



Minutes of the Meeting of Great Notley Parish Council Held on Monday 25th November 2019 at the Community Centre Great Notley

Meeting commenced at 8pm

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

No members of the public were present

19/110: Apologies

Received from Councillors Butland and Cunningham.

19/111: 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.

19/112: Public Question Time

No members of the public were present.

19/113: Minutes of the Meeting of the Council held on 21st October 2019

The minutes of the meeting held on 21st October 2019 were **agreed** by Councillors as a correct record and signed by the Chair.

19/114: Chairman's report

Councillor Griffin confirmed she had completed her Chairman's training course at EALC and had been presented with a gavel. She had also attended the EALC AGM with the Clerk and also the NGCA AGM. She had met the new head teacher at White Court school with the Clerk.

19/115: Parish Clerk's Report

The Clerk reported as follows –

1. The White gate has now been installed at the Tesco entrance to the Parish. *It was noted that the litter team has cleaned the older gates at the Panner's entrance but they are in need of repainting. This will be considered alongside the budget considerations.*
2. The Dementia Friends event for the Community will be taking place on 28th November 2019 – I will need help setting up the chairs for the event so would be grateful if some of you could assist me please and attend the event?

It was agreed that members will assist the Clerk in setting up the event and some will stay to hear to the talk.

3. Braintree District Council has completed the work to repair the decking at Panners Pond. I am waiting the outcome of their inspection regarding banking that is falling into the pond and will keep you advised.

Councillors were concerned that the banking is almost at the fencing – the Clerk will enquire as to progress of this issue.

4. Regarding the reinstatement of grassed areas following the work carried out by Anglian Water, the meeting on 4 November took place. The verti drain work has been completed and it was acknowledged that much of the grassed area has been brought back to standard and the trees are in good condition. There is additional work required to land adjacent to White Court School and Braintree District Council is obtaining quotes to carry out the work in the spring of 2020.

It was noted that a letter has been received from the user of a mobility scooter regarding the muddy conditions but this predominantly relates to the cycle barriers and the fact he has to travel around them. It was considered that the barriers need to be kept in place in view of recent incursions into that area.

5. Regarding the use by football clubs of the green BDC has agreed to meet with the clubs and require them to enter into a service level agreement to use the green to make sure that issues of parking, cleanliness and appropriate use of the green so as not to damage the grass can be agreed. I am awaiting an update as to the outcome of that meeting.

It was noted that Braintree District Council has reported that the Great Notley Football Club has been entirely co-operative and has agreed to enter into an agreement. Liaison is ongoing with the other club that uses the green and BDC will provide further information in due course.

6. I have arranged for the new sockets to be installed into the area of the storage unit used by the Scouts and provided them with the terms and conditions upon which they may use the fridges in the unit.

It was confirmed that the sockets have now been installed and the Clerk is just awaiting the PACT testing certificates from the Scouts.

7. I contacted Braintree District Council regarding the long outstanding issue of the land transfer and received a response from the head of planning and economic development who stated *'I am just waiting for an update from our legal team when I will be able to provide a more fuller update but just to reassure you this remains high on our agenda and it was raised at various meetings and via email communications with Countryside over the summer.'*
8. I contacted Black Notley Parish Council to clarify the position in relation to the bus shelter. The Clerk stated that she would put the issue on the November

agenda to see if the Parish Council wish to purchase the shelter and meet the various costs.

9. I also contacted Black Notley Parish Council regarding working together with the Local Highway panel in relation to speeding traffic on London Road. Again, the issue will be discussed at their November meeting.
10. Felsted Parish Council are looking to arrange a meeting with Chelmsford City Racecourse in relation to noise and other nuisance to their residents and have invited this Parish Council to attend. I am awaiting a date for the meeting.
11. On 14th November I attended the SLCC and EALC joint networking event and training day and there were presentations in relation to employment law and the health and wellbeing agenda.
12. 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
Acquisition of Mrs Hedges statute and the Pergola – Awaiting Countryside Properties legal department	February 2019
Improvements to London Road roundabout	July 2019

The Clerk requested that outstanding streetlight reports be provided to her. She also confirmed that the repair work to the van has now been completed.

The report was otherwise **Noted**.

