

FELSTED PARISH COUNCIL

Minutes of the 1146th meeting held on 15th July 2026 at 6:30 pm in the URC Hall

Present: Councillors Roy Ramm (Chairman), Alec Fox, Richard Freeman, Hywel Jones, Madelaine O'Neill and Clive Perrins along with 9 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).

26/162 **Apologies for Absence**

Apologies had been received from Councillors John Moore, Richard Silcock (Parish / District), Daniel Sinclair and County Cllr Kevin Mordrick.

26/163 **Declarations of Interest** – None Received.

26/164 **Public Forum** – No issues raised.

26/165 **Minutes of Meeting 1145 held on 3rd June 2026**

These Minutes were approved and were signed by the Chairman.

26/166 **Matters Arising from the 3rd June Council Meeting**

166.1 Parish Litter Pick (Item 26/140.3) – The PC noted that this is scheduled for Saturday 25th July 26. Meeting in the Main Playing Field Car Park between 10am - midday. All help gratefully received!

166.2 Water Leak outside Oxneys Farm (Item 26/140.4) – The PC were advised that the Clerk re reported the leak to Affinity Water who reinspected the site and confirmed that the leak is their responsibility. Repairs are currently underway.

166.3 Transport Representative (Item 26/142.3) – The PC's Transport Representative has indicated that he is considering standing down from the role. The PC will review the role and consider if it still requires a Transport Representative.

166.4 PC Email Accounts (Item 26/147.4) – The PC were advised that new ".gov.uk" email addresses are to be set up for all councillors and PC staff. It is anticipated that this will take place over the summer months.

166.5 Trees (Item 26/149) – The PC were advised that replacement trees have been planted on Bannister Green / Watch House Green and that the tree overhanging the allotment access road / a residents property has now been reduced.

166.6 Teen Shelter (Item 26/151) – The PC were advised that the works to replace the surface of the teen shelter were currently underway and were expected to last three days.

26/167 **Election of Vice Chair** – The PC agreed to defer this item until after the process of co-opting new councillors has been completed.

26/168 **Minutes of the Planning Committee meeting held on 16th June 2026**

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

26/169 **Planning Applications and Decisions**

169.1 Applications to be Considered at the next Planning Meeting

UTT/26/1497/FUL - The Orchards Gransmore Green Lane

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

UTT/26/1656/HHF / UTT/26/1657/LB - Witneys Bannister Green

Proposed single storey replacement extension to southern end and one and a half storey new extension to northern end of the existing cottage.

UTT/26/1668/HHF - Witneys Bannister Green

Replacement of previous outbuilding with installation of new outbuilding.

169.2 Decisions Received Since Previous Council Meeting

UTT/26/1000/HHF - Homewaters Braintree Road

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

Permission Granted - 19th June 2026

UTT/26/0890/HHF / UTT/26/0833/LB - Cromwell House Willows Green Main Road

S73A retrospective application for demolition and rebuilding of the porches, rear thatched lean-to and north side lean-to structures.

Permission Granted - 1st July 2026

UTT/26/1115/LB - Black Horse Cottage Chelmsford Road

Install 11no. wood slim-profile white venetian blinds (1 per window) within existing window reveals on the ground floor of the property and 7no. white neutral tone roller blinds (1 per window) within existing window reveals on the first floor.

Permission Granted - 6th July 2026

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.

Permission Granted - 7th July 2026

26/170 Planning Advisory Working Group

170.1 Terms of Reference – Councillors considered the pre circulated Terms of Reference. Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman they were unanimously agreed.

170.2 Meeting Dates – The PC agreed that the Planning Advisory Working Group will meet online at 6pm on the following dates: Thursday 27th August 26 / Monday 28th September 26 / Monday 2nd November 26 / Monday 30th November 26.

26/171 Unauthorised Traveller Site Willows Green – The PC were advised that the High Court injunction obtained by UDC preventing any further development has now been extended by the High Court for 2 years. They noted that since the incursion at Willows Green, the PC has been in regular communication with both UDC and a well-structured residents group. They have also been in contact with James Cleverly MP and with Essex Police.

