



Minutes of the Meeting of the online meeting of Great Notley Parish Council Held on Monday 20th July 2020

Meeting commenced at 7.30pm

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

Two members of the public were present together with the Tree Officer from Braintree District Council

The Clerk confirmed that the meeting is being recorded.

20/56: Apologies

None.

20/57: 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.

Councillor Hagger declared a non-pecuniary interest in any discussion in relation to the property Norrells, 184 London Road as he is acquainted with the neighbour of that property who is most directly affected by the application.

20/58 Public Question Time

A member of the public raised the issue that some grey bins were not emptied. Upon checking with Braintree District Council it transpired that a lorry had broken down and he observed it would have been useful for the Parish Council to have been advised so the information could be passed on to residents. He also wished to hear the agenda item in relation to allotments. Councillors **agreed** to consider that item further up the agenda. There was also discussion in relation to green bins which are now back to fortnightly collections.

At this point in the meeting Councillor Cunningham logged in.

Another member of the public thanked the Parish Councillors for their work and also raised the issue of the speed limit in the White Court section of the Parish. Upon taking grandchildren out and about over recent weeks he had observed fast moving vehicles driving around Windermere Drive and Derwent Way at any time of the day. Even though the roads are quite wide the traffic is quite disconcerting, and also considered that in view of pedestrian traffic and the fact the area is residential and the location of the school the speed limit of 30mph is too high and should be reduced to 20mph. There are many young families living on White Court. The rest of Great Notley including Queenborough Lane and Notley Grange are all 20mph speed limit areas. Often cars do not reduce speed when entering White Court from a long straight road. He has noted that Essex County Council has set aside money for 20mph areas. He had also canvassed views on Facebook and many people were supportive of his view. Councillors **agreed** to bring the matter up the agenda for consideration.

20/62.6 To consider the issue of provision of allotments in the Parish

The Clerk reported that originally Braintree District Council had set aside allotment provision on Horizon 120 but had decided it was not compatible with that area and offered a site at the Country Park and a site visit took place. However, BDC also considered that site inappropriate as there was too much hard core to remove and issues with access across Skyline 120. A visit was supposed to take place in April 2020 to discuss a new site within the Country Park but due to Covid that did not happen. The Clerk has heard nothing further from BDC. As outside meetings can now take place the Clerk suggested that now is the time for the meeting to take place. Councillor Cunningham agreed to contact officers at BDC and was concerned that ward members had not been kept updated. The resident commented that the issue of allotments was first raised in 2003. He was concerned as to whether BDC will honour the moral obligations undertaken to provide a site. The Clerk advised that there are currently 40 people on the waiting list clearly demonstrating a need for allotments in the Parish.

At this point in the meeting Councillor Pritchard logged in.

20/62.4 To consider the issue of speeding in the Parish and in particular residents' complaints regarding the current speed limit within White Court

The Clerk confirmed that recent Local Highway Panel speed surveys had shown good compliance with the 30mph speed limit but the issue raised by the resident is that 30mph is too high for this residential area. She confirmed that the Local Highway Panel are not progressing applications until after September 2020. Councillor Butland confirmed that as shown at the Remembrance Day event traffic does enter the area quite quickly as it is a wide splay. He is happy as County member to support an application to the Local Highway Panel. He suggested some traffic calming on the entrance to the area would assist. Councillor Hagger confirmed his experience with parked cars at the Derwent junction also present an issue. Councillor Butland proposed that an application be made to the Local Highway Panel to reduce the speed limit to 20mph. This was seconded by Councillor Cunningham and **agreed** by all members.

20/62.2 To consider the issue of trees and vegetation within the Parish including the ongoing Tree Strategy launched by Braintree District Council

The Clerk confirmed she had spoken to a Tree Officer at Essex County Council who had paid a visit to the damaged area at Cuckoo Way and confirmed that as repair had been carried out there was nothing further to do as Essex would not agree to the removal of trees although it was hoped a more nuanced discussion could take place on the way forward. It is hoped an officer from Highways can attend a future meeting.

The Tree officer from Braintree District Council updated Councillors on the progress of the tree strategy included the delay caused by Covid in obtaining quotes for works required for Great Notley Avenue which can then go out for consultation with the community. The issue of block paving damage is also a major issue to be considered. Once the consultants report has been received an updated strategy can be presented and it is hoped that can be presented to the Parish Council in October 2020. Councillors were particularly concerned that there is a plan to manage the trees from both Essex and Braintree District Council which are both adjacent to the highway and damage pavements and potentially properties.

20/59: Minutes of the Meeting of the Council held on 22nd June 2020

The minutes of the meeting held on 22nd June 2020 were **agreed** by Councillors as a correct record and will be signed by the Chair.

20/60: Parish Clerk's Report

The Clerk reported as follows-

1. I am working to enable the new Parish Council email accounts to be fully operational shortly.

The Clerk confirmed she is following up with various issue and will report back to Councillors shortly.