19/116: Financial Report

19/116.1 Bank reconciliation

The bank reconciliation statement calculated to 31st October 2019 was **accepted**.

19/116.2 Payments for approval

The following payments were **approved** –

Direct Debits

31/10/19	bank charges	0.90
9/11/19	BT phone and internet	69.82

16/11/19	RAC Allstar fuel	68.03
Online payments made 23rd October 2019		
Salaries		3,760.20
Clerk	Expenses	22.15
HMRC	Tax and NI	709.26
Essex Pension Fund	Pension contributions	806.70
DW Maintenance	grass cutting and maintenance	50.00
NGCA	room hire	11.00
Fenland Leisure	play equipment spares	136.80
JCS External Sols	Play area repair work	48.00
EALC	Chairman's training course	108.00
Eon	Electricity supply for streetlights	154.60
JACS UK Ltd	Supply of new White Gates	1441.76
Online payments made on 1st November 2019		
Chapel Hill Autos	body work to van	240.00
A Plan insurance	Van insurance	554.00
Online payments made on 25th November 2019		
Salaries		3,612.56
Clerk	Expenses	302.64
HMRC	Tax and NI	638.06
Essex Pension Fund	Pension contributions	806.70
NGCA	room hire	11.00
E.J. Taylor	Installation of Gateway	3,336.29
Grt Northern Fireworks	Wax Torches	110.00
Marks Tey Radio	Hire of P.A. System	204.00

19/116.3 To confirm closure of Saffron Account

It was **agreed** to close the Saffron Account and for the balance including interest to be transferred to the Parish Council saver account with Unity Trust to assist with the funding of the RAFT project.

19/117: Substantive matters for discussion

19/117.1 To receive update regarding the RAFT upgrade project

Having viewed the final drawings and design from Bendcrete, Councillors **approved** them.

It was noted that Groundworks had provided a contract for the project. The Clerk had raised some issues being the need to include the repair and repainting of the goal ends, to be clear on the effective date for insurance, to be clear that Groundworks will issue the certificates to enable stage payments to be made and the requirement for a retention. Councillors confirmed that they would wish to see either a retention for 12 months or a defect period of 12 months for the contractors to remedy any defects within the contract. Subject to those amendments Councillors **agreed** the contractual terms.

It was noted that Braintree District Council propose to release the Section 106 money at the end of the project. Councillors requested that the Clerk suggest the payment be released after submission of one of the stage payments when a receipted invoice would be available to assist with cash flow.

It was noted that the Clerk will now provide the approved design to Braintree District Council so that relevant consents may be issued.

Councillors **agreed** to retain the two metal benches with a view to using them elsewhere in the Parish. The contractors had made a request for weekend working and Councillors agreed to ascertain the terms upon which the District Council allow such working before agreeing to the same.

19/117.2 To consider issues relating to trees

19/117.2/1 To consider representations in relation to Braintree District Council Tree Strategy

The information is still awaited from Braintree District Council. Councillor Ricci will make enquires with Landscape Services.

19/117.2/2 To consider replacement of certain dead trees.

Response awaited from Braintree District Council.

19/117.3 To approve the draft Parish Council strategy statement

Subject to the inclusion of the repainting of the white gates the statement was **approved**.

19/117.4 To consider the draft budget

The initial draft of the budget was considered. The matter to be deferred to the January meeting when further information including the tax base figure and information relating to salaries will be available.

19/117.5 To consider Open Spaces Action Plan

Councillors **agreed** to request that the provision of allotments within the Country Park be added together with an update on the RAFT project.

19/117.6 To consider issue of allotments in the Parish

Councillor Pritchard and the Clerk had attended a meeting today at Braintree District Council. They had received an update on the progress of the Horizon 120 project and the fact that contractors may be able to move top soil from that site to an allotment site. The original site in the country park is no longer viable due wildlife issues and the fact that there is a ransom strip of land which means it has not been possible to arrange suitable access. The Country Park is willing to offer an alternate site closer to the astro-turf pitches and a meeting will be arranged shortly with the Parish Council so that area may be viewed.

In addition, the Parish Council has been invited to a meeting with a bus company which may be providing a service to Horizon 120 and may also be able to provide an 'on demand' service to Great Notley.

