



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 13<sup>th</sup> January 2020 at the Community Centre Great Notley**

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Meeting commenced at 8pm

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

Two members of the public were present

**20/01: Apologies**

Received from Councillors Butland, Crawford and Cunningham.

**20/02: 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.

As agenda item 20/09.2 may be considered by the planning committee he will not participate in the consideration of that application.

Councillors Griffin declared a non-pecuniary interest in agenda item 20/09.2 as she is acquainted with the applicant and will not take part in the consideration of that application.

**20/04: Minutes of the Meeting of the Council held on 25<sup>th</sup> November 2019**

Councillors are asked to agree the minutes of the meetings held on 25<sup>th</sup> November 2019 as a true and accurate account which were signed by the Chairman.

**20/05: Chairman's report**

The Chairman reported that she had attended the Christmas Parish Torchlight procession and that numbers were down from previous years.

**20/06: Parish Clerk's Report**

The Clerk reported as follows –

1. The Dementia Friends event took place on 28<sup>th</sup> November 2019 with moderate attendance although those who attended found the event useful.
2. The repair of village sign will take place this month.
3. I have noted that the Football club have been putting cones out to assist with parking issues at Notley Green at weekends and I am awaiting an update from Braintree District Council regarding their liaison with both clubs that have been using the green.

*An update had been received from Braintree District Council to confirm that the Great Notley Football Club had been very co-operative and agreed to sign a service level agreement for the use of the green. It had not been possible to meet with the team from Great Bardfield so it has been made clear to the club representative that the club has no authority to use the green for organised training without entering a service level agreement and contributing towards maintenance costs. It has been requested that if the Parish Council become aware of that club using the green it should be referred to BDC for action.*

*Complaints had also been received from a resident regarding Bootcamp dragging heavy tyres over muddy areas of grass. BDC has confirmed that the Bootcamps have permission to train on the green but if information becomes apparent of damage it should be referred to BDC for action.*

4. I reported damage to trees and graffiti on trees in White Court wood to Braintree District Council who cleaned the trees. At my request the District Council also removed highly offensive graffiti at the RAFT and at the underpass.
5. The litter team cleared some of the paths with the leafblower but as there was heavy rain the leaves turned to mulch so I arranged for Braintree District Council to clear the two main paths and White Court school requested that the District Council also attend to the pavement outside the school although that issue remains outstanding.
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. I am still awaiting the Pact test certificate and will contact them with a reminder.
7. 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. I have not heard any further on the issue.
8. Work is progressing regarding the new website and I will report further at the February meeting.
9. I have not heard any further regarding any prospective meeting with Chelmsford City Racecourse which was initially suggested by Felsted Parish Council.
10. Regarding the ongoing issues of land transfer from developers I have received the following response from Braintree District Council '*Officers from our legal and landscape team are in constant communication re the land in Great Notley and whilst we believe most of the areas to be transferred as recently as last week Countryside identified another small area of land to be transferred. Once we know the full area we can then calculate the maintenance payment that will be sought from them and only once this has been agreed can we proceed with the transfer. I appreciate this isn't happening as quick as anyone wants it to and I continue to put pressure on at the highest level of Countryside to get this done.*'
11. I am listing below correspondence received which does not require attention but is just to be noted –

- New bus shelter initiative

- Braintree District Council Corporate Strategy

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
Braintree District Council Tree strategy and replacement of dead trees – response still awaited from Landscape Services at District Council	July 2019

It was noted that a letter has been received from Braintree District Council complaining that they have faced issues emptying the bottle banks behind the Prince Louis Public House and asking where else they can be sited. Councillors considered the matter and noted that as there is a substantial bottle bank at the Tesco store the bottle bank can simply be removed for the time being.

### 20/03: Public Question Time

As a member of the public arrived a little late Councillors **agreed** to deal with this agenda item at this point in the meeting. The resident raised concerns regarding road safety along Bridge End Lane and for people trying to cross the A131 to the Astronomer. A Facebook petition had attracted 465 signatures for action to be taken. It was confirmed that the Parish Council made an application in 2015 to the Local Highway panel regarding the issue of pedestrians crossing the A131 and a project for a signalised crossing at that point is progressing with Essex County Council and has reached the budgeting stage. Regarding Bridge End Lane the resident suggested traffic calming each side of the humpback bridge at Bridge End Lane and highlighted poor driving in the Parish and poor parking practises. It was confirmed that the representations would be taken into account when the matter is considered later in the meeting.

