



## **Minutes of the Online Meeting of Great Notley Parish Council Held on Monday 22<sup>nd</sup> June 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

One member of the public was present

The Chairman confirmed that the meeting will be recorded and members of the public may turn off video if they wish.

### **20/45: Apologies**

None.

### **20/46: 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 particular Horizon 120.

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

### **20/47 To consider Co-option of new Councillor**

Councillor Griffin confirmed that she and Councillor Butland had met with Mark Hagger and wish to recommend his co-option. Councillor Griffin proposed that Mark Hagger is co-opted as a Councillor for Great Notley Parish Council which was seconded by Councillor Butland and **agreed** by all members. Councillor Hagger joined the meeting forthwith and it was **agreed** that requisite documentation be sent to him for signature and return.

### **20/48 Public Question Time**

A member of the public raised an issue with trees, vegetation and unadopted land in the vicinity of his land at Framlingham Way. He was aware that Countryside Properties were going to transfer the land to Braintree District Council but is concerned that the vegetation has never been attended to and the fence not painted for as long as he has lived in the property. It is making the houses dark and raising issues of accessing driveways and damage to cars

from tree sap. When residents have attempted to cut the vegetation back he stated they have received threatening letters from Braintree District Council advising that they must not touch the vegetation. He asked what residents can do. Councillor Butland confirmed that he has visited the area last week and taken photos and also spoken to another resident. He asked for the resident to provide information as to who has contacted him from Braintree District Council as the path appears to be owned by residents. Regarding land transfer the Parish Council had been advised it would be resolved by January 2019 so he has asked the CEO of Braintree District Council for an update and will revert to residents. Regarding trees the resident confirmed he just wanted them managed and topped not taken down as residents had been advised the area would be low lying shrubs. Councillor Butland also suggested that the Parish Council pursue the issue of tree issues arising within the Parish which are pushing up the bricks and pavements. The Clerk will follow up with BDC on the progress of the tree strategy and asked District members to do the same. Also issue of blackberry bushes becoming overgrown..

#### **20/49: Minutes of the Meeting of the Council held on 11<sup>th</sup> May 2020**

The minutes of the meeting held on 11<sup>th</sup> May 2020 were **agreed** by Councillors as a correct record and signed by the Chair.

#### **20/50: Parish Clerk's Report**

1. On 13<sup>th</sup> May I attended a further consultation event regarding the process commenced by Stansted Airport to review flight paths which was held online. The expectation is that the public consultation will be in 2021.

*The Clerk clarified the current consultation from CAA asking all airports to review their flightpaths. The airport are putting together a strategy and will go out for public consultation 2021.*

2. On 7<sup>th</sup> May 2020 I attended an SLCC webinar regarding emotional resilience for workers in Local Government and on 13<sup>th</sup> May 2020 I attended a webinar regarding updated advice regarding Operation London Bridge.
3. I attended an online advisory meeting with Essex County Council in March regarding the new bus shelter initiative and have circulated the information to you. The project is not expected to progress until the Covid 19 situation has abated.
4. It was not possible for the March edition of the Great Notley Times magazine to be distributed prior to the imposition of 'lockdown' in March but the distributor has agreed to distribute the magazine in June. A June edition of the magazine will therefore not be published and the next edition will be published in September 2020.
5. Due to the substantial increase in the use of Parish litter bins an additional collection of sacks was arranged on 2<sup>nd</sup> June 2020 and Braintree District Council has provided the Parish Council with one additional commercial bin and all requisite legal documentation has been signed in this regard.
6. I am listing below correspondence received which does not require attention but is just to be noted –

- Information regarding the adoption of the Chelmsford City Council local plan
- Update regarding Braintree District Council Local Plan
- Update from Chelmsford City Council regarding forthcoming events at Chelmsford City Racecourse
- Information about the Chelmsford north east bypass and Beaulieu railway station

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 – residents' complaints still being received	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 report was otherwise **accepted**.

