



Minutes of the Meeting of Great Notley Parish Council Held on Monday 30th November 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

In addition, representatives from Bendcrete and Groundworks were present. The volunteer Tree Warden was present
Two members of the public were present.

20/85: Apologies

None received.

20/86: 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.

20/87: Minutes of the Meeting of the Council held on 26th October 2020

The minutes of the meeting held on 26th October 2020 were **agreed** by Councillors as a correct record and will be signed by the Chair.

20/88 Public Question Time

A member of the public complained in relation to anti-social behaviour from members of the football club including hazardous parking at the Pochard Way/Notley Green junction, noise during the weekend and training during the week, litter, using the hedges and substation as a toilet and lack of social distancing. The Clerk had contacted the club and had not received a response. Councillor Butland had raised the issue of parking and lack of social distancing with Braintree District Council and is awaiting a response.

The member of the public had also objected to the prospective position of a bench by the green. Councillors agreed to discuss that agenda item at this point.

20/92.7.1 To consider issue of memorial seat for former Parish Councillor

Upon the suggestion as to location from the widow of the former Councillor being a location on the green from where you can watch football, and upon the requirements of the land owner Braintree District Council, letters were sent to the 7 residents in close proximity to the proposed location. One response was received objecting on the basis of attracting and indeed exacerbating existing anti social behaviour in the area. Discussions took place as to the location, other potential locations around the green and the possibility of a memorial tree. It is noted that the family have agreed to bear the costs. It was **agreed** that the Clerk go back to the family and explain the difficulties discussed and ask them to consider an alternate location and suggest a memorial tree and depending on the views expressed to bring the issue back to a future meeting for further discussion.

20/92.7.4 To consider request from Women's Institute to use Village Sign for Christmas display

The new President of the local WI reported on the successful Poppy tribute on the village sign which was carried out with the permission of the Parish Council and was appreciated by residents. She would like the display to be an annual event. She requested permission for a Christmas display on the sign. It was noted that risk assessments have been prepared and insurance is in place. She is keen to promote community involvement. She is also keen for her group to be involved in any future Christmas event organised by the Parish Council. Councillors **agreed** that the WI can put a Christmas display on the village sign.

20/92.1 To consider issues relation to the RAFT upgrade project.

The representative from Groundworks who is project manager for the Parish Council explained the way the tender had been set out and the fact that there is 10% contingency i.e. £5,000 to spend on unexpected expenditure. This will cover the 1.72% uplift in costs and also the issue of bollards. The contractors will need to remove the bollards to access the site but the site then needs to be secured. Councillors considered the various types of bollards. It was **agreed** to accept the uplift within the contingency amount and also the costs of the bollards and to purchase wooden bollards with a shoe so they can be removed.

It was further **agreed** to dispose of the two existing seats as it would not be cost effective to re-use the existing benches as the base would be sheared off and extra costs would be incurred in welding a new base.

The issue of bins was discussed and it was **agreed** to install an existing spare bin in the area to avoid littering.

Regarding the play area sign it was **agreed** to include the logo of Bendcrete, the Parish Council logo and the information about those who provided funding.

Confirmation is awaited from Braintree District Council regarding access and tree issues and Councillor Cunningham agreed to press for a response to enable the project to start.

Councillors **agreed** that weekend working can take place on the proviso of reduced hours and care in what sort of work will be undertaken so as not to inconvenience residents. It will mean that the project can be completed more quickly. It would also mean that as workers are on site it would assist with security.

The representative from Groundworks explained her role as project manager carrying out site visits, financial monitoring, valuations and practical completion inspection at the end with a Rospa inspection provided by Bendcrete and provide updates and deal with any queries.

20/92.5.1 To consider replacement of Memorial tree

The volunteer tree warden had looked into a memorial tree to replace the current dead tree. He had considered various types a tree being oak, crab apple and Sorbus (Mountain Ash). Considering the location and rate of tree growth he recommended the Mountain Ash would be most appropriate for the area and also it has red berries. It would not overpower the Memorial and would not impact upon vision lines from the road. It was suggested that no plaque is put by the tree until it is more established but it was suggested that plaques can now be provided for the Jubilee Oak and Councillor Memorial Tree. It was **agreed** to consider the issue of plaques at a future meeting. A summary of costs was provided with the Mountain Ash being the cheaper option. It was **agreed** that the Tree Warden look into options as to size of tree and cost and bring the matter back to a future meeting.

The Tree Warden had also carried out some research into the history of the Memorial and suggested some American collaboration in future Remembrance events. This can be considered alongside events management.