26/172 Councillor Vacancies – The PC noted that there have been several applicants wishing to join the PC. They will be invited for interview during the summer months. It was unanimously agreed that the interview panel will consist of Cllrs Richard Freeman, Madelaine O'Neill and Roy Ramm.

26/173 County Councillor Report

Members noted the [report](#) from the County Councillor which contained information on the new administration's plan for its first 100 days. These plans include tackling the pothole crisis, opposing the Government's proposal for Local Government Reform, allocating additional funding for a fostering recruitment campaign and additional support for ex-military personnel.

26/174 District Councillors Report

Members noted the [report](#) from the District Councillors which contained information on Planning Matters; the Willows Green Unauthorised Development; UDC's Parish Forum; Fly Tipping and Waste Removal; Stebbing Green Conservation Area and Local Government Reorganisation.

26/175 Correspondence

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

175.1 Bannister Green – The PC noted a request to include the grass to the side of Mission Hall in the PC's regular grass cutting programme. They were advised that JCM Services had agreed to include that area in the regular programme going forward and had advised that they would be doing this at no extra cost to the PC. The PC expressed their gratitude to them.

175.2 Ravens Crescent Play Area – The PC were advised that the toddler swings had become unusable due to birds mess. They noted that the Village Attendant had cleaned them and was due to fit pigeon spikes to prevent future mess being deposited onto the swings. It was

agreed that as the swing seats were old and looking shabby the Clerk would investigate the purchase of a new pair of seats.

175.3 Foxglove Place – The PC were advised of an enquiry re “land gifted to the PC by Troy Homes” in the vicinity of Foxglove Place. They agreed that no land had been gifted to the PC and that the only land transferred was to the Felsted Community Trust for the new car park at the Primary School.

175.4 Main Play Area – The PC noted a request to plant trees or install a sun canopy for shade at the main play area. They agreed that trees would take years to grow large enough to create sufficient shade and that a sun canopy would be both expensive and seasonal. Both suggestions were therefore not currently viable.

175.5 Chaffix – The PC were advised that an overgrown footpath / an abandoned car / a small fly tip had all been reported to either ECC or UDC as appropriate.

175.6 Chelmsford Road

(i) Pavement – The PC were advised that the pavement on Chelmsford Road opposite the old telephone exchange up to the URC Burial Ground has narrowed due to overhanging brambles. This will be reported to ECC Highways.

(ii) Speeding – The PC noted that speeding on Chelmsford Road remains an issue and agreed that the police will be asked to carry out a speed check on that road.

26/176 Finance

176.1 Payments

(i) July Payments – Members considered the list of payments on page 8. Proposed by Cllr Roy Ramm, seconded by Cllr Hywel Jones the payments list was unanimously approved.

(ii) August Payments – It was proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman and unanimously agreed to pre authorise the August payments to PC staff, the Village Attendant and the Cleaner of the Public Toilets. These will be ratified at the September PC meeting.

176.2 Receipts – Members noted the receipts of £202 comprising of £102 Felsted Focus Donations and £100 of Allotment Rentals.

26/177 Events Committee

177.1 Structure of Group– It was proposed by Cllr Roy Ramm, seconded by Cllr Madelaine O'Neill and unanimously agreed this will operate as a Working Group.

177.2 Terms of Reference – The PC were advised that these are being drafted by the Assistant Clerk.

177.3 Membership – The PC noted that membership of the Working Group will consist of both Councillors and residents. It was further noted that Cllrs Madelaine O'Neill and Richard Silcock are the current members of the Working Group. Membership will be discussed further at the next PC meeting in September.

26/178 Play Areas

178.1 Rospa Reports – The PC were advised that the yearly playground safety reports have been received and that no high level issues were identified. Small repairs are needed to various items of play equipment and these will be undertaken by the Village Attendant.

