



Minutes of the Meeting of Great Notley Parish Council Held on Monday 3rd February 2020 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

No members of the public were present

20/12: Apologies

None.

20/13: 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 in relation to agenda item 20/19.2.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

20/14: Public Question Time

No members of the public were present.

20/15: Minutes of the Meeting of the Council held on 13th January 2020

The minutes of the meeting held on 13th January 2020 were **agreed** by Councillors as a correct record and signed by the Chair.

20/16: Chairman's report

The Chairman reported that she had been involved in the interview process for a new member of the litter team which will be dealt with within the Personnel committee meeting.

20/17: Parish Clerk's Report

The Clerk reported as follows –

1. The Scouts group has now provided the PAT test certificates for the two fridges.

2. Work is progressing regarding the new website and I will report further at the March meeting.
3. The work to repair the brickwork of the Village sign has been completed.
4. Braintree District Council has confirmed that it is obtaining quotes to carry out repair work to Panner's Pond and will keep the Parish Council advised.
5. Also regarding Panner's pond I have noted that the pond again has a lot of rubbish in the water. I will contact BDC but would be grateful if you could decide on the frequency you would require the pond to be cleaned?

Councillors requested that BDC is asked to clear rubbish out of the pond 4 times during each year with more attention being given during the summer months.

6. I am due to attend a site meeting regarding the ponds at the bottom of Great Notley Avenue and will report further at the meeting.

At the meeting it had been confirmed that the ponds are not balancing ponds. The larger pond is a natural pond which had originally been a pond within Slamsey's Farm and naturally dried up during the summer. Countryside Properties had topped up the pond with water at the start of the development for aesthetic reasons. Councillors requested that the original complainant be advised of the position and no further actions to be requested at this point in time.

7. I have requested a fresh speed survey in London Road with the Local Highway Panel and it has been agreed that this will be carried out but not until April 2020 due to budget restrictions.
8. I have contacted Braintree District Council regarding the extension of the metal fencing in front of Panner's shops. The initial response was a query over land ownership and I am awaiting clarification on that point whereupon it will be clearer how the issue can proceed. Residents have also raised the issue of worn grass in the area.
9. I have asked the North Essex Parking Partnership to refresh the yellow lines at Bridge End Lane and they have agreed to add this to their spring maintenance programme.
10. I have received notification of Climate change webinars being run by SLCC specifically for the Parish sector and I trust you are happy for me to undertake this webinar to find out more?

It was confirmed that the Clerk may undertake the webinar.

11. Braintree District Council advise me that the bottle bank at the Tesco store is being refurbished with improved signage and cleaner bins. Once this has been completed the bottle bank behind the Price Louis Pub will be removed. BDC will place signage on the bins to advise residents to use the Tesco bottle bank and will let me know so it may be publicised by the Parish Council. The removal of the bottle bank is not expected to take place until March or April to allow the improvements to take place at the Tesco area first.

12. I am listing below correspondence received which does not require attention but is just to be noted –

- Essex Coast recreational disturbance avoidance and mitigation SPD
- Saffron Walden Neighbourhood Plan launch
- Information from Stop Stansted Expansion regarding airport planning application

13. 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 – Update expected in March 2020	January 2015
Acquisition of Mrs Hedges statue 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 – update expected from Landscape Services at District Council at the end of February 2020	July 2019

It was noted that the acquisition of the Mrs Hedges statue and land is ready for completion and the Solicitor’s account will be paid to enable the matter to be concluded.

It was also noted that an apology had been received from Essex County Council regarding fly posting to promote events in the Parish and that event organisers had been told not to promote events in this way. No response had been received from the Racecourse.

The report was otherwise **accepted**.

20/18: Financial Report

20/18.1 Bank reconciliation

The bank reconciliation statement calculated to 31 January 2020 was **accepted**.

20/18.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/1/20	BT	69.37
16/1/20	RAC Allstar fuel	87.75

Online banking transactions 23/1/20

Salaries		3,528.22
Clerk	Expenses	68.49
HMRC	Tax and NI	602.76
Essex Pension Fund	Pension contributions	806.70
Myers Scott Ltd	Website set up and hosting fees	259.00
Eon	Electricity for streetlights	154.60
Seagrave Inspections	Play area inspection	117.60
A&J Lighting	Streetlight repair	496.80
National Allotment Soc.	Annual Subscription	66.00
JCS External Solutions	repair to village sign brickwork	1,080.00

20/18.3 To consider and approve Financial Risk Assessment

The Risk Assessment was considered and **approved**.

20/18.4 To consider and approve Payroll Services contract

The updated payroll services contract was considered and **approved**.

20/19: Substantive matters for discussion

20/19.1 To receive update regarding the RAFT upgrade project

It was noted that the contract has been signed with Bendcrete. Notice of application for planning permission has been served upon Braintree District Council being the freehold owner of the land and the Clerk is liaising with Bendcrete to prepare the design and access statement to accompany the planning application. Councillors **approved** the payment of the planning permission fee so that the application may be submitted as soon as possible. It was also noted that the Clerk is liaising with Bendcrete to deal with questions

raised by BDC regarding their access to the land and securing of the land during the construction process.

20/19.2 To receive update on prospective allotments in the Parish

A date for the suggested site meeting is still awaited and Councillor Cunningham will press the relevant department at BDC to progress the issue.

20/19.3 To consider the issue of dog poo bins in the Parish

Braintree District Council had replaced an old worn bin at the junction of the spine footpath with Langdale with a smaller bin which appears to be filled to capacity at all times and it had attracted complaints from residents. Upon consideration of the matter Councillors **agreed** to purchase a new dog poo bin and to locate it on the opposite side of the crossroads so as to provide 2 bins for residents.

20/19.4 To consider the issue of white gates in the Parish

Councillors considered the potential acquisition of new white gates for the White Court section of the Parish but decided to take no further action at this point in time. However dependent upon the results of the speed survey and the information about the recent accidents in the area to consider whether any further signage is required in the area in due course.

20/19.5 To consider GDPR issues including approval of the data audit

Councillors considered the recent advice from the Information Commissioner regarding the use of email addresses and personal devices. The Clerk was requested to enquire as to whether specific Parish Council email addresses may be set up using the new domain name recently acquired for the new website and report back. The Information Protection protocol to be redrafted to cover issues of personal devices and to be considered by Councillors in due course. Regarding the new website it was **agreed** to purchase an SSL certificate. Councillors also considered the data audit and **approved** the document.

20/19.6 To consider issues in relation to Parish events

20/19.6.1 To review organisation of Torchlight Procession and carol service

Councillors considered the report on the recent Torchlight Procession and discussed in detail the issue of a community Christmas event for the Parish. It was **agreed** that the event for 2020 shall be a Parish Torchlight Procession and family Christmas carol event to be held at the Community Centre on 19th December 2020. Procession to start at the Church if possible and the vicar be invited to provide a blessing at the end of the event. It was **agreed** that a small working group of Councillors will work on the precise content of the event and to include an article in the next issue of the Great Notley Times requesting volunteers to assist on the day. It was **agreed** to book the brass quintet and costs of £400 were agreed.

20/19.6.2 To consider organising First Aid Course to support community events

Councillor Pritchard to report at the next meeting on the cost of requesting a member of the St John's ambulance to attend events.

20/20: Planning applications, Tree Preservation Orders and other planning matters

20/20.1 New Applications within the Parish

Application No.	Application	Response
19/02178/ADV	Great Notley Bypass A120/A131 - 3 No. non-illuminated roundabout sponsorship signs.	No comment
19/02174/ADV	Great Notley Bypass A120/A131 - 2 No. non-illuminated roundabout sponsorship signs	No comment
19/02175/ADV	Roundabout between Avenue West and Queenborough Lane, Great Notley – 2 non illuminated roundabout sponsorship signs	No comment
19/02179/ADV	Roundabout at London Road Great Leighs Garden Village Way Great Notley – 3 non illuminated roundabout sponsorship signs	No comment
19/02172/ADV	Panner's Roundabout, Bridge End Lane, Great Notley – 2 non illuminated roundabout signs	No comment
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	No comment

20/20.2 To note results of planning applications

The following planning result was **noted** -

Application No.	Application	Result
19/02117/HH	65 Pochard Way, Great Notley – Single storey rear extension	Granted

20/21: Reports

20/21.1 Reports from Councillors regarding attendance at external meetings

Councillor Ricci had attended a meeting of the NGCA committee but there was nothing to report.

20/21.2 District/County Update

Councillor Butland reported that the next meeting of Essex County Council will be on 11th February to consider the budget.

Councillor Cunningham advised that the consultation on the pedestrianisation of Braintree High Street concludes on Wednesday and there will be a consultation event at Kaspars in the town centre on Wednesday from 10am to 3pm.

The LDO for Horizon 120 will come before full Council shortly and work has commenced on the Manor Street upgrade.

District Councillors still have money to grant in the Councillor award scheme and Councillors requested that the matter be put on the next agenda to consider if there is anything for which the Parish Council may wish to apply.

20/22: Any Matters to be raised by members for the next agenda

The new website and the accessibility statement. Grant fund application.

It was noted that as Councillor Arthur has not attended a meeting for the last 6 months a casual vacancy will arise and the Clerk will take the necessary actions in this regarding with Braintree District Council.

Meeting concluded at 8.35pm