20/89: Reports

20/89.1 Report from County Councillor

Councillor Butland reported on the issue of winter support funding in response to Covid.

20/89.2 Report from District Councillor

Councillor Ricci spoke about support provided by Braintree District Council and Councillor Cunningham provided information in relation to business support offered by the District Council.

20/89.3 Reports from Councillors attending external meetings

None.

20/90: Parish Clerk's Report

The Clerk reported as follows –

1. I have reported a possible breach of planning control to Braintree District Council (BDC) in relation to works at 27 Cuckoo Way in relation to hardstanding that was being constructed on the greensward. Feedback is awaited.

The Clerk confirmed she would provide feedback as soon as this is available on these issues.

2. I reported quite a deep hole in the roundabout at Notley Green by the rear Tesco car park to BDC as a resident complained that her son had hurt himself by catching his foot in the hole. BDC advise me the hole has now been filled in.
3. On 28th October I attended an SLCC webinar regarding the preparation of accessible documentation.
4. I have circulated the schedules for streetlight inspection and the map with bin locations for inspection and await hearing from those Councillors who have yet to complete their inspections.
5. The work to repair the banking to Panner's Pond has now been completed by BDC however I have been made aware of some further flooding issues which BDC have now raised with Countryside Properties.
6. BDC returned and tidied up the hedges that had been cut along Notley Green and provided information about when work will be carried out along Cuckoo Way.
7. On 9th November 2020 I attended the NGCA AGM
8. On 10th and 19th November 2020 I attended allotment training webinars with the National Allotment Society.
9. On 12th November I attended the SLCC Essex branch AGM and Training day which included a useful legal update. In addition, I was again elected branch Secretary.
10. On 17th November I attended an online meeting about Community Energy Projects hosted by Gridserve, Essex County Council and Community Energy South and was able to direct the NGCA to a possible source of grant funding for solar energy at the Community Centre. I am booked to attend a further event on 3rd December 2020.
11. Upon the request of White Court School I liaised with BDC who removed a lot of leaves that had turned to mulch on the pavement in front of the school and were slippery underfoot.
12. As a result of residents' complaints I liaised with BDC who agreed to place another street name sign at the junction of Windermere Drive and Derwent Way as the original has apparently been missing for some time leading to issues with postal deliveries.
13. I am listing below correspondence received which does not require attention but is just to be noted –
 - Uttlesford District Council consultation on statement of community involvement

- Notification of 'Raised table' traffic calming at London Road/Queenborough Lane
- Uttlesford District Council consultation regarding local plan
- Essex Climate change commissioner's report

14. 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 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 Clerk also advised of a new large solar farm being proposed for Terling. It is too far from the Parish for the Parish Council to be included in the consultation process but it was felt that it may be of interest to residents so it was **agreed** to highlight the issue for residents on Facebook.

The report was otherwise **agreed**.

20/91: Financial report

20/91.1 Bank Reconciliation

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

20/91.2 Payments for approval

The following payments were **approved** -

Direct Debits

14/10/20	bank charge for corporate card	50.00
9/11/20	BT internet and phone	65.54
16/11/20	RAC Allstar fuel for van	41.20
23/11/20	monthly charge for corporate card	3.00

Online payment authorised on 30th October 2020

A Plan Insurance	Van insurance	533.00
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Online payments made on 23rd November 2020

Salaries		3,875.88
Van wash		25.00
Clerk	Expenses	78.54
HMRC	Tax and NI	777.08
Essex Pension Fund	Pension contributions	982.96
Perspective Landscapes	Grass cutting	132.00
PKF Littlejohn LLP	External Audit	480.00
A&J Lighting	Repair of streetlight	180.54
Paul Clark Printing	Coronavirus leaflet printing	185.00
M Hagger	phones	33.98

20/92: Substantive Matters for consideration

20/92.1 To consider issues relation to the RAFT upgrade project.

Dealt with earlier in the meeting.

20/92.2 To review the Great Notley Times magazine including format and frequency of publication.

A survey had been considered at the last meeting but no conclusion reached. The Clerk had provided a report as to how future magazines could be produced which would be workable and keep residents informed. Councillors decided to discuss it in detail at the personnel meeting.

20/92.3 To consider Draft Strategy Statement

Councillors **agreed and approved** the strategy statement.

