly reached a 10-year high and that ECC have launched the Essex Safer Speeds Strategy Consultation which is open until 26 April 26. The consultation can be accessed using the following link: <https://consultations.essex.gov.uk/essex-highways/essex-safer-speeds-strategy>. Residents are strongly urged to take part in the consultation.

87.3 EALC Chief Executive Officer – The PC were advised that the EALC's Chief Executive Officer (CEO) Charlene Slade had resigned.

Clerk's Note: Stephanie Robinson has been appointed as the EALC's Interim CEO.

87.4 Public Toilets – The PC noted a letter of praise and thanks from a resident for the "spotlessly clean, well maintained and immaculate toilets". The PC expressed their gratitude to the cleaner for her dedication and hard work.

87.5 Post Box outside of Linsells – The PC noted that this has now become a solar powered post and parcel box. Looking very similar to traditional red post boxes it now enables parcels to be scanned and posted along with regular mail.

26/88 Finance

88.1 Payments – Members considered the list of payments on page 8/9. Proposed by Cllr Roy Ramm, seconded by Cllr John Moore the payments list was unanimously approved.

88.2 Felsted Community Trust (FCT) – It was noted that the FCT expect to receive approximately £11,000 from Troy Homes which would cover the majority of their outstanding legal fees of £11,669.20. However as the amount had not yet been received and the legal fees were due for payment it was proposed by Cllr Roy Ramm, seconded by Cllr John Moore and unanimously agreed that a total donation of £13,177.70 (being £1,508.50 as noted on the unpaid list - see minute 26/88.1, plus the approval for a potential donation of up to £11,669.20 - as above) be made from the PC to the FCT if the funds from Troy were not received before the date the legal fees were due to be paid. It is hoped that once in receipt of sufficient income the Trust may return funds to the PC by way of matching donations.

Clerks Note: The donation made to the FCT was £1,508.50 as per the unpaid list (see minute 26/88.1)

88.3 Receipts – Members noted the receipts of £13,209.55 consisting of: VAT Rebate £9,629.35; Toddler Group Donation £2,912.20; NPSG Repayments £621 and Felsted Focus Donations £47.

88.4 GDPR Training – The PC were advised that in order to meet the AGAR requirements the PC needed to be able to demonstrate that both staff and Councillors were trained on data protection principles and practices. The Clerk will investigate suitable courses.

Clerk's Note Cllr John Moore left the meeting at this point.

26/89 **Teen Shelter Surface** – The PC considered three quotes to repair / replace the surface under the teen shelter. It was agreed that these will be considered at the next Finance Committee Meeting.

Clerks Note: District Cllr John Evans left the meeting at this point.

26/90 Football Pitches

90.1 Outside Teams – The PC were advised that teams from outside of the parish have been using Felsted pitches for practice without permission. The Clerk will contact the teams responsible and advise them that they are not allowed on the Felsted pitches.

90.2 Hiring Teams – Proposed by Cllr Richard Freeman, seconded by Cllr Roy Ramm it was unanimously agreed that the playing fields / pitches are a recreational facility for the parish and should not be hired out to new teams from outside of the parish.

26/91 **Proposed Solar Farm** – The PC were advised that Planning Application [UTT/26/0445/FUL](#) for 675 acres of Solar Farm has been submitted to UDC. They noted that the application for the cabling will be separate and has not yet been submitted. Application UTT/26/0445/FUL will be discussed at the next Planning Committee meeting scheduled to take place on Tuesday 21st

April 26.

26/92 **Community Engagement**

92.1 Policy – This will be discussed at the May PC meeting.

92.2 Publicity – The PC agreed that it is difficult to generate interest from members of the public. It was noted that the PC have a website, Facebook Page and write regular articles for the Felsted Focus. It was further noted that the Annual Parish Assembly is being held on Thursday 14th May and that a Coffee Morning is being arranged for Saturday 6th June. Both will be held in the URC Hall. Residents are encouraged to attend as these are an opportunity to hear more about the activities of the PC and those of other local organisations.

26/93 **UK Power Networks** – The PC were advised that UK Power Networks had not yet agreed to attend a PC meeting. Local MP Sir James Cleverly will be asked to contact them on the PC's behalf.

26/94 **Heritage Signs** – No update was received.

26/95 **Sustainable Felsted** – The PC were advised that the Wildflower Area at Watch House Green is due to be scarified. It was noted that the PC will then carry out a second sowing of wildflower seed.

26/96 **Nature Area**

96.1 Container – The PC were advised that the cost of a container that could be used for the secure storage of equipment would be approximately £2000 – £3000 with a further £1000 for a solar array to go on the top. This will be discussed further at the May PC meeting.

96.2 Public Liability Insurance – It was agreed that this will be needed for any community engagement events

96.3 Hemlock – The PC noted that a risk management plan divided into public / restricted areas was being written and that advice was being sought from contractors. The PC were advised that the area next to the path will need to be sprayed.

26/97 **Primary School Car Park** – The PC were advised that Cllrs Richard Freeman, Frances Marshall and The Clerk had carried out both a morning and afternoon survey at Foxglove Place to ensure that children / parents / carers could cross safely on the way to and from school. No issues were identified.

26/98 **Bury Farm Station Road Health Centre Development** – The PC noted that this is progressing well. It is anticipated that a site visit will be arranged for the doctors in the near future.

26/99 **Felsted Community Trust (FCT)**

99.1 Trustees Meeting – The PC were advised that a Trustees meeting is to be held later this month.

99.2 Liability Insurance – The PC noted that this is now in place for the school car park and is in the name of FCT Ltd.

26/100 **Neighbourhood Plan Regulation 14 Review / Update**

100.1 Consultations – The PC noted that the Public Consultation period concluded on 23rd March 26 and that limited public responses had been received. These will now be considered by the Review Group. The PC were advised that a further six week consultation period is now being held with statutory bodies.

100.2 Planning Application [UTT/25/1929/OP](#) – The PC were advised that the "Water Tower" site for the erection of up to 70 dwellings was due to be determined by UDC's Planning Committee on 8th April 26.

Clerks Note: The application received the Committee's "reserved matters" approval with a condition requiring a comprehensive "Traffic Management" survey / report which it is hoped would include a haul road.

26/101 **Anti-Litter Campaign** – The PC agreed that a parish litter pick will be arranged. This will be advertised in the Felsted Focus.

26/102 **Staff Appraisals** – The PC were advised that the annual staff appraisals had been completed and that the resulting report will be considered by the HR Working Group. The Chairman of the PC asked for the following statement to be included in the minutes: *"The PC are incredibly*

fortunate to have three of the finest members of staff who carry out their duties to the highest possible level”.

26/103 **Training** – The PC were advised that Cllr Daniel Sinclair is to undertake “New Councillor” training next month.

26/104 **Chairmans Matters**

104.1 Molehill Green – The PC were advised that Cllr Gaham Harvey has identified a drain that a septic tank is discharging into. He will provide the location to the Clerk who will report the matter to Environmental Health at UDC.

104.2 The Chequers – The PC noted that this is now under new management

26/105 **Clerk’s Matters**

105.1 Attempted Arson – The PC were advised that vandals had attempted to set fire to the bin by the MUGA. They noted that the incident was reported to the police.

105.2 Allotment Fruit Tree Pruning – The PC were advised that these works have now been completed. They noted that JCM Services advised that they were able to make cost savings and passed these onto the PC, invoicing £390 instead of the quoted £610.

105.3 Allotment Access Gate – The PC were advised that the padlock on the gate has been left unsecured with the number code not swivelled on several occasions. Notices will be erected reminding plot holders to secure the gate / padlock.

105.4 Fly Tip – The PC were advised of a fly tip on Mill Lane. UDC have stated that they cannot clear it as it is on private land. The Clerk will contact the landowner.

105.5 PAT Testing – The PC were advised that the annual PAT test of the PC’s electrical equipment had been carried out and that no issues were identified.

26/106 **Planning Applications and Decisions**

106.1 Applications to be Considered at the next Planning Meeting

UTT/26/0653/FUL - Rear Of Weavers Farm Braintree Road

Proposed mixed sizes 9 no. dwellings, access road and footpath, widening of existing access, public open space and orchard with connections to public footpaths.

UTT/26/0445/FUL - Hedgehog Grove Felsted

The installation and operation of a renewable energy generating station comprising ground mounted solar arrays, associated infrastructure and landscaping.

106.2 Decisions Received Since Previous Council Meeting

UTT/26/0167/FUL / UTT/26/0195/LB - Yew Tree Cottage Stevens Lane

S73 application to vary condition 2 (approved plans) of UTT/25/1988/HHF (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.) - To raise a window cill level of a North West Elevation window and to lower a window cill level of a North East Elevation window.

Permission Granted - 19th March 2026

UTT/26/0197/FUL - Oak House Watchouse Green

S73 application to remove condition 7 (Habitat Management and Monitoring Plan) of UTT/24/2790/OP (Outline application with all matters reserved except access for the construction of 2 no. detached dwellings).

Permission Granted - 23rd March 2026

UTT/26/0305/HHF - 4 Hunters Grove Watch House Green

Part conversion of cart lodge and extension to form downstairs bedroom and bathroom.

Permission Granted - 27th March 2026

106.3 Appeals Started Since Previous Council Meeting

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

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

26/107

Proposals for Future Agenda Items

107.1 Events Committee – The PC noted that membership of this committee will be agreed at the May PC meeting.

107.2 British Legion – The PC noted that the Legion have erected a large sign on the fence at Woodleys Car Park. Cllr Graham Harvey will contact them and ask for it to be removed.

There being no further business the meeting closed at 8.30pm

Next Meetings:

Next Planning Committee Meeting: Tuesday 21st April 26 online at 6.00 pm

Next Council Meeting: Wednesday 6th May 26 in the URC Hall at 6.30 pm

..... 6th May 2026
Chairman

Correspondence List – April 2026

1. UDC:

- a) Webinars: Understanding and using Biodiversity Net Gain - Tuesday 17th March 7pm - 8pm / National Lottery Community Fund for local environmental action - Wednesday 25th March 7pm - 8pm (fwd. to Clls HJ / RS 4/3)
- b) Crisis and Resilience Fund - Support re Heating Oil costs for vulnerable households The fund will be administered by [Essex County Council](#). The [Cost of Living Support section on UDC's website](#) makes it clear who enquiries should be made to if residents need help with their heating costs.
- c) Land East Of Oaklea Causeway End Road – New Development's address will be Marsham House, Causeway End Road.
- d) Local Government Reorganisation – Confirmation of decision on new unitary councils in Greater Essex. The LGR Decision is in support of the five unitary council model. (circ. to PC 25/3)
- e) Local Plan News (circ. to PC 26/3)
- f) Award from Councillors Initiative Fund
- g) Parish Briefing (circ. to PC 26/3)
- h) District News (circ. to PC 27/3)

2. ECC:

- a) Essex Safer Speeds Strategy consultation (circ. to PC 16/3)
- b) Closure of Causeway End Road, due to commence on 14th April for 1 day. The closure is required while UK Power Networks undertakes new connection works. <https://one.network/?tm=GB148722069>
- c) Webinar launching the Sustainable Essex website 23rd March 4-5pm. (fwd. to Cllrs HJ / RS 20/3)
- d) Essex Climate Action Newsletter (fwd. to Cllr RS 20/3)
- e) Emergency Closure of Mill Road (20th March). The closure is required for emergency repairs to a water supply pipe. (circ. to PC 20/3)
- f) Love Your Bus Round 2 grant fund results (fwd. to PC's Transport Rep 28/3)

3. EALC:

- a) Weekly News e-Bulletins
- b) Resignation of Chief Executive Officer

4. CouncilWise:

- a) Various Training Courses
- b) Chair & Councillor Coffee Networking Morning – 18th March (circ. to PC 16/3)
- c) Clerks' Networking Coffee Mornings in April & May.

5. National Highways

- a) Resurfacing works on the A120 westbound between Dunmow West Interchange and Stansted. Works are scheduled over two nights (8pm and 6am) 12/13 March. Closures and diversions will be in place.
- b) Street lighting upgrades on the A120 between Dunmow South Interchange and Panners Roundabout. Works are scheduled over two nights 10/11 March (8pm and 6am). Closures and diversions will be in place.
- c) Resurfacing on the A120 eastbound and westbound from Colne Road, Coggeshall, to the Blackwater Aggregates. Works are scheduled overnight (8pm and 6am) on 11 March. Closures and diversions will be in place.

6. Stansted Airport - Parish Council Forum. Thursday 16th April online between midday and 13.45pm. (fwd. to Cllr JM 16/3)
7. Resident Letters: a) Public Toilets b) Post Box outside Linsells.
8. Felsted School - Brick wall outside The Manse Stebbing Road wall requires repair. (Fwd. to the URC who are the owners of The Manse and the wall).
9. Farleigh Hospice – Walk for Life on Sunday 10 May sign up at: Walk for Life 2026 - Farleigh Hospice
10. RCCE: a) Webinar on National Lottery Community Fund 25th March at 7pm. (circ. to PC 13/3) b) Webinar on Nature Recovery & Bio Net Gains 17th March at 7pm. (circ. to PC 13/3) c) National Emergency Briefing (climate and nature crisis) online 9th April 2026 at 1pm and 7pm. (fwd. to Cllrs HJ / RS 28/3)

Unpaid List – April 2026

A & J Lighting Solutions				
	18/03/2026	39973	Install LED light fitting to lamp post adjacent to Elmwood on Main Road	538.80
	31/03/2026	39978	Annual Maintenance visit - 6x photocells, 2x 35w Sox Lamp	369.00
Total A & J Lighting Solutions				907.80
Astragraphic Design Ltd				
	31/03/2026	Mar26	Monthly charge for Adobe Software Creative Cloud Suite	56.48
Total Astragraphic Design Ltd				56.48
British Gas - BGL465975				
	28/03/2026	17033518	CREDIT- MUGA Electricity for period 24/09/25 to 28/02/26 - Account BGL465975, MPAN 1030072525215, Meter ...	-160.14
	28/03/2026	14359212	MUGA Electricity for period 24/09/25 to 28/03/26 - Account BGL465975, MPAN 1030072525215, Meter ...	216.82
Total British Gas - BGL465975				56.68
British Gas - BGL664918				
	22/03/2026	14298303	Pavillion Electricity - period 15/02/26 to 20/03/26 - Meter # 22S1091521 - MPAN 1012485770570	56.18
Total British Gas - BGL664918				56.18
Castle Water - 2601428				
	05/03/2026	100009409216	Ac # 2601428 - Allotment water supply (Mill Road) 01/02/26 to 28/02/26 - SPD 3013582456W14 - Me...	8.24
Total Castle Water - 2601428				8.24
CPRE				
	14/03/2026	CPRE 2025-26	CPRE Membership November 2025 for 12 months	108.00
Total CPRE				108.00
Felsted Community Trust				
	31/03/2026	Donation	Donation to Felsted Community Trust for Architects for Doctors Surgery - QP Architecture invoic...	1,080.00
	31/03/2026	Donation	Donation to Felsted Community Trust for Public Liability Insurance for school car park	428.50
Total Felsted Community Trust				1,508.50
JCM Services				
	09/03/2026	2659	prune back allotment fruit trees to allow access	468.00
Total JCM Services				468.00
Julie Smith				
	31/03/2026	Mar26	Cleaning and Maintenance of Playing Field Toilets - Mar26	434.00
Total Julie Smith				434.00
Lee Heron				
	31/03/2026	Mar26	Unlocking car park 1 - Mar26	60.00
Total Lee Heron				60.00

M&B Printers				
	13/03/2026	18427	2x A4 signs - Sat Nav signs for Jollyboys Lane	96.00
Total M&B Printers				96.00
Nature Area VAT Reclaim				
	31/03/2026	Nature Area VAT Recl	Nature Area VAT payment May25-Feb26	1,572.98
Total Nature Area VAT Reclaim				1,572.98
Officials - Salary				
	31/03/2026	Mar26 - Salary		3,562.81
Total Officials - Salary				3,562.81
Officials - Expenses				
	31/03/2026	Mar26 - Salary	Clerk's expenses - Mar 2026- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Mar26 - mobile phone monthly contract, mileage	44.45
Total Officials - Expenses				44.45
Officials - NEST Pensions				
	31/03/2026	Mar26		399.03
Total Officials - NEST Pensions				399.03
Richard Freeman				
	14/03/2026	Santa Trailer	1x car trailer, trailer light board, mileage for trailer collection, car park signs	269.50
Total Richard Freeman				269.50
Robert Barnard				
	29/03/2026	63	Assisting Barney in repairs to play equipment	80.00
Total Robert Barnard				80.00
S P Barnard				
	31/03/2026	Mar26	Village attendant - Mar26	990.00
Total S P Barnard				990.00
SSE Energy Solutions				
	07/02/2026	N04065709	Streetlight Electricity for period 01/01/26 to 31/01/26 - MPAN 10 1309 5287 597	765.12
	07/03/2026	N04182848	Streetlight Electricity for period 01/02/26 to 28/02/26 - MPAN 10 1309 5287 597	622.19
Total SSE Energy Solutions				1,387.31
St George's Pest Control Ltd				
	12/03/2026	56509	Allotments Pest Control 11/03/26 - 10/06/26	200.52
Total St George's Pest Control Ltd				200.52
Vodafone				
	27/03/2026	B4-732506853	Office Phone and Broadband - Mar26	51.49
Total Vodafone				51.49
TOTAL				12,317.97