



**Minutes of the Annual Meeting of Great Notley Parish Council Held on Monday 13th
May 2019 at the Community Centre Great Notley**

Meeting commenced at 7.40pm

Present: Councillors Griffin, Arthur, Butland, Crawford, Cunningham,
Pritchard, Ricci, Sheppard and the Clerk

No members of the public were present

19/45 To elect a Chairman for the Civic Year

Councillor Butland proposed Councillor Dorothy Griffin as Chairman which
was seconded by Councillor Cunningham and **agreed** by all Councillors.

19/46 To elect a Vice-Chairman for the Civic Year

Councillor Griffin proposed Councillor Ricci as Vice-Chairman which was
seconded by Councillor Butland and **agreed** by all Councillors.

19/47 Review of Committees

The Parish Council has a Personnel Committee and a Planning
Committee. Councillors **agreed** that all Councillors will also be members
of those two committees.

19/48 Apologies

None.

19/49: 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.

19/50: Public Question Time

No members of the public were present.

19/51: Minutes of the Meeting of the Council held on 1st April 2019 & progress update

The minutes of the meeting held on 1st April 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

19/52: Chairman's report

None.

19/53: Parish Clerk's Report

The Clerk reported as follows –

1. I contacted the Tesco store regarding the repair of the statue and lights. Information was received that a structural engineer will be inspecting the structure. No start date has been provided as yet in relation to repair works.

It was noted that work has now commenced to repair the statues. Councillor Butland raised the issue of how to work with the Tesco store to improve the appearance of The Square. It was requested that the Clerk raise this with the store and bring the issue back as a future agenda item.

2. The local highway panel minutes show that the work to improve safety at the A131/London Road roundabout has been approved for financial year 2019/2020
3. On 28th April I attended a Community Police meeting at Rayne Scout Hut. Various discussions took place primarily surrounding effective communication with communities and I have put updated contact details for the local police including a direct email address for the Community Police team on the Parish Council website and a link from the Facebook page.
4. I am due to meet again with the Braintree District Council tree officer with a view to putting the updated BDC tree strategy for the Parish on the website to enable residents to comment on the same at the public meeting due to take place on 27th June 2019 which has been publicised on the website and Facebook.
5. I contacted Stansted Airport regarding their tree planting scheme, and I am awaiting a substantive response.
6. The Unity Hand sculpture was damaged in April but will be repaired by Countryside Properties. In addition, the original sculptor is carrying out maintenance and repairs to the Mrs Hedges sculpture in June. Once these repairs have been completed the issue of the transfer of those assets to the Parish Council may be progressed.
7. Braintree District Council cleared a substantial amount of rubbish from Panner's Pond; however, litter is again starting to accumulate in the pond so will be monitored.
8. On 3rd May I attended an update regarding the new arrangements for the Community Initiatives Fund administered by Essex County Council.

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 June 2019	February 2019
Repair of pump for underpass – awaiting Essex County Council – electricity supply issues currently being undertaken	September 2018

It was noted that the electricity pump at the underpass has now been repaired by Essex County Council.

The Clerk advised that the White Court School evening is usually on the first Tuesday in July and whether Councillors would like just a display as per last year or wish to attend. Councillor **agreed** that there should be a display and Councillor Griffin will attend the event. Councillor Ricci stated that if he is free that afternoon he will attend.

It was requested that the Clerk write to former Councillor Heady to thank him for his contribution to the Parish Council.

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

19/54: Financial Report

19/54.1 Bank reconciliation

The bank reconciliation statement calculated to 30th April 2019 was **noted and approved**.

19/54.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/4/19	BT Internet and phone	73.38
15/4/19	RAC Allstar fuel	54.52

Online payments authorised 24/4/19

Salaries		3,648.50
Clerk	Expenses	25.00
HMRC	Tax and NI	708.86
Essex Pension Fund	Pension contributions	806.70
NGCA	Hall hire	11.00
DW Maintenance	grass cutting	45.00
Seagrave Inspections	Play area inspections	117.60
JCS External Sols.	Repair of Storage unit	390.00
Richard Edwards	external payroll	112.50
EALC	Annual Subscription	877.48
Eon	Electricity for streetlights	144.85
Zurich Insurance	Parish Council insurance	1,400.45

Previous payments to be formally recorded

16/7/18	RAC Allstar fuel for van	£54.00
30/10/18	Aplan van insurance renewal	£523.96

In addition, Councillor approved the payment of the grant of £1,800 to the NGCA towards the fete as previously agreed in the budget, such payment to be made in May or June.

19/54.3 To review banking mandate

Councillor Butland proposed that former Councillor Heady be removed from the mandates with Unity Trust and Saffron Building Society and that Councillors Butland and Ricci be added to the Saffron Building Society mandate. No additional signatories required for the Unity Trust mandate. This was seconded by Councillor Ricci and **agreed** by all members.

19/54.4 To review current Direct Debits

The Parish Council currently has direct debits with BT to pay telephone and internet charges and with RAC Allstar to pay for fuel for the van. Councillors **agreed** to continue with those direct debits.

19/54.5 To consider Internal Auditor's report

The contents of the Internal Auditors report were **noted**.

19/54.6 To consider and approve the Governance Statement on the Annual Return form

The Governance statement on the annual governance and accountability return form was considered and **approved** by Councillors.

19/54.7 To approve the accounts for year-end 31st March 2019 and to approve the summary of accounting statements on the Annual Return Form

The Accounts for year end 31st March 2019 were considered and **approved** by Councillors. The summary of accounting statements on the annual governance and accountability return form were considered and **approved** by Councillors.