## **20/51: Financial report**

### **20/51.1 Bank Reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> May 2020 was **accepted**.

### **20/51.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

11/5/20	BT telephone and internet	83.30
14/5/20	Information Commissioner registration fee	35.00

**Previous direct payment**

30/6/19	Unity bank charges	26.55
---------	--------------------	-------

**Online payments made 22<sup>nd</sup> May 2020**

Salaries		3.582.32
Clerk	expenses	9.30
HMRC	Tax and NI	815.85
Essex Pension Fund	Pension contributions	944.11
Myers Scott	email account work	36.00
Came and Co	Parish Council insurance premium	1,480.00
Chelmsford Safety	Hand sanitiser	45.00

**20/51.3 To consider the issue of a Corporate Credit Card**

The Clerk had spoken to Unity Trust and received confirmation that a set credit limit can be set and there can be more than one authorised user so Councillors can scrutinise payments. The financial regulations allow for an account to be taken out. Questions were asked to be clear that the financial responsibility would be down to the Parish Council not down to the Clerk and it was suggested that the balance is cleared each month. Councillors **agreed** to take out a corporate credit card with Unity Trust with a credit limit per month of £1,000.00.

**20/51.4 To consider the issue of investment of money with the Saffron Building Society**

Upon clarification from the Clerk on the available instant access accounts with the Saffron Councillor Ricci proposed that the Parish Council invest in the Saffron Building Society Sports and Social club account this was seconded by Councillor Butland and **agreed** by all Councillors. It was further **agreed** to invest a sum that will leave £2,600 in the Unity Trust saver i.e. £66,000.00.

**20/51.5 To consider and approve the Governance Statement on the Annual Governance and Accountability Return Form**

Councillor considered and **approved** the Governance statement on the AGAR form.

**20/51.6 To consider and approve the Parish Council accounts for year end 31 March 2020 and to consider and approve the accounting statements on the Annual Governance and Accountability Return Form**

Councillors considered and **approved** the Parish Council accounts for year end 31<sup>st</sup> March 2020 and also considered and **approved** the accounting statements on the AGAR form.

The internal auditors report was noted. It was also noted that he appears to have been mistakenly ticked twice in a particular box so the Clerk will ask the internal auditor to correct and initial that mistake prior to submission of the paperwork to the external auditor.

**20/51.7 To agree the dates for the exercise of public rights**

Councillors **agreed** that the date for the exercise of public rights will be 1<sup>st</sup> July 2020 to 11<sup>th</sup> August 2020.

**20/52: Substantive Matters for consideration**

**20/52.1 To consider the Annual Play area inspection**

The annual inspection was noted. There was discussion over the fact that the upgrade of the RAFT is imminent that no money will be expended on suggested repairs. Risk elements in the report were discussed and it was noted that the only high risk issue is glass in the RAFT which is dealt with on an ongoing basis by the litter team. Hopeful play areas will open in July so will arrange for DW Maintenance to cut grass and strim and Barry will carry out a pre-use inspection.

**20/52.2 To consider issues raised by residents in relation to speeding traffic within the Parish and actions that may be taken**

The Clerk has received a number of residents' complaints by email and on Facebook regarding speeding traffic and noisy vehicles on the A131 and 'boy racers' in the village. It was noted that residents' have also reported the issues to the Police. It was noted that as it has been quiet during Covid some noise is more noticeable. There is no evidence of any substantive change in circumstances and as there is nothing the Parish Council can do it will be left with the police to deal with.

**20/52.3 To consider participation in the Essex County Council Salt Bag scheme**

It was **agreed** to participate in the salt bag scheme and there is currently sufficient salt being stored in the unit as there was no snow this winter. To inform residents of the scheme in the next magazine including explanation of roads covered as many non-residents have asked for salt in the past.

**20/52.4 To consider issues raised by residents in relation to the condition of pavements within the Parish**

The Clerk has reported some issues of pavement repair with tarmac to Councillors Butland. Councillor Butland confirmed that residents are complaining about root damage but often do not wish to have trees removed. It was considered that some discussion is needed with Braintree District Council and Essex County Council who are responsible for the trees. It is expected that expert advice may be required.

**20/52.5 To note the general Covid 19 Risk Assessment in relation to all Parish Council activities**

The risk assessment was presented by the Clerk and **approved** by Councillors.

## **20/52.6 To consider Draft Health and Wellbeing plan**

A draft Health and Wellbeing plan was presented by the Clerk and **approved** by Councillors. It was noted that the Clerk has been putting a substantial amount of information on the Facebook page during the Covid situation and this is contained in the document. The plan can be considered in the future as it is a living document.

## **20/52.7 representations in relation to the proposal by Essex County Council to submit a funding bid for a Demand Responsive Transport scheme**

The Clerk had provided information about a demand response transport bid being made by Essex County Council to the department of transport to include an 'Uber' type mini bus for residents to use to gain access to schools, railway and bus station and the business parks. The Parish Council **agreed** its support for the bid as an extra service for residents and a letter has already been sent to Essex County Council.

## **20:53 Planning applications, Tree Preservation Orders and other planning matters**

### **20/53.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
20/00094/TPO	78 Skiddaw Close, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	In view of comments from Tree Warden that this concerns structural damage <b>no objections</b>
20/00095/TPO	76 Skiddaw Close, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	In view of comments from Tree Warden that this concerns structural damage <b>no objections</b>
20/00748/HH	35 Notley Green, Great Notley - Single-storey front porch extension and loft conversion with dormer roof extensions to front and rear roof slopes	<b>No Comments</b>
20/00756/HH	60 Ellen Way, Great Notley – two storey front extension	<b>No Comments</b>
20/00501/FUL	Great Notley Skate Park Notley Green Great Notley – installation of concrete skate ramp	<b>Noted</b> – no comments as it is an application by the Parish Council
20/00125/TPO	20 Levens Way, Great Notley – work to tree covered by Tree Preservation Order	In view of Tree Warden report <b>no objections</b>

20/00776/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 wayfinder signs	Councillors were concerned regarding an 8 meter totem including a 4x6ft display and whether it will show live images. <b>Agreed</b> to raise concern as to whether such a display will be a distraction to road users
20/00622/HH	66 Ellen Way, Great Notley - Conversion and extension of existing single-storey garage to form habitable living space – RECONSULTATION	<b>No further comments.</b>
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 – RECONSULTATION	<b>No further comments</b> over and above comments previously submitted
20/00383/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: - Alterations to site layout, fenestration and garages. RECONSULTATION	<b>No further comments</b> over and above comments previously submitted
CC/BTE/74/20	White Court Primary School, Ennerdale Ave. Great Notley - The retention of two classbases for a temporary period until 31 December 2022 without compliance with Condition 4 (approved details) attached to planning permission ref. CC/BTE/17/15.	<b>No Comments</b>

## 20/53.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
19/02178/ADV	Great Notley Bypass A120/A131 - 3 No. non-illuminated roundabout sponsorship signs.	Permitted
19/02174/ADV	Great Notley Bypass A120/A131 - 2 No. non-illuminated roundabout sponsorship signs	permitted
19/02175/ADV	Roundabout between Avenue West and Queenborough Lane, Great Notley – 2 non illuminated roundabout sponsorship signs	permitted
19/02179/ADV	Roundabout At London Road Great Leighs Garden Village Way Great Notley – 3 non illuminated roundabout sponsorship signs	permitted
19/02172/ADV	Panner's Roundabout, Bridge End Lane, Great Notley – 2 non illuminated roundabout signs	permitted
20/00155/VAR	Land North of Slamsey's Farm, Blackley Lane, Great Notley - Variation of condition numbers 2 (Approved Plans), 3 (Materials), 6 (Detailed Landscaping), 7 (External Lighting) and 19 (GCN License) of approved application 19/01092/FUL granted 30/09/2019 for: 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, Great Notley. Variation would allow: - Updated design drawings and materials to main building - Updated landscaping scheme and lighting - Updated ecological statement	permitted
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	permitted
20/00445/NMA	Horizon 120, Great Notley - Non-Material Amendment to permission 19/01525/FUL	permitted

	<p>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.</p> <p>Construction of roads between the two access points within the site and associated drainage, landscape and other engineering works.</p> <p>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</p>	
--	---	--

#### **20/54 To consider Parish Protocol in relation to Operation London Bridge**

The existing protocol was considered including issues with flags, events, signposting to books of condolence as the Parish Council does not have premises. It was **agreed** to designate an area by the Village sign for flowers. Also, pre-preparing messages for social media and making sure that Councillors are able to upload information onto social media to include 2 or 3 Councillors for that purpose. If the period of mourning clashes with Parish Council events or meetings they will be postponed. **Agreed** to purchase black armbands for employees.

#### **20/55: Any matters to be raised for next agenda**

DW Maintenance will be giving up the contract for grass cutting in the RAFT and Levens Way so the Clerk will get quotes including from Braintree District Council who are offering such services. Also some email issues will be resolved prior to the next meeting

Meeting concluded at 8.53pm