



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 2nd  
September 2019 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

4 members of the public were present

**19/86: Apologies**

None received.

**19/87: 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.

**19/88: Public Question Time**

A member of the public complained about speeding traffic at Windermere Drive and Derwent Way, White Court. She advised that she had approached Essex County Council back in 2001 and was told that a traffic calming scheme could be considered but was a long way down the list of priorities. Speed humps had been rejected because of buses but there are no longer bus services on that road.

Another resident complained in relation to motor bikes and cars racing along the A131 Great Notley bypass and carrying out 'donuts' at the London Road roundabout. The Police had been involved but can not be present all the time. It was noted that the London Road roundabout has no protection for the cycle path.

After discussion Councillors **agreed** to approach the Local Highway panel to raise the issue of speeding traffic generally in the parish and ask specific questions as to whether the speed limit for White Court could be reduced to 20mph so as to be consistent with the Garden Village, why the speed limit of the bypass is 60mph rather than 50mph which had previously been mentioned. Whether traffic calming can be considered and the criteria for

speed cameras on the bypass. Also, how to protect the cycle path. The Clerk will report back once a response has been received.

A resident raised the issue of providing a bus shelter at London Road and utilising the redundant bus shelter in the village for that purpose.

Councillors **agreed** to deal with agenda item 19/93.9 at this point in the meeting

#### **19/93.9 To consider issues relating to bus stops in the Parish**

Councillors **agreed** that it would be sensible to move the redundant bus shelter to an area where it would be better utilised. It was noted that the bus stop referred to by the resident is in fact on the Black Notley side of London Road so Councillors requested that the Clerk contact Black Notley Parish Council to advise them of the situation with a view to making that request with Essex County Council.

#### **19/89: Minutes of the Meeting of the Council held on 22<sup>nd</sup> July 2019**

The minutes of the meeting held on 22<sup>nd</sup> July 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

#### **19/90: Chairman's report**

The Chairman reported that she had attended a second Chairman training day which specifically covered areas of community engagement. She also attended a meeting with the Police in relation to issues of better engagement by the Police with the community.

#### **19/91: Parish Clerk's Report**

The Parish Clerk reported as follows –

1. The White gates to be installed at the Tesco entrance to the Parish have been ordered and I am liaising with the Company to obtain a quotation for gates in the White Court area of the Parish.

*The Clerk confirmed that a meeting has taken place and that she will present the costs at the October meeting.*

2. The mound by Highclere Road has been trimmed by Braintree District Council and will be attended to by their gardening team in future.
3. I attended a Police consultation event with Councillor Griffin and Arthur on 6<sup>th</sup> August 2019.
4. The Dementia Friends event for the Community will be taking place on 28<sup>th</sup> November 2019 and I will be publicising this to the Community.
5. As requested by Councillors I raised some outstanding highway repair issues with Cllr Butland and have reported back to Councillors – most of the issues have now been resolved but a couple are outstanding.

6. I have raised the Cash for Cars issue at London Road with Essex Highways as Braintree District Council were unable to assist.

*It was noted that the 'cash for cars' vehicle has now been removed.*

7. Winderemere Drive has now been resurfaced by Essex Highways.
8. The Local Highway Panel has agreed to carry out a speed survey along London Road in relation to issues raised but considers that there is sufficient signage for the roundabout at the top of Queenborough Lane so will take no further action in that regard.
9. I have referred a number of reports of fly posting to Braintree District Council all of which have now been resolved.
10. As a result of resident complaints, I have referred some issues of disrepair at Panners Pond to Braintree District Council including the sinking decking.
11. 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	February 2018
Stansted Airport tree scheme – awaiting response from the airport	April 2019
Parish Council application for speed survey along London Road and improved signage at mini roundabout – await Local Highway panel	July 2019

In addition, the Clerk mentioned that she has received information from the EALC regarding future mental health training the expectation being that such events will be hosted by Parishes. Also, a health and wellbeing board is being set up and an invitation has been sent out for Councillors and Clerks to join that board. It was noted that Councillor Crawford is a member of the Patient Participation Group at the local GPs surgery so Councillors will not be looking to join the board at this point in time.

It was noted that NALC has produced some new policy documents which the Clerk will consider and present at future meetings.

The Clerk had received an invitation to an event regarding the Garden Community proposals in the local plan from a minority group of Councillors at Braintree District Council. In addition, the Chairman had today been contacted by a Clerk requesting that Great Notley Parish Council put its name to a letter protesting as to the method of consultation in relation to the local plan. Councillors **agreed** that it would not be appropriate to be involved in those initiatives but that the Parish Council would give consideration to the proposals in the local plan and make its own considered submissions in relation thereto. In addition, information for residents as to how to view the proposals and how to respond to the consultation has already been made available on Facebook and the Parish Council website.