178.2 Scrambler Net – The PC were advised that the Scrambler Net in the main play area was in need of replacement. It was proposed by Cllr Clive Perrins, seconded by Cllr Alec Fox and unanimously agreed to accept the quote from Playdale Playgrounds for £1362 plus vat for the supply / delivery of a new net. Recently donated funds from the now defunct Felsted Toddler Group (see minute 26/62.3) will be used to fund this purchase.

26/179 Safeguarding Policy – Councillors considered the pre circulated Safeguarding Policy. Proposed by Cllr Richard Freeman, seconded by Cllr Clive Perrins the policy was unanimously approved.

26/180 Sustainable Felsted – No update was received.

26/181 Nature Area Update

181.1 Volunteer – The PC were advised that Steve Eason the PC's volunteer Tree Warden spends a considerable amount of his personal time volunteering on the Nature Area. It was noted that he has recently cleared both footpaths and hemlock. The Clerk will write to him to

express the gratitude of the PC.

181.2 Trees – The PC were advised that many of the trees on the Nature Area were in need of watering. The PC noted that North End Nurseries are located outside of the Affinity Water hosepipe ban area and they also noted that North End use a bore hole for their water. It was therefore anticipated that they will be able to continue watering trees in Felsted.

181.3 Container – The PC were advised that Cllr Hywel Jones has sourced a once used 20 foot extra high secure container. The PC noted that permission has been received from Anglian Water to store it on the hard standing area inside the water treatment works off of Station Road. It was proposed by Cllr Hywel Jones, seconded by Cllr Alec Fox and unanimously agreed to accept the quote from Keith Miller (acting on behalf of Octain Limited) for the container and it's delivery for £2500 plus vat.

181.4 Costed Plans – The PC were advised that Cllr Hywel Jones is working on both one and five year costed plans for the Nature Area.

Clerks Note: *These will be presented at a meeting at the URC Hall on Wednesday 19th August commencing at 6pm. Interested residents are welcome to attend.*

181.5 Wildlife – The PC noted that there is a lot of wildlife present in the Nature Area this year together with an abundance of butterflies.

26/182 **Churchyard Update** – No update was received.

26/183 **Accessibility**

183.1 Training – The PC were advised that the RFO had attended a training course on accessibility.

183.2 Accessibility Score – The PC were advised that changes have been made to the PC's website to improve its accessibility resulting in a score of 9.9 out of 10 when an accessibility checker was used. The PC noted that old documents or those provided by third parties cannot be amended to make them more accessible.

183.3 Access Statement – It was agreed that the Assistant Clerk will draft this.

26/184 **Bury Farm Station Road Development**

184.1 Health Centre – The PC noted that the building of the new health centre continues to progress at speed.

184.2 Occupation – The PC were advised that the John Tasker House Practice have received the Heads of Terms and have indicated that they are happy with them.

184.3 Public Open Space – The PC noted that a professional survey commissioned by the PC highlighted a large number of issues that will need to be resolved before the PC will accept a hand over of the open space. Mulberry Homes have been informed of this.

26/185 **Felsted Community Trust** – The PC were advised that the FCT have finalised their application for charitable status.

26/186 **Neighbourhood Plan Regulation 14 Review / Update** – The PC noted that the Neighbourhood Plan review is becoming increasingly complex, but it was confirmed that the basic condition statement and consultation documents have been written.

The NP supports two development sites (the Water Tower (WT) site and the Sunnybrook II site). The WT site received conditional approval by the UDC Planning Committee on 8th April 2026 for "up to" 70 homes which is a substantial contribution to Felsted's UDC Local Plan housing allocation.

The Sunnybrook II (17 homes) was refused by the UDC Planning Committee for technical reasons that need to be resolved and the site remains supported by the NP.

