



Minutes of the Meeting of Great Notley Parish Council Held on Monday 4th February 2019 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

8 members of the public were present plus the representative from Groundworks.

19/12: Apologies

Received from Councillor Butland.

19/13: 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. He also declared a non-pecuniary interest in agenda item 19/19.5 as he is involved within Braintree District Council in the economic development strategy of Horizon 120 which includes the provision of allotments.

Councillor Heady declared a non-pecuniary interest in relation to agenda item 19/19.5 as he is on the allotment waiting list and declared a non-pecuniary interest in agenda item 19/19.7 as he is a director of the Change Academy.

19/14: Public Question Time

A resident spoken in relation to issues surrounding the supply and use of drugs at a house near the green together with loud noise and anti-social behaviour. His particular concern was that although he had regularly been reporting the issue to the local Police and attending a Police meeting, he did not feel that the Police were taking the issue seriously and was not happy with the lack of engagement and communication on the part of the Police. He was supported in the comments by neighbours. Residents were made aware of the Police community meeting next week at Braintree District Council. Upon considering the representations Councillors **agreed** that a letter be sent to the Police and the Police and Crime Commissioner to raise concerns in relation to the apparent increase in drug use and also in relation to communication and feedback with residents.

A resident raised an issue in relation to the design and signage of the large roundabout at the junction of the A131 and London Road saying that drivers frequently turn left from the right-hand lane and stating that there have been 3 serious accidents in the last 5 years. In his view the signage is too far away from the junction and does not adequately indicate the various exits from the roundabout. Councillors **agreed** to deal with the agenda item in relation to this issue at this stage of the meeting

19/19.3 To consider representations in relation to highway issues surrounding A131 roundabout

Having considered the representations made by the resident, Councillors **agreed** to raise the concerns with the Local Highway Panel to enable them to investigate the concerns.

A Governor from White Court School was in attendance to discuss the issue of parking in the vicinity of the school so Councillors **agreed** to deal with agenda item 19/19.2 at this point in the meeting.

19/19.2 To consider issues surrounding parking in the Parish and in particular school Parking and the 3PR scheme

The Clerk had obtained information about the 3PR scheme which has been extended to the north of the County and provided some information in relation to the scheme. The governor stated that a version of the scheme has been used in the past with parents encourage to park in the Tesco car park and walk to school but did not resolve issues in that there are a number of parents that insist on driving their children to school and parking and driving in an inconsiderate manner in Ennerdale Drive. 4 children have been clipped by cars on recent occasions. To avoid parking on the zig zag markings parents will park in the middle of the road and will also block residents' driveways and obstruct pavements. He suggested yellow lines and studs on road junctions. Councillors commented that they have on a number of occasions considered this issue and invited the school to come back with suggestions but they have not done so. To consider applying for yellow lines it would need to be shown that there is support from residents. The Police should be informed of accidents involving the children.

At this point in the meeting Councillor Cunningham arrived.

Councillors **agreed** that both White Court School and Notley Green School will be provided with details of the 3PR scheme and put in contact with the relevant authority with a view to them considering taking part in the scheme.

19/15: Minutes of the Meeting of the Council held on 7th January 2019 & progress update

The minutes of the meeting held on 7th January 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

Councillors **agreed** to deal with agenda item 19/19.1 at this point in the meeting

19/19.1 To receive progress update in relation to upgrade of the RAFT area

It was noted that the lease between Braintree District Council and the Parish Council for the area has now been completed. It was also noted that the Parish Council is registered on Contracts Finder website. Councillors considered the design brief to go out with the tender document which includes the criteria for judging the tenders and **agreed** the contents of the document subject to the timescale for the process being fitted in with the forthcoming purdah period and election. Thus, it was anticipated that the invitation to tender will go out early April 2019 and that an extra-ordinary meeting will be organised during May 2019 purely for the purpose of considering the tenders and appointing a contractor for the project.

19/16: Chairman's report

No report.

