FELSTED PARISH COUNCIL

Minutes of the 1149th meeting held on 4th November 2026

at 6:30 pm in the URC Hall

Present: Councillors Richard Freeman (Chairman), Matthew Clarke, Ken Jadeja, Andew Madders, Clive Perrins and Richard Silcock (Parish / District – entered during the discussion of item 26/257 – Churchyard Update) along with 10 members of the public. Also present was County Councillor Geoff Bagnall and District Councillor John Evans. In attendance: Heather Read (Clerk) and Clare Schorah (Assistant Clerk).

26/242 **Chair of Meeting** – Proposed by Cllr Clive Perrins, seconded by Cllr Ken Jadeja, Cllr Richard Freeman was unanimously elected to chair the meeting.

26/243 **Apologies for Absence**

Apologies had been received from Cllrs John Moore, Madelaine O'Neill, Roy Ramm and Daniel Sinclair.

26/244 **Declarations of Interest –** None Received

26/245 **Public Forum**

Christmas Event – The PC noted that local business CM6 Kitchen had been present as a food vendor at the Light Switching On event since it's inception. It was agreed that it was likely that his business would once again be asked to be in attendance although it was noted that the event was still in the planning stages.

26/246 **Minutes of Meeting 1148 held on 30th September 2026**

These Minutes were approved and will be signed by the PC's Chairman at the December meeting.

26/247 **Matters Arising from the 30th September Council Meeting**

247.1 UK Power Networks (Item 26/22.1) – The PC were advised that UK Power Networks have been supplied with the dates of both the December and January PC meetings. Confirmation that they will be attending one of those meetings is awaited.

247.2 Teen Shelter Base (Item 26/222.2) – The PC were advised that the concrete run off had been rectified.

247.3 Mega Swing Main Play Area (Item 26/222.3) – The PC were advised that the Playdale engineer had attended and found the swing to be in good working order. They noted that he thought grit may have got into the unit and caused the issue but that it had since worked free. The PC agreed that the swing will be closely monitored for any further issues.

247.4 Councillor Email Accounts (Item 26/240.1) – The PC were advised that the migration of Cllr email accounts to ".gov.uk" ones is progressing well.

26/248 **Planning**

248.1 Applications Considered

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

UTT/26/2499/FUL - **Razza Braintree Road**

S73 application to vary condition 8 (opening hours) attached to UTT/25/3168/FUL - proposed opening hours Monday to Friday: 7.30 am -9.00 pm, Saturdays: 8.00 am - 10.00 pm and Sundays and bank/public holidays: 8.00 am - 9.00 pm

UTT/26/2494/HHF - **Carisbrooke Chelmsford Road**

Demolition of existing conservatory, erection of single storey rear extension with roof lantern. Replacement and relocation of front door. Rendering of front kitchen wall (currently brick).

UTT/26/2723/LB - **Three Horse Shoes Bannister Green**

Replacement windows and entrance door and installation of double glazing within the existing side entrance door.

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/November-Minutes.pdf

248.2 Decisions Received Since Previous Council Meeting

UTT/26/1903/HHF - Ashleigh Causeway End Road

Removal of UPVC conservatory and proposed single storey rear extension to provide accommodation annexe.

Permission Granted – 1st October 2026

UTT/25/2373/FUL - Barns At Pyes Farm Molehill Green

Conversion of a barn from vacant office space and garages to a 2 bedroom dwellinghouse. Works are to remain within existing footprint of the barn, consisting mostly of internal alterations, new windows & doors and remedial works/repairs.

Permission Refused - 29th September 2026 *'The proposed dwelling would occupy a highly constrained site and, by reason of its siting, layout and proximity to the adjoining one-and-a-half-storey cart lodge, would result in unacceptable living conditions for future occupiers. The principal habitable room windows would face the neighbouring building at a separation distance of approximately 1.2 metres, giving rise to a dominant and oppressive outlook, a significant sense of enclosure, restricted levels of daylight and sunlight, and an overbearing relationship. In addition, the limited private amenity space would be heavily overshadowed and enclosed by surrounding built form, substantially reducing its usability and amenity value. The cumulative effect of these deficiencies would be to create a poor-quality residential environment that falls materially below the standard expected of new housing development.'*

UTT/25/2374/LB - Barns At Pyes Farm Molehill Green Road

Conversion of a barn from vacant office space and garages to a 2 bedroom dwelling house. Works are to remain within existing footprint of the barn, consisting mostly of internal alterations, new windows & doors and remedial works/repairs.

Permission Granted – 29th September 2026

UTT/26/1057/FUL - Mariskalls Mill Road

Erection of one dwelling, access and associated landscaping.

Permission Granted – 5th October 2026

UTT/26/1841/LB - Little Oak Jollyboys Lane South

Proposed first floor bathroom with associated drainage works, removal of ground floor bathroom, removal of internal walls within rear extension, removal of internal door and infilling of door opening and external redecoration of render to white/cream colour.

Permission Granted – 21st October 2026

UTT/26/2196/CLE - Brook Barn Stebbing Road

Existing cartlodge for use as covered parking bays and annexe accommodation.

Permission Granted – 20th October 2026

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

Proposed single storey extension and garage conversion to annexe.

Permission Granted – 23rd October 2026

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.

Permission Refused - 29th October 2026 *'The proposed removal of condition 14...would allow for development which would make the replacement dwelling disproportionate in size and scale to the original dwelling.'*

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.

Permission Granted - 29th October 2026

UTT/26/1946/LB / UTT/26/1945/HHF - Brook Barn Stebbing Road

Proposed single storey rear extension and connecting link between grade II listed barn and

cartlodge. Internal alterations

Permission Refused - 30th October 2026 *'The proposal, by reason of its extensive proposed rear extension and glazed link, would fail to preserve the setting of designated heritage assets, causing harm to the significance of the Grade II listed Brook Barn. Public benefits associated with the proposals would not outweigh this harm.'*

26/249 **Minutes of the Finance Committee Meeting held on 14th October 26**
These Minutes were noted and would be formally approved at the next meeting of the Finance Committee.

26/250 **Unauthorised Traveller Site at Willows Green**

250.1 Retrospective Application UTT/26/1475/FUL – The PC noted that representations on this are still coming in. It was further noted that the application will be considered by UDC's Planning Committee but that the date for that is not yet known.

250.2 Court Order – The PC were advised that following the High Court oral judgement in mid June which renewed the temporary injunction, the court order has now been signed and released. It was noted that this should enable UDC to determine its next steps.

26/251 **County Councillor –** County Cllr Geoff Bagnall delivered an update on the latest highways figures.

26/252 **District Councillors Report**

Members noted the report from the District Councillors which contained detailed information on: Local Government Reorganisation; the new Planning National Scheme of Delegation; the Unauthorised Development in Willows Green and Rural Crime.

26/253 **Correspondence**

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

253.1 Jolly Boys Lane North – The PC noted that ECC Highways have repeatedly refused to repair the potholes in this area but that they continue to deteriorate. They were advised that County Cllr Geoff Bagnall is to contact Highways to discuss.

253.2 StorieD – The PC expressed interest in a commercial browser-based walking tour that could be created for Felsted. It was unanimously agreed to accept StorieD's offer to create the first few steps of a Felsted based walking tour for the PC to review at no cost or obligation.

26/254 **Finance**

254.1 Payments – Members considered the list of payments on pages 7/8. Proposed by Cllr Matthew Clarke, seconded by Cllr Andrew Madders the payments list was unanimously approved.

254.2 Receipts – Members noted receipts of £2759 comprising of: Allotment Rentals £1772; Football Pitch Rentals £650; Felsted Focus Advertising £215 and Felsted Focus Donations £122.

26/255 **Parish Council Vacancy** – The PC noted with sadness that due to ill health Cllr Alec Fox had submitted a letter of resignation to the Chairman. They were advised that UDC had been informed and that it was anticipated that permission to co-opt to fill the vacancy will have been received by the time the PC next meet in December. It was agreed that as earlier vacancies were advertised / filled very recently the current vacancy will not be advertised but that the unsuccessful candidates who received votes last time will be approached to ask if they wish to be considered for the current vacancy.