Clerks note: *Due to both recent UDC and Government Policy revisions both the basic condition statement and consultation document are likely to be impacted with submission of the NP Review delayed. The Neighbourhood Plan Review Group are in dialogue with UDC senior Management and Officers in an attempt to find a resolution to the newly emerged issues, in order to finalise the Regulation 15 submission of the plan.*

26/187 **Chairmans Matters** – None Raised.

26/188 **Clerk's Matters**

188.1 Hosepipe Ban – The PC noted that due to the exceptionally hot and dry weather Affinity Water have imposed a hosepipe ban. They were advised that hosepipes are still allowed for

the watering of food crops on allotments "where a watering can isn't sufficient" but noted that hosepipes must not be used to water general plants or flowers on the allotments.

188.2 Essex Police Beat Surgeries – The PC were advised that PCSO Natalie Smith will be hosting beat surgeries at The Wood Cottage Tea Rooms on Thursday 27th August / Thursday 24th September both from 11am to midday. The PC noted that these drop in sessions are an opportunity for residents to speak with the local community policing team about any concerns that they may have, obtain crime prevention advice or simply stop by for a chat.

26/189 **Publicity** – This will be discussed at the September PC meeting.

26/190 **Proposals for Future Agenda Items** - None

There being no further business the meeting closed at 7.40pm

Next Meetings:

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

Next Planning Working Group Meeting: Thursday 27th August 26 online at 6.00 pm

Next Finance Committee Meeting: Tuesday 1st September 26 in the URC Hall at 3pm

Next Council Meeting: Wednesday 2nd September 26 in the URC Hall at 6.30 pm

..... 2 September 2026
Chairman

Correspondence List – July 2026

1. UDC:
a) Development on Land Adjacent To Cemetery Blessen Meadow New Addresses - 1 & 2 Valley View b) Full Parish Forum 29th June 7- 9pm Little Canfield (Cllrs RF / CP attended) c) Anti-Social Behaviour Awareness Week 2026 29th June - 5th July 2026 d) Waste collections starting from 6am w/c 24/6 due to extreme hot weather (fwd. to PC 24/6) e) Recycling & Waste News (fwd. to PC 22/6) f) Police, Fire and Crime Commissioner (PFCC) for Essex public meeting Monday 6th July at Saffron Walden Town Hall commencing at 7pm.
2. ECC:
a) Transport Engagement Meeting – 24 June 2026 Central Baptist Church, Chelmsford 10am – midday (fwd. to PC's Transport Representative 12/6) b) Cock Green Road Emergency Closure for UK Power Networks Remedial Works 19th June 2026 c) Press release re deployment of extra pothole crews. (fwd. to PC 30/6) d) Update from the Essex Local Nature Partnership. (fwd. to Cllr RS 1/7) e) Temp. closure of Causeway End Road, commencing 27/7 for 5 days. The closure is required while Affinity Water undertakes new connection works. f) Temp. closure of Stevens Lane, due to commence on 7th September for 4 days. The closure is required while Cadent Gas undertakes new connection. g) Local Bus Services – Changes to Operators / Timetables of Subsidised local bus service contracts commencing 26th July 2026. https://www.travelessex.co.uk/about-bus-services/supported-bus-services-in-essex (fwd. to PC's Transport Rep. 13/7) h) Clifford Smith Drive - Proposals for No Waiting / 20mph Zones. Any comments must be made by 7th August. (circ. to PC 14/7)
3. National Highways: Maintenance works on A120 eastbound between Stansted Junction and Dunmow West Interchange during nights of 25 / 26 July. Closures and Diversions will be in place.
4. EALC: Weekly News e-Bulletins
5. CouncilWise – July Training Courses
6. Stansted Airport Community Fund – Applications Now Open
7. Resident Letters:
a) Bannister Green – Grass Maintenance to Side of Mission Hall b) Ravens Crescent Play Area - Toddler swings unusable due to birds mess c) Foxglove Place – Query re any land gifted to PC by Troy Homes d) Main Play Area – Request to planting trees or install sun canopy for shade e) Chaffix – Overgrown Footpath / Abandoned Car / Small Fly Tip f) Chelmsford Road - Overhanging brambles narrowing pavement width / Speeding
8. Friends of the Earth - Environmental Data on Felsted and Stebbing (fwd. to PC 26/6)
9. CPRE: Update (circ. to PC 13/7)

