



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 22nd July 2019
at the Community Centre Great Notley**

Meeting commenced at 7.30pm

Present: Councillors Griffin (Chair) Arthur, Pritchard, Sheppard and the Clerk

No members of the public were present

19/75: Apologies

Received from Councillors Butland, Ricci, Cunningham and Crawford.

19/76: Declarations of Interest

None.

19/77: Public Question Time

No members of the public were present.

19/78: Minutes of the Meeting of the Council held on 24th June 2019

The minutes of the meeting held on 24th June 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

19/79: Chairman's report

The Chairman reported that together with Councillor Arthur she had attended the White Court Open evening. There were very few stalls and very little interest in the Parish Council stand with only two people visiting the stand. She had also attended a Chairman training event at EALC.

19/80: Parish Clerk's Report

The Clerk reported as follows –

1. Braintree District Council has reported that the highway verge cutting will take place for this Parish at a date between 17th and 26th September 2019.
2. The Councillor training event was held on 8th July 2019 jointly with Little Waltham Parish Council.
3. I will be attending a meeting with the Police on 6th August regarding effective means of communication with Parishes and the public.

It was noted that Councillor Griffin and Arthur are also attending the event and it was accepted that for administrative ease all invitations to events are accepted via the Clerk rather than direct with the organiser.

Listed below is correspondence received where no action is required other than to note receipt

- Invitation to Neighbourhood Watch AGM
- Invitation to A12 consultation forum

4. 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 – Countryside Properties report that they expect this to be concluded by the end of 2019	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 – final legal documentation awaited	February 2018
Stansted Airport tree scheme – awaiting response from the airport	April 2019

The Clerk also reported that the statue in the Square is back in place. Also, a new wheely bin has been provided to the Parish Council by Braintree District Council to assist with bin emptying during weekends. Discussions need to take place as to where the bin will be placed.

The report was **noted**.

19/81: Financial Report

19/81.1 Bank reconciliation

The bank reconciliation statement calculated to 30th June 2019 was **accepted**.

19/81.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/7/19	BT internet and phone service	75.85
16/7/19	RAC Allstar fuel	56.29

Online payments to be made on 24th July 2019

Salaries		3,801.15
Clerk	expenses	51.11
HMRC	Tax and NI	709.46
Essex Pension Fund	Pension contributions	806.70
Pleshey Tree services	Tree maintenance	72.00
DW Maintenance	grass cutting and maintenance	45.00
Eon	electricity for Streetlights	152.92
SLCC	Webinar training	72.00
EALC	Councillor Training event	178.32
Braintree District		
Council	Returning officer fee for uncontested election	60.29

In addition, it was noted that the process is ongoing to add two Councillors to the Saffron Building Society account and to add one Councillor to the Unity online account. Also, it was noted that the van is due its MOT and service and as there is a little rust to the rear pillar it was **agreed** to authorise not just the cost of the usual MOT and service but for the small rub down and painting job to be carried out at the same time.

19/81.3 To receive Quarterly financial report

The quarterly financial report which included the progress against budget was **noted and accepted**.

19/82: Substantive matters for discussion

19/82.1 receive progress update in relation to upgrade of the RAFT area

The Clerk reported that she had spoken to an officer at Braintree District Council to be clear on the requirements for a license if a compound is required by contractors outside the RAFT area. She is awaiting a response from the Nuclear Games regarding the removal of the skate ramp. Councillors were of the view that the current draft tender document places too much emphasis on

the skate element and insufficient upon the other elements highlighted in the consultation. In addition, the issue of the zip line continues to be referred to whereas it may be better to refer to a piece of play equipment suitable for teenagers. Discussions in relation to the draft tender documentation and next steps will take place at the September meeting.

19/82.2 To authorise expenditure in relation to acquisition of new White Gates in the Parish

It was noted that £4,000 had been set aside in the budget for the White Gate project during this financial year. It was noted that it had been necessary to find a contractor with the relevant highway permits to comply with the terms of the license with Essex County Council. The costs of installation were therefore higher. Councillors **agreed** to accept the quotation from EJ Taylor for installation and **authorised** the purchase of the White Gates from JACS Gateways and noted that the total amount for both is within the budget amount.

19/82.3 To receive update on potential acquisition of the Mrs Hedges and the Unity Hand Statues

Regarding Mrs Hedges, Councillors **noted** the values of the Mrs Hedges sculpture and the pergola for insurance purposes and considered the draft documentation including the transfer deed, the agreement with the original sculptor and the maintenance schedule and **agreed** to proceed. It was noted that all that remains outstanding before the matter may be completed is the removal of the lighting pillar next to the pergola. Once that has been completed the matter may progress to completion. It was noted that a pigeon is nesting in the pergola and that the litter team will make sure the bird poo is cleared up on a regular basis.

Regarding the Unity Hand Sculpture concern had been raised by the structural engineer engaged by the Parish Council that the statue has a slight lean. This issue was raised with Countryside Properties however the engineers acting for Countryside Properties had stated that the lean is so small so as not to present an issue. The structural engineer engaged by the Parish Council stated that no engineering evidence had been provided to enable the risk of future movement of the sculpture to be accurately assessed and until such evidence by way of soil samples and foundation details can be provided it will not be possible to say if the risk is negligible or substantial. Countryside Properties have not been able to provide any such information. If it transpires that the lean is as a result of ongoing subsidence the potential liability to remedy the situation is high. Councillors understand that in the past there were subsidence issues in the vicinity. Councillors therefore **agreed** not to progress the acquisition of the Unity Hand sculpture unless Countryside Properties either remedy the lean to the satisfaction of the structural engineer or provide such evidence that will enables the structural engineer to assess that there is a low risk of future issues.

