



Minutes of the Meeting of Great Notley Parish Council Held on Monday 21st October 2019 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Ricci (Acting Chair) Butland, Crawford, Cunningham, Pritchard and the Clerk

One member of the public was present. A representative from Groundworks consultants was present.

19/98: Apologies

Received from Councillors Griffin, Arthur and Shepherd.

19/99: 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 and also as a member of the economic development group in relation to Horizon 120 with reference to agenda item 19/106.4.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council and also a member of the Local Highway Panel of that authority.

19/100: Public Question Time

A member of the public complained in relation to parking on a Saturday as a result of football on the green. He explained that the parking has been very bad frequently obstructing the pavement and obscuring visibility when driving on to Notley Green. He explained that there is no real issue on a Sunday as the club puts out cones and that up until this year there had not been a particular problem. A reminder had been provided via the Clerk to the football manager that cones ought to be put out on a Saturday but this has only been done once. Councillors **agreed** to deal with this agenda item at this point in the meeting

19/105.9.1 To consider issues of problem parking around the Green

Councillors noted that there has been a change of management of the team in the last 12 months and there appears to be a dispute between two teams using the green, however Councillors considered this should not adversely impact upon residents. Councillors **agreed** that a letter should be sent to Braintree District Council being the landowner of the green, praising the fact that previous use of the green has been considerate but expressing concern over the current parking issue and expressing the view that if the football clubs wish to continue to use the green there should be a formal license arrangement (at no charge) which will contain clauses as to the behaviour expected in using the green which should include putting out cones so as not to inconvenience residents. Also, to ask the question as to who decides if the surface is playable.

19/101: Minutes of the Meeting of the Council held on 2 September 2019

The minutes of the meeting held on 2nd September 2019 were **agreed** by Councillors as a correct record and signed by the Acting Chair.

19/102: Chairman's report

The Acting Chair offered condolences on behalf of the entire Parish Council to the Chairman Dorothy Griffin upon the death of her husband and Councillors look forward to welcoming her back at the next meeting.

19/103: Parish Clerk's Report

The Clerk reported as follows –

1. The White gates have been delivered and arrangements are being made for them to be installed very shortly.

The Clerk confirmed that installation is expected next week.

2. The Dementia Friends event for the Community will be taking place on 28th November 2019 and I will be publicising this to the Community including residents and businesses.
3. Braintree District Council has agreed to undertake work to repair the sinking decking at Panners Pond. The work was supposed to commence on 14th October but due to staff shortages has been delayed by Braintree District Council – I will let you know when the work is rescheduled. I have also brought to their attention the fact that part of the banking of the pond has collapsed.

The Clerk confirmed that Braintree District Council's asset management team is considering what action to take in relation to the collapsed banking.

4. On 5th September 2019 I attended a meeting with the rangers at the Country Park and discussed ways in which the park is looking to promote users parking in the car park as opposed to residential roads.
5. The Local Highway panel has approved the funding for the signage and road line improvements to the A131/London Road roundabout under the safer roads partnership.

6. The Local Highway panel has approved additional funding for the feasibility study for the signalised crossing by the Hungry Horse
7. I met with the vicar who agreed that the new black wheely bin may be located on church land. This has been useful for the litter team at weekends as the bins in front of Panner's Parade have been emptied each Saturday and Sunday.
8. On 19 September 2019 I attended the EALC AGM with the Chairman and heard useful talks on the Health and Wellbeing agenda.
9. On 23 September the Chairman and I met with the new head teacher and the deputy head at White Court school and had a useful discussion regarding ongoing communication between the school and the Parish Council and received an update on their initiatives to deal with parking issues around the school.
10. On 2 October 2019 I attended the Essex County Council Winter Highway briefing which provided useful information regarding their operational methods during bad weather and information regarding the salt bag scheme which I have passed to the litter team.
11. Regarding the reinstatement of grassed areas following the work carried out by Anglian Water, the meeting on 7th October was cancelled to enable the verti drain work to be carried out prior to a further inspection taking place. The next meeting will take place on Monday 4 November 2019
12. The minor repair work in Levens Way Play area including the repair to minor wetpour damage and to the safety grass matting and the handles of the bouncy bike has now been completed.
13. On 14th October I attended the A12 consultation group meeting. A further consultation is due to open shortly which I will publicise to the community.

The consultation opened today and has been publicised on the website and on Facebook for residents.

14. Please let me know if you are able to participate in the annual review of streetlights and I will then circulate the area schedules.

Councillors confirmed their availability and the Clerk will circulate the schedules.

15. 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
Improvements to London Road roundabout	July 2019

The Clerk confirmed that she had also circulated a list of 'Coffee with Cops' meeting dates.

The report was otherwise **accepted**.

19/104: Financial Report

19/104.1 Bank reconciliation

The bank reconciliation statement calculated to 30th September was **noted and accepted**.

19/104.2 Payments for approval

The following payments were **approved** –

Direct Debits

23/8/19	bank charges	0.30
9/9/19	BT phone and internet	68.23
16/9/19	RAC Allstar fuel	55.00
30/9/19	bank charges	25.50
9/10/19	BT phone and internet	72.06
16/10/19	RAC Allstar fuel	56.08

Cheques

21/10/19	The Royal British Legion (Poppy wreaths)	105.00
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Online payments made on 25th September 2019

Salaries		3,719.25
PPE expenses (boots)		39.99
Clerk's expenses		93.10
HMRC	Tax and NI	709.26
Essex Pension Fund	Pension contributions	806.70

DW Maintenance	grass cutting and maintenance	45.00
NGCA	electrical testing of storage unit	180.00
Seagrave Inspections	Quarterly play area inspection	117.60
PKF Littlejohn LLP	External Audit fee	480.00
Richard Edwards LLP	External Payroll services	115.20
Bawtrees LLP	Land registry fee (RAFT lease)	40.00
Paul Clark Printing	Printing of Great Notley Times	1600.00
Paul Clark Printing	Distribution of Great Notley Times	<u>550.00</u> 2,150.00

It was noted that the van insurance is due to be renewed before the next meeting and the renewal premium will be in the region of £500. The expense was authorised by Councillors.

The Clerk had found an old edition of Charles Arnold Baker on Local Council Administration in the records and it was **agreed** that as no Councillor would like the book it should be sold or disposed of.

Subject to the finalisation of the signatories to the Saffron account to withdraw the money in that account in anticipation of the RAFT project progressing.

19/104.3 To receive Quarterly report

The Quarterly financial report calculated to 30th September 2019 was **accepted**. In particular it was noted that all expenditure is as expected with the exception of some higher expenditure regarding repair work to the storage unit.

19/105: Substantive matters for discussion

19/105.1 To receive update on acquisition of the Mrs Hedges

All work that Countryside Properties had agreed to undertake and pay for including the removal of the old electricity feeder pillar has now been concluded. In addition the Clerk had provided Councillors with a report from the Solicitor regarding the legal title to the land, the transfer deed and the agreement with the sculptor which had been considered by Councillors. Councillor Ricci proposed that the Parish Council approve the acquisition of the Mrs Hedges sculpture and the pergola and land and in accordance with financial regulation 23 the signing of the transfer deed and sculpture agreement is authorised by the Parish Council. This was seconded by Councillor Crawford and agreed by all Councillors. The documentation was duly executed and will be returned to the Solicitor with a view to the matter being completed shortly.

19/105.2 To consider issues relating to trees

19/105.2.1 To consider representations in relation to the update of the tree strategy for this Parish being carried out by Braintree District Council

Braintree District Council has not concluded the draft paperwork but has indicated that it will be ready for consideration at the November meeting. Councillors **agreed** to defer this issue to the agendas for November.

19/105.2.2 To consider issue of dead memorial trees

Arrangements have been made for Braintree District Council to inspect a particular tree on the green and advise if they can provide a replacement as they provided the original tree. It appears that the memorial tree near the Hospital memorial is dead. Councillor Butland will enquire as to whether a tree planting scheme by Essex County Council could assist with the provision of another tree for that location.

19/105.2.3 To consider offer of gift of trees from a resident

The offer to be politely declined as the trees are too small.

19/105.3 To consider issues in relation to the Storage Unit

19/105.3.1 To consider issue of Scouts storage of fridges in the unit

The Clerk reported on her meeting with the Scout leader when she had viewed the fridges in the unit and heard that the fridges are only used on occasions prior to Scout camps and the fete and her discussions with the insurance company and their requirements. Councillors **agreed** to pay the sum of £120 for the installation of a double electrical socket and **agreed** that on the strict proviso that the fridges are plugged into the socket and extension leads are not used, that the fridges are stored in such a way as to have appropriate ventilation and that the Scouts provide certification that the fridges have been PAT tested, the Scouts may retain the fridges in the unit for occasional use.

19/105.3.2 To consider acquisition of further filing cabinet within the unit

Councillors **authorised** the purchase of a second lockable filing cabinet to be stored in the unit at a cost of no more than £140.00

19/105.4 To consider setting up of new Parish Council website

The Clerk provided a report on the enquiries and quotes she had obtained for the set up of a new Parish Council website and the acquisition of a domain name. Having considered the report and quotes Councillors **agreed** that subject to the Clerk checking on response times in the event of a future problem to appoint Scott Myers to set up the new website and to acquire the domain name of greatnotley.org.uk

19/105.5 To consider responses to the strategy survey and initial drafting of Parish Council strategy statement

The Clerk had provided a report on the responses so far in relation to the Residents' survey to inform the strategy statement. There had been a limited response but it had reinforced the understanding that residents expect the Parish to be kept clean and tidy. There were also some issues raised and noted in relation to communication with residents. The Clerk to promote the survey further to try and obtain more responses and Councillors will consider the draft strategy statement at the November meeting. It was also noted that there had again been some distribution issues with the Great Notley Times which included the hard copy of the survey so at the next meeting Councillors wish to consider alternate distribution arrangements.

19/105.6 To consider issues in relation to signage at Panner's pond

The Clerk had obtained a quotation for a sign. However, it was **agreed** to obtain advice from the RSPB as to the appropriate food for ducks and publish an article in the Great Notley Times prior to considering whether it would be appropriate to purchase signage.

19/105.7 To consider issues relating to the van

The Clerk had obtained quotations for the repair of the rear pillar of the van and upon considering the quotes Councillors **agreed to accept** the quotation from Chapel Hill Autos.

19/105.8 To consider issues in relation to White Gates in the Parish

Councillors had requested that the Clerk obtain a quote for the potential installation of white gates at the entrance to the White Court section of the Parish. The Clerk presented a map showing two potential locations together with a quote. It was **agreed** to give further consideration to this issue within the budget process.

19/105.9 To consider issues relating to parking and congestion

19/105.9.1 To consider issues of problem parking around the Green

Considered earlier in the meeting.

19/105.9.2 To consider potential Local Highway Panel application in relation to the A131

The Highway officer had provided information to the Clerk confirming the results of the speed survey around Windermere Drive and Derwent Way which was carried out in January. Speed compliance was good so no new survey can be undertaken within 2 years unless there is a change of circumstances. Councillors requested that the outcome be reported in the Great Notley Times.

Regarding the speed survey requested along London Road the officer stated that as the speeds were close to the 30mph speed limit it did not justify consideration by the panel of traffic calming measures. Councillors expressed concern as to the location of the survey which was nearer to the Queenborough Lane roundabout where traffic would be slowing rather than nearer to the Shell petrol station where requested by the Parish Council which may show lower

speeds than are being travelled along the road. So as to obtain a speed survey in both directions Councillors asked that the Clerk approach Black Notley Parish Council to see if they will collaborate with the request for a further speed survey in more appropriate locations.

Councillors discussed at length the issue of cars racing along the A131 and what could be achieved with an application to the Highway Panel. Councillor Butland proposed that the Parish Council does not apply to the Local Highway Panel in relation to the issue as it is not clear what could be done by the panel but to monitor the situation. This was seconded by Councillor Crawford and **agreed** by all Councillors.

19/105.10 To consider new draft financial regulations

Update financial regulations recommended by NALC had been circulated to Councillors and subject to minor amendments were **approved** by Councillors.

19/105.11 To consider issue of the potential moving of a bus shelter

At the September meeting Councillors were in favour of moving the bus shelter by the GP surgery to a location on the London Road so that it may be used. However, having spoken to the bus infrastructure officer at Essex County Council and looked into the situation further it had transpired that the shelter had been gifted to the Parish Council by Essex County Council and although the County Council have no objection to the shelter being moved it would have to be at the cost of Great Notley Parish Council. Also, as the proposed new location is in the Parish of Black Notley, Councillors **agreed** that it would not be appropriate for the Parish Council to pay substantial costs of moving the shelter and giving it to another Parish. Therefore, if Black Notley Parish Council wish to purchase the shelter and pay for its removal the Parish Council will give further consideration to the matter. Otherwise no further action to be taken at this point in time other than advising Black Notley Parish Council of the situation.

19/105.12 To consider issue of footpath fault in vicinity of Langdale

The Clerk and Councillor Cunningham have over the past couple of years received a number of complaints from residents regarding the state of the access way under the car ports at Langdale which leads to the spine footpath. With the assistance of Braintree District Council further investigations have revealed that the car port area is privately owned between residents of Langdale and parts of the path leading to the spine footpath are still owned by Wimpey Homes and Countryside Properties and do not form part of the public right of way. Councillor Butland advised that there is still other land within the Parish owned by developers and this issue has remained outstanding for some years now. Councillors requested that before any further consideration is given to this issue the matter of land transfer between developers and Braintree District Council is raised to ascertain when BDC will finally resolve the matter.

19/105.13 To consider issue of allotments in the Parish

The meeting with Braintree District Council was cancelled but it is expected will be rescheduled prior to the November meeting.

19/105.14 To consider issues in relation to Parish events

19/105.14.1 To consider contribution to Church Christmas Tree Festival

Further to the request made by the Church in Great Notley for a prize for this community event Councillors agreed to purchase a hamper to the value of £50 for the event.

