



**Minutes of the Online Meeting of Great Notley Parish Council Held on
Monday 11th May 2020**

Meeting commenced at 7.30pm

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

One member of the public was present

20/34: Apologies

None.

20/35: 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.

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

20/36: To approve rules for online meetings

The draft rules were considered by Councillors and **approved**.

20/37 Public Question Time

No comments.

20/38: Minutes of the Meeting of the Council held on 2nd March 2020

The minutes of the meeting held on 2nd March 2020 were **agreed** by Councillors as a correct record and will be signed by the Chair.

20/39: Parish Clerk's Report

The Clerk reported as follows –

1. On 4th March I attended a consultation event regarding the process commenced by Stansted Airport to review flight paths. This will be subject to a public consultation in due course.
2. As a result of a resident's complaint I referred the issue of a car that continually parks on yellow lines near Notley Green school to the North Essex

- Parking Partnership who confirmed that they will pay an ad hoc visit to the area.
3. On 5th March I attended a liaison meeting at the Discovery Centre with the Country Park staff. I received updates on repair and maintenance work in the Park and along the Flich Way,
 4. I raised the issue of land between Shelduck and Aylesbury Drive with Braintree District Council and they are considering how best to secure the area.
 5. Braintree District Council has agreed to erect bollards at each end of the hump back bridge by the Co-op in an attempt to stop people walking over the bridge and to encourage them to use the pavements and paths.
 6. Braintree District Council has stated that it is not willing to enter into a schedule of works regarding the cleaning of the pond but will respond to requests from the Parish Council on an ad hoc basis as at present.
 7. On 13th March as requested by you all, I wrote to the head office of Tesco regarding the untidy state of the ditches around the local store. Head office advise that litter picking has now been carried out by the store. Due to the Covid 19 outbreak I have yet to check if the work has been indeed carried out.
 8. The planning application regarding the RAFT upgrade has been submitted to Braintree District Council and receipt has been acknowledged. Due to the Corona Virus situation there will be a delay before this can be put out for consultation.
 9. Improved road markings have been painted on the A131 leading to the London Road roundabout.
 10. To make sure I am up to date on new legal guidance during the Corona virus pandemic I have over the last few weeks undertaken various webinar training events including SLCC guidance on the new online meeting regulations, ACAS webinar on employment issues and have attended the Clerk support EALC forums.
 11. I am listing below correspondence received which does not require attention but is just to be noted –
 - Bradwell Nuclear Power Station Consultation
 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 – Update expected in March 2020	January 2015

Braintree District Council Tree strategy regarding Great Notley Avenue	July 2019
Repair work to Panner's Pond – Braintree District Council considering options and quotes	January 2020
London Road Speed survey to be carried out by Local Highway panel in April 2020	January 2020
Improvement to Tesco bottle bank and removal of bottle bank behind Prince Louise pub – to be carried out April 2020	January 2020

The Clerk had also read the detailed advice from Government issued today which advises that play areas should not as yet be opened to the public so until that advice changes Levens Way Play area will remain locked and the closure notices will remain at Levens Way play area and the RAFT.

Councillor Butland advised that Braintree District Council will be partially resuming green bin collections as from 18th May 2020. News is awaited from Essex County Council as to whether any decisions have been made to re-open the recycling centres.

The report was otherwise **accepted**.

20/40: Consideration of policies

20/40.1 Review of existing policies

Standing Orders – no changes

Financial Regulations – no changes

Freedom of Information Act policy – to add any new policies approved at this meeting

Data Protection Policy – no changes

Social media policy – no changes

Document Management policy – no changes

Complaints Procedure – no changes

Emergency Plan – to contact local organisations to make sure their contact details are up to date and correct

Code of Conduct – no changes

Health and Safety Policy – updated policy had been circulated and was considered and **approved**

Company vehicle policy – updated policy had been circulated and subject to a small amendment was **approved**.

20/40.2 Consideration of new Investment policy

The Policy was considered and **approved**.

20/40.3 Consideration of new Reserves policy

The Policy was considered and **approved**.

20/41: Financial Report

20/41.1 Bank reconciliation

The bank reconciliation calculated to 30th April 2020 was noted and **accepted**.