## **20/07: Financial Report**

### **20/07.1 Bank reconciliation**

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

### **20/07.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

9/12/19	BT	64.48
16/12/19	RAC Allstar fuel	61.52
31/12/19	bank charges	28.85

#### **Online Banking payments made on 5 December 2019**

Leaflets Direct	Magazine distribution	350.00
JC Electrical	Sockets in storage unit	125.00

#### **Online banking payments made on 19<sup>th</sup> December 2019**

Salaries		3,612.16
Litter picker	expenses	10.00
Clerk	Expenses	201.39
HMRC	Tax and NI	638.46
Essex Pension Fund	Pension contributions	806.70
NGCA	room hire	24.00
DW Maintenance	gardening and hospital memorial	162.00
Paul Clark Printing	Orders of service Torchlight	75.00
	Great Notley Times	<u>1,648.00</u>
		1723.00
Richard Edwards	External Payroll	115.20

#### **Cheques**

13 <sup>th</sup> January 2020	John Malam (Brass Quintet)	350.00
13 <sup>th</sup> January 2020	The Church in Great Notley (hall hire)	110.50

### **20/07.3 To receive Quarterly financial report**

The Quarterly financial report calculated to 31<sup>st</sup> December 2019 was presented and **accepted**.

### **20/08: Substantive matters for discussion**

#### **20/08.1 To receive update regarding the RAFT upgrade project**

Clarification had been received regarding the contract which has now been signed by the contractor. Councillors **agreed and authorised** the signature of the contract by the Parish Council which was duly signed by the Chair and Vice Chair in the presence of the Clerk. The Clerk confirmed that a formal planning application now needs to be submitted and the contractor needs to clarify certain issues regarding access to the site and eventual reinstatement of the site.

#### **20/08.2 To consider Quarterly play inspection report**

The report was noted and Councillors authorised the Clerk to purchase new chains for the swings and a new cradle seat for the toddler swings.

#### **20/08.3 To consider the draft budget**

The budget now includes to amount to cover increased salaries and pension contributions and also a sum for a new white gate. The amount of reserves was also noted. Upon consideration of the draft budget it was **agreed and approved** by all Councillors and the Chairman signed the precept form to be sent to Braintree District Council.

#### **20/08.4 To receive update on prospective allotments in the Parish**

It was noted that a meeting is being arranged to view the prospective site.

### **20/08.5 To consider issues in relation to Parish events**

#### **20/08.5.1 To review organisation of Torchlight Procession and carol service**

It was noted that numbers have been decreasing and only 93 people attended the event in December. It was **agreed** to defer discussion to the next Parish Council meeting so all members can have a say on the issue.

#### **20/08.5.2 To consider who will be responsible for the organisation of Parish events in future**

To consider at next meeting

#### **20/08.5.3 To consider potential event to commemorate anniversary of VE day**

As Great Notley is a modern Parish which did not exist as at VE day and as there does not appear to be enthusiasm for a formal event Councillors agreed that the flags should be put up for that weekend and to enquire if the Church are holding a formal service so a representative may be sent on behalf of the Parish Council or to engage with an event in Braintree.

**20/08.5.4 To consider whether to mark the 20<sup>th</sup> Anniversary of Great Notley Parish Council**

Councillor Butland has suggested that he can prepare an article for the Great Notley Times to commemorate the anniversary and set out the achievements of the Parish Council during that time.

**20/08.5.5 To consider organising First Aid Course to support community events**

Councillor Pritchard will enquire as to the cost of asking for a St John's Ambulance representative to attend an event.

**20/08.6 To consider issues relating to speeding traffic in the Parish**

**20/08.6.1 To consider representations in relation to issues along London Road**

It was noted that the previous speed survey had been carried out close the the Queenborough Lane roundabout and speeds had been shown to be close to 30mph contrary to the observations of residents. It was **agreed** to request that the speed survey be carried out again but in the position of the Shell garage to ascertain the speed of traffic more accurately rather than a slower speed when vehicles approach a roundabout.

**20/08.6.2 To consider matters raised by residents within White Court**

It was **agreed** to raise a Freedom of Information Act request with the Police as to two recent incidents and to request the category of the incident and review further.

**20/08.6.3 To consider matters raised by residents along Bridge End Lane**

Having heard the representations of the resident the matter was discussed. It was noted that a number of residents walk along the narrow kerb guard on the bridge which is not for public use as the pavement should be used. It was therefore **agreed** to request that Braintree District Council extend the metal fencing right up to the pavement outside the Co-op to prevent people using that kerb guard and to request a sign stating 'no footway'. Also to request Essex County Council refreshes the yellow lines in the location to assist the Parking Partnership with enforcement.

**20/08.7 To consider representations in relation to pavement repairs**

Councillor Shepherd will send a photo to the Clerk regarding a specific pavement issue to be reported.