19/17: Parish Clerk's Report

The Clerk reported as follows –

1. The Tesco store has confirmed that the rumble strip and the statue in the square will be repaired at the same time in early 2019. They are still disputing whether they are responsible for the 3 street lights on the entrance to the car park despite evidence provided by Essex County Council. They have approached Braintree District Council and the matter is being investigated by that authority at present.
It was noted that Braintree District Council has now provided land registry documentation including plans to Tesco showing that they are responsible for the lights and the Clerk has followed up by asking when Tesco will repair the lights but has not received a response. The Clerk will follow up and remind Tesco of their community responsibility in relation to the issue.
2. I have been advised by Braintree District Council that they continue to liaise with Anglian Water regarding the reinstatement of areas in the Parish effected by the water mains work. They have reminded them of the need to verti-drain certain compacted areas which are particularly boggy. I am told that no substantive response has been received to confirm that the work will be carried out. BDC will continue to keep the Parish Council updated.
3. The work to install the new bollards and earth mound has now been completed by the Braintree District Council contractors. I have been informed that grass seed will be laid when the temperature rises as it can only germinate when the temperature is in excess of 6 degrees.
4. The filing cabinet purchased only a few months ago is faulty so Viking have replaced it free of charge.
5. The litter team have cleared footpath 26 and carried out a deep clean of hedges. I have received compliments upon the work from residents.

6. I have reported the faded sign by Panner's Pond to Essex County Council as has Councillor Butland.
7. I have reported overgrown vegetation and missing 'keep left' arrows at the traffic island by the RAFT as drivers have been observed driving on the wrong side of the island.
8. I have been in liaison with the head Ranger at the Country Park regarding the muddy entrance to the park by the Pegasus crossing near the Tesco roundabout. I have been advised that there are no plans to resurface the area primarily as there is no money in the budget for such a project. She did advise however, that she would see if there are any temporary measures that could be taken to reduce the mud at that entrance.
9. I have advised you of a Community Police meeting on Sunday 28th April 2019 at Rayne Scout hut.
It was also noted that there is a community Police meeting next Wednesday at Braintree District Council.
10. Frankie and I attended a meeting with the landlady for the Prince Louis on 17 January 2019 and it was agreed that the litter team will take the litter sacks to the bins after midday on Monday and Fridays and to arrange to swap the positions of the bins and bottle bank and to monitor the situation. I have met with an officer from Braintree District Council regarding the arrangements to move the bins.
It was noted that the Clerk has met with operatives from Braintree District Council regarding the issue. A question has been asked as to whether to retain the glass recycle bank in the area and Councillors agreed that to promote recycling in the Parish the bottle bank should remain.
11. On 24th January 2019 I attended an event at the EALC regarding a consultation regarding the development of the Parish sector and have circulated an executive summary.
12. I have requested whether Essex County Council will again inspect the tree in the Levens Way Play area and I am awaiting a final response on the issue and will keep you updated. Despite carrying out the inspection in 2017 the 'Place Services' department are now querying who should be financially responsible for the inspection.
Councillors requested that this item be added to a future agenda.
13. The following correspondence has been received but in consultation with the Chairman no action to be taken –
 - Consultation by Uttlesford District Council in relation to their Sustainability Appraisal Document
 - Consultation by Uttlesford District Council regarding Statement of Community Involvement
14. 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 – response currently outstanding from Countryside Properties.	November 2017
Repair of pump for underpass – awaiting Essex County Council	September 2018
Repair of Streetlights on spine footpath – Essex County Council advise it is a cable fault and estimate work will be carried out in February 2019	November 2018
Liaison with Essex County Council regarding tree inspection in Levens Way play area	November 2018

It was also noted that the Clerk and a number of Councillors attended the presentation by Bloor Homes at the Notleys Golf Club in relation to proposals to development land to the east of Great Notley on the other side of London Road. It was noted that although Bloor Homes had asked to present to the Parish Council this evening, they had cancelled their attendance but that they may be presenting to Black Notley Parish Council.

Regarding a request by a charity for a textile bank the issue to be referred to Braintree District Council.

The report was otherwise **noted**.

19/18: Financial Report

19/18.1 Bank reconciliation

Bank reconciliation statement calculated to 31st January 2019 **noted and accepted**.

