



Minutes of the Meeting of Great Notley Parish Council Held on Monday 7th January 2019 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

No members of the public were present. Representative from Groundworks East present.

The Chairman welcomed everyone to the meeting and welcomed Councillor Butland back to the Parish Council.

19/01: Apologies

Received from Councillors Crawford and Pritchard.

19/02: 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.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

19/03 Public Question Time

No members of the public were present.

Councillors **agreed** to deal with agenda item 19/08.1 at this stage of the meeting.

19/08.1 To receive progress update in relation to upgrade of the RAFT area

It was confirmed that the lease has now been agreed and will today be executed by the Chairman and Vice-Chairman. Discussions then took place with the representative from Groundworks in relation to the progress of the tender process including the criteria to assess the submitted tenders. The Groundworks representative agreed to update the tender package to

include the previously preferred design options reached as a result of considerable consultation with potential users and a plan and provide it for Councillor approval pending the completion of the lease.

19/04: Minutes of the Meeting of the Council held on 26th November 2018 & progress update

The minutes of the meeting held on 26th November 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

19/05: Chairman's report

The Chairman thanked everyone involved in the organisation of the Torchlight Procession. He apologised for not being available to attend the funeral of former Councillor Betty Barltrop.

19/06: Parish Clerk's Report

The Clerk reported as follows –

1. I have circulated the streetlight inspection schedules to all Councillors and still await a couple of responses please.
All reports have now been received.
2. The two new litter bins have been delivered and the broken bin at Ennerdale Drive has been replaced. There was confusion as to the placement of the other bin so it has yet to be installed.
*Councillors **agreed** to wait until the RAFT upgrade is underway before deciding on the placement of the bin.*
3. You will recall that it was requested that I contact Notley High and Braintree Sixth Form regarding inconsiderate cycling in the Parish by its students. I received a response from the head teacher who stated '*We do already stress with our students the need to cycle with consideration for other road and pavement users if they bring their bike to school. We will, of course, reiterate this message with them. If you are able to identify any of our students who are cycling irresponsibly it would also be useful if you could let us know who they are. All students are required to have a "cycle pass" which we issue. Anyone who is found to be not cycling in an appropriate manner can have this pass withdrawn, which means they can no longer bring their bicycle to school.*'
4. Essex Highways agreed to arrange a speed survey at Windermere Drive and I will let you know the results once issued.
The results had been received very recently showing excellent compliance with the speed limit thus no action to take at present. Residents to be advised via an article in the Great Notley Times.
5. I contacted the Tesco store re faulty light and rumble strip. The maintenance manager confirmed that the rumble strip is due to be repaired early in 2019. However, Tesco are adamant that two of the lights do not belong to them even though they are situated on their land. The Essex County Council streetlight map excludes the lights. I will make further enquiries with Essex County Council streetlight department on this issue.

Councillors requested that the Clerk also raise the ongoing issue of the broken sculpture in the square.

6. On 29th November 2018 I attended an EALC course in relation to election procedure.
7. I have received an update from Essex County Council to update the definitive map of the Parish which shows that certain paths in the Country Park have now been upgraded to Bridleways.
It was noted that the entrance to the Country Park adjacent to the Pegasus crossing is very muddy indeed and this will be raised with Essex County Council.
8. A box of free floodsax has been provided to the Parish Council by Braintree District Council.
9. Braintree District Council has indicated it will carry out the fencing work at Highclere Road early in the New Year.
10. The new Memorial bench has been installed by Panner's Pond and the old bench stored in the storage unit.
11. On 21st December I attended the funeral of former Councillor Betty Barltrop with Councillors Crawford, Heady and Butland.
12. I will liaise further with Essex Highways prior to the next meeting in relation to the proposed new White Gates.
13. I have publicised the Library consultation launched by Essex County Council which proposes the closure of a number of libraries. However, as there are no libraries in this Parish it has not been added to the agenda for discussion and members may make responses online if they so wish.
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 – Councillor Butland has received recent correspondence which he will provide to the Parish Council showing that Braintree District Council is pressing Countryside Properties to conclude this issue.
Parish Council application for a 'warning pedestrians sign on A131 adjacent to Hungry Horse detailed design for traffic management and	January 2015

signalised crossing awaited from Essex County Council in accordance with decisions made by Local Highway Panel	
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 – Essex County Council has advised the work will be carried out early in February 2019

The Clerk has received notification of the next meeting of the NGCA and Councillor Ricci confirmed he will be attending.

It was noted that work is to be carried out to install superfast Broadband by Gigaclear from April in parts of the Parish. Councillor Butland has been in liaison with Essex Highways and assurances have been provided that the contractor will be reinstating the herringbone pavements.

The Clerk has today provided Councillors with photographs provided by the litter team showing the bins behind the public house blocked by vehicles from the pub. It also showed wine boxes filling up one of the Parish Council bins. There has been previous liaison with the pub which has not resolved the issue of access to the bins and bottle bank. It was requested that the Clerk arrange a meeting with the landlords and the Chairman and Clerk to try and find a compromise to this issue.

The report was otherwise **noted and accepted**.

19/07: Financial Report

19/07.1 Bank reconciliation

The bank reconciliation calculated to 31st December 2018 was **approved**.

