FELSTED PARISH COUNCIL

Minutes of the 1148th meeting held on 30th September 2026

at 6:30 pm in the URC Hall

Present: Councillors Roy Ramm (Chairman), Richard Freeman, Ken Jadeja, Andew Madders, John Moore, Clive Perrins, Richard Silcock (Parish/District) and Daniel Sinclair along with 15 members of the public. Also present was County Councillor Geoff Bagnell and District Councillor John Evans. In attendance: Heather Read (Clerk), Clare Schorah (Assistant Clerk) and Daniel Plunkett (Responsible Finance Officer - RFO).

26/218 **Apologies for Absence**

Apologies had been received from Cllrs Matthew Clarke, Alec Fox and Madelaine O'Neill

26/219 **Declarations of Interest**

Cllr Richard Silcock declared a pecuniary interest in Items 26/237 Neighbourhood Plan Review

26/220 **Public Forum**

220.1 Causeway End Island Fingerpost – The PC were advised that this is scruffy and needs to be renovated. The Assistant Clerk will contact ECC Highways.

220.2 Chelmsford Road Speed Signs – The PC agreed that 30 mph signs are needed prior to the bend approaching the Causeway End junction. It was agreed that the Assist. Clerk will contact ECC Highways to request the additional signs. It was further agreed that white line markings will also be requested on the road as it approaches the old brewery.

220.3 Station Road

i) Signage – The PC agreed that "slow down" signage might help to slow traffic.

ii) Pedestrian Crossing – The PC noted that this is part of the planning permission for the Felsted Gate development and one should be located near the new Health Centre.

iii) White Lines – The PC noted that these have virtually disappeared in places. They agreed that solid white lines are needed between the two bends near the new Health Centre. It was agreed that the presence of the new Health Centre will be a reason to ask ECC to reassess the road.

26/221 **Minutes of Meeting 1147 held on 2nd September 2026**

These Minutes were approved and were signed by the Chairman.

26/222 **Matters Arising from the 2nd September Council Meeting**

222.1 UK Power Networks (Item 26/193.2) – The PC were advised that UK Power Networks area manager is unavailable to attend the PC's November meeting. They have been supplied with the dates of the PC's December and January meetings and it is hoped they will be available to attend one of those.

222.2 Teen Shelter Base (Item 26/193.4) – The PC noted that Felsted Construction have inspected the base and said the crumbling is where a little concrete ran onto the path. They will look to tidy it up.

222.3 Mega Swing Main Play Area (Item 26/216.6) – The PC were advised that Playdale Playgrounds have agreed to replace the ball joint under warranty. The works are scheduled for week commencing 19th October 26.

26/223 **Uttlesford Community Travel –** The PC welcomed Mick Bott the general manager of Uttlesford Community Travel which is a Dunmow based charity that offers subsidised travel in fully accessible mini buses or in hospital cars. The PC were advised that the service can be used by both member groups or individuals with the cost of membership being £12 a year for individuals or £25 a year for groups. The PC were further advised that in order to join individuals needed to be over the age of 60 or be able to demonstrate a real need. The PC noted that vehicles are driven by volunteers and that more volunteers are needed. Residents interested in volunteering or in using the service are requested to call 01799 519008 / 01371 875787 or to email info@uttlesfordcommunitytravel.org

26/224 **Planning**

224.1 Applications Considered at PAWG meeting held on 28th September 26

The PC considered the previously circulated report from the Planning Advisory Working Group (PAWG) which contained the responses they recommended the PC make to UDC on the following planning applications:

UTT/26/1821/HHF - Stevens Farm Stevens Lane

Proposed single storey extension and garage conversion to annexe

UTT/26/1838/FUL - Montana Bannister Green

Demolition of existing single storey dwelling and erection of 1 no. two storey dwelling on same footprint.

UTT/26/2296/LB - Watch House Cottage Bannister Green

Proposed repair of water-damaged external wall involving removal of cement render and replacement with a lime render specification

UTT/26/2362/FUL - The Orchards Gransmore Green Lane

S73 application to vary condition 14 (permitted development rights) attached to UTT/26/1497/FUL - proposed removal of Class A from restrictions

UTT/26/1475/FUL - Land At Willows Green Main Road

Section 73A Retrospective application for the change of use of the land for the provision of 12 Gypsy/Traveller pitches, including the siting of 12 mobile homes, 12 touring caravans and 12 day rooms, formation of internal access roads and hardstanding, installation of utility infrastructure, hard/soft landscaping, boundary treatments and associated works.