20/41.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/3/20	BT phone and internet	76.73
16/3/20	RAC Allstar fuel for van	59.73
31/3/20	Unity Trust bank charges	25.20
9/4/20	BT phone and internet	69.39
16/4/20	RAC Allstar fuel for van	43.43

Online payment approved 9th March 2020

Leaflets Direct	Distribution of Great Notley Times	350.00
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Online payments approved 23rd March 2020

Salaries		3,553.69
Clerk's Expenses		179.87
HMRC	Tax and NI	613.46
Essex Pension Fund	Pension contributions	806.70
Myers Scott Ltd	set up of new email addresses	36.00
NGCA	Room Hire	11.00
Seagrave Inspections	Quarterly play area inspection	117.60
Richard Edwards LLP	Payroll services	115.20

Chelmsford Safety	PPE for new employee	225.28
Paul Clark Printing	Printing of Great Notley Times	1648.00

Online payment made 24th March 2020

GDGUK	Hand sanitiser	72.00
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Online payments made 23rd April 2020

Salaries		3,629.23
Senior litter picker	Expenses (van wash)	25.00
Clerk	Expenses	105.02
HMRC	Tax and NI	847.83
Essex Pension Fund	Pension contributions	965.68
NGCA	Room Hire	11.00
EALC	Affiliation fee	923.98
Eon	Electricity for streetlights	152.92
Ernest Doe	locks and PPE	45.48

20/41.3 Approval of regular list of payments

The following regular payments were **approved** in accordance with standing order 5.6 –

Payee	Reason for payment	Frequency
All employees	Salaries and expenses	monthly
HMRC	Employees tax and NI	monthly
Essex Pension fund	Employees' pension provision	monthly
NGCA	Hall hire	monthly
BT	Phone and internet	monthly
Allstar fuel card	Fuel for van	Approximately monthly
Eon	Electricity for streetlights	Quarterly
Richard Edwards LLP	External payroll	Quarterly
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Printing of magazines	Quarterly
Leaflet's direct	Distribution of magazine	Quarterly
Unity Trust bank	Service charge fees	Quarterly
DW Maintenance	Grass cutting	Ad hoc during summer months
Information Commissioner	Data Protection Registration fee	Annually

20/41.4 Consideration and approval of internal control procedures

The report on internal control procedures was noted and **approved**.

20/41.5 Approval of direct debit to pay Information Commissioner's fees and annual review of ongoing Direct Debits.

The setting up of a direct debit to pay the annual Information Commissioner's fee was **approved**. There are two other regular direct debits which are paid monthly being BT for telephone and internet and RAC Allstar for fuel for the van which were considered and **approved**.

20/41.6 To review options for Parish Council savings account

The money currently in a saver account with Unity Trust had previously been transferred from a bond with the Saffron Building Society with the expectation that it would be used to pay for the RAFT upgrade project. In view of the Coronavirus situation this project has now been delayed some months so consideration was given as to how to invest that money. On the basis that a particular account with the Saffron Building Society is instant access and pays 1.06% it was **agreed** to transfer the money into an esaver bond with the Saffron for the time being.

20/41.7 To consider applying for a corporate credit card

It was noted that some payments for the Parish Council can only be paid by credit card and as it is not good financial practise for amounts to be paid on a personal credit card it was **agreed** in principle to take out the corporate credit card being offered by Unity Trust bank with whom the Parish Council holds its current account. For security purposes Councillors wish to have a credit limit on the card and for the current bank signatories to have access to the card online so as to be in a position to scrutinize spending. The Clerk was asked to find out further information regarding the product and report back.

20/41.8 To consider quotations for the renewal of the Parish Council's insurance policy

As the current three-year agreement is coming to an end the Clerk presented 3 quotations for Parish Council insurance. Having considered the quotes Councillors **agreed** to accept the quotation for a 3-year term from Came and Co

20/42: To consider the annual Street Cleansing agreement from Braintree District Council and approve the acceptance of the documentation

Having considered the agreement, the documentation was **approved**.

20/43 Planning applications, Tree Preservation Orders and other planning matters

20/43.1 New Applications within the Parish

Application No.	Application	Response
20/00444/NMA	Horizon 120, Great Notley - Non-Material Amendment to permission 19/01616/FUL granted 06.12.2019 for: 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). Amendment would allow: - Change of the timeframe for removal of the dry pond to allow it to be removed whilst the large new pond is being provided	No comments
20/00445/NMA	Horizon 120, Great Notley - Non-Material Amendment to permission 19/01525/FUL granted 10.02.2020 for: 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. Amendment would allow: - Change of the timeframe for removal of the dry pond to allow it to be removed whilst the large new pond is being provided	No comments
20/00383/VAR	Highfield, 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: - Alterations to site layout, fenestration and garages.	For this agenda item Councillors Ricci and Cunningham who had declared a non-pecuniary interest were placed in the waiting room of the meeting so they did not take part in discussions or decision making The objections of residents were noted. Councillors agreed to make no comment in relation to the application
20/00251/FUL	The Paddocks, 222 London Road, Great Notley - Redevelopment of the site involving the erection of 1 x 5 bedroom and 2 x 4 bedroom two-storey detached dwellinghouses	For this agenda item Councillors Ricci and Cunningham who had declared a non-pecuniary interest were placed in the waiting room of the meeting so they did not take part in discussions or decision making

		<p>It was noted that this proposed development would add more properties to the site already being developed (224 London Road above) and would increase traffic onto the London Road and in particular onto the busy</p> <p>London Road/Bakers Lane mini roundabout. It was further noted that Braintree District Council had raised the issue that the refuse vehicles will not be able to access the site due to access design so would have to park their vehicles on the London road to empty bins which will have to be brought to the kerb side. This raises the concern of access to the site by delivery vehicles and emergency vehicles which will have to park close to the mini roundabout raising an issue regarding road safety and it was agreed to raise this as a concern.</p>
20/00622/HH	66 Ellen Way, Great Notley – conversion and extension of existing single storey garage to form habitable living space	No Comments
20/00080/TPO	Little Oak, Ennerdale Avenue, Great Notley – Notice to carry out work to tree covered by a Tree Preservation order	The report from the Tree Warden was noted with concerns raised by him as to land and tree ownership and the fact that no justification had been provided for the work to be carried out to a tree with high amenity value in the Parish. Agreed to raise those concerns with Braintree District Council.
20/00268/ADV	Windsor Place, 100 Avenue West, Skyline, Great Notley - Display of 1 non-illuminated fascia sign, 1 internally illuminated fascia sign, 1 non-illuminated door surround sign, 2 non-illuminated letter signs and 1 externally illuminated letter sign	It was noted that the signage appears garish especially as it is adjacent to the entrance to a residential area of Great Notley and it was agreed to object on that basis.

20/43.2 New Applications outside the Parish

Application No.	Application	Response
18/01065/OUT	Land south of Gilda Terrace and north of Flitch Way – outline application for residential development (C3) for up to 120	Agreed to raise concerns regarding the impact of such a development upon the existing services within the Parish of

	dwellings with all matters reserved except access - RECONSULTATION	Great Notley as no provision is made for health or educational needs within the application.
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20/43.3 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
20/00165/VAR	Unit C, Plot 2 Skyline business park, Great Notley – Variation of condition 2 ‘approved plans’ of permission 17/02286/FUL granted 11/5/18 for ‘erection of building for employment purposes (B1, B2 and B8) with associated car parking and landscaping. Variation would allow provision of additional floorspace and removal of external staircase.	Permitted
20/00132/ADV	Land West of A131, Great Notley - 9 x internally illuminated fascia signs to exterior of main building, 6 x internally illuminated hanging signs to interior of main building, 2 x internally illuminated totem signs and 14 x non illuminated way finder signs	Refused
19/00001/LDO	Horizon 120 Land west of A131, Great Notley - Proposed Local Development Order for the creation of a Business and Innovation Park comprising B1(a) (Office); B1(b) (Research and Development); B1(c) Industrial Process; B2 (General Industrial) and B8 (Storage or Distribution) uses, and within Zone A of the proposed development a C1 (Hotel) (maximum 120 bed spaces); and buildings within the Horizon Hub area where the following uses will be permitted, subject to restrictions on internal floor area: A1 (Shop; maximum 300sq.m); A3 (Restaurant and Café; maximum 100sq.m); D1(a) (Medical or Health Services; maximum 150sq.m.); Early Years Childcare, Day Nursery or Preschool within Use Class D1(b) (maximum 350sq.m); Gymnasium within Use Class D2(e) (maximum 700sq.m.) along with associated structural landscaping and infrastructure	permitted
20/00283/HH	60 Ellen Way, Great Notley – erection of 2 storey front extension	Refused
20/00297/HH	56 Ellen Way, Great Notley – erection of single storey extension and associated works	Granted
20/00353/HH	34 Pintail Crescent, Great Notley – removal of existing conservatory and erection of single storey extension	Granted

20/00351/HH	12 Grasmere Close, Great Notley – single storey rear and side extensions	Granted
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20/44: To Agree date of next meeting and any matters to be raised for next agenda

It was agreed to keep to the existing timetable of meetings. It was noted that subject to the conclusion of the internal audit the accounts will be presented for approval at a future meeting. In view of difficulties being faced with the internal auditor collecting certain documentation it was agreed that the cost of a courier may be incurred to enable the internal audit to be completed.

Meeting concluded at 8.24pm