19/07.2 Payments for approval

The following payments were **approved** –

Direct Debits

10 th December 2018	BT internet and phone	81.34
14 th December 2018	RAC Allstar Fuel	47.01
31 st December 2018	bank service charge	26.10
	Bank handling charge	1.50

Online payments made 20th December 2018

Salaries			3,560.84
Clerk	Expenses	58.30	
	Less overpayment	<u>32.70</u>	<u>25.60</u>
HMRC	Tax and NI		648.68
Essex Pension Fund	Pension contributions		764.34
NGCA	room hire		22.00
Broxap	New litter bins		670.68
David Ogilvie	Memorial Seat		960.00
Little Waltham			
Parish Council	One half cost of reference book		55.57
1 st Great Notley			
Scout Group	Grant		1,000.00
A&J Lighting	Repair of streetlight in play area		436.80
Chelmsford Safety	Hi Viz jackets and PPE		81.97
Paul Clark Printing	Order of service		
	Torchlight Procession		60.00
	Great Notley Times		1,600.00
	Distribution of magazine		550.00
Cheques			
20 th December 2018	J Malam (Brass Quintet)		300.00
7 th January 2019	The Church in Great Notley		136.00

19/07.3 To consider quarterly financial report

The progress against budget and financial report calculated to 31st December 2018 was noted and **accepted**.

19/08: Substantive matters for discussion

19/08.1 To receive progress update in relation to upgrade of the RAFT area

Dealt with earlier in the meeting.

19/08.2 To consider and approve the budget for financial year 2019 – 2020

Upon consideration of the draft paperwork Councillor Ricci proposed that the draft budget for financial year 2019 – 2020 be approved. This was seconded by Councillor Heady and **agreed** by all Councillors. It was noted that the tax base includes the additional area on the far side of Queenborough Lane which will be formally incorporated into the Parish as of 1st April 2019.

19/08.3 To review arrangements for the Torchlight Procession and Carol Service.

It was noted that the collection for PARC Essex being the nominated charity raised £91.63. Councillors were pleased with the band and also the quality of the food. It was noted that thank you letters have been dispatched to those who took part. It was **agreed** to book the Church for 14th December 2019 and to again book the brass band for the event

19/08.4 To consider arrangements for the administration of the Parish Council's Facebook page.

To ensure that there are a sufficient number of administrators for the page Councillor Griffin **agreed** to be added as an administrator on the page and the Clerk will provide her with some guidance.

19/09: Planning applications, Tree Preservation Orders and other planning matters.

19/09.1 New Applications within the Parish

Application No.	Application	Response
18/01989/FUL	Land adjacent to 15 and 25 Miller's Drive, Great Notley – erection of an automated vehicular gate and two pedestrian gates	No comments or observations

19/09.2 To note results of planning applications

The following planning results were **noted**

Application No.	Application	Result
18/00537/FUL	Holmcroft, 210 London Road, Great Notley – demolition of existing garage and erection of 2 storey side extension	Permitted
18/00250/TPO	21 Langdale, Great Notley – work to trees covered by Tree Preservation Orders	permitted

18/00298/TPO	35 Langdale, Great Notley – work to tree covered by a Tree Preservation Order	permitted
18/01839/FUL	17 Ennerdale Ave, Great Notley – Piping and filling of ditch	Application withdrawn

In relation to the withdrawal of application 18/01839/FUL the Clerk had obtained clarification. Braintree District Council had advised the applicant that it does not have the power to grant consent for the pipe and such the consent for the alteration to a water course must be obtained by Essex County Council being the relevant authority under the terms of the Land Drainage Act 1991. The Clerk had also spoken to an officer at Essex County Council who advised that the work had already been carried out and that he had advised the applicant that consent may not be granted retrospectively. Thus, the applicant has carried out unpermitted works. However, as a 450mm pipe has been installed Essex County Council are not looking to take enforcement action at this stage but would reconsider if further issues or concerns were brought to its attention. It was noted that the position of the fence has been moved to what was the far side of the ditch. The officer confirmed that Essex Highways are aware of the situation but do not propose to take any action.

19/10: Reports

19/10.1 Reports from Councillors regarding attendance at external meetings

None. The Chairman reminded members of the importance of being clear as to whether a meeting is being attended in a personal capacity or on behalf of the Parish Council.

19/10.2 District/County Update

Councillor Butland confirmed that he has been in contact with Braintree District Council in relation to the ongoing reinstatement by Anglian Water of areas disturbed by the drainage works. There are to be further inspections to make sure the area is brought back to an acceptable standard.

Councillor Butland has also been in contact with Braintree District Council in relation to the mess caused by a car which had crashed into Cuckoo Wood and the clean team will be clearing up the area.

Councillor Butland mentioned the issue of litter in hedges. It was confirmed that such issues should be reported to the Clerk to bring to the attention of the litter team.

Councillor Heady mentioned a 'warning children' sign near the Co-op which is now blank. He will send a photo to the Clerk and to Councillor Butland to report.

Councillor Cunningham confirmed that Braintree District Council has completed the purchase of the 65 acres of land on the far side of the A131.

Councillor Ricci reported that he has been in discussion with a teacher from Notley Green school and in liaison with Braintree District Council in relation to a tree planting scheme and will keep Councillors advised.

19/11: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 8.39pm