



Minutes of the Online Meeting of Great Notley Parish Council Held on Monday 26th October 2020

Meeting commenced at 7.30pm

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

One member of the public was present

20/75: Apologies

Received from Councillor Griffin

20/76: Declarations of Interest

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 also as the portfolio holder for economic development in particular with reference to Horizon 120, allotments and the Gridserve planning application.

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 and as a member of the reference group for Horizon 120.

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

20/77: Minutes of the Meeting of the Council held on 14th September 2020

In reference to the minutes Councillor Hagger clarifies that in the declarations of interests of that meeting he is not acquainted with the applicant but with a neighbour in relation to a planning application. Subject to that change the minutes of the meeting held on 14th September 2020 were **agreed** by Councillors as a correct record and will be signed by the Acting Chair.

20/78 Public Question Time

A member of the public reported that he had enquired about the enforcement of weight restrictions along London Road and had found out that the County Council department does not enforce nor does the Police. Essex County Council Highways does not enforce such issue on a routine basis. He confirmed that he is not asking the Parish Council to take any action in this regard as there does not appear to be widespread breaches. He has reported some large vehicles to the department of transport operator's license department. He is still concerned about the volume of traffic along the road and

that since the construction of the bypass there has not been effective traffic management to deter traffic travelling along London Road.

Councillor Butland advised that he has been informed that the speed hump along London Road will be removed at the junction with Queenborough Lane and a raised table will be installed at the junction with Queenborough Lane. The intention is to improve the position for cyclists and to slow traffic at the junction. Regarding the application for a 20mph speed limit in White Court a traffic survey is awaited.

The resident thanked the Parish Council for action taken with the Police in relation to racing cars along the A131.

20/79: Reports

20/79.1 Report from County Councillor

Councillor Butland provided information as to the decision by the County Council in liaison with the District Councils in Essex based on the report from Dr Mike Gogarty to enter into Tier Two based on the increase of the rate of infection for Covid 19 and increase in number of hospital admissions. The County Council is also making emergency provision of food for children under the 'holiday hunger' scheme during half term.

20/79.2 Report from District Councillor

Braintree District Council continues its support during Covid 19 including business support.

20/79.3 Reports from Councillors attending external meetings

None.

20/80: Parish Clerk's Report

The Clerk reported as follows –

1. The side wall of the storage unit has now been painted a darker colour and re-enforced guttering has been installed with the downpipes boxed in and painted.
2. I am awaiting a response from Councillor Butland in relation to the issue of cars being parked regularly on the grass verge at Cuckoo Way.
3. Braintree District Council (BDC) advise me that they are looking to upgrade the play area next to the Community Centre and will provide me with further information in due course.
4. I raised the issue of more substantive housing for the life rings. The BDC officer explained that risk assessments are being revisited and although the rings will be replaced for the time being it may be that in the long term they are removed completely and more signage installed.
5. I have been advised that due to the ongoing closure of lane 1 of the A131 for the construction of Horizon 120 it is unlikely that the BDC team will be able to cut the grass of the central reservation in that location.

6. I have provided you with the Police response in relation to their response to reports of racing cars along the A131 showing that action has been taken including Section 59 reports which could result in the seizure of vehicles and action in relation to social distancing. In addition, the rear Tesco car park is now being closed during the evening to prevent gatherings. The Police state that much of their work was in liaison with the BDC Community Safety Partnership and unfortunately the Parish Council does not receive any feedback from that forum.

*Councillors Ricci and Cunningham **agreed** that District members will ask for information to be passed by the Safety Partnership to Parishes.*