19/18.2 Payments for approval

The following payments were **approved** –

Direct Debits

10 th January 2019	BT internet and phone	66.10
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14 th January 2019	RAC Allstar fuel card	19.20
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Online payments issued 23rd January 2019

Salaries		3,609.60
K Emery	Mobile phone top up	10.00
Clerk	Expenses	51.67
HMRC	Tax and NI	648.88
Essex Pension Fund	Pension contributions	764.34
Fenland Leisure	New handles for bouncy bike springer	73.92
Bawtrees LLP	Legal fees to complete lease for RAFT	763.60
Chelmsford Safety	New long litter picker plus Jerry can	86.94
Bee Brook Ltd	Installation of Memorial Seat	582.00
DW Maintenance	Removal of flags and tidying Memorial site	27.00
Richard Edwards LLP	External Payroll	112.50
Eon	Electricity for Streetlights	125.21

19/18.3 To consider Data Audit

The Data Audit prepared by the Clerk was considered and **approved**.

19/18.4 To consider financial risk assessment

The Financial Risk Assessment including the assurances in relation to GDPR, was considered and **approved**.

19/19: Substantive matters for discussion

19/19.1 To receive progress update in relation to upgrade of the RAFT area

Dealt with earlier in the meeting.

19/19.2 To consider issues surrounding parking in the Parish and in particular school Parking and the 3PR scheme

Dealt with earlier in the meeting.

19/19.3 To consider representations in relation to highway issues surrounding A131 roundabout

Dealt with earlier in the meeting.

19/19.4 To consider issues surrounding the acquisition and installation of new White Gates in the Parish.

Essex County Council are in agreement with the installation but just require confirmation as to whether the Parish Council also wish to install planters and flowers at the site. Councillors **agreed** that they do not wish to have planters installed. The Clerk will now liaise with Essex Highways regarding the conclusion of the license for installation of the gates and it was **agreed** that once the license has been agreed the gates may be ordered and then installed by Bee Brook in accordance with the quotation already provided.

19/19.5 To receive an update in relation to the progress of the acquisition of allotments for the Parish.

It was noted that Councillors Heady, Griffin, Pritchard and the Clerk will be attending a meeting with Braintree District Council regarding the provision of allotments within the Horizon 120 development. As this project is progressing Councillors **agreed** that the Parish Council may subscribe to the National Allotment Association forthwith in view of the legal and practical support available from that organisation.

19/19.6 To approve expenditure regarding maintenance works in relation to the Hospital Memorial

Councillors were reminded of the advice received from the War Memorial's Trust which highlighted legislation which allows the Parish Council to maintain the Memorial even though it does not own the structure. Councillors **accepted** a quotation from DW Maintenance of £60 to affix new white caps to the white chain link fencing.

19/19.7 To consider representations in relation to the Woodland Trust project with Notley Green School.

The Woodland Trust had been in liaison with Notley Green School and Braintree District Council to find an area for the school to undertake a tree planting scheme and an area adjacent to the rear entrance of the school has been proposed. Upon considering the proposals Councillors **agreed** to express support for the location and scheme.

19/19.8 To consider quotations in relation to ongoing play areas inspection reports

Seagrave Inspection Services have proposed an increase of their inspection fees for the annual and quarterly inspections. The Clerk had therefore obtained quotations from other companies which were considered by Councillors who in view of the fact that Seagrave had provided the most competitive quote **agreed** to continue to engage the services of Seagrave.

19/20: Planning applications, Tree Preservation Orders and other planning matters.

19/20.1 New Applications within the Parish

Application No.	Application	Agreed Representations
18/00356/TPO	179 London Road, Great Notley - Application to carry out work to a tree covered by a Tree Preservation Order	In view of the fact that the Tree Warden has ascertained that this property is outside the Parish no comment.

19/20.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
18/01430/ADV	110 Avenue West, Skyline business park - 2 No. non-illuminated sets of stainless-steel letters, 2 No. internally illuminated sets of stainless-steel letters, 2 No. internally illuminated sets of halo letters	Granted
18/00266/TPO	88 Windermere Drive, Great Notley – work to a tree covered by a Tree Preservation Order	Granted

19/20.3 To consider representations in relation to the Consultation by Braintree District Council in relation to the Statement of Community Involvement

No comments.

19/21: Reports

19/21.1 Reports from Councillors regarding attendance at external meetings

Councillor Arthur advised that he will be going for a 'ride along' with the local Police on 16th February 2019.

19/21.2 District/County Update

None.

19/22: Any Matters to be raised by members for the next agenda

None

Meeting concluded at 8.52pm