### **20/08.8 To consider representations in relation to increase in fly posting within the Parish**

It was noted that a substantial amount of fly posting in the Parish originates either from Cressing Temple Barns which is part of Essex Country Parks, and also from the Chelmsford City Racecourse. Councillors **agreed** that letters be sent to both organisations requesting that they do not fly post around the Parish.

### **20/08.9 To consider issues surrounding ponds in the Parish**

It was noted that banking is continuing to come away at Panners Pond. Braintree District Council has advised that the matter is being considered for repair depending on budget. Councillor Ricci confirmed he would contact Braintree District Council to progress the matter.

It was also noted that a resident has complained that the ponds at the bottom of Great Notley Avenue are empty. It was agreed to contact Braintree District Council to ascertain what action is to be taken expressing the view of the Parish Council that any drainage issues should be addressed.

### **20/08.10 To consider representations in relation to organisation of green bin collections**

Complaints had been received from residents that green bin collections do not take place in the winter. Councillor Ricci explained that the green bin collection service is not a statutory responsibility but is provided to residents at no cost within the Council tax and consideration is being given to extending the service by a couple of extra weeks into the winter months. In the meantime composting can be considered by residents and composting events have been held in the Parish in the past.

### **20/08.11 To receive report regrading meeting relating to bus services and consider response.**

It was noted that the Clerk and Councillor Pritchard had attended a meeting regarding a potential bus service to the new Horizon 120 industrial park which could include an 'on demand' service for residents. Further enquiries have yet to be made by Essex County Council and Braintree District Council but in due course potential demand within the Parish will need to be considered.

## **20/09: Planning applications, Tree Preservation Orders and other planning matters and third party consultations.**

### **20/09.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
19/02117/HH	65 Pochard Way, Great Notley – Single storey rear extension	<b>No comment</b>

19/02237/HH	34 Pintail Crescent, Great Notley – first floor rear extension over part of existing conservatory	<b>No comment</b>
19/02221/VAR	Highfields, 224 London Road, Great Notley - Variation of Condition 2 'Approved Plans' of permission 15/00176/FUL granted 19/06/2015 for : Demolition of former farm shop, piggeries, vacant dwelling and existing recreation room and erection of 6 No. detached houses with associated new access to London Road, private access road, turning head, garages and car parking spaces, foul and surface drainage and landscaping. Variation would allow : The single storey garage for Plot 3 to move adjacent to Plot 3.   Highfields 224 London Road Great Notley Essex	Concern was raised that the developer is proceeding with the development contrary to the original consent – it was requested that enquiries be made as to whether there has been a deviation and whether the enforcement department are involved prior to any formal comment being submitted.
19/02284/HH	17 Ellen Way, Great Notley – two storey side extension	<b>No comment</b>
19/02313/FUL	810 and 820 A&B Avenue West, Skyline Business Park, Great Notley - Installation of two, 1.8m high, powder coated sliding gates to both entrances of the car park to 810, 820 and 830 Avenue West	<b>No comment</b>

## 20/09.2 New Applications outside the Parish

As Councillors Griffin and Ricci are not taking part in the consideration of this application there is not a sufficient number of Councillors to consider this agenda item.

<b>Application No.</b>	<b>Application</b>
19/02225/OUT	King William Public House, 114 London Road, Braintree - Outline application with some matters reserved except access for the erection of 6 No. dwellings with associated garages and parking spaces together with construction of a shared surface minor access road associated turning head with shared private drive off the turning head



### 20/09.3 To note results of planning applications

The following results were noted -

Application No.	Application	Result
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 infrastructure (subject to separate planning application reference 19/01525/FUL)	permitted
19/01741/HH	4 Elderfield, Great Notley – erection of two storey rear extension	permitted
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	permitted
19/01915/ADV	Tesco store, 1 The Square, Great Notley - 1 x internally illuminated media screen and 2 x non illuminated flag poles	permitted
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	Prior approval required and given
19/02024/HH	Cut Hedge House, 174 London Road - 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	permitted

### 20/09.4 To consider response to BT consultation regarding removal of telephone box at White Court

No comments

### 20/09.5 To consider representations in relation to consultation regarding Travellers and Police powers

Councillors **agreed** that clarification of powers and the extent to which the Police may act would be welcomed.

**20/10: Reports**

20/10.1 Reports from Councillors regarding attendance at external meetings

none

20/10.2 District/County Update

Councillor Ricci confirmed that the Local Plan examination will commence on 14<sup>th</sup> January 2020 running until 31<sup>st</sup> January 2020

**20/11: Any Matters to be raised by members for the next agenda**

None

Meeting concluded at 9.15pm