The PAWG's recommended responses to all planning applications were unanimously agreed.

The responses can be read on the PC's website https://felsted-pc.gov.uk/wp-content/uploads/September-Minutes.pdf

224.2 Appeals considered at PAWG meeting held on 28th September 26

UTT/26/1420/FUL Appeal Ref: 6014753 - Land To The West Of Chelmsford Road

S73 application to vary condition 2 (approved plans) attached to UTT/23/2526/FUL allowed on appeal ref APP/C1570/W/24/3348002 (Change of use of land to use as a residential caravan site for 5 Gypsy families, each with two caravans, including laying of hardstanding, erection of 5 no. utility buildings and construction of new access).

UTT/26/0138/FUL Appeal Ref: 6015144 - Land To The West Of Chelmsford Road

Change of use of land to use as a residential caravan site for 10 Gypsy families, each with two caravans, including laying of hardstanding, erection of 10 no. utility buildings and construction of new access (alternative scheme to planning permission UTT/23/2526/FUL approved on appeal).

The PAWG's recommended responses to all planning appeals were unanimously agreed.

The responses can be read on the PC's website https://felsted-pc.gov.uk/wp-content/uploads/September-Minutes.pdf

224.3 Decisions received since previous council meeting

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

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

Permission Refused - 26th August 2026 *'The proposed extensions by virtue of its location, design, scale, massing, placement, and proximity to the listed building, would significantly detract from the setting of the listed building.'*

UTT/26/1637/HHF / UTT/26/1638/LB - Bury Gate Braintree Road

Proposed demolition of existing single storey rear extension and construction of a new single storey rear extension.

Permission Granted - 26th August 2026

UTT/25/1929/OP - Land North Of Garnetts Lane And 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 - 27th August 2026

UTT/26/1768/FUL - Limeen 25A Station Road

S73 application to vary condition 2 (approved plans) attached to UTT/25/0222/HHF - change from hip end to gable end roof with solar panel array on each slope.

Permission Granted - 4th September 2026

UTT/26/1907/HHF - 14 Ravens Crescent

Proposed single storey link attached annexe.

Permission Granted - 7th September 2026

UTT/26/1668/HHF - Witneys Bannister Green

Replacement of previous outbuilding with installation of new outbuilding.

Permission Granted - 23rd September 2026

224.4 Appeal decisions received since previous council meeting

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

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

Appeal Dismissed - 10th September 2026

26/225 **Unauthorised Traveller Site Willows Green** – The PC were advised that Cllr Roy Ramm had written to UDC's Chief Executive Peter Holt asking for confirmation that UDC still contends that a written judgement is a necessity before an action for contempt of court can be pursued and further asking if they have contacted the court to ask whether that written judgement will be issued.

26/226 **County Councillor**

Members noted the report from County Councillor Bo Davis which contained information on: the Government review of Local Government Reform and Operation Vanguard a trial initiative which will provide a visible security presence in Chelmsford, Colchester and Braintree through the deployment of trained security operatives.

26/227 **District Councillors Report**

Members noted the report from the District Councillors which contained information on planning matters including the Willows Green unauthorised development, Hedgehog Grove Solar Farm, the pausing of Local Government Reorganisation and a new campaign to recruit more Magistrates.

26/228 **Correspondence**

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

Burger Van – Proposed by Cllr Roy Ramm, seconded by Cllr Richard Freeman it was unanimously agreed not to grant permission for food or other vendors to site mobile vans on PC owned land, unless specifically agreed as part of an authorised community event.

26/229 **Finance**

229.1 Payments – Members considered the list of payments on page 7. Proposed by Cllr Clive Perrins, seconded by Cllr Daniel Sinclair the payments list was unanimously approved.

229.2 Receipts – Members noted receipts of £78,871.02 consisting of: Second Half of Precept £75,070; Felsted Focus Advertising £3,260.06; Football Pitch Rentals £350; Return of Expenses Payment made to Hywel Jones £99.96 (see minute 26/202.2 - Clerk's note this will be repaid once bank details have been re confirmed) Allotment Rentals £50 and Felsted Focus Donations £41.

229.3 Conclusion of 2025-26 External Audit – The PC were advised that the External Auditors had concluded their audit and provided their report and certificate which stated that the 2025-26 Annual Governance and Accountability Return (AGAR) was in accordance with Proper Practices with two assertions qualified as follows: Assertion 3 since rectified as the PC no longer hold any PC / Committee meetings online and Assertion 10 which is in the process of

being rectified as Parish Councillors are transitioning to ".gov.uk" email accounts / the PC's website has been checked for accessibility issues which have since been rectified.

