



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 1<sup>st</sup> April 2019 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Ricci (Chair) Crawford, Cunningham, Heady, Pritchard, Butland, Arthur and the Clerk

2 members of the public were present

**19/34: Apologies**

Received from Councillor Griffin

**19/35: Declarations of Interest**

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council and as a member of the planning committee of that authority.

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and as a member of the planning committee of that authority and also in agenda item 19/41.2 as he is the cabinet member for economic development which covers the development of Horizon 120 and potential provision of allotment land.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council and as a member of the joint venture board that manage the Great Notley Country Park.

Councillor Heady declared a non-pecuniary interest in relation to agenda item 19/41.2 as he is on the allotment waiting list and in agenda item 19/41.8 as he has used the services of the contractor in the past.

**19/37: Minutes of the Meeting of the Council held on 4<sup>th</sup> March 2019 & progress update**

The minutes of the meeting held on 4<sup>th</sup> March 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

**19/36: Public Question Time**

A resident raised the issue of damage to the block paving in Great Notley. It was explained that Essex County Council is responsible for the pavements in the Parish and that a report may be made online. As the lady does not have

access to a computer it was agreed that she may liaise with the Clerk so that the issue may be reported on to Essex County Council.

She also asked how a volunteer group that uses the Community Centre may upgrade the chairs and was referred to the NGCA who manage the hall and own the chairs.

Another resident spoke in relation to issues that he stated he had raised with the County Councillor. He complained that the earth mound at Highclere Road is an eyesore. The reasoning behind the construction of the mound was explained in that it has been constructed as a deterrent to traveller incursion following liaison with Braintree District Council, the Essex Police Traveller Unit and discussion with certain residents and it has been constructed to fit in with the local environment and will be seeded with grass.

The resident also complained that he has reported two streetlights that are not working and one that is damaged and they have not been repaired. Councillor Butland explained the process and the fact that a precise date for repair can not be provided. Essex County Council is responsible for thousands of lights in Essex and schedules repairs in the various areas when there are sufficient issues to deal with to ensure efficient use of resources.

The resident complained about the parking of vehicles on grass verges in the Parish and requested signage be erected. It was confirmed the issue is on the agenda for discussion at this meeting.

He also complained about graffiti on the electricity sub station at Highclere Road and it was confirmed that this has already been reported to Braintree District Council.

He also raised the issue of reinstatement work following the works by Anglian Water and it was confirmed that further meetings between Anglian Water and Braintree District Council and the Parish Council are scheduled for May and June 2019.

#### **19/38: Chairman's report**

The Chairman reminded members that if they wish to stand at the forthcoming election the nomination papers must be delivered to Braintree District Council no later than 4pm on Wednesday 3<sup>rd</sup> April 2019.

#### **19/39: Parish Clerk's Report**

The Clerk reported as follows –

1. Braintree District Council has swapped the position of the Parish Council bins and the bottle bank in the area behind the Prince Louis Public House.

*A Councillor noted that a vehicle is still parking close to the bins.*

2. On 28<sup>th</sup> February I attended a seminar with the Essex Pension Fund in relation to their requirements for the annual return this year.

3. I recently spoke to a gentleman from Essex County Council who is promoting dementia awareness in Communities. He would welcome the opportunity to speak to the Parish Council after the election in relation to presenting a 'Dementia Friends' event within the Parish.

*Councillor confirmed that they would be happy for the gentleman to be invited to speak at a future Parish Council meeting.*

4. Braintree District Council has confirmed that care is being taken in relation to the mowing of open spaces which have been excavated for the installation of broadband. The first mow of the season avoided the areas that have been re-seeded to allow the seed to become established.
5. The soil bung at Highclere Road has now been thoroughly seeded with grass seed which should start showing very shortly.
6. As I have received complaints from residents in relation to rubbish that has again accumulated in Panners Pond, I have referred the issue to Braintree District Council to remedy.

*Councillor Ricci agreed to follow up on the request.*

7. I contacted the Tesco store regarding the repair of the statue and lights and was advised that the statue was due to be repaired the week commencing 25<sup>th</sup> March and the lights are due to be repaired the week of 12<sup>th</sup> April 2019.
8. The licence agreement for the installation of the new White Gates has just been received. I will present it to you for formal approval at the May meeting which will provide me with an opportunity to consider and comment to you upon the document.
9. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Issue	First raised
Transfer of land between developers and Braintree District Council – await feedback from BDC following Councillor Butland raising this outstanding matter with the CEO	May 2012
Parish Council application for a 'warning pedestrians sign on A131 adjacent to Hungry Horse detailed design for traffic management and signalised crossing awaited from Essex County Council in accordance with decisions made by Local Highway Panel	January 2015
Progress from Solicitors regarding acquisition of 'Mrs Hedges' and 'Unity Hand' sculptures – repair to Mrs Hedges statue awaited by original sculptor and due to be undertaken in April 2019	February 2019
Repair of pump for underpass – awaiting Essex County Council – electricity supply issues currently being undertaken	September 2018

In addition, the Clerk confirmed that she had attended a meeting with the Country Park on 8<sup>th</sup> March 2019.