26/256 **Allotments** – Proposed by Cllr Richard Freeman, seconded by Cllr Andrew Madders it was unanimously agreed to accept the quote from JCM Services for £1280 plus vat to reduce the row of fruit trees back to previous pruning points and to thin and raise the crowns.

26/257 **Churchyard Update**

257.1 Trees – The PC noted that several trees in the churchyard appear to need some remedial works but that the PC's Tree Warden had advised that nothing was dangerous or urgent. It unanimously agreed to await the report from the Triennial Tree Survey (see minute 26/258).

257.2 Wall – The PC were advised that the wall between the churchyard and the car park appears to be in need of some remedial works. It was agreed to obtain quotes for repair.

26/258 **Triennial Tree Survey –** It was proposed by Cllr Richard Freeman, seconded by Cllr Clive Perrins and unanimously agreed to accept the quote of £1720 plus vat from Place Services to carry out the parish triennial tree risk assessment. The PC noted that trees in the URC burial ground were also included in the quote at a cost of £240. This amount would be reimbursed back to the PC by the URC.

Clerk's Note: The URC have decided that as their trees were surveyed earlier this year they do not want them surveyed again at this time. The accepted quote has therefore reduced to £1480.

26/259 **Policy Reviews** – Proposed by Cllr Matthew Clarke, seconded by Cllr Andrew Madders the Vexatious Complaints Policy, Emergency Plan and Document Retention Plan were unanimously adopted.

26/260 **Accessibility Statement –** Proposed by Cllr Richard Freeman, seconded by Cllr Matthew Clarke, the Accessibility Statement was unanimously agreed. This will be posted onto the PC's website.

26/261 **Sustainable Felsted**

261.1 UDC's Zero Carbon Grant – The PC were advised that Cllr Richard Silcock had attended a presentation by UDC on the current funding round. It was agreed that the PC would not apply to the fund this year.

261.2 Village of the Year Award – The PC agreed to explore the possibility of applying for this award in 2027.

26/262 **Nature Area Update**

262.1 Brambles – The PC were advised that areas of bramble are being left to encourage biodiversity but that each area is strimmed around to prevent spread.

262.2 Front Ditch – The PC noted that this area is prone to litter.

262.3 Firebreak – The PC were advised that the fire break behind Station Road and the Water Works is in need of some maintenance works.

262.4 Meadow Management – The PC noted that it had been to dry over the summer months to carry out a cut and collect. It is anticipated that this could be carried out early next year.

262.5 Willow Tree – The PC noted that a willow in a neighbouring property has decayed and a branch has fallen into the Nature Area. They agreed that a discussion is needed with the owner of the tree.

262.6 Willow Over The Chelmer – The PC were advised that a willow from a neighbouring field had been interfering with power lines. They noted that UK Power Networks had felled the tree and that it was now lying inside the Nature Area and blocking the footpath. They were further advised that the PC's volunteer Tree Warden Steve Easom had strimmed a path around the tree to provide a diversion to the footpath. They expressed their thanks to him.

262.7 Wildlife Boxes – The PC were advised that Cllr Andrew Madders is planning to make contact with the volunteers who helped install the bat / owl boxes.

262.8 Volunteer Activities – The PC noted that there are potential jobs in the Nature Area that could be carried out by volunteers. Cllr Andrew Madders will explore this.

262.9 Biodiversity Survey – The PC were advised that Writtle College may be able to assist with a survey.

262.10 Benches – The PC noted that the possibility of installing benches in the Nature Area will be looked into.

262.11 Reptile Relocation – The PC were advised that Cllr Andrew Madders had a recent discussion with a company specialising in relocating reptiles for developers. Should the PC agree to accept relocated reptiles it was noted that they should come with a translocation monitoring fund to support any habitat creation.