19/54.8 To confirm dates for notice of electors' rights

Councillors **agreed** that the period for the notice of electors' rights will not be changed and will be the period 17th June to 26th July 2019.

19/55 Annual Review of Policies

19/55.1 Standing Orders

Reviewed with no changes required.

19/55.2 Financial Regulations

Reviewed with no changes required.

19/55.3 Freedom of Information Act Policy

To add recently agreed policies being the Social Media and Electronic communication policy, the Councillor/employee protocol and the company vehicle policy.

19/55.4 Emergency Plan

To add the new Chairman and Vice-Chairman's details and to contact the community organisations to make sure their contact details are correct.

19/55.5 Media Policy

Reviewed with no changes required.

19/55.6 Training Policy

Reviewed with no changes required.

19/55.7 Code of Conduct

Reviewed with no changes required.

19/55.8 Health and Safety policy

The updated Health and Safety policy was **approved**.

19/56 To confirm Parish Council is still compliant with criteria for Foundation status within Local Council Award scheme

The Clerk reported to Councillors who **confirmed** that the Parish Council remains compliant with the criteria for Foundation status.

19/57 Substantive matters for discussion

19/57.1 To confirm the power of the Parish Council to use the General Power of Competence

It was noted by all members that as the Clerk holds a relevant qualification being the Certificate of Local Council Administration and all members of the Parish Council were duly elected at the election on 2nd May 2019 the Parish Council meets the criteria for the use of the General Power of Competence. Councillor Butland therefore proposed that the use of that power is duly confirmed in accordance with legislation. This was seconded by Councillor Ricci and **agreed** by all members thus enabling the use of that power by Great Notley Parish Council.

19/57.2 receive progress update in relation to upgrade of the RAFT area

It was noted that the tender process is currently 'live' and is being advertised on the 'Contract Finder' website in accordance with legal requirements and on the Parish Council's website.

19/57.3 To consider Quarterly operation play inspection report

The contents of the report were **noted**. It was further noted that new shackles have been ordered for the swings. Councillor Crawford asked to meet the inspector at his next visit to be clear on issues raised in relation to the climbing frame.

19/57.4 To consider the Tree inspection report

It was **noted** that there are no concerns regarding trees around the RAFT area. It was **noted** that a recommendation is made in relation to a tree outside the Levens Way play area which is owned by Braintree District Council so that issue will be referred to them. Regarding the oak tree in the Levens Way play area it was **noted** that it is recommended that deadwood be removed so Councillors **agreed** that quotes to be obtained for that work to be considered by the Parish Council.

19/57.5 To consider license in relation to erection of White Gates in the Parish

Councillors **agreed** the terms of the license with Essex County Council. The Clerk is in the process of obtaining quotes for installation by a contractor who has the requisite authorisation with Essex Highways.

Councillors considered whether to purchase gates for other entrances in the Parish. It was **agreed** to canvass the idea in the next edition of the Great Notley Times and via social media and to suggest gates for White Court.

19/57.6 To consider the issue of parking in the Parish

It was noted that Braintree District Council acted in relation to cars parked at Grantham Avenue so at present no cars are parked on the grass. In addition, an untaxed vehicle was removed. Councillors reported concerns regarding vehicles parked on yellow lines near the Co-op and The Square at Notley Green. The Clerk was requested to alert the North Essex Parking Partnership.

19/57.7 To consider and approve purchase of a new printer

Councillors **approved** the purchase of a new printer.

19/57.8 To consider request for seats in bus shelters

A resident has requested that seats be installed in the bus shelters to assist elderly residents. It was noted that when the shelters were installed it was specifically requested that seats be omitted so as not to encourage the general congregation of people for anti-social purposes. In view of the project to upgrade the RAFT which will include new seating it was agreed to consider the request once that project has been concluded.

19/57.9 To consider holding a Councillor Training event

Councillors **agreed** to hold a Councillor Training event jointly with Little Waltham Parish Council so that costs may be shared. It was noted that the total cost of such an event will be in the region of £400. It was also **agreed** that Councillor Griffin may attend the EALC Chairman training.

19/57.10 To receive update on allotment project

It was noted that the next stage will be to contact those on the waiting list to ascertain requirements for the size of plots before liaising further with Braintree District Council on this project.

19/58: Planning applications, Tree Preservation Orders and other planning matters.

19/58.1 New Applications within the Parish

Application No.	Application	Response
19/00632/ADV	A131, Great Notley bypass - Proposed erection of two temporary signage boards	It was noted that BDC has applied to erect signs until 2026 promoting the new Horizon business park. However, the land Essex County Council has declined consent for the signs to be sited on that highway land. It was agreed no comments to be made pending receipt of an amended application.
19/00768/HH	Cut Hedge House, 174 London Road, Great Notley - Erection of a 1 and half storey side/rear extension and rear covered seating area. (Revised scheme approved under 17/00284/FUL)	No comments.

19/58.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
19/00085/ADV	Units 610 and 630 Avenue West, Skyline business park, Great Notley – erection of 2 flagpoles	Permitted
19/00190/HH	6 Coniston Close, Great Notley – Single storey rear and side extension	Granted
19/00326/HH	7 Bridge End Lane, Great Notley – erection of single storey orangery to rear of property	Granted
19/00366/HH	73 Ragley Close, Great Notley – erection of single storey rear extension	Granted

19/59: Reports

19/56.1 Reports from Councillors regarding attendance at external meetings

Councillor Arthur reported that he will be walking around the Parish at some point tomorrow with the local Police.

19/56.2 District/County Update

No reports.

19/60: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 8.30pm