7. The work to repair the banking of Panner's Pond is due to take place shortly with the costs being shared between BDC and the contractor.
8. Countryside Properties carried out an inspection following a report of Japanese knotweed but it transpired that the plant was in fact dogwood.
9. Countryside Properties completed some ditch clearance work adjacent to Thatcher's Way.
10. On 24th September 2020 I attended the virtual AGM of the EALC. A new constitution was presented but the majority vote was against it so I expect a new constitution will be sent out for consultation shortly which I will circulate to you all once received.
11. On 28th September 2020 I attended a virtual meeting of the NGCA. I was able to report to them about the Health and Wellbeing working group and heard from them on various issues regarding the upkeep and running of the hall and management of hirers.
12. The NGCA will be holding its AGM on 9th November which is open to all. Please let me know if you wish to attend and I can send you the Zoom link.
13. On 30th September 2020 I attended the Parish liaison meeting with Braintree District Council when there was useful information provided regarding Covid response and planning reform.
14. On 1 October I attended the liaison meeting with the Great Notley Country Park staff. The issue of how to control fishing is to be considered by the joint committee in due course and a report will be fed back to the Parish Council.
15. During the week commencing 12th October I attended a number of Zoom sessions at the SLCC National conference on a whole range of subjects relevant to the Parish sector including potential future devolution, climate change, Local Government reform and legal updates.
16. I am listing below correspondence received which does not require attention but is just to be noted –
 - Information about Bradwell B nuclear Power station project
 - Notification of The Salings Neighbourhood plan consultation

17. 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	May 2012

that they expect this to be concluded by the end of 2019 – residents’ complaints still being received	
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 after September 2020	January 2020
Removal of bottle bank behind Prince Louise pub	January 2020
Tree Strategy for the Parish – await Braintree District Council – updated report expected October 2020	July 2019
Work to install bollards at humpback bridge over Panner’s Pond – response awaited from BDC	February 2020
Parish Council application for 20mph speed limit within White Court section of the Parish – response awaited from Essex County Council Local Highway Panel	July 2020
Repair of further bank slippage at Panner’s Pond	September 2020

The report was otherwise **accepted**.

20/81: Financial report

20/81.1 Bank Reconciliation

The bank reconciliation statement calculated to 30th September 2020 was noted and accepted.

20/81.2 Payments for approval

The following payments were **approved**

Direct Debits

9/9/20	BT internet and phone	90.98
16/9/20	RAC Allstar fuel for van	56.35
30/9/20	bank charges	23.85
9/10/20	BT Internet and phone	66.24
16/10/20	RAC Allstar Fuel for van	60.34

Online payments authorised on 21st September 2020

Salaries	3.559.27
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Clerk	Expenses	77.86
HMRC	Tax and NI	944.64
Essex Pension Fund	Pension contributions	1,018.13
DW Maintenance	Grass cutting	45.00
Perspective Landscapes	Grass cutting	55.00
Seagrave Inspections	play area inspection	117.80
Chelmsford Safety	PPE	135.65

Online payment 23rd September 2020

Royal Mail	Distribution of magazine	353.81
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Online payments to be authorised by 25th October 2020

Salaries	salary	4,250.05
Clerk	Expenses	209.18
HMRC	Tax and NI	852.32
Essex Pension Fund	Pension contributions	1,065.13
Perspective Landscapes	Grass cutting	110.00
Chelmsford Safety	PPE	148.85
		<u>78.83</u>
		227.68
JCS External Solutions	guttering repair and painting unit	710.00
EALC	training	36.00
		<u>36.00</u>
		72.00
Eon	electricity for streetlights	154.60
Paul Clark Printing	printing of Great Notley Times	1,783.00
Myers Scott Ltd	website work	36.00
	Email work	<u>36.00</u>
		72.00
Richard Edwards LLP	Payroll provision	118.80

20/81.3 To agree expense of purchase of reference book

Councillors **agreed** to purchase the latest copy of Charles Arnold Baker on Local Government for the Clerk and to bear the costs 50/50 with Little Waltham Parish Council.

20/81.4 To consider Quarterly financial report

The Quarterly financial report to 30th September 2020 was presented. It was noted that some expenditure was under budget but that there were no items currently substantially over budget. The report was **accepted**.

20/81.5 To receive report regarding external audit and to confirm date for issue of notice of conclusion of audit

The Clerk confirmed that the external audit has been received and that the result was a clear audit with no conditions or caveats. It was **agreed** that the notice of conclusion of audit be displayed for 28 days. Councillors also thanked the Clerk for obtaining a clear audit.

20/81.6 To Appoint internal auditor

It was **agreed** to appoint Alan Clements as the internal auditor for financial year 2020 – 2021. It was further **agreed** to obtain quotes and test the market next year.