19/117.7 To approve increased costs of repair to village sign

It was noted that the damage to the base of the sign is such that additional work will be required to repair the base. On the basis of making sure the sign remains secure Councillors **approved** the costs of £900 plus VAT to enable to work to be carried out forthwith.

19/117.8 To consider issues in relation to the Great Notley Times

19/117.8.1 To consider quotations regarding future distribution of the magazine

It was noted that the current distributor is no longer able to offer distribution over 2-3 consecutive days and recent distribution has been unreliable. 3 quotations were considered and Councillors **agreed** to accept the quotation of Leaflets Direct for a 2 issue trial. If possible, to start with the December issue but if that is not possible it will be from the March 2020 edition.

19/117.8.2 To consider who will be responsible for the preparation of the magazine in future

The Clerk requested assistance with the preparation of suitable articles for the magazine. It was **agreed** to discuss this at the January meeting.

19/117.9 To agree dates for meetings in 2020

The draft schedule of meetings dates was considered. It was **agreed** to alter the January meeting to Monday 13th January 2020 and for the July meeting date to take place on Monday 20th July 2020. The other proposed dates were **agreed**.

19/117.11 To consider issues in relation to Parish events

19/117.11.1 To review organisation of Remembrance Service

Councillors considered that the arrangements for the event had worked well so no changes for the organisation of the event for next year.

19/117.11.2 To consider organisation of Torchlight Procession and carol service

Councillors discussed the arrangements for the event and in particular **agreed** that in view of the fact that the Church is now a collection point for the Braintree Foodbank it should be the nominated charity for the event. The risk assessment was also discussed and **accepted**.

19/117.11.3 To consider potential event to commemorate anniversary of VE day

Councillors **agreed** to hold a VE commemoration event and to also combine it with a VJ commemoration. The vicar to be approached and an article to be included in the Great Notley Times asking for people to come forward with names of relatives who were lost in World War II.

19/117.11.4 To consider who will be responsible for the organisation of the above events in future

It was noted that the organisation for the Torchlight Procession takes up a substantial amount of the Clerk's administrative time. So that consideration may be given to the organisation of the event in future the matter to be considered at the January meeting and the Clerk to circulate her checklists so the tasks to be carried out are apparent.

19/118: Planning applications, Tree Preservation Orders and other planning matters.

19/118.1 New Applications within the Parish

Application No.	Application	Response
19/01930/VAR	176A London Road, Great Notley - Removal of Condition 13 'Pedestrian Footway' of permission 14/00721/FUL granted 14/08/2014 for: Erection of 1 no. one and a half storey detached dwelling with associated double garage and parking. Existing dwelling to be demolished. (Amended scheme to previously approved detached dwelling under application nos. 09/01038/FUL & 12/01046/FUL). Removal of condition would allow: - The non implementation of a 2 metre wide footway across the whole sites frontage	No comments

19/01915/ADV	Tesco store, 1 The Square, Great Notley - 1 x internally illuminated media screen and 2 x non illuminated flag poles	No comments
19/01834/P14JPA	Tesco store, 1 The Square, Great Notley - Notification for prior approval for the installation of solar photovoltaics (PV) equipment on the roof	No Comments
19/02024/HH	Cut Hedge House, 174 London Road, Great Notley - Erection of a side/rear extension to provide a double garage and store, with habitable accommodation in roofspace to provide ancillary annexe, with a covered external seating area to the rear.	No comments

19/118.2 To note results of planning applications

The Following planning results were **noted** -

Application No.	Application	result
19/00950/ADV	A131 Great Notley Bypass – erection of signage	Granted
19/00219/TPO	32 Langdale, Great Notley – work to tree covered by a tree preservation order	Granted
19/01545/ADV	610 Avenue West Skyline 120 Great Notley- Individually illuminated letters on aluminium plate	Granted

19/119: Reports

19/119.1 Reports from Councillors regarding attendance at external meetings

None.

19/119.2 District/County Update

Councillor Ricci confirmed that the Local Plan examination has been set for an 8 day hearing.

19/120: Any Matters to be raised by members for the next agenda

The Clerk confirmed that work is progressing on the new website and on a future agenda it will be necessary to consider a website accessibility statement.

Meeting concluded at 9.14pm