262.12 E Bikes / Scooters – The PC were advised that these are sometimes seen on the Nature Area. It was noted that although they are not permitted it was difficult to know how to prevent them.

262.13 Volunteer – The PC noted that the PC's Tree Warden Steve Easom spends a considerable amount of his personal time every week working in the Nature Area. It was agreed that his knowledge and commitment is invaluable. The PC expressed their gratitude to

him for all his dedication and hard work.

26/263 **Bury Farm Station Road Development**

263.1 Health Centre –The PC were advised that the formal handover of the building to the Felsted Community Trust will be on the 11th December 26. It was noted that delivery of the new Health Centre was made possible by Felsted's Neighbourhood Plan.

263.2 Felsted Gate – The PC were advised that issues with the development were in the process of being resolved by the developers.

26/264 **Felsted Community Trust (FCT)** – Proposed by Cllr Richard Freeman, seconded by Cllr Clive Perrins it was unanimously agreed that Cllrs Ken Jadeja and Andrew Madders will join the FCT as PC representatives.

26/265 **Neighbourhood Plan Regulation 15 Review / Update**

265.1 UDC Final Review – The PC were advised that this is now at Regulation 15 in draft form and that it is with UDC awaiting their final review before it can be formally submitted to the Inspectorate.

265.2 Speculative / Unwanted Development – The PC noted that the review should reliably protect the parish from both speculative and unwanted development as it will become part of the statutory development plan.

26/266 **Events** – The PC noted that the Christmas Light Switch On is taking place on Sunday 29th November. It was further noted that Santa's Sleigh will be travelling around the parish on Thursday 17th / Friday 18th December raising funds that will be split between the event running costs / local charities.

26/267 **Meeting Dates** – The PC unanimously agreed the meeting dates for 2027.

26/268 **Clerk's Matters**

268.1 Councillor Contact Details – The PC noted that councillors do not have access to each other's contact phone numbers. It was unanimously agreed that the Clerk will create a master list of numbers to be circulated internally within the PC.

268.2 Village Sign – The PC were advised that the Felsted village sign has been damaged by recent stormy weather. It was agreed to wait and see how it winters before making any decisions as to how best to restore it.

268.3 Woodleys Car Park Fence – The PC were advised that a fence post has been hit in Woodleys Car Park. Cllr Clive Perrins agreed to inspect the fence with a view to replacing the damaged post.

268.4 PC Vice Chair – The PC noted that this position will be considered at the December PC meeting.

268.5 Muga Surface – The PC were advised that following concerns about damage to the surface of the MUGA the Clerk had agreed with the Chairman to erect "no bikes allowed" signs onto the gates of the Muga.

26/269 **Publicity** – The PC agreed that ideally more information should posted onto the PC's Facebook Page to highlight current / next projects being worked on by the PC.

26/270 **Proposals for Future Agenda Items** – None raised.

There being no further business the meeting closed at 8.17pm

Next Meetings:

Finance Committee:	Wednesday 18th November 26 in the URC Hall at 2 pm
Planning Advisory Working Group:	Monday 30th November 26 online at 6pm
Full Council:	Wednesday 2nd December 26 in the URC Hall at 6.30 pm

…… 2 December 2026

Chairman

Correspondence List – November 2026

1. UDC:
   a) Recycling and Waste News (fwd to PC 23/10)
   b) Zero Carbon Communities Grants open for applications until 4/12/26
   c) Uttlesford Foodbank Quarterly Update
   d) Food Recycling Project 2026
   e) Uttlesford Rough Sleeper Count - 17th November 2026
   f) Parish Briefing (circ. to PC 30/10)