229.4 Review and Approval of new Streetlight Electricity Contract – Proposed by Cllr Roy Ramm, seconded by Cllr Clive Perrins it was unanimously agreed to enter into a 3 year fixed contract with SSE. It was noted the standing charge for this contract is 0.152 per day with a fixed unit rate of £0.2887 per Kwh with an anticipated annual cost of £5582.51

26/230 **Equality Policy** – Proposed by Cllr Clive Perrins, seconded by Cllr Richard Freeman the pre circulated equality policy was unanimously agreed.

26/231 **Sustainable Felsted** – The PC were advised that UDC's Zero Carbon Community Grant window will be open until Friday 4 December 2026. Cllr Richard Silcock's plans to attend a webinar on 14th October to find out more were noted.

26/232 **Events Working Group**

232.1 Christmas 26 – The PC noted that plans are underway for the Christmas Lighting Up event and for the Father Christmas Fund Raising Sleigh Ride around the parish.

232.2 Summer 27 – The PC noted that a large Felsted Fete is being planned for Summer 27.

232.3 Volunteers – The PC agreed that they would be grateful for volunteers for either of the above events. Anyone interested in helping should contact the Clerk.

26/233 **Nature Area Update** – No update.

26/234 **Churchyard Update**

234.1 Hedge – The PC were advised that the churchyard hedges are scheduled to be cut later this month.

234.2 Retaining Wall – The PC were advised that the wall between the churchyard and the car park may need some remedial works. The Clerk will inspect it.

234.3 Trees – The PC were advised that works may be needed to various trees in the churchyard. A site meeting will be arranged to discuss.

26/235 **Bury Farm Station Road Development**

Health Centre – The PC were advised that the construction of the new health centre is on track to be finished at the end of October. They noted that it is an impressive building.

26/236 **Felsted Community Trust (FCT)** – The PC noted that the trust currently has vacancies for two Parish Councillors. This will be discussed at the November PC meeting.

26/237 **Neighbourhood Plan Regulation 15 Review / Update** – The PC were advised that a draft plan has been submitted to UDC and that confirmation is awaited from them that it can proceed to the inspectorate. The PC noted that it is anticipated that a referendum will be held early in the new year.

26/238 **Publicity** – The PC agreed that more posts should be made onto the PC's Facebook page to publish PC successes. The Clerk and Assistant Clerk will endeavour to post more items.

26/239 **Chairmans Matters** – None raised.

26/240 **Clerk's Matters**

240.1 Migration of Email Accounts – The PC were advised that the RFO's new email account: rfo@felsted-pc.gov.uk has been set up and the contents of his previous email account have been successfully migrated to the new account. The process of setting up new ".gov.uk" email accounts for councillors will now commence. Councillors were asked to individually book an online slot with Keith Schorah at Dunmoweb who will then talk councillors through the process of migration and agree a day / time to migrate their emails to their new account.

240.2 Website Search Facility – The PC were advised that the website has been amended to highlight that there is a search facility that looks like a magnifying glass. It is anticipated that this will help residents search for specific topics on the PC's website.

240.3 United Parish Councils – The PC noted that the United Parish Councils met again on 24th September. The meeting was attended by the local PCSO and was once again an extremely useful and supportive information sharing session with other local PC's

26/241 **Proposals for Future Agenda Items**

None received.

There being no further business the meeting closed at 8.04pm

Next Meetings:

Finance Committee:	Wednesday 14th October 26 in the URC Hall at 3 pm
Planning Advisory Working Group:	Monday 2nd November 26 online at 6.00 pm
Full Council:	Wednesday 4th November 26 in the URC Hall at 6.30 pm