The report was **noted and accepted**.

#### **19/40: Financial Report**

##### **19/40.1 Bank reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> March 2019 was **noted and accepted**.

##### **19/40.2 Payments for approval**

The following payments were **approved** –

###### **Direct Debits**

10 <sup>th</sup> March	BT telephone and internet	71.84
14 <sup>th</sup> March	RAC Allstar fuel for van	50.61

###### **Online payments authorised 22<sup>nd</sup> March**

Salaries		3,463.12
Clerk	Expenses	113.16
HMRC	Tax and NI	648.68
Essex Pension Fund	Pension contributions	764.34
NGCA	Hall hire	11.00
DW Maintenance	repair and maintenance of Hospital Memorial	60.00
Seagrave Inspections	Play area inspections	117.60
Paul Clark Printing	printing of Great Notley Times	1,600.00
Paul Clark Printing	Distribution of Great Notley Times	550.00

###### **Cheques**

1 <sup>st</sup> April 2019	The Information Commissioner	
	data protection registration fee	40.00

##### **19/40.3 To approve financial contract for external payroll provider**

The contract for payroll services showing an increase of 3% was **accepted**.

#### **19/40.4 To approve annual list of payments**

Councillors **noted and approved** the list of regular payments in accordance with clause 5.6 of the Financial Regulations.

#### **19/40.5 To review internal control procedures**

Councillors considered the report from the Clerk in relation to internal control procedures and **approved** the current procedures.

#### **19/41: Substantive matters for discussion**

##### **19/41.1 To receive progress update in relation to upgrade of the RAFT area**

It was noted that as previously agreed the tender will be issued and publicised on Contracts Finder and on the Parish Council website at the end of April.

##### **19/41.2 To receive an update in relation to the progress of the provision of allotments for the Parish.**

Councillor Heady reported that he had attended a meeting at Braintree District Council with Councillors Griffin, Pritchard and the Clerk in relation to the ongoing proposals for the provision of allotments for the Parish. Braintree District Council has presented a draft proposal for the site. There are some issues to be dealt with such as access. However positive proposals are being made in relation to the provision of water and fencing. The Parish Council will need to liaise with prospective tenants in relation to types and sizes of plots. Councillor Heady expressed the fact that he was very pleased that Braintree District Council is proceeding with the project in such an enthusiastic way and keeping the Parish Council updated and informed.

##### **19/41.3 To consider representations in relation to Tesco Pharmacy**

The Clerk reported to Councillors on her discussions with the GP surgery who advise that they were aware of verbal complaints in relation to the service at the pharmacy but could not comment further. It was mentioned that Tesco are bringing in extra staff to try and deal with the issue so Councillors **agreed** to take no further action in relation to this issue.

##### **19/41.4 To receive report in relation to Braintree District Council updated Tree Strategy for the Parish**

It was noted that the Clerk had met with a tree officer at Braintree District Council. He had accepted that consultation with the community in relation to the management of the trees along Great Notley Avenue had not been sufficiently thorough. He is looking to put together an updated tree strategy not just for Great Notley Avenue but in relation to trees throughout the Parish and for that strategy to be more detailed than the existing document. He will be providing the draft document in May which will be put on the Parish Council website for residents to see and then there will be a public consultation event on Thursday 27<sup>th</sup> June 2019 at 7.30pm in the main hall of the Community Centre which will be publicised to residents.

**19/41.5 To consider response to Stansted Airport Tree planting scheme**

It was requested that the Clerk ascertain how many trees can be provided to the Parish and to express an interest in the airport providing trees to the Parish.

**19/41.6 To consider quotations for Tree Inspections in the Parish.**

Having considered the quotations provided Councillors **agreed** to accept the quotation from Place Services to carry out the health and safety tree inspections at the RAFT and Levens Way play areas.

**19/41.7 To approve expenditure in relation to replacement of Parish Council laptop**

The sum of £600 had been set aside in the budget to replace the laptop which is old and slow and has issues in relation to pixilation on the screen. The Clerk had provided quotes and Councillors **agreed** that the Clerk may purchase the Dell Inspiron laptop together with the Office suite and virus package which will total £604.00

**19/41.8 To approve expenditure in relation to repairs required for the Parish Council storage unit**

It was noted that the damage to the unit is that the flank wall is dirty where balls are continually kicked against it, the guttering has been knocked down and broken and there are broken roof tiles. A quote had been obtained to carry out the repair work at a cost of £325 plus VAT and this was **accepted** by Councillors. It was further noted that all the pyrocanthur bushes have now been destroyed so the issue of how to protect the unit to be considered at a future meeting.