10. RCCE:

- a) Essex Warbler June / July editions (circ. to PC 6/6 and 12/7)
- b) AGM - Wednesday 8th July 6.30pm Rivenhall Oaks Golf Centre, Witham, CM8 2FX
- c) Toolkit re active travel / healthier living for use in neighbourhood planning
(fwd. to Cllrs RR / RF 18/6)
- d) Heritage England's updated advise on Local Heritage Listings
(fwd. to Cllrs RR / RF 18/6)
- e) Rural Housing Webinar 7/7 starting at midday (fwd. to Cllrs RR / RF 26/6)
- f) Discovery Days / Visit to Wildfell on 24/09/26 / Regular Zoom Sessions with
speakers (circ. to PC 14/7)

11. British Trust for Ornithology: Birds in Greenspaces Management Questionnaire (fwd.
to Cllr HJ 14/7)

Unpaid List – July 2026

	Date ▼	Num ▼	Memo ▼	Open Balance ▼	Payment Ref
Astragraphic Design Ltd					
	26/06/2026	663	Monthly charge for Adobe Software Creative Cloud Suite	66.49	
Total Astragraphic Design Ltd				66.49	260601
British Gas - BGL465975					
	27/06/2026	15346080	MUGA Electricity for period 27/05/26 to 27/06/26 - Account BGL465975, MPAN 1030072525215, Meter ...	29.39	
Total British Gas - BGL465975				29.39	Direct Debit
British Gas - BGL664918					
	21/06/2026	15274430	Pavilion Electricity - period 20/05/26 to 20/06/26 - Meter # 22S1091521 - MPAN 1012485770570	40.46	
Total British Gas - BGL664918				40.46	Direct Debit
Castle Water - 2595497					
	11/06/2026	10010432184	Ac # 2595497 - Allotment water supply (Station Road) 01/05/26 to 31/05/26 - SPID 301337036XW1X - ...	6.66	
	13/07/2026	10010743772	Ac # 2595497 - Allotment water supply (Station Road) 01/06/26 to 30/06/26 - SPID 301337036XW1X - ...	6.58	
Total Castle Water - 2595497				13.24	Direct Debit
Castle Water - 2601428					
	08/06/2026	10010336085	Ac # 2601428 - Allotment water supply (Mill Road) 01/05/26 to 31/05/26 - SPID 3013582456W14 - Me...	9.67	
	06/07/2026	10010612196	Ac # 2601428 - Allotment water supply (Mill Road) 01/06/26 to 30/06/26 - SPID 3013582456W14 - Me...	9.35	
Total Castle Water - 2601428				19.02	Direct Debit
CM6-ICES					
	20/06/2026	FOCUS AD RETURN	Repayment of cancelled Focus Ad paid in advance	100.00	
Total CM6-ICES				100.00	260509
Constance Donaldson					
	23/06/2026	Focus Delivery - Jun	Focus Delivery - Summer 2026 Issue	260.00	
Total Constance Donaldson				260.00	260602
Dunmow Training					
	22/06/2026	404	All about Risk training - Daniel Plunkett	72.00	
	10/07/2026	457	First Aid Level 3 - Heather Read	194.40	
Total Dunmow Training				266.40	260603
E A L C					
	02/07/2026	19420	Emotional Intelligence and Resilience - Clare Schorah, AI - getting started in your Council - He...	180.00	
Total E A L C				180.00	260604
Eco Electric Group					
	10/06/2026	641	Carry out EICR to pavilion and toilet block plus remedial works	504.00	
	01/07/2026	648	Replace existing consumer unit with new 15 way main switch and test	1,182.00	
Total Eco Electric Group				1,686.00	260605
Edge IT Systems Ltd					
	15/07/2026	39543	Advantage Planning service Sept 2026-27 (5 year contract - year 2)	228.00	
Total Edge IT Systems Ltd				228.00	260606
Evergreen Landscapes					
	03/07/2026	EG3726	To prepare report on public open space at Mulberry Homes Station Road development	550.00	
Total Evergreen Landscapes				550.00	260607
Felsted Memorial Hall					
	11/07/2026	11Jul26	Insurance of war memorial - 2026-27	41.88	
Total Felsted Memorial Hall				41.88	260608
Hannah Howat					
	04/06/2026	22771	Website accessibility Updates	80.00	
	15/07/2026	22785	Website accessibility Updates - internal pages	100.00	
Total Hannah Howat				180.00	260609