19/82.4 To consider representations in relation to the update of the tree strategy for this Parish being carried out by Braintree District Council

A public consultation event had taken place on 27th June which was well attended and the power point has been uploaded to the Parish Council website and provided to Councillors. Braintree District Council has clarified that it is looking to selectively remove certain plane and cherry trees dependent upon their health in order to promote the health of the remaining trees along Great Notley Avenue. At present it is stated that the planting of the trees is too dense. The Parish Tree warden had commented that it would be best of preserve the aesthetic of the Avenue to try and retain even planting if possible. Further information and the re-drafted strategy will be presented to the Parish Council by BDC in the autumn. It was also noted that the BDC tree officer is willing to attend the Parish for tree 'surgery' events in view of the number of issues raised by residents and Councillors **agreed** it would be desirable to promote such an initiative.

19/82.5 To consider protection of guttering at storage unit

A quote of £1,200 had been obtained for a protective cover to prevent the continual breakages to the guttering. Due to the high cost Councillors **agreed** to consider including this amount in the budget for the next financial year and in the meantime **agreed** to arrange for the current damage to be repaired.

19/82.6 To consider and approve application to the Local Highway Panel

After a complaint received from a resident at the last meeting the clerk had met the local highway panel officer who had stated that for a speed survey to be commissioned a formal application via the County Member to the Local Highway Panel is required. The Clerk had prepared such an application for a speed survey and for additional signage along London Road to be considered in view of traffic conflict at the mini roundabout at the London Road junction with Queenborough Lane. The application was **approved** by Councillors and will be submitted to the County Councillor for submission to the panel.

19/82.7 To consider the hosting of a Dementia Friends session for the Parish

Councillors **agreed** that the Parish Council pay the cost of the hire of the Community Centre hall for a dementia friends event to take place on 24th October 2019.

19.82.8 To consider request for a plaque to be affixed to a metal Parish Council bench.

A resident had contacted the Chairman with a request for a plaque to be affixed to a Parish Council owned metal bench on the green in memory of a former resident. Councillors stated that before any decision can be made more information is required including the size of the proposed plaque. Enquiries can then be made as to cost and Councillors can consider the issue at a future meeting.

19/82.9 To consider requirements in relation to website accessibility

The Clerk advised Councillors of the legal regulations that are coming into force requiring public sector websites to be accessible to those with mental and

physical disabilities. The Clerk will keep Councillors updated on the requirements.

19/82.10 To consider issue of Parish Council website

It was noted that as from 31st March 2020 the Essex Infonet web hosting service provided by Essex County Council will be withdrawn and the Parish Council will need to arrange a new website. The Clerk is awaiting further information on future provision and also making enquiries with local companies regarding the issue and will report back at future meetings so a decision can be made on how to progress the issue.

19/82.11 To consider organisation of Parish Council special events

In view of the increased work load in relation to the website and other ongoing issues the Clerk asked for practical Councillor assistance in organising the Remembrance day event and the Torchlight Procession and Councillors **agreed** that such assistance can be provided.

19/83: Planning applications, Tree Preservation Orders and other planning matters.

19/83.1 New Applications within the Parish

Application No.	Application	Response
19/00950/ADV	Land west of the A131, Great Notley – application to erect two temporary signage boards	No comments
19/01092/FUL	Land West of A131 - Proposed development of an Electric Forecourt, comprising of 24 core electric vehicle charging points, energy storage, a mix of ancillary dwell facilities, car parking, hard and soft landscaping and access arrangements off the A131	<p>Councillors agreed that although they do not object to the application in principle they would wish conditions to be added to any consent to deal with the following concerns</p> <ul style="list-style-type: none"> • It was considered that the proposed junction does not provide long enough deceleration and acceleration lanes similar to the junction for the Discovery Centre and for highway safety on the fast A131 this should

		<p>be incorporated into the design.</p> <ul style="list-style-type: none"> • To make sure that the facility does not have any adverse impact upon the electricity supply to the Parish. • That the development should have sufficient landscaping and screening so as to fit into the environment and to screen the view of the facility and reduce noise from the facility for residents in the Parish.
19/01094/HH	21 Mallard Close, Great Notley – replacement of conservatory with new rear extension, new front porch	No comments
19/01108/HH	17 Ellen Way, Great Notley – erection of 2 storey side extension	No comments
19/01180/HHPA	87 Pochard Way, Great Notley – Single Storey rear extension	No comments
19/00174/TPO	35 Langdale, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Awaiting the report of the Parish Tree Warden – to respond in accordance with his recommendation.
19/01157/FUL	Land adjoining 5 Coniston Close, Great Notley – erection of a 3 bed dwelling with 2 dormers to rear roof slope and attached garage	Councillors agreed to object to the application on the grounds that it is in contravention of the planning control aimed at preventing town cramming. It was noted that the applicant wishes to build a house on land that has formed an open

		space in accordance with the landscape design within White Court. Thus, as this would be development on a piece of open space that both contributes to the character of the settlement and is important visually the Parish Council oppose the proposal. It is also noted that residents have objected with reference to the exacerbation of parking problems on the road.
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19/83.2 To note results of planning applications

The following planning results were **noted** -

Application No.	Application	Result
19/00114/TPO	25 Langdale, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Granted
19/00994/HH	3 Brancaster Drive, Great Notley – single storey rear extension	Granted

19/84: Reports

19/84.1 Reports from Councillors regarding attendance at external meetings

Reported that the Chairman and Councillor Arthur had attended the White Court School Open evening. Councillors to review next year whether it is an event worth attending.

19/84.2 District/County Update

No reports.

19/85: Any Matters to be raised by members for the next agenda

No matters although Councillors asked the Clerk to bring to the attention of the County Councillor a number of fault reports to Essex County Council that are still outstanding.

Meeting concluded at 8.40pm