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

## **19/92: Financial Report**

### **19/92.1 Bank reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> July 2019 was presented and **accepted**.

### **19/92.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

9/8/19	BT Internet and phone	80.96
16/8/19	RAC Allstar fuel account	53.41

#### **Online payments made on 23<sup>rd</sup> August 2019**

Salaries		3,645.50
Employee mobile phone expenses		10.00
Clerk's expenses		396.75
HMRC	Tax and NI	659.86
Essex Pension Fund	Pension contributions	806.70
DW Maintenance	grass cutting and maintenance	45.00
NGCA	hall hire June	35.00
NGCA	hall hire July	11.00
Chelmsford Safety	litter picking tools	71.38
JCS External solutions	repair of storage unit guttering	240.00
Quest Motors	Service and MOT for the van	343.84

**19/92.3 To report on the outcome of the external audit for financial year end 31 March 2019**

The Clerk reported that a clear external audit had been received with no conditions or caveats. Notice of conclusion of audit will now be published.

**19/92.4 To appoint an internal auditor for the current financial year.**

Councillors **agreed** to appoint Alan Clements as internal auditor for the Parish Council for the current financial year.

**19/93: Substantive matters for discussion**

**19/93.1 To receive progress update in relation to upgrade of the RAFT area**

It was noted that the Nuclear Games are willing to remove the skate ramp in due course provided there is no liability for damaging the grass. Councillors agreed that provision could be made within the reinstatement provisions to be negotiated with any contractor and Braintree District Council in due course.

The updated design brief was considered. Councillors **agreed** that the comparison to other skate parks be removed but otherwise approved the brief to enable the opportunity to be lodged on Contracts Finder.

**19/93.2 To consider Quarterly play inspection report**

The contents of the report were **noted**, and Councillors **agreed** that the Clerk arrange to purchase new handles for the bouncy bike and a wetpour repair kit and look into an economic way of repairing the safety grass matting.

**19/93.3 To receive update on potential acquisition of the Mrs Hedges and the Unity Hand Statues**

Nothing further has been heard from Countryside Properties in relation to the Unity Hand sculpture so in view of the unknown risks no further action to be taken to acquire the statue.

In relation to Mrs Hedges sculpture the electric pillar is due to be removed in September so the legal paperwork should be available for signature at the October meeting.

**19/93.4 To consider representations in relation to the update of the tree strategy for this Parish being carried out by Braintree District Council**

Information awaited from Braintree District Council.

**19/93.5 To consider request for a plaque to be affixed to a metal Parish Council bench.**

The Clerk had ascertained from a welder that the cost of affixing a plaque would be in the region of £100.00. Councillors considered the implications of allowing a residents to affix a plaque to a Parish Council bench and took the

view that it would be more appropriate for the residents to have a memorial tree and to suggest that the resident may wish to make an approach to White Court school where the person to be commemorated is said to have worked as they have a nature garden.

### **19/93.6 To consider issues in relation to the Storage Unit**

Councillors **agreed** a payment to NGCA in the sum of £180 for the electrical inspection of the storage unit. Councillors further **authorised** the repair of the guttering which has again been damaged. The electrical inspection had revealed that the Scouts are using a fridge in their unit. As this is an unattended electrical appliance the Scouts to be advised that they are not permitted to retain the fridge in the unit and to check on insurance requirements.

### **19/93.7 To consider website and Facebook issues**

#### **19/93.7.1 To consider the setting up of a new Parish Council website**

As neither Essex County Council nor EALC has provided an alternative to Essex infonet website which is to be removed as of 31/3/20, the Clerk has been making enquiries as to an alternative website provider. Councillors requested that the Clerk obtain a further quotation for the work involved so that it may be considered at the October meeting.

#### **19/93.7.2 To consider issues in relation to website accessibility regulations**

The Clerk explained that once the new site is set up it will have to comply with the legislative requirements, and she asked Councillors to look at the site to decide upon any amendments or improvements to assist in the construction of the new site. The Clerk will check on the background data of the existing site to ascertain which areas of the website are most viewed.

#### **19/93.7.3 To consider support for running the Parish Council Facebook page**

A consultancy had approached the Parish Council regarding the running of the Parish Facebook group but upon discussing the issue Councillors agreed that they are happy with the manner in which the group is being run at present and not to request a quotation for such an additional service.

### **19/93.8 To consider draft strategy survey**

The survey was considered and **approved** and will be set up on the website and included in the forthcoming edition of the Great Notley Times magazine.

### **19/93.9 To consider issues relating to bus stops in the Parish**

Dealt with earlier in this meeting.