2. ECC:
   a) Temp. closure of Braintree Road, due to commence on 27th October 2026 for 7 days. The closure is required while Affinity Water undertakes new connection. (circ. to PC 1/10)
   b) Temp. closure of Garnetts Lane, due to commence on 2nd November 2026 for 2 days. The closure is required while Openreach undertakes pole replacement works. (circ. to PC 28/10)
   c) Community Transport User & Awareness Survey 2026 open until 30 October 2026.
   d) Temp. closure of Stevens Lane, due to commence on 19th November 2026 for 1 day. The closure is required while Openreach undertakes cabling works
   e) Emergency closure of Causeway End Road 25th October 2026. The closure was required whilst UK Power Networks undertook works to overhead lines.
   f) Survey from Essex Highways on priorities and satisfaction levels – Not open to residents (circ.to PC 26/10)
   g) Surface Water Drainage Improvement Works on Stevens Lane commencing on 2nd November 26 (circ. to PC 26/10)
   h) Emergency closure of Mill Road whilst Affinity Water undertakes repairs to a stoptap. (circ. to PC 29/10)
   i) Emergency closure of Chelmsford Road to facilitate Affinity Water repair / replacement works. (circ. to PC 3/11)
   j) Emergency closure of Stebbing Road on 3rd November whilst Affinity Water undertakes repairs to a water main. (circ. to PC 4/11)

3. EALC:
   Weekly News e-Bulletins

4. CouncilWise
   a) Various Training Sessions
   b) Half-Year Subscription Offer

5. Residents Letters:
   Jolly Boys Lane North

6. StorieD - Browser-based walking tour platform

7. RCCE:
   a) Blue Steps on the Saffron Trail Project (fwd. to Cllr RS 28/10)
   b) Energy Discovery Day on 12 November 2026 (fwd. to Cllr RS 12/10)
   c) Webinar "Reg 14 and Beyond" being held on 24/11 7:30pm – 9pm (fwd. to Cllrs RR / RF 12/10)
   d) Essex Warbler October / November Editions (circ. to PC 12/10 and 2/11)
   e) Nature Discovery Day Wivenhoe 28/11 (fwd to Cllr RS 21/10)

Unpaid List – November 2026

	Date	Num	Memo	Open Balance	Payment Ref
Allotment Repayments					
	15/10/2026	Agnoli - 16b	Repayment of £35 - standing order not cancelled after change of cost	35.00	
Total Allotment Repayments				35.00	**261001**
Andrew Martin Planning					
	01/10/2026	AM-P3373	Planning advice for object to G&T site at Willows Green	3,240.00	
Total Andrew Martin Planning				3,240.00	**261002**
Anglia Fire Protection					
	15/10/2026	121911	Office - fire extinguisher service	124.80	
	15/10/2026	121746	Crix Green Mission Hall - fire extinguisher service	118.80	
Total Anglia Fire Protection				243.60	**261003**
Astragraphic Design Ltd					
	31/10/2026	672	Monthly charge for Adobe Software Creative Cloud Suite	66.49	
Total Astragraphic Design Ltd				66.49	**261004**
B & H M Baker					
	29/10/2026	18	20 bags of compost and 27 boxes plants for village plant tubs	402.50	
Total B & H M Baker				402.50	**261005**
Castle Water - 2595497					
	07/10/2026	10011579296	Ac # 2595497 - Allotment water supply (Station Road) 01/09/26 to 30/09/26 - SPID 301337036XW1X -...	16.69	
Total Castle Water - 2595497				16.69	**Direct Debit**
Castle Water - 2601428					
	07/10/2026	10011591621	Ac # 2601428 - Allotment water supply (Mill Road) 01/08/26 to 31/08/26 - SPID 3013582456W14 - Me...	23.09	
Total Castle Water - 2601428				23.09	**Direct Debit**
Dunmow Training					
	28/09/2026	593	HR Councillor Appraisal Session - R Freeman - 14/10/26	48.00	
	06/10/2026	621	Chairing with Confidence - R Ramm - 19/10/26 & 26/10/26	259.20	
	21/10/2026	676	Councillor Foundation basic course - A Madders, M Clarke, J Jadeja - 06/11/26	360.00	
Total Dunmow Training				667.20	**261006**
East Anglia's Children's Hospices (EACH)					
	01/10/2026	Donation 2026	Donation for 2026	300.00	
Total East Anglia's Children's Hospices (EACH)				300.00	**261007**
Essex and Herts Air Ambulance					
	01/10/2026	Donation 2026	Donation for 2026	325.00	
Total Essex and Herts Air Ambulance				325.00	**261008**
Felsted Construction Ltd					
	12/10/2026	2826	Excavate and concrete Christmas tree base in Woodleys car park	600.00	
Total Felsted Construction Ltd				600.00	**261009**
Felsted U R C					
	20/10/2026		Rent of office - 2026	1,500.00	
Total Felsted U R C				1,500.00	**261010**
HM Revenue & Customs					
	05/10/2026	Sep26	PAYE/NI payment for Quarter end 05/10/26	3,711.49	
Total HM Revenue & Customs				3,711.49	**261011**
Hywel Jones					
	15/10/2026	GB600NFK	Reimbursement for locks for new container for nature area - Duplicate as prior payment returned	99.96	
Total Hywel Jones				99.96	**261012**
Janus Contract Services Ltd					
	28/09/2026	46649	3x post mix, wood, 4' pickets	88.08	
Total Janus Contract Services Ltd				88.08	**261013**

