



Minutes of the Meeting of Great Notley Parish Council Held on Monday 11th January 2021 online

Meeting commenced at 7.30pm

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

4 members of the public were present together with officers from Braintree District Council, representatives from Balfour Beatty and a person from the Office of National Statistics.

21/01: Apologies

Received from Councillor Ricci.

21/02: 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.

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

21/03: Minutes of the Meeting of the Council held on 30th November 2020

The minutes of the meeting held on 30th November 2020 were agreed by Councillors as a correct record and will be signed by the Chair.

21/04: Public Question Time

A planning officer from Braintree District Council provided an update in relation to the Braintree District Council Local Plan. The plan was submitted in 2017 and as of December 2020 a conclusion letter has been received from the planning inspector confirming that the amended plan is sound. Links will be sent so that members can view the modifications and associated paperwork online. The plan can now continue to be examined which can be updated but not changed. She also provided an update in relation to forthcoming planning legislative changes including use class changes and the Government White paper which would require primary legislation and would mean

all planning authorities would require a new local plan. She also mentioned the work being carried out liaison with Essex County Council regarding transport infrastructure.

Representatives from Balfour Beatty and Braintree District Council provided an update on the works to be carried out to connect services from the Horizon business park to existing service media and the fact that a boring machine will be used rather than excavations being carried out. Cuckoo Way will be closed from the mini roundabout leading to the Tesco store to the first road along Cuckoo Way. There will also be lane closures on the A131. Work will only take place Monday to Friday. The Clerk noted that many residents had received a letter prior to the Parish Council being advised and raised the point that the Parish Council has a wide reach on social media so it would be useful in future to advise the Parish Council at an early stage of future plans so that information may be disseminated to residents.

A lady from the Office of National Statistics provided a presentation with the aid of power point in relation to the census due to take place in March 2021 and the assistance that could be provided to facilitate this by the Parish Council.

21/05: Reports

21/05.1 Report from County Councillor

Councillor Butland provided an update in relation to Covid figures in Braintree where there are increasing infections. Tests are now available from Braintree District Council or online. It is understood that some people are being invited for vaccination.

It was confirmed that the Health and Wellbeing working group met today with the local GP and at present the surgery are still awaiting news as to the provision of the vaccine and are awaiting news from the CCG.

County Council elections are scheduled for May and it was noted that the legislation to allow online meetings expires in May 2021 and it unclear if that will be done.

21/05.2 Report from District Councillor

No news to report.

21/05.3 Reports from Councillors attending external meetings

Councillor Griffin had attended a meeting whereby the EALC is looking to restart the Braintree Association of Local Councils

21/06: Parish Clerk's Report

The Clerk reported as follows –

1. In relation to the report of breach of a possible breach of planning control at 27 Cuckoo Way in relation to hardstanding that was being constructed on the greensward, I have been advised that Braintree District Council (BDC) has required the house owner

to apply for retrospective planning consent and the application is awaited. Essex County Council did provide consent for the dropped kerb.

2. 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.
3. BDC cleared the long pathway 26 of a build-up of wet leaves.
4. On 4th January I received notice of the partial closure of Cuckoo Way to enable a connection to be made to the mains sewer for the Horizon development. It was a concern that this notification was received a lot later than the notification to residents.
5. On 3 December 2020 I attended an SLCC webinar in relation to VAT rules for the local government sector.
6. On 7 December I attended the BDC 'supporting communities' Clerk's forum and another meeting is due shortly.
 - I am listing below correspondence received which does not require attention but is just to be noted –

Covid scooter trial information

7. 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
Replacement of memorial trees – await tree warden and BDC	April 2020

It was noted that BDC are due to replace the Memorial Tree very shortly. In relation to the Tree strategy no further action is expected until towards the end of 2021 but in the meantime some maintenance work will be carried out to the trees along Great Notley

Avenue. Also, the Clerk had been contacted by an Essex County Council highway officer regarding the amalgamation of the 20mph areas in Great Notley. She has made him aware of the Local Highway Panel application for White Court and will keep Councillors advised in that regard.

The report was otherwise **noted**.

21/07: Financial report

21/07.1 Bank Reconciliation

The bank reconciliation calculated to 31 December 2020 was noted and accepted.

21/07.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/12/20	BT internet and phone		65.54
14/12/20	RAC Allstar fuel card		45.55
23/12/20	Lloyds bank card		
	Zoom subscription	14.39	
	Stationary	9.95	
	Vehicle	433.58	
	Monthly card charges	3.00	460.92
31/12/20	bank service charge		26.10
	Charge for cheque		0.60

Online payments made 15th December 2020

Salaries	salary		3,887.62
HMRC	Tax and NI		786.24
Essex Pension Fund	Pension contributions		988.66
Myers Scott Ltd.	Website work		24.00
DW Maintenance	Tidying and gardening around		
	War memorial and erecting flags		126.00
Seagrave Inspections	Play area inspection		117.40
Royal Mail	Distribution of magazine		354.60

21/07.3 To receive Quarterly financial report

The Quarterly report was considered and **approved**.

21/08: Substantive Matters for consideration

21/08.1 To consider issues relation to the RAFT upgrade project.

21/08.1.1 To consider arrangements regarding project management and preparation for the commencement of the project

Councillors noted that following Zoom meetings with Groundworks issues of communication appear to have been resolved and that they are more alert to outstanding issues so the Parish Council agreed to continue to work with Groundworks as its project manager. In addition, it was agreed to pay the licence fee to enable the contractors to cross BDC land and Councillor Cunningham will liaise with BDC to see if a reduction in that fee can be negotiated as the work is being carried out on behalf of a Parish Council. Otherwise, it was agreed that the fee is paid by the Parish Council. The quote to purchase the bollards was also agreed. It was noted that BDC will be carrying out the necessary tree and vegetation works this week both to allow access for construction traffic and for the design and aesthetic of the area. Some health and safety issues will be discussed at a zoom update tomorrow and in particular the issues of contractor parking

21/08.1.2 To discuss issues surrounding disposal of ramp

It was agreed to require Coggeshall Parish Council to provide confirmation whether they can take the ramp or not by the end of this week. That Council are due to meet on 12th January 2021.

21/08.2 To consider actions to take to assist with the Census 2021

It was agreed that the Parish Council can assist with the promotion and advertising of services to support those with the census. Also, to put the lady in contact with the Community Centre. Also, to understand what the ONS require in this time of census.

21/08.3 To consider the issue of provision of allotments in the Parish

The joint management board of the Country Park has approved the use of land to provide allotments in principle and the Clerk is awaiting dates from BDC for a Zoom meeting to talk about next steