

FELSTED PARISH COUNCIL

Minutes of the 1144th meeting held on 6th May 2026 at 6:30 pm in the URC Hall

Present: Councillors Roy Ramm(Chairman), Alec Fox, Richard Freeman, Graham Harvey, Hywel Jones, John Moore, Madelaine O'Neill, Clive Perrins, Roy Ramm, Richard Silcock (Parish/District) and Daniel Sinclair along with 85 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).

26/108 **Election of Chair and signing of Declaration of Acceptance of Office**

108.1 Resignation of Chairman – The PC were advised by Cllr Graham Harvey that he was resigning as a Parish Councillor after 40 years in the role of which 22 were as Chairman.

108.2 Election of Chairman – It was proposed by Cllr Madeline O'Neill, seconded by Cllr Alec Fox and unanimously agreed to appoint Cllr Roy Ramm as Chair of the Council. Cllr Roy Ramm signed the Declaration of Acceptance of Office.

108.3 Vote of Thanks – Cllr Roy Ramm proposed a vote of thanks to Cllr Graham Harvey for his many years of service to both the Parish Council and the people of Felsted.

Clerks Note: Graham Harvey left the meeting at this point.

26/109 **Election of Vice Chair**

109.1 Resignation of Vice Chair – The PC were advised that Cllr Frances Marshall had resigned as a Parish Councillor. The PC expressed their gratitude to her for the many years she had served on the Parish Council.

109.2 Election of Vice Chair – This will be considered at the June PC meeting.

26/110 **Apologies for Absence**

Apologies had been received from County Councillor Martin Foley .

26/111 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Item 26/130 Neighbourhood Plan Review and stated that he would not take part in the discussion of that item.

26/112 **Public Forum**

112.1 Illegal Traveller Site – The PC heard from numerous residents affected by an Intentional Unauthorised Development of a 4 acre field in Main Road, Willows Green over the bank holiday weekend. It was noted that following a rumour that this was being planned the Parish Council had informed UDC Planning Enforcement who responded that until there was a “breach” of planning there was nothing they could do. It was noted that the PC has no direct enforcement power. It does not have the statutory authority to issue stop notices or eviction notices or initiate legal proceedings for trespass and the PC has no jurisdiction to intervene. If the encampment involves a breach of planning control (e.g. has no planning permission) the power to act lies with the Principal Authority (UDC). UDC as the Principal Authority can issue Planning Enforcement Notices if the land is being used in breach of planning regulations and in urgent cases, they can issue a Temporary Stop Notice. If there is a risk of significant harm or permanent damage, the Principal Authority can apply to the courts for an injunction.

Clerk's Note: A Temporary Stop Notice was served on 5 May and a Temporary Injunction was served on 7 May. The Temporary Injunction is now in place until a new hearing date of 18 June 26.

112.2 Solar Farm – The PC confirmed that they have submitted a detailed objection to planning application UTT/26/0445/FUL It can be read [here](#).

26/113 **Minutes of Meeting 1143 held on 1st April 2026**

These Minutes were approved and were signed by the Chairman.

26/114 **Minutes of the Planning Committee meeting held on 21st April 2026**

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

Committee.

26/115 **Matters Arising from the 1st April Council Meeting**

115.1 Public Toilets (Item 26/87.4) – The PC noted that these are now due to move to the summer opening hours of 8am - 6pm.

115.2 Coffee Morning (Item 26/92.2) – The PC agreed that the coffee morning due to take place in June will be rearranged for later on in the year.

115.3 UK Power Networks (Item 26/93) – The PC were advised that the Clerk had obtained alternative contact details and had written to UK Power Networks asking that they attend the PC meeting scheduled for 3rd June 26. They noted that a response had not been received.

Clerks Note: UK Power Networks will be attending the PC meeting scheduled for Wednesday 1st July 26.

115.4 School Car Park (Item 26/97) – The PC noted that the Primary School have confirmed that the car park is very full now by parents dropping off / picking up. The PC were advised that whilst the school acknowledges that parents who have pupils attending school who also have pupils attending Little Acorns do use the car park, it must be noted that it is not otherwise available to the parents of children at Little Acorns.

115.5 Parish Litter Pick (Item 26/101) – The PC agreed that a date for this will be arranged.

115.6 Staff Salaries (Item 26/102) – The PC unanimously agreed with the recommendation of the HR Working Group that staff would be awarded an immediate 2% salary increase (from 1st April) with any additional Local Government award being backdated once known.

26/116 **Appointment of:**

116.1 Responsible Financial Officer

It was proposed by Cllr Richard Freeman, seconded by Cllr John Moore and unanimously agreed that Daniel Plunkett should continue in this role.

116.2 Council Committee / Working Group Members

The following additional appointments were proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed:

Finance Committee – Cllr Madeline O'Neill

Planning Committee – Cllr Daniel Sinclair

Membership of Committees / Working Groups will be agreed at the June PC meeting.

116.3 Council Representatives on External Bodies

These will be agreed at the June PC meeting.

26/117 **Adoption of Terms of Reference for Committees / Working Groups**

Proposed by Cllr Hywel Jones, seconded by Cllr Alec Fox the Terms of Reference for the Finance, Highways and Planning Committees and the Nature Area Working Group were unanimously agreed.

26/118 **Adoption of Code of Conduct, Standing Orders and Financial Regulations**

Proposed by Cllr John Moore, seconded by Cllr Richard Freeman it was unanimously agreed to approve the current Code of Conduct, Standing Orders and Financial Regulations.

26/119 **County Councillor Report**

Members noted that a report was not received from County Councillor Martin Foley. It was noted that due to boundary changes he will no longer be Felsted's County Councillor after the 7th May 26 elections. The PC expressed thanks to him for his services to the parish.

26/120 **District Councillors Report**

Members noted the [report](#) from the District Councillors which contained information on: the Intentional Unauthorised Development of a 4 acre field in Main Road, Willows Green; Planning Applications that had been reviewed against the new Uttlesford Local Plan; Local Government Reform and details of both the Renters' Rights Act 2025 and the Simpler Recycling Regulations 2026 and how they will affect UDC.

26/121 **Correspondence**

Members noted the Correspondence received (see page 6) including the following:

121.1 Chelmsford Road Speeding Traffic – The PC noted that the ECC Highways Panel is

not currently sitting and is unable to deal with requests.

121.2 Request for Cycle Track – The PC were advised of a request from a pupil at the Primary School for a cycle track in Felsted. The PC agreed that unfortunately this was not something that they would be able to implement. The Clerk will write to the pupil and thank him for his interest and for engaging with the PC.

121.3 Water Leak outside Oxneys Farm – The PC were advised of a suspected water leak in this area. Councillors will carry out a site visit to agree next steps.

121.4 Traveller Activity Willows Green – see item 26/112.1 Public Forum.

26/122 Finance

122.1 Payments – Members considered the list of payments on pages 7/8. Proposed by Cllr John Moore, seconded by Cllr Daniel Sinclair the payments list was unanimously approved.

122.2 Receipts – Members noted the receipts of £75,614.50 consisting of: Precept £75,070; Focus Felsted Advertising £322.50; Allotment Rentals £200 and Felsted Focus Donations £22.

122.3 Insurance Renewal – The PC were advised that the three year agreement with Zurich Insurance is now coming to the end. The RFO is obtaining quotes for the PC to consider at the June PC meeting.

122.4 Approval of use of Electronic Payments – Proposed by Cllr Roy Ramm, seconded by Cllr Madelaine O’Neill it was unanimously agreed to allow payments to continue to be made electronically.

122.5 Approval of use of Direct Debits – Proposed by Cllr Roy Ramm, seconded by Cllr John Moore it was unanimously agreed to allow regular payments to continue to be made by Direct Debit.

26/123 **Community Engagement Policy** – The PC were advised that it is not a legal requirement to have a Community Engagement Policy. They noted that the SLCC were due to review their model policy and agreed to wait for it’s publication before proceeding further with any policy for the PC.

26/124 **Heritage Signs** – These will be discussed at the June PC meeting.

26/125 **Community Safety Vehicle Activated Sign (VAS) Project** – The PC were advised that there are various potential locations in Felsted for a mobile VAS Sign. They agreed that ones where existing signs / extender poles could be used would be more cost effective than ones where ECC would need to install new poles. The Assist. Clerk will ask ECC to risk assess the possible locations.

26/126 **Sustainable Felsted** – Cllr Richard Silcock reported that he had attended an event on rivers that had proved informative.

26/127 Nature Area Update

127.1 Container – The PC were advised that Cllr Hywel Jones continues to investigate the cost of potential containers.

127.2 Hemlock – The PC were advised that although no chemicals had been used the hemlock on the first field was under control. They noted that it was anticipated that the hemlock in the second field would also soon be under control.

127.3 Reptiles – The PC were advised that a request had been made to use the Nature Area for reptile relocation as part of local wildlife mitigation policies. This will be considered by the Nature Area Working Group.

127.4 Owl Boxes – The PC noted that two additional owl boxes are due to be erected in the Nature Area this month.

127.5 Motorised Bikes – The PC were advised that although these are not permitted in the Nature Area youngsters riding one had badly injured a dog. The PC noted that the incident had been reported to the police.

26/128 Bury Farm Station Road Development

The PC were advised that the residents of Felsted Gate believe that the developers have been slow with landscaping / completing roads. The PC agreed that the open spaces need to be up to specification before they pass into PC ownership.

26/129 **Felsted Community Trust (FCT)** – The PC noted that notwithstanding their resignations from

the PC, Graham Harvey will remain on the FCT and that Frances Marshall would continue to give secretarial support.

26/130 **Neighbourhood Plan Regulation 14 Review / Update** – The PC noted that the consultation period with statutory bodies ends on 7th May 26. They were advised that professional and detailed responses had been received containing useful environmental additions which the Review Group will look to incorporate in the plan.

26/131 **Chairmans Matters** – None Raised.

26/132 **Clerk's Matters** – The PC were advised that a birch has died on Watch House Green. They noted that it was one of a group of three. The Clerk will investigate the price of a potential replacement.

26/133 **Planning Applications and Decisions**

133.1 Applications to be Considered at the next Planning Meeting

UTT/26/1000/HHF - Homewaters Braintree Road

Proposed porch, alterations to fenestration, proposed dormers to front elevation, proposed 2-storey rear extension.

133.2 Decisions Received Since Previous Council Meeting

UTT/26/0420/AV - The Chequers Inn Braintree Road

New external signage and lighting

Permission Granted - 2nd April 2026

UTT/25/1542/FUL - London Stansted Airport Bassingbourn Road

Airfield works comprising construction of a taxiway fillet adjacent to the previously consented Rapid Exit Taxiway to enable continued airfield operations of 274,000 aircraft movements and an increase in passenger throughput from 43 million terminal passengers to up to 51 million terminal passengers, in a twelve-month calendar period

Permission Granted - 2nd April 2026

UTT/26/0385/FUL - Rosemary Cottage Causeway End Road

Construction of new dwelling and new access

Permission Granted - 10th April 2026

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

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.

Permission Refused - 10th April 2026 *'The proposed development, by reason of its location, scale and quantum, would result in the erosion of the open countryside gap between the distinct settlements of Bannister Green and Watch House Green. The development would give rise to significant physical and visual coalescence between these settlements, materially diminishing their separate identity and the openness of the intervening landscape. The application fails to demonstrate that the proposed quantum of up to 100 dwellings can be accommodated on the site in a manner that would deliver a high-quality, well-designed development which is sympathetic to and compatible with local character... In the absence of sufficient ecological survey information, the Local Planning Authority cannot be satisfied that the proposed development would not result in unacceptable harm to European Protected Species, in particular Great Crested Newts, or that appropriate measures could be secured.'*

UTT/26/0249/HHF - Rose Cottage Braintree Road

3.2m x 1.97m garden building

Permission Granted - 14th April 2026

UTT/26/0475/OP - Millbanks Chelmsford Road

Outline application with all matters reserved for the erection of 3 no. dwellings

Permission Granted - 17th April 2026

UTT/25/1929/OP - Land north of Garnetts Lane, 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).

Permission Granted - 10th April 2026

UTT/26/0473/HHF - 1 The Hawthorns Felsted

Single storey side extension

Permission Granted - 20th April 2026

UTT/26/0442/LB / UTT/26/0441/HHF - Bury Chase Cottage Bury Chase

Proposed alterations to existing rear attached garage and conversion to form part of habitable space with related internal alterations. External alterations to enlarged garden area to form private parking area.

Permission Granted - 21st April 2026

26/134

Urgent Items and Proposals for Future Agenda Items

Public Meeting – The PC agreed that they will strive to arrange a public meeting to discuss the Willows Green illegal Traveller Site with a high level police officer and a UDC Official. They further agreed that the traveller site will remain a standing item on future PC agendas.

There being no further business the meeting closed at 8.40pm

Next Meetings:

Annual Parish Assembly: Thursday 14th May 26 in the **URC Hall** at 7pm

Next Planning Committee Meeting: Tuesday 19th May 26 **online** at 8.00 pm

Next Finance Committee Meeting: Thursday 28th May 26 in the **URC Hall** at 3pm

Next Council Meeting: Wednesday 3rd June 26 in the **URC Hall** at 6.30pm

..... 3rd June 2026
Chairman

Correspondence List – May 2026

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|---|
| <p>1. UDC:</p> <ul style="list-style-type: none">a) Recycling & Waste News (fwd. to PC 14/4)b) Foodbank Update |
| <p>2. ECC:</p> <ul style="list-style-type: none">a) Intended closure of Main Road, Willows Green due to commence on 26th May 2026 for 6 days. The closure is to facilitate Affinity Water new water connection works.b) Evelyn Road emergency road closure 27th April (estimated to be for single day) for UK Power Network repairs.c) Elections Thursday 7th May 26 |
| <p>3. EALC:</p> <ul style="list-style-type: none">a) Weekly News e-Bulletinsb) Details of new CEO Stephanie Robinson (circ. to PC 4/4)c) Membership Update (circ. to PC staff 4/4)d) Member enquiries Drop-in Session - every Wednesday 9.30-10.30 via Zoom |
| <p>4. CouncilWise – Various Training Courses</p> |
| <p>5. Resident Letters:</p> <ul style="list-style-type: none">a) Concern re activity on farmland opposite junction of Braintree Road and Alderton Close - Responded to by Cllr GH 7/4b) Chelmsford Road Speeding Trafficc) Overgrown Footpath to rear of Chaffix bungalows – Reported to ECC by Assist.Clerk.d) Felsted Gate Residents Joint Letter of Complaint to Mulberry Homes (copied to PC and fwd to Cllrs RF / RR 3/5)e) Request for Cycle Trackf) Water Leak outside Oxneys Farmg) Traveller Activity Willows Green |
| <p>6. Stansted Airport Community Survey (fwd to Cllr JM 20/4)</p> |
| <p>7. RCCE:</p> <ul style="list-style-type: none">a) Essex Warbler April Edition (Circ. to PC 1/4)b) Event on Local Nature Recovery Strategies, Biodiversity Net Gain and Nature Recovery Action Plans 6th May in Hatfield Peverel Village Hall (fwd. to Cllrs HJ / RS 4/4)c) Climate Change presentation at Wickham Bishops on Tuesday 5th May at 8pm (fwd. to Cllrs HJ / RS 9/4)d) Update following the removal of funding by MHCLG from neighbourhood planning (fwd. to Cllrs RF / RR 9/4)e) Essex Village of the Year & Rural Community Awards 2026 |

Unpaid List – May 2026

| | Date ▼ | Num ▼ | Memo ▼ | Open Balance ▼ |
|---------------------------------|------------|----------------|---|----------------|
| A J B Steel Products Ltd | | | | |
| | 01/04/2026 | 7424 | Supply 8x50x3 flats 1250mm l Drilled and a box of Tec screws | 108.00 |
| Total A J B Steel Products Ltd | | | | 108.00 |
| Astragraphic Design Ltd | | | | |
| | 30/04/2026 | Apr26 | Monthly charge for Adobe Software Creative Cloud Suite | 56.48 |
| Total Astragraphic Design Ltd | | | | 56.48 |
| BFR Electrical Testing | | | | |
| | 31/03/2026 | 6608 | PAT testing | 60.00 |
| Total BFR Electrical Testing | | | | 60.00 |
| British Gas - BGL465975 | | | | |
| | 27/04/2026 | 14665754 | MUGA Electricity for period 28/03/26 to 27/04/26 - Account BGL465975, MPAN 1030072525215, Meter ... | 30.02 |
| Total British Gas - BGL465975 | | | | 30.02 |
| British Gas - BGL664918 | | | | |
| | 21/04/2026 | 14607110 | Pavillion Electricity - period 20/03/26 to 20/04/26 - Meter # 22S1091521 - MPAN 1012485770570 | 49.74 |
| Total British Gas - BGL664918 | | | | 49.74 |
| Castle Water - 2601428 | | | | |
| | 09/04/2026 | 100009700990 | Ac # 2601428 - Allotment water supply (Mill Road) 01/03/26 to 31/03/26 - SPID 3013582456W14 - Me... | 9.11 |
| Total Castle Water - 2601428 | | | | 9.11 |
| Castle Water - 2595497 | | | | |
| | 20/04/2026 | 100009784526 | CREDIT Ac # 2595497 - Allotment water supply (Station Road) 01/03/26 to 31/03/26 - SPID 301337036XW1X - Me... | -502.98 |
| Total Castle Water - 2595497 | | | | -502.98 |
| Dunmow Training | | | | |
| | 14/04/2026 | 232 | Make your Councils Documents accessible Clerk, Assistant Clerk & RFO - 16/04/26 | 90.00 |
| Total Dunmow Training | | | | 90.00 |
| Dunmoweb | | | | |
| | 06/04/2026 | dweb1104-i0021 | FPC website hosting/domain 2026-27 | 443.00 |
| Total Dunmoweb | | | | 443.00 |
| EALC | | | | |
| | 09/04/2026 | 19147 | EALC and NALC Affiliation fee 2026-27 | 749.43 |
| Total EALC | | | | 749.43 |

| | | | | |
|--|------------|----------------|--|------------------|
| HM Revenue & Customs | | | | |
| | 30/04/2026 | Apr26 | PAYE/NI payment for Feb 2026 - Apr 2026 | 3,349.24 |
| Total HM Revenue & Customs | | | | 3,349.24 |
| Institute of Cemetery and Crematorium Man | | | | |
| | 10/04/2026 | 5233/2026/27 | Corporate Membership for 2026-27 | 110.00 |
| Total Institute of Cemetery and Crematorium Man | | | | 110.00 |
| JCM Services | | | | |
| | 01/05/2026 | 2704 | Parish and Church yard grounds maintenance 1/4 | 3,769.50 |
| | 01/05/2026 | 2701 | Clean graffiti from teen shelter by MUGA | 144.00 |
| Total JCM Services | | | | 3,913.50 |
| Julie Smith | | | | |
| | 30/04/2026 | Apr26 | Cleaning and Maintenance of Playing Field Toilets - Apr26 | 420.00 |
| Total Julie Smith | | | | 420.00 |
| Lee Heron | | | | |
| | 30/04/2026 | Apr26 | Unlocking car park 1 - Apr26 | 60.00 |
| Total Lee Heron | | | | 60.00 |
| MHG Engineering | | | | |
| | 29/04/2026 | 2026/29 | Modify gate hinge at Willows Green play area | 24.00 |
| Total MHG Engineering | | | | 24.00 |
| Officials - Salary | | | | |
| | 30/04/2026 | Apr26 - Salary | Asst Clerk salary - Apr26 | 3,524.64 |
| Total Officials - Salary | | | | 3,524.64 |
| Officials - Expenses | | | | |
| | 30/04/2026 | Apr26 - Exp | Clerk's expenses - Apr 2026- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Apr26 - mobile phone monthly contract, mileage RFO Expenses - Apr26 - Mileage | 205.75 |
| Total Officials - Expenses | | | | 205.75 |
| Officials - NEST Pensions | | | | |
| | 30/04/2026 | Apr26 | Pension Contributions | 395.07 |
| Total Officials - NEST Pensions | | | | 395.07 |
| S P Barnard | | | | |
| | 30/04/2026 | Apr26 | Village attendant - Apr26 | 1,012.00 |
| Total S P Barnard | | | | 1,012.00 |
| SADS UK | | | | |
| | 06/02/2026 | 2026.02.07 | 1x Lifepak CR Plus Adult pads and charge stick | 152.10 |
| Total SADS UK | | | | 152.10 |
| SSE Energy Solutions | | | | |
| | 07/04/2026 | N04307161 | Streetlight Electricity for period 01/03/26 to 31/03/26 - MPAN 10 1309 5287 597 | 593.68 |
| Total SSE Energy Solutions | | | | 593.68 |
| Vodafone | | | | |
| | 27/04/2026 | B4-735962942 | Office Phone and Broadband - Apr26 | 52.26 |
| Total Vodafone | | | | 52.26 |
| W Dewsbury | | | | |
| | 18/04/2026 | 18/4 | Recommission water tanks | 150.00 |
| Total W Dewsbury | | | | 150.00 |
| TOTAL | | | | 15,055.04 |