**19/41.9 To consider Street Scene Agency agreement between the Parish Council and Braintree District Council**

It was noted that Braintree District Council will provide an increased amount of £9,326.58 in relation to the agency agreement. The terms of the agreement were considered and Councillors **approved** the signing of the agreement for a further year. It was noted that Braintree District Council is now offering other services on a commercial basis such as grass cutting and this will be considered in due course when grass cutting contracts are reviewed. Also, the issue of the retrieval of Tesco trolleys was discussed and enquiries will be made with Braintree District Council as to whether a charge may be levied for retrieval of trolleys.

**19/41.10 To consider issues surrounding Parking in the Parish**

Councillors discussed issues in relation to parking at length.

It was **noted** that in relation to existing parking restrictions in the Parish such as the yellow lines, it is for the North Essex Parking Partnership to enforce breaches and for evidential reasons they can not act on photographs that are provided but their enforcement team must witness the parking infringement. They do attend the Parish and have issues parking tickets but as the attendance is dependent on their resources the Clerk is not aware of precise attendance dates.

In relation to parking on grass verges, action may only be taken by the land owner. The Parish Council does not own any of the verges in the Parish. The verges are owned by either Essex County Council, Braintree District Council, Housing Associations, Countryside Properties and in some cases residents. Councillors **agreed** that if complaints are made the Clerk pass them on to the relevant land owner. In particular to pass on an issue raised in Grantham Avenue.

Regarding parking around the schools and White Court School in particular it was **noted** that the Clerk had facilitated liaison between the school Governors and the enforcement team at Braintree District Council and a warning letter had been sent to the registered keeper of a particular vehicle observed parked on a grass verge. The Police had also sent a warning letter to another vehicle owner regarding parking on a junction. Councillors were concerned that some parking issues are caused by school staff parking on residential roads. The school has invited a member of the Parish Council to attend the next Governors meeting where the issue of parking will be discussed. Councillors were concerned that yellow lines can simply displace parking problems from one area to another and would wish any proposal for parking restrictions to also demonstrate the widespread support of local residents.

It was **noted** that the Country Park may put forward proposals for different parking charges for regular user groups. It was noted that season ticket parking is also available at a very competitive rate.

Concerns had been raised over parking displaced as a result of the fact that the Church car park is shut on occasions. It is not clear if this is still the case so no further action to be taken at this time.

It was noted that a Parish Council contractor has expressed concern that vehicles are parked at Highclere Road making it difficult to access the green space via the drop-down bollard entrance. The situation to be kept under review and to check if Braintree District Council vehicles are also experiencing issues.

It was noted that the Residents Guide to Parking agreed by the Parish Council in 2017 is on the website and the Clerk frequently refers residents to that resource.

**19/41.11 To consider representations to Braintree District Council in relation to request from the public house for a bridge into the green**

The Clerk explained that Braintree District Council had asked for the Parish Council view on the public house erecting a bridge from their garden to the green. It was later clarified that this was in fact only a request for one day namely the day of the village fete. Braintree District Council had commented 'for the amount of work involved both on site and the legal costs of issuing a licence for one day seems disproportionate to the benefits it will provide' and thus the application has been refused by Braintree District Council.

## **19/42: Planning applications, Tree Preservation Orders and other planning matters.**

### **19/42.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
19/00190/HH	6 Coniston Close, Great Notley – Single storey rear and side extension	No comments
19/00326/HH	7 Bridge End Lane, Great Notley – erection of single storey orangery to rear of property	No comments
19/00366/HH	73 Ragley Close, Great Notley – erection of single storey rear extension	No comments
19/00389/HH	31 Derwent Way, Great Notley – erection of two storey rear extension	No comments

### **19/42.2 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
18/01989/FUL	Land adjacent to 15 and 25 Miller's Drive, Great Notley – erection of an automated vehicular gate and two pedestrian gates	Permitted
18/00356/TPO	179 London Road, Great Notley - Application to carry out work to a tree covered by a Tree Preservation Order	Granted

## **19/43: Reports**

### **19/43.1 Reports from Councillors regarding attendance at external meetings**

None.

### **19/43.2 District/County Update**

No District Council reports

Councillor Butland reported that he had been working with Essex County Council to resolve the issue of the flooding at the underpass. The outstanding issue had been to reconnect the electricity supply to the pump. It had taken an inordinate amount of time to ascertain the identity of the electricity supplier namely Npower but the issue of the electricity connection has now been resolved.



He also mentioned that Essex County Council is putting aside extra money for pavement repairs. He also expressed that he is pleased with the reinstatement work being carried out by Gigaclear in relation to the ongoing work in the Parish.

**19/44: Any Matters to be raised by members for the next agenda**

None.

As Councillor Heady will not be standing for re-election, Councillor Ricci thanked him for his contributions to the Parish Council both as Chairman and Vice-Chairman and the huge value and benefit he had brought to the Parish Council. His rationale of considering balanced views had been of substantial benefit to the Parish Council.

Meeting concluded at 9pm