20/81.7 To consider Strategy planning

As a result of the Clerk posting on Facebook only one resident raised an issue in relation to vegetation. A survey had been carried out in 2019 which revealed a wish for a high standard of cleanliness in the Parish and was supportive of litter team. The Clerk provided a draft strategy statement for discussion. Councillors discussed the option of having hybrid meetings in future and the potential associated costs. It was also agreed to consider a feasibility study for the Parish Council to consider taking on work to maintain open spaces. It was noted that devolution is something that may need to be considered in future. Subject to these comments the strategy statement will inform the draft budget to be prepared for the November meeting.

20/81.8 To consider initial costing report in relation to strategy planning for further administrative employee

The Clerk presented some baseline costs for employing an administrative assistant. However, it was noted that there is a need for clarity as to what such a person would be employed to do and further discussion on options to be undertaken including discussion with the Clerk. Councillors **agreed** to set up an informal working group and to carry out initial discussions with the Clerk and to bring the matter back to a personnel meeting for further consideration.

20/82: Substantive Matters for consideration

20/82.1 To consider play area issues

20/82.1.1 To consider quarterly play area inspection

The report was considered. It was **agreed** that the costs of new swing chains and work to trim back the swing chains are authorised. Councillor Crawford confirmed there are no missing fixings. Painting of the climbing frame is required. The Clerk was instructed to speak to the inspector about the half pipe as to whether it can wait until the RAFT project progresses and how urgent such work is.

20/82.1.2 To review use of play areas against risk assessments

The play area risk assessment is subject to review and were accordingly considered by Councillors. Councillor Crawford confirmed that people are socially distancing when he is in the area and appear to be complying with the terms of the risk assessment. It was **agreed** that there be no change to the documentation.

20/82.1.3 To approve quote to repair gate at Levens Way play area

It was agreed to **accept** the quotation to repair the gate.

20/82.2 To consider issues surrounding trees within the Parish

20/82.2.1 To consider replacement of Memorial tree

Regarding the replacement of the dead memorial tree next to the Hospital Memorial Essex County Council require paperwork to be completed. It was **agreed** to liaise with Tree Warden in order to decide what type of tree would be best to purchase.

20/82.2.2 To consider resident's complaint regarding hedge management at Notley Green.

A complaint had been received regarding the state of the tops of the hedges along Notley Green where the hedges have been trimmed but the tops have been left. It was **agreed** to approach Braintree District Council and ask that the hedges are attended to as well as the hedges along Cuckoo Way on the footpath side where there are some prickly outgrowths.

Councillor Cunningham and Councillor Butland were placed in the virtual waiting room for agenda item 20/82.3.

20/82.3 To consider the issue of provision of allotments in the Parish

Councillor Hagger presented a report updating Councillors. Officers from Essex County Council has indicated that they are supportive of the siting of the allotments in the suggested position at the Country Park. Ownership of the area has been established. The matter is due to be considered by the joint committee of BDC and Essex County Council and the date of the meeting is awaited. BDC has agreed to provide a copy of the report to the Parish Council for comment prior to submission. A number of other items such as the CAD

drawings and high-level costs and how practical it is to deliver e.g. running water and Councillor Cunningham was due to speak to the CEO at BDC to progress the matter and progress is awaited.

Councillors Butland and Cunningham were readmitted to the meeting. When Councillor Cunningham was readmitted to the meeting, he agreed to chase up BDC on the provision of outstanding information.

20/82.4 To consider issues relating to Parish Council Assets

20/82.4.1 To consider issue of memorial seat for former Parish Councillor

The family had suggested a position at the side of the green and BDC require the Parish Council to carry out consultation with Pochard Way residents even though there are already two seats in the location. Councillors **agreed** that the Clerk contact the 7 houses in the vicinity for any comments.

20/82.4.2 To consider review of Parish assets and also annual streetlight review

It was agreed that Councillors carry out a review of the state of bins and also the streetlights subject to enquiring as to whether the County Council are aware of whether they are working or not. A bin report was considered and it was **agreed** to acquire 3 more bins in the Derby style to keep the same style of bins around the Parish. Councillor Butland advised that the County Council local fund could assist with acquisition.

20/82.4.3 To consider update of map boards

The updated designs for map boards had been provided and are being proofed. Councillor Crawford is providing an update of the informal footpaths. It was **agreed** to replace the current four map boards and to consider the cost of a fifth board in White Court also to clean the current stantions.