19/105.14.2 To consider organisation of Remembrance Service

Councillors **approved** the risk assessment for the event and confirmed their availability to attend the event and assist with the set up. Subject to the collection of the wreaths the organisation for the event is in place.

19/105.14.3 To consider organisation of Torchlight Procession and carol service

Councillor Griffin is reviewing the order of service. Councillors confirmed their availability for the event to take place on 14th December 2019. To ask the schools if they wish to provide a choir for the event.

19/105.14.4 To consider potential event to commemorate anniversary of VE day

To be considered at the November meeting. In the meantime, the Clerk to enquire with the schools as to whether they are planning any events.

19/106: Planning applications, Tree Preservation Orders and other planning matters.

19/106.1 New Applications within the Parish

Application No.	Application	Representations.
19/01525/FUL	Land West of A131, Great Notley - Construction of two access points into the site through a fourth arm from the A131/Cuckoo Way roundabout and a left in/left out junction from the A131. Construction of roads between the two access points within the site and associated drainage, landscape and other engineering works	No Comment
19/00219/TPO	32 Langdale, Great Notley – work to tree covered by a tree preservation order	Having considered the report from the Tree Warden no objection
19/01545/ADV	610 Avenue West Skyline 120 Great Notley- Individually illuminated letters on aluminium plate	No comment
19/01616/FUL	Land West of A131 Great Notley - Engineering works to re-level the site to provide building plots and the construction of three roads to link into the strategic	No comment

	infrastructure (subject to separate planning application reference 19/01525/FUL)	
19/01741/HH	4 Elderfield, Great Notley – erection of two storey rear extension	No comment

19/106.2 To consider planning applications outside the Parish

18/01065/OUT	Land South of Gilda Terrace - Hybrid planning application comprising: (i) full application for the demolition of no.27 and 29 Gilda Terrace to form new vehicular access off Rayne Road and the erection of 43 dwellings, public open space, sustainable drainage systems, landscaping and associated development: and, (ii) outline application with all matters reserved except access for up to 77 dwellings.	Agreed to object on the basis of coalescence between Braintree and surrounding villages which is contrary to policy plus impact upon infrastructure and local environment including the Fitch Way.
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19/106.3 To note results of planning applications

The following planning results were **Noted** -

Application No.	Application	Result
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	Granted
19/01108/HH	17 Ellen Way, Great Notley – erection of 2 storey side extension	Granted
19/00174/TPO	35 Langdale, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Granted
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	Granted
19/00196/TPO	69 Winderemere Drive, Great Notley – Application to carry out work to a tree covered by a Tree Preservation Order	Granted
19/01368/HH	25 Tufted Close, Great Notley – link extension to connect house with adjacent garage and new front porch	Granted

19/01404/HH	16 Windermere Drive, Great Notley – new front porch	Granted
19/01442/HH	23 Highclere Road, Great Notley – single storey rear extension	Granted

19/106.4 To consider response to Braintree District Council draft development Order Horizon 120 Great Notley

Councillor Cunningham vacated the room for the consideration of this agenda item. Having considered the matter Councillors **agreed** to request that in view of the fact that the only residents who would be impacted by the proposals are the residents of Great Notley, that Braintree District Council consider a financial contribution to Great Notley alongside the development.

19/107: Reports

19/107.1 Reports from Councillors regarding attendance at external meetings

Councillors Crawford had attended the Patient Participation Group AGM at the GP surgery and heard talks about the new social prescribing scheme. The surgery will be providing an article for the Great Notley Times on the issue.

19/107.2 District/County Update

Councillor Butland had chased up a number of Highway issues and obtained confirmation that outstanding work at the bottom of Great Notley Avenue and at Notley Green will be completed by the end of November.

Councillor Cunningham reported that the Manor Street project is due to commence early in the New Year. The consultation event regarding Horizon 120 took place in Great Notley and officers were pleased with the number of people who attended. Money is still available to community groups in the Councillor grant fund.

CONFIDENTIAL

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was **agreed** that the public be excluded and instructed to withdraw for agenda items 19/108

19/108: To consider tenders received in relation to the upgrade of the RAFT area

As a result of the advertisement of the RAFT tender via the Contracts Finder portal and on the Parish Council website, two tenders had been received. Councillors discussed both tenders in detail and scored both tenders using the criteria previously agreed and which was contained in the tender documents. Some questions were asked of the consultant from Groundworks who has been

assisting the Parish Council with the process. As a result, Councillors agreed to award the project to Bendcrete and to arrange a pre-contract meeting.

19/109: Any Matters to be raised by members for the next agenda

Strategy statement and draft budget, distribution of Great Notley Times. It was also agreed to hold the Personnel Committee meeting at 7.30pm and the Parish Council meeting at 8pm so as to enable salary issues to be discussed prior to the discussion of the budget.

Meeting concluded at 9.20pm