



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 24th June 2019
at the Community Centre Great Notley**

Meeting commenced at 7.30pm

Present: Councillors Griffin (Chair) Butland, Crawford, Pritchard, Ricci, Sheppard and the Clerk

One member of the public was present

19/64: Apologies

Received from Councillors Cunningham and Arthur. Councillor Butland provided apologies for late arrival.

19/65: 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.

19/66: Public Question Time

A speaker from Alzheimer's UK spoke in relation to ongoing projects to assist communities in being 'Dementia Friendly' and how this could be supported by the Parish Council and how areas of the community could be identified. It was left that the Clerk will obtain further information from him.

A member of the public spoke in relation to her concerns regarding speeding traffic along London Road. She was particularly concerned in relation to near misses at the mini roundabout at the top of Queenborough Lane. She also raised concerns in relation to overgrown vegetation and lack of signage. Councillors requested that the Clerk make enquiries as to a speed survey with the Local Highway Panel.

19/67: Minutes of the Meeting of the Council held on 13th May 2019 and Extra-Ordinary meeting of 3rd June 2019 & progress update

The minutes of the meetings held on 13th May 2019 and 3rd June 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

Councillors **agreed** to deal with the agenda item in relation to the RAFT at this point of the meeting

19/71.1 receive progress update in relation to upgrade of the RAFT area

The representative from Groundworks had provided an updated specification for the planned upgrade of the area which had been circulated to Councillors.

Councillors raised the point that the design placed too much emphasis on the skate elements and there was not a balance of elements as required as a result of the consultations with youngsters. The Clerk reported on her findings as a result of discussions with play companies and the issue of making sure any design would result in tenders being provided within the budget. She had also contacted the Nuclear Games who expressed an interest in removing the skate ramp when the project progresses. It was confirmed that the area is aimed at the youngsters of Great Notley and not to bring people in from a wider area. The Groundworks representative agreed to redraft the design brief for further consideration by the Parish Council.

19/68: Chairman's report

The Chairman reported that she had attended a Chairman training event which had dealt with issues in relation to diversity, bullying and dealing with the media.

19/69: Parish Clerk's Report

At this point in the meeting Councillor Butland arrived

The Clerk reported as follows –

1. I contacted the Tesco store as a result of complaints from the litter team that member's of their staff were using the youth shelter as a smoking shelter. The store has reminded staff of the location where they are permitted to smoke.
2. The Tesco store manager advised me that in anticipation of the statue repair the store hoping to carry out a 'clean up' of the square generally. They do not appear to have any other long term strategy for the area.
3. The Braintree District Council Tree Strategy meeting will be taking place on 27th June 2019 in the Community Centre at 7pm. Information has been made available to residents via social media and the magazine to promote the event.
4. I am still awaiting information from Stansted Airport regarding their tree planting scheme and have reminded them that a response is outstanding.

Councillor Ricci confirmed he would contact the airport community liaison team on this issue.

5. On 11th June I attended a course regarding the new website accessibility regulations that are due to come into effect next year and will impact upon the Parish Council website.
6. On 13th June I attended the SLCC Essex branch training day which included a number of speaking on subjects including legal update, risk assessment including cyber threats to the Parish sector, investment strategy for the Parish Sector and Social media.
7. The organiser of Park Run has been in touch regarding the update of their website which will included advice to runners on available parking and the fact that it would be preferable not to park in residential streets when the Discovery Centre car park has ample facilities
8. An inspection took place between Braintree District Council, Anglian Water and the contractors regarding the reinstatement work as a result of the work

to the water mains. I have circulated information to you whereby BDC has set down certain requirements including further verti-drain work. Another inspection will be taking place in October and if the work has not been completed to the satisfaction of BDC I understand that they will look to complete the reinstatement and charge Anglian Water for that work.

Councillor requested that an update is provided to residents on this issue on the Facebook page.

9. As a result of complaints from the litter team in relation to litter in the car park behind the Panner's parade of shops I referred the matter to Braintree District Council and contact has been made with the managing agents reminding them of their obligations to clear litter in the area.
10. The White Court open evening will be taking place on Tuesday 16th July from 5pm to 7pm and a table has been booked for the Parish Council with Councillor Griffin attending.

It was confirmed that Councillor Arthur will also attend the event and the Clerk will provide a display.

11. I recently attended an Essex County Council Public Transport event when issues surrounding the potential devolution of bus services to the Parish and Town sector was mentioned. Last year I reported to you the potential devolution of highway works to this sector. As more information is made available I will update you.
12. A residents has complained that the pontoon by the pond is sinking. He has also approached Braintree District Council. Please let me know if you wish me to follow up on the complaint
13. The following correspondence has been received and just requires to be noted –

- Notification of consultation in relation to the Felsted Neighbourhood Plan

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 – 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 – repair	February 2019

to Mrs Hedges statue awaited by original sculptor and due to be undertaken in June 2019	
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The Clerk reported that she has referred some issues of fly posting to Braintree District Council as a result of residents' complaints.

The report was **noted**.

19/70: Financial Report

19/70.1 Bank reconciliation

The bank reconciliation statement calculated to 31st May 2019 was **noted and accepted**.