Information Commissioners Office					
	22/06/2026	Jun2026	Data Protection fee 2026-27	47.00	
Total Information Commissioners Office				47.00	Direct Debit
JCM Services					
	11/06/2026	2770	prune back tree on corner overhanging driveway and raise crowns on trees on allotment access road	468.00	
	11/06/2026	2771	1/2 cuts on play park hedges and church hedges, all waste removed	660.00	
	05/07/2026	2821	Parish and Church yard grounds maintenance 2/4	3,769.50	
Total JCM Services				4,897.50	260610
Julie Smith					
	30/06/2026	Jun26	Cleaning and Maintenance of Playing Field Toilets - to 10 Jul 26	546.00	
Total Julie Smith				546.00	260611
Lee Heron					
	30/06/2026	Jun26	Unlocking car park 1 - Jun26	60.00	
Total Lee Heron				60.00	260612
M&B Printers					
	17/06/2026	18596	1400x Felsted Focus Summer editions	1,344.00	
Total M&B Printers				1,344.00	260613
North End Nurseries					
	26/06/2026	1249	Supply and plant 2 trees at Watchhouse Green	96.00	
	01/07/2026	1251	Watering of trees	300.00	
	10/07/2026	1252	Watering of trees	300.00	
Total North End Nurseries				696.00	260614
Officials - Salary					
	30/06/2026	Jun26 - Salary		3,516.24	
Total Officials - Salary				3,516.24	260615, 260616
Officials - Expenses					
	30/06/2026	Jun26 - Exp	Clerk's expenses - Jun 2026- Google Suite & computer support package, monthly mobile phone cont... Asst Clerk Expenses - Jun26 - mobile phone monthly contract, mileage	187.44	
Total Officials - Expenses				187.44	260615, 260616
Officials - NEST Pensions					
	30/06/2026	Jun26	Pension Contribution	395.07	
Total Officials - NEST Pensions				395.07	Direct Debit
Playdale Playgrounds Ltd					
	18/06/2026	0000111343	Replacement scrambler net for playing field playground	1,635.04	
Total Playdale Playgrounds Ltd				1,635.04	260618
S P Barnard					
	30/06/2026	Jun26	Village attendant - Jun26	897.00	
Total S P Barnard				897.00	260619
SL Powell					
	15/07/2026	Focus Del - Jun26	Focus Delivery - Summer 2026 Issue	170.00	
Total SL Powell				170.00	260620
SSE Energy Solutions					
	08/06/2026	IV04532662	Streetlight Electricity for period 01/05/26 to 31/05/26 - MPAN 10 1309 5287 597	411.84	
	07/07/2026	IV04638039	Streetlight Electricity for period 01/06/26 to 30/06/26 - MPAN 10 1309 5287 597	353.69	
Total SSE Energy Solutions				765.53	Direct Debit
St George's Pest Control Ltd					
	11/06/2026	57861	Allotments Pest Control 11/06/26 - 10/09/26	200.52	
Total St George's Pest Control Ltd				200.52	260621
Vodafone					
	27/06/2026	B4-742936528	Office Phone and Broadband - Jun26	52.26	Direct Debit
Total Vodafone				52.26	
TOTAL				19,070.48	