2. The work to support the banking at Panner's Pond has now been completed by Braintree District Council. A resident has however complained that the stream adjacent to Thatcher's Way leading to the pond is backing up and at risk of flooding so I have reported that to Braintree District Council.
3. A number of incidents of fly tipping household waste in bins has been referred to Braintree District Council and action has been taken by that authority.
4. BDC agreed to deal with overhanging hedges and outcrops of brambles and vegetation from Levens Way play area to underpass plus some other areas highlighted by residents
5. Braintree District Council requested that the Parish Council distribute clear recycling sacks from an indoor collection. I explained that the Parish Council does not manage any indoor facilities and referred them to the NGCA who were only able to offer an outdoor area. I am unaware of whether BDC will progress with that issue.
6. The ditches around the Tesco store are again in a very messy state. You asked earlier in the year that if this matter was not resolved by the store, I

refer it to the Environmental health team at Braintree District Council which I have now done.

7. The bottle bank adjacent to the Tesco petrol garage has been updated to include more bins for different forms of recycling and I publicised this to residents via Facebook.
8. I continue to receive substantial numbers of complaints regarding what sounds like cars racing on the A131. I have continued to advise residents to report concerns to the Police and also contacted the local Police team to highlight the matter as an issue of concern.
9. Complaints of anti social behaviour in play areas in the Parish have been received. I have suggested that residents report such issues direct to the Police but have also liaised with the local Police team who have added those areas plus the Tesco car park on to their patrol route as areas of concern.
10. In relation to the traveller incursion at the Discovery centre I received a number of enquiries via email and comments on Facebook so attempted to keep residents updated. At a meeting after the last incursion the Police accepted that good communication was very important but I did not receive any communication from the Police on this occasion. In addition, despite best effort I was unable to contact ECTU direct. An officer from Braintree District Council was particularly helpful and provided me with updates so I could post on Facebook.

Councillor Butland confirmed he had the same experience and that it was the work of an officer at BDC that provided updates. He will take up the matter with ECTU with the intent of better communication in future.

11. On 10th July 2020 I attended a presentation regarding the Chelmsford north east bypass and new railway station. I have been making information about the online exhibition known to residents via the Parish Council social media channels.
12. I am listing below correspondence received which does not require attention but is just to be noted –
 - Consultation regarding support for local Government following Covid 19
 - Information about the Coggeshall neighbourhood plan
 - Update regarding Bradwell B Power station proposals
 - Update regarding review of Stansted Airport airspace
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 – 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
London Road Speed survey to be carried out by Local Highway panel in April 2020	January 2020
Removal of bottle bank behind Prince Louise pub – to be carried out April 2020	January 2020

The Clerk brought to the attention of Councillors the fact that there is a consultation on a new model code of conduct which is open until 17th August and she will send a link to Councillors so they can decide if to respond to that consultation.

The report was otherwise **accepted**.

20/61: Financial report

20/61.1 Bank Reconciliation

The bank reconciliation statement calculated to 30th June 2020 was noted and **accepted**. It was also noted that the application for the new Saffron saver account has been submitted.

20/61.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/6/20	BT phone and internet	70.36
30/6/20	bank charges	25.80
10/7/20	BT phone and internet	80.74
16/7/20	RAC Allstar fuel	39.75

Online payments made 24/6/20

Salaries		3,631.17
Clerk	expenses	130.47
HMRC	Tax and NI	850.06
Essex Pension Fund	Pension contributions	966.89
J Clements	Internal Audit	200.00

DW Maintenance	putting up and taking down flags	54.00
Seagrave Inspections	Annual play area inspection	126.00
Online payments to be made by 25/7/20		
Salaries		3,744.36
Clerk	Expenses	65.73
HMRC	Tax and NI	928.03
Essex Pension Fund	Pension contributions	995.36
Richard Edwards LLP	Payroll services	118.80
EALC	New Councillor webinar training	48.00
DW Maintenance	grass cutting of play areas	100.00
Eon	Electricity supply for streetlights	152.92

20/61.3 Update regarding internal auditor

At the June meeting it had been noted that the internal auditor had provided a clear audit report but that there was one extra tick in a box on the AGAR form. This has now been amended by the internal auditor and the paperwork submitted to PKF Littlejohn the external auditor.

20/61.4 To consider quarterly financial report

The report was noted and **accepted**.

20/62: Substantive Matters for consideration

20/62.1 To consider the Risk assessments in relation to the potential re-opening of play areas managed by Great Notley Parish Council

The Clerk referred to Government guidance and confirmed she had attended an EALC forum for further guidance. She advised that regardless of the size of the Council each organisation must risk assess each individual play area, consider the risks, consider what control measures can be reasonably put into place and consider whether those control measures reduce the risk to a low level so as to enable the play area to re-open. If it does not then the area should remain shut and if it does the area may open. The Parish Council must not just follow what other authorities are doing but must carefully consider each play area.