### **19/93.10 To consider issues in relation to signage at Panner's pond**

Residents had provided a photo of a sign in another Parish advising residents on the best food for ducks. Councillors requested that the Clerk obtain

quotations for such a sign so a decision can be made on whether to erect signage by the pond.

**19/93.11 To consider issues relating to the van**

The van has recently had its annual service and MOT. Quotes will be obtained regarding the rubbing down and repainting of the door locking post at the rear of the van.

**19/94: Planning applications, Tree Preservation Orders and other planning matters.**

**19/94.1 New Applications within the Parish**

Application No.	Application	Response
19/00196/TPO	69 Windermere Drive, Great Notley – Application to carry out work to a tree covered by a Tree Preservation Order	Upon the recommendation of the Tree Warden – no objection
19/01368/HH	25 Tufted Close, Great Notley – link extension to connect house with adjacent garage and new front porch	No objection
19/01092/FUL	Land adjacent to 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, Great Notley – additional documentation submitted	No additional comments
19/01404/HH	16 Windermere Drive, Great Notley – new front porch	No comments
19/01442/HH	23 Highclere Road, Great Notley – single storey rear extension	No comments

**19/94.2 To note results of planning applications**

The following results were **noted** -

Application No.	Application	Result
19/00768/HH	Cut Hedge House, 174 London Road, Great Notley - Erection of a	<b>Withdrawn</b>

	1 and half storey side/rear extension and rear covered seating area. (Revised scheme approved under 17/00284/FUL	
19/00130/TPO	26 Ennerdale Avenue, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	<b>Granted</b>
19/01034/HH	6 Elder Field, Great Notley – proposed single storey rear and two storey side extension	<b>granted</b>
19/00134/TPO	2 Buttermere, Great Notley – to carry out work to a tree covered by a Tree Preservation Order	<b>Part granted and part refused</b>
19/01094/HH	21 Mallard Close, Great Notley – replacement of conservatory with new rear extension, new front porch	<b>Granted</b>
19/01180/HHPA	87 Pochard Way, Great Notley – Single Storey rear extension	<b>Permission not required</b>

### **19/94.3 To consider representations in relation to the Chelmsford City Council local plan**

Councillors had in particular noted the development proposals for Great Leighs and the commentary in the plan that although a new primary school is to be built in Great Leighs there is an expectation that White Court school will receive more pupils and that Notley High School will be extended so as to accommodate more pupils. Concerns were raised as to the impact of additional traffic to the schools and also the impact upon the GP practise within the Parish and social infrastructure generally. Councillors **agreed** that a response to be within the consultation to reflect those concerns.

### **19/94.4 To consider representations in relation to Braintree District Council local plan**

It was noted that the proposals for a new Garden Community west of Braintree is a plan for possible housing development over a 50-year period. It was recognised that there is a requirement for additional houses in the district. Councillors agreed to respond on the basis that they are supportive of the development on the strict proviso that any future development makes effective provision for drainage, service provision, infrastructure being not just roads but



footpaths and cycle ways, open spaces, civic amenities, schooling and health provision.

**19/95: Reports**

**19/95.1 Reports from Councillors regarding attendance at external meetings**

None.

**19/95.2 District/County Update**

Councillor Cunningham mentioned that the Local Plan is now out for consultation. Councillor Ricci reported that the Councillors Community Grant fund is now open for applications from any community group. The information will be publicised in the forthcoming Parish magazine.

**19/96 To consider issues in relation to Councillors responsibilities and representation**

The Chairman had reported that it had come to her attention at recent outside meetings that it appears a Councillor has been carrying out work with other agencies without the authorisation of the Parish Council. Advice has already been provided to all Councillors at meetings and in training sessions that decisions may only be made by the Parish Council as a whole and that individual members of the Parish Council may not make decisions and may not liaise with other organisations such as the Police, schools etc. without the knowledge or specific authorisation of the Parish Council. Also, the main point of contact for the Parish Council is the Clerk. In addition, email advice has been provided to the individual Councillor to this effect.

A protocol document summarising the position and providing examples of how a Councillor may or may not act in specific scenarios had been drawn up and circulated to Councillors. The document was considered and **approved** by Councillors. It was requested that the Clerk circulate the document and obtain the confirmation from all Councillors that they have read and understood the document and an explanation be provided that if a Councillor acts contrary to the requirements of that protocol the Parish Council will consider a referral to the monitoring officer at Braintree District Council.

The terms of a letter to be sent by the Chairman to the Police was **agreed** so as to confirm the manner of communication with Great Notley Parish Council. It was further **agreed** that a copy be sent to the Police Fire and Crime commissioner.

**19/97: Any Matters to be raised by members for the next agenda**

Allotments, Remembrance Day, Torchlight Procession, lighting survey.

Meeting concluded at 9.30pm