JCM Services					
	28/09/2026	2963	Annual hedge cutting of playing field, allotments and Willows Green play area, 2/2 cuts on play ...	1,548.00	
	18/10/2026	3008	hedge and grass cutting at Felsted Church	312.00	
	26/10/2026	3025	Cut and collect of wild flower areas at Willows Green, Bannister Green and along Chelmsford Road	840.00	
Total JCM Services				2,700.00	**261014**
Julie Smith					
	31/10/2026	Oct	Cleaning and Maintenance of Playing Field Toilets - Oct26	435.00	
Total Julie Smith				435.00	**261015**
Lee Heron					
	31/10/2026	Oct26	Unlocking car park 1 - Oct26	60.00	
Total Lee Heron				60.00	**261016**
M&B Printers					
	08/10/2026	18783	1400x Felsted Focus Summer editions	1,344.00	
Total M&B Printers				1,344.00	**261017**
MSS Alarms					
	01/10/2026	20399	Annual CCTV Servicing	174.00	
Total MSS Alarms				174.00	**261018**
North End Nurseries					
	01/04/2026	1197	3 Coppice areas of 25x5m plus 375 hedgerow whips	1,209.30	
Total North End Nurseries				1,209.30	**261019**
Officials - Salary					
	31/10/2026	Oct26 - Salary		3,618.32	
Total Officials - Salary				3,618.32	**261020, 261021, 261022**
Officials - Expenses					
	31/10/2026	Oct26 - Exp		297.22	
Total Officials - Expenses				297.22	**261020, 261021, 261022**
Officials - NEST Pensions					
	31/10/2026	Oct26		403.92	
Total Officials - NEST Pensions				403.92	**Direct Debit**
S P Barnard					
	20/10/2026		Village attendant - 24	920.00	
Total S P Barnard				920.00	**261023**
SL Powell					
	02/11/2026	Focus Del - Oct26	Focus Delivery - Autumn 2026 Issue	170.00	
Total SL Powell				170.00	**261024**
SSE Energy Solutions					
	07/10/2026	IV04969927	Streetlight Electricity for period 01/09/26 to 30/09/26 - MPAN 10 1309 5287 597	539.74	
Total SSE Energy Solutions				539.74	**Direct Debit**
Stephen Easom					
	12/10/2026	Oct26	Reimbursement for items for Nature Area works - 3x Hoe for hemlock, 15l Aspen 2 stroke, 25l petrol	199.94	
Total Stephen Easom				199.94	**261025**
Uttlesford Citizens Advice Bureau					
	01/10/2026	Donation 2026	Donation for 2026	300.00	
Total Uttlesford Citizens Advice Bureau				300.00	**261026**
Vodafone					
	27/10/2026	B4-757377579	Office Phone and Broadband - Oct26	52.26	
Total Vodafone				52.26	**Direct Debit**
Xeinadin					
	21/10/2026	370475	Payroll administration - Jul-Sep26	180.00	
Total Xeinadin				180.00	**261027**
TOTAL				**23,922.80**	