20/82.4.4 To consider suggestions received from residents regarding assets for White Court area of the Parish and funding sources

Suggestions from residents were considered. Councillors **agreed** to progress on the agreements above to purchase the new map board and bins.

20/82.4.5 To consider request to release survey document in relation to the Unity Hand sculpture

BDC had requested a copy of the survey document commissioned by the Parish Council in relation to the Unity Hand sculptures and Mrs Hedges. The surveyor had agreed to its release and Councillors also agreed that the report may be disclosed.

20/82.5 To review the Great Notley Times magazine including format and frequency of publication with reference to recent survey.

Councillor Hagger took Councillor through the survey. 40 responses had been received. The results showed that those who responded are very interested in

reports regarding the activities of the Parish Council and reports from other organisations perhaps would not be needed in each and every issue. There were anomalies as to what should be hosted online and which should be kept in the magazine. This seems to indicate more immediacy required. There is still clear support for a magazine. Councillors commented that the magazine appears to be valued and that a Parish magazine as opposed to just a Parish Council publication was supported. To enable Councillors to digest the information and decide how to proceed with the publication the issue to come back for further discussion at November meeting.

20/82.6 To consider Health and Wellbeing issues

20/82.6.1 To receive report on recent Health and Wellbeing working group meetings

Councillor Hagger reported on the meetings held online of the working group which has included the GP surgery plus representatives from the Church volunteer hub and the community association. It was suggested that a leaflet be circulated to all homes in the Parish plus businesses to set out the help available from the volunteers at the Church plus the social prescriber at the GP surgery.

20/82.6.2 To consider the production and distribution of a Coronavirus leaflet including the cost of publication and the distribution of the same.

Councillors **agreed** to bear the costs of publication of the leaflet up to the cost of £185.00 and for it to be published on card so as to stand out to residents. Also, it was agreed to bear the costs of purchasing two mobile phones and lending them to the church hub to assist with communication. Councillors agreed to assist with distribution. Councillors also **approved** the updated Health and Wellbeing policy. Councillor Butland mentioned Dementia Film sessions for the future.

20/82.7 To consider organisation of Parish events

20/82.7.1 To confirm consent for use of village sign for WI Poppy event

Councillors agreed that the WINGS WI group may exhibit a poppy display on the village sign. It was noted that the group have supplied an appropriate risk assessment and confirmed that they have appropriate insurance.

20/82.7.2 To consider risk assessment and organisation of Remembrance Day commemoration

Councillors discussed at length whether to host a Remembrance Day event and after detailed discussion and consideration of the Government guidelines Councillor Butland proposed that the Parish Council does not host a formal event but that the Chairman lay a wreath at a time of her choosing. If people wish to lay a wreath or cross, they may do so in their own time socially distanced. This was seconded by Councillor Cunningham There were 5 votes in favour one vote against from Councillor Crawford and one abstention from Councillor Shephard.

At this point in the meeting it was coming up to 10pm so Councillors **agreed** to suspend Standing Orders to allow the meeting to continue to a conclusion after 10pm.

20/82.7.3 To consider Councillor involvement in Parish events

To consider at the next meeting.

20/82.8 To consider the issue of a complaint from residents regarding problem parking in the Parish

A resident had complained about parking by those attending the football club at Notley Green and the matter has been taken up by Councillor Butland with Braintree District Council both in relation to social distancing and the problem parking.

20/82.9 To consider the issue of enforcement of weight limit of vehicles along London Road

No Action required.

20/82.10 To consider issues surrounding the use of the Parish Council van

It was agreed that a new employee may be added to the insurance policy and be permitted to drive the van to facilitate bin emptying activities at weekends. He has received a copy of the van policy and will be driving the vehicle subject to that document and has provided a copy of his driving license. The Clerk will also speak to another employee regarding driving the van on the paths.

20/82.11 To note completion of Working from Home and DSE risk assessment

It was noted that the Clerk's appraisal and the informal appraisal of the litter team had been concluded and a home working risk assessment and display screen equipment risk assessment had been completed for the Clerk.

20/82.12 To agree dates for meetings during 2021

The proposed dates were **agreed** and it was also **agreed** to add a meeting date for December 2021.

20:83 Planning applications, Tree Preservation Orders and other planning matters

20/83.1 New Applications within the Parish

For this agenda item both Councillors Ricci and Cunningham were placed in the virtual waiting room. It was **agreed** that Councillor Crawford chair this part of the meeting in Councillor Ricci's absence.

Application No.	Application	Representations.
20/01503/VAR	Land west of A131, Horizon 120 - Variation of Condition 21 'Skylark Mitigation (Compensation) Strategy' of permission	No comments

	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. Variation would allow revised wording of the condition regarding implementation of mitigation measure	
20/01502/VAR	Land west of A131 Horizon 120 - Variation of Condition 21 'Skylark Mitigation (Compensation) Strategy' of 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). Variation would allow revised wording of the condition regarding implementation of mitigation measures	No comments.
20/01508/HH	43 Thresher Rise, Great Notley - Single-storey side extension and increase width of existing vehicle crossover	No comments
20/00348/TPO	25 Greenway Gardens, Braintree – work to tree covered by Tree Preservation order	Having considered the Tree Warden’s report no objection
20/00275/TPO	71 Windermere Drive, Great Notley -work to a tree covered by a Tree Preservation Order	Tree Warden’s report awaited.
20/01421/VAR	Land North of Slamseys Farm, Blackley Lane, Great Notley - Variation of Condition 1 (Approved Plans) and Condition 3 (Arboriculture impact assessment) of approved application 20/00155/VAR granted 15/05/2020 for: 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. To allow updated design drawings and materials to main building, Updated landscaping scheme and lighting, Updated ecological statement. Variation would allow: Condition 1: Extension to the clearance of	Councillors had read the new documentation submitted and the proposals to reduce the number of trees to be removed alleging that the trees are of no value. The main aim appears to be to open up the views to the facility. It was noted that the Tesco store is behind a large amount of vegetation. The facility is currently highly visible and will be more so with the advertising and new totem. The trees collectively are of value and the reduction in number of trees does not reduce point that just displays the non-electric charging facilities. Agreed to maintain objection on the above grounds

	the tree belt and revision to retail store Condition 3: Updated arboriculture impact assessment	
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Councillors Ricci and Cunningham were re-admitted to the meeting.

20/83.2 To note results of planning applications

The following planning results were **noted**.

Application No.	Application	Result
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	Granted
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	Refused
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 way finder signs	Granted
20/00982/HH	2 Audley Close, Great Notley – single storey rear extension	Granted
20/01032/FUL	Norrells, 184 London Road, Great Notley – demolition of existing bungalow and erection of 2x 4 bedroomed detached houses with integral garages	Granted
20/00189/TPO	97 Derwent Way, Great Notley – work to tree covered by Tree Preservation Order	Granted
20/01097/HH	62 Derwent Way, Great Notley – single storey rear extension	Granted

20/01135/HH	14 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	Granted
20/00252/TPO	3 Thirlmere, Great Notley – work to tree covered by Tree Preservation Order	Refused
20/00285/TPO	12 Ellen Way, Great Notley – work to tree covered by Tree Preservation Order	Part granted part refused.
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.	Granted

20/83.3 To consider representations in relation to the proposed update to the Braintree District Council scheme of delegation

Councillor Ricci and Cunningham decided that they would participate in this part of the meeting. There was substantial discussion and debate on the proposals. It was noted that the first proposal was that the Chairman of the Planning committee will be able to determine which matters to which the Parish Council has objected will proceed to the committee. There is also a proposal for a BDC members forum to liaise with developers pre and post submission and such a forum could include a representative from Parish Council and there was discussion relating to how that would work and discussion in relation to predetermination. Also, reference was made to existing Parish Council policies. It was **agreed** to respond on the respective points as follows –

The state that clarity is required on the criteria and grounds that will be used by the Chairman and Vice Chairman of the planning committee as to when to allow or dis allow applications to be considered by the committee in circumstances where the Parish Council has objected to the application.

In relation to the proposal for a members’ forum to state that whereas the Parish Council can see the benefits of such a forum but expressing concerns to make sure the remedy does not increase the possibility of impropriety and to make sure that there is probity and transparency in the process.

20/84 Any matters to be raised for next agenda

Meeting concluded at 10.56pm