……. 4 November 2026

Chairman

Correspondence List – 30 September 2026

1. UDC:
   a) Recycling and Waste News x 2 (circ. to PC 16/9 and 18/9)
   b) Guidance note on implications of new National Planning Policy Framework on Neighbourhood Plans (fwd. to Cllrs RR / RF 17/9)
   c) Parish Forum 23/9 - Attended by Cllr RF
2. ECC:
   a) Temp. closure of Frenches Green Road, commencing 28/9/26 for 3 days. The closure is required while ECC undertakes footway patching works.
   b) Temp. Closure Frenches Green, commencing 21/9 for 9 days. The closure is required while Affinity Water undertakes new connection works.
   c) Emergency Closure of Hollow Road due to a burst water main 29/9/26. (circ. to PC 29/9)
3. EALC:
   a) Weekly News e-Bulletins
   b) Buckingham Palace Garden Party Nominations close 4th November 26
4. SLCC
   a) Online Wellbeing Sessions for Council Staff
   b) Webinars on Digital AGARs (fwd. to RFO 17/9)
   c) Annual General Meeting 2026
   d) Monday 12 October 2026
5. CouncilWise
   a) Subscription Fees
   b) Various Training Sessions
6. Burger Van
7. Abbeyfield Coffee Morning Saturday 26th September 10.30-11.45 am (circ. to PC 9/9).
8. RCCE:
   a) Essex Warbler September Edition (circ. to PC 16/9)
   b) Webinar 19th / 22nd October on identifying opportunities for the Essex Local Nature
   c) Recovery Strategy to enhance, link and improve habitats (circ. to PC 16/9)
   d) Discovery Day at Tendring Community Energy Hub 12/11
   e) Updated requirements for neighbourhood plans following new legislation (fwd. to Cllrs RR / RF 23/9)
9. CPRE:
   a) Countryside Update
   b) AGM – Mountnessing Village Hall Saturday 3rd October (2pm for 2.30pm start).

Unpaid List – 30 September 2026

	Date	Num	Memo	Open Balance
Astragraphic Design Ltd				
	30/09/2026	671	Monthly charge for Adobe Software Creative Cloud Suite	66.49
Total Astragraphic Design Ltd				66.49
Buzz Supplies Ltd				
	11/09/2026	0000617460	4x 12 toilet roll packs, 2x anit-bac hand soap 5l	91.13
Total Buzz Supplies Ltd				91.13
Castle Water - 2595497				
	14/09/2026	10011358250	Ac # 2595497 - Allotment water supply (Station Road) 01/08/26 to 31/08/26 - SPID 301337036XW1X -...	40.54
Total Castle Water - 2595497				40.54
Castle Water - 2601428				
	14/09/2026	10011359523	Ac # 2601428 - Allotment water supply (Mill Road) 01/08/26 to 31/08/26 - SPID 3013582456W14 - Me...	78.38
Total Castle Water - 2601428				78.38
Felsted Poppy Appeal				
	16/09/2026		PAY BY CHQ Donation and wreath - increase recommended by Fin Com 23/10/24	100.00
Total Felsted Poppy Appeal				100.00
JCM Services				
	22/09/2026	2940	Nature Area - Bramble maintenance and fire break - flail brambles and cut back where encroaching...	852.00
Total JCM Services				852.00
Julie Smith				
	30/09/2026	Sep26	Cleaning and Maintenance of Playing Field Toilets - Sep26	406.00
Total Julie Smith				406.00
Lee Heron				
	30/09/2026	Sep26	Unlocking car park 1 - Sep26	60.00
Total Lee Heron				60.00
M&B Printers				
	18/09/2026	18750	4x Watch Your Step signs	144.00
Total M&B Printers				144.00
Officials - Salaries				
	30/09/2026	Sep26 - Salary	Asst Clerk salary - Sep26	4,221.67
Total Officials - Salaries				4,221.67
Officials - Expenses				
	30/09/2026	Sep26 - Exp	Clerk's expenses - Sep 2026- Google Suite & computer support package, monthly mobile phone cont… Asst Clerk Expenses - Sep26 - mobile phone monthly contract, mileage RFO Expenses - Sep26 - Mileage	95.93
Total Officials - Expenses				95.93
Officials - NEST Pensions				
	30/09/2026	Sep26		457.64
Total Officials - NEST Pensions				457.64
PKF Littlejohn				
	08/09/2026	SB20261683	External Audit for 2025-26 financial year	504.00
Total PKF Littlejohn				504.00
S P Barnard				
	30/09/2026	Sep26	Village attendant - Sep26	1,265.00
Total S P Barnard				1,265.00
SSE Energy Solutions				
	07/09/2026	IV04859232	Streetlight Electricity for period 01/08/26 to 31/08/26 - MPAN 10 1309 5287 597	463.38
Total SSE Energy Solutions				463.38
St George's Pest Control Ltd				
	10/09/2026	59291	Allotments Pest Control 11/09/26 - 10/12/26	200.52
Total St George's Pest Control Ltd				200.52
Vodafone				
	27/09/2026	Sep26	Office Phone and Broadband - Sep26	52.26
Total Vodafone				52.26
TOTAL				**9,098.94**