20/92.4 To consider initial draft of the Budget for financial year 2021 – 2022

The Clerk presented a first draft of the budget which is subject to discussions on personnel resources and the future of the Great Notley Times together with any other issues that Councillors wish to consider in the next year. The tax base figure has yet to be received so the band D payment cannot be confirmed at present. There was discussion about the future replacement of the van and a wish to increase resource for tidying the village particularly in hedges. Also leaves in the gutter around the village and to consider perhaps looking to engage a contractor and the potential costs and to look at an extra figure for Parish maintenance.

20/92.5 To consider issues surrounding trees within the Parish

20/92.5.1 To consider replacement of Memorial tree

Considered earlier in the meeting

20/92.5.2 To consider ongoing work in relation to Braintree District Council tree strategy for the Parish.

The District members will urge the tree officer at Braintree District Council to progress the issue

20/92.6 To consider the issue of provision of allotments in the Parish

The meeting of the joint board of Essex County Council and Braintree District Council is taking place this week and the Clerk will advise as to the outcome. If the board agrees to the land at the Country Park being used for allotments there will then be a feasibility stage to ascertain costs etc.

20/92.7 To consider issues relating to Parish Council Assets

20/92.7.1 To consider issue of memorial seat for former Parish Councillor

Considered earlier in the meeting.

20/92.7.2 To consider the purchase of additional litter bins

Councillors **agreed** to purchase 3 new 'Derby' style bins from Broxap to maintain the style of bins already within the Parish.

20/92.7.3 To consider the issue of upgrade, acquisition and funding of map boards

Councillors agreed the design for the map boards to include the retail areas within the garden village and White Court plus the Church. If the name of the new road by The Chase is agreed shortly then it will be included as well. A question was raised in relation to footpaths and in particular the path to

Langdale. It will not be included in the map as there is a question as to ownership and Councillors **agreed** to discuss the issue of repair in relation to that path at a future meeting.

It was **agreed** to apply to the Essex County Council Locality fund for a grant towards the purchase of the new map boards and that the money received will only be used for that purpose

20/92.7.4 To consider request from Women’s Institute to use Village Sign for Christmas display

Discussed earlier.

20/92.8 To consider Health and Wellbeing issues

20/92.8.1 To receive report on recent Health and Wellbeing working group meetings

Councillor Hagger updated the meeting on the circulation of a Covid support leaflet to all residents and the purchase of 2 mobile phones which have been loaned to the Church hub. Councillors were thanked for assisting with the distribution of leaflets. The next meeting of the working group will consider support that can be provided in relation to the vaccine roll out.

20/92.9 To consider response to Braintree District Council consultation in relation to verge cutting

Councillors **agreed** to respond to the consultation that there is no objection to just one cut of the verges on the A131 once a year and no difference has been noticed and no complaints received by the Parish Council. There is a wish that the verges could include more wildflowers. It was mentioned that some road signs are obscured – any issues to be referred to the Clerk for report to Essex County Council via the online portal.

20/92.10 To consider additional meeting date for December 2021

In addition to the dates previously agreed it was **agreed** to have a meeting on 6th December 2021

20/92.11` To consider setting up a working group in relation to a potential event for Christmas 2021

It was **agreed** to set up a working group to include Councillors and community representatives to work on plans for events in 2021 most particularly the Remembrance day event and a Christmas event.

20:93 Planning applications, Tree Preservation Orders and other planning matters

20/93.1 New Applications within the Parish

Application No.	Application	Response
20/00275/TPO	71 Windermere Drive, Great Notley - work to a tree covered by a Tree Preservation Order	No objection
20/01820/HH	2 Audley Close, Great Notley – single storey rear extension	No Comment

20/93.2 To note results of planning applications

The following planning results were **noted**

Application No.	Application	Result
20/00501/FUL	Great Notley Skate Park Notley Green Great Notley – installation of concrete skate ramp	Granted
20/00217/TPO	39 Langdale, Great Notley - to carry out work to a tree covered by a Tree Preservation Order	Granted
20/01430/HH	1 Tufted Close, Great Notley - Erection of a single-storey front/side extension and first-floor extension over the existing garage	Refused
20/01508/HH	43 Thresher Rise, Great Notley - Single-storey side extension and increase width of existing vehicle crossover	Granted
20/00348/TPO	25 Greenway Gardens, Braintree – work to tree covered by Tree Preservation order	Granted

20/93.3 To consider street naming issue in relation to properties at 220 – 240 London Road

It was **agreed** to suggest the road name of The Paddocks for the development and for each house to have a number and not a name.

20/94 Any matters to be raised for next agenda

None.

Meeting concluded at 9.31pm