Councillors carefully considered the risk assessments for both areas and considered the impact of signage. Consideration was given to the location of the areas and number of users.

It was noted that the RAFT is an open area with no touch points other than the ramp so it was considered that reminding users to use hand sanitisers will reduce the risk sufficiently. In particular the area is used by adults and teens and will understand signage.

Regarding Levens Way there was careful discussion as to the risk with one Councillor expressing concern about the area opening at all. There was discussion in relation to the use of the crawl tunnel being an enclosed space but it had been noted it is an item that does not appear to be used often. There was also consideration given to regular monitoring to assess if signage is having the right impact and paying for metal signage. It was considered that one swing in each bay can be removed. Councillors Sheppard and Crawford can monitor daily. Careful consideration was given to the issue of cleaning and it was considered that by asking parents to make sure their children use hand sanitisers and wipe equipment will sufficiently reduce the risk so that signage will be sufficient.

Having completed the risk assessments Councillor Butland proposed that the areas are re-opened with appropriate signage to take into account the matters discussed. This was seconded by Councillor Ricci. Councillors Griffin, Sheppard, Crawford, Cunningham and Pritchard voted **in favour** and Councillor Hagger abstained.

20/62.2 To consider the issue of trees and vegetation within the Parish including the ongoing Tree Strategy launched by Braintree District Council

Dealt with earlier in meeting

20/62.3 To consider issues relating to litter

20/62.3.1 To consider issues relating to organisation of Green Heart Volunteering scheme in the Parish

It was noted that there are a number of new volunteers but that the scheme is managed by Braintree District Council. Sacks are being left in various locations which provides additional work for the litter team. It was **agreed** to suggest to Braintree District Council that a couple of central points are agreed for the sacks to be left.

20/62.3.2 To consider participation in the Keep Britain Tidy Great British Spring Clean

Having discussed the issue it was considered that the fact that the litter team deal with litter picking daily and the Green Heart volunteers are also in the Parish there is not a sufficient need to take part in the scheme.

20/62.4 To consider the issue of speeding in the Parish and in particular residents' complaints regarding the current speed limit within White Court

Discussed earlier in the meeting.

At this point in the meeting Councillor Butland logged off.

20/62.5 To consider issue of repair to guttering of the Storage Unit

The guttering has been broken down so it was **agreed** to replace the guttering and go ahead with the metal gutter covering that has been put in the budget plus arrange for the wall to be painted brown.

20/62.6 To consider the issue of provision of allotments in the Parish

Dealt with earlier in meeting

20/62.7 To consider issue of grant application to Councillors Fund

Upon discussing the matter, it was **agreed** to progress with the issue of the acquisition of a bench in White Court wood and to liaise with BDC on position and to provide information on the grant scheme to the Church and NGCA affiliated groups.

20/62.8 To discuss issues surrounding the distribution of the Great Notley Times

The Clerk will be asking the new distributor for GPS records so that it may be assessed that effective distribution is taking place. The matter will then be considered at the September meeting.

20/62.9 To consider quotations for grass cutting of Parish managed play areas

Councillors considered the four quotations received and **agreed** to accept the quotation from Perspective Landscapes.

20/62.10 To consider forum for future meetings

In view of Government requirements and advice from NALC it was **agreed** to continue to meet on Zoom for the foreseeable future.

20:63 Planning applications, Tree Preservation Orders and other planning matters

20/63.1 New Applications within the Parish

Application No.	Application	Representations to be made.
20/00924/HH	2 Elderfield, Great Notley – retention of single storey rear extension	No Comment
20/00860/ADV	Land West of A131, Horizon business park, Great Notley - display of double sided site signage	No Comment
20/00859/ADV	Land West of A131, Horizon business park, Great Notley – display of double sided site signage	No Comment

20/00165/TPO	49A Derwent Way, Great Notley – work to tree covered by Tree Preservation Order	Following report from Tree Warden no objection
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 RECONSULTATION	No comment
20/00982/HH	2 Audley Close, Great Notley – single storey rear extension	No Comment

Two tree preservation orders and an application for the property Norrells have been received since the issue of the agenda which will be referred on to the September agenda. No extension of time required..

It was noted that Braintree District Council had requested an extension of time for the consideration of the planning application submitted by the Parish Council in relation to the RAFT which was **agreed** by Councillors.

20/63.2 To note results of planning applications

The following results were noted

Application No.	Application	Result
20/00080/TPO	Little Oak, Ennerdale Avenue, Great Notley – Notice to carry out work to tree covered by a Tree Preservation order	Part granted part refused
20/00094/TPO	78 Skiddaw Close, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	permitted
20/00095/TPO	76 Skiddaw Close, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Part granted part refused

20/64: Any matters to be raised for next agenda

To include County and District member reports on the next and then future agendas.

Meeting concluded at 9.23pm