19/70.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/5/19	BT Internet and phone	68.13
16/5/19	RAC Allstar fuel	51.27
9/6/19	BT internet and phone	69.49
16/6/19	RAC Allstar fuel	54.69

Online payments authorised 24/5/19

Salaries		3,795.48
Clerk's expenses		676.34
HMRC	Tax and NI	709.66
Essex Pension Fund	Pension contributions	806.70
DW Maintenance	Grass cutting and stimming	45.00
NGCA	room hire	11.00
NGCA	Fete contribution	1,800.00
A Clements	Internal audit	200.00
Essex County Council	Tree Survey	354.00
Seagrave Inspections	Annual Play area inspection	126.00
Fenland Leisure	Shackles for the swings	17.52

EALC	Chairman training (2 days)	204.00
Online payments authorised 24 June 2019		
Salaries		3,713.98
Clerk's expenses		144.93
HMRC	Tax and NI	709.06
Essex Pension Fund	Pension contributions	806.70
NGCA	hall hire	11.00
Fenland Leisure	new shackles	17.52
A&J Lighting	repair of Parish Council streetlight	78.00
Richard Edwards	External payroll	115.20
Paul Clark Printing	publication of magazine	1,600.00
Paul Clark Printing	Distribution of magazine	550.00

19/70.3 Early consideration of Strategy statement issues

The Clerk discussed with Councillors in view of the fact that this is a new term for the Parish Council a thorough update of the strategy statement and Councillors would wish to consider a questionnaire to be issued to residents to ascertain the priorities of residents to inform the budget process later this year. The Clerk will prepare a document for consideration at a future meeting. The Clerk also mentioned that in the event that the devolution of services being considered by Essex County Council occurs additional administrative support may be required by the Clerk.

19/71: Substantive matters for discussion

19/71.1 receive progress update in relation to upgrade of the RAFT area

Dealt with earlier in meeting.

19/71.2 To consider Annual play inspection report

The contents of the report were **noted**. Councillor Crawford reported some damage to the eco-tumble surface under the junior swings and the fact that grass is starting to grow through the surface. The Clerk will investigate.

19/71.3 To consider Quotes for Tree work

The Clerk had requested three quotes. The two that had been received were considered and Councillors **agreed** to request that Pleshey Tree Services carry out the work.

19/71.4 To receive update regarding the acquisition of new White Gates in the Parish

The Clerk confirmed that the license with Essex County Council has now been agreed so may be signed as approved at the last meeting and that she is meeting with a contractor to ascertain the costs of installing the gates and will report further at the next meeting. The suggestion raised with residents in the Great Notley Times for more gates in the Parish received one email response from a resident who was supportive of the idea.

19/71.5 To receive update on potential acquisition of the Mrs Hedges and the Unity Hand Statues

In relation to Mrs Hedges, the Clerk reported that Countryside Properties had paid for the original sculptor to clean and repair the statue. The issue of lighting the sculpture was considered and in view of the cost and the fact that a light may attract anti-social behaviour Councillors **agreed** that the statue should not be lit. The Clerk also checked the position regarding dealing with parking on the grass in front of the statue and received confirmation from Braintree District Council that if this ever became an issue they would enforce on behalf of the Parish Council. Legal paperwork is now awaited.

In relation to the Unity Hand sculpture, the structural surveyor has recommended that in relation to the lean of the structure the Parish Council view the original plans for the foundations which have now been requested from Countryside. If the issue is not satisfactory it may not be appropriate for the Parish Council to take on the structure in view of substantial future costs and liabilities.

19/71.6 To consider representations in relation to the update of the tree strategy for this Parish being carried out by Braintree District Council

The concerns of the volunteer Tree Warden were noted that the plan referred to historic dates rather than setting out a plan for the future and is very vague. There will be a meeting on 27th June at the Community Centre when the Braintree District Council Tree Officer will provide a presentation and questions may be asked.

19/71.7 To consider in principle VE day anniversary celebrations for the Parish.

Councillors **agreed** to look to consider the arrangement of an event on 10th May 2020 at the War Memorial to read the names of the fallen with connections to the Parish and for a bugle to play the last post.

19/71.8 To consider participation in the Essex County Council Salt bag scheme

Councillors **agreed** to participate in the scheme. At present there is sufficient salt stored by the Parish Council.

19/71.9 To consider repair of village sign

A quotation of £400 had been obtained to repair the base of the sign and has been included in the budget for the current year. Councillors **agreed** to request that the work be carried out.

19/71.10 To consider protection of guttering at storage unit

Enquires are ongoing as to an appropriate way to protect the guttering which is continually being damaged by footballs. The matter will be considered at the next meeting.

19/71.11 To consider issue of use of cycle paths in the Parish

As a result of a complaint made to Councillor Ricci a posting was made on the Facebook site asking for consideration by users of the cycle paths. Councillors discussed and considered if any further action could be taken to address the issue of conflict between cyclists and pedestrians. It was considered that this is an issue of individual behaviour so no further action to be taken at this time.

19/71.11 To consider update to the list of Councillor Roles and responsibilities

Councillors amended and updated the list of areas where Councillor's take a lead and support the Clerk.

19/72: Planning applications, Tree Preservation Orders and other planning matters.

19/72.1 New Applications within the Parish

Application No.	Application	Response
19/00114/TPO	25 Langdale, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	No objection
19/00950/ADV	A131 Great Notley Bypass – erection of signage	The application is dependent on the consent of Essex Highways so No comment
19/00130/TPO	26 Ennerdale Avenue, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	No Objection
19/00994/HH	3 Brancaster Drive, Great Notley – single storey rear extension	No objection
19/01034/HH	6 Elder Field, Great Notley – proposed single storey rear and two storey side extension	No objection

19/00134/TPO	2 Buttermere, Great Notley – to carry out work to a tree covered by a Tree Preservation Order	No objection
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19/72.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
19/00389/HH	31 Derwent Way, Great Notley – erection of two storey rear extension	Granted
19/00632/ADV	A131, Great Notley bypass - Proposed erection of two temporary signage boards	Withdrawn

19/73: Reports

19/73.1 Reports from Councillors regarding attendance at external meetings

None.

19/73.2 District/County Update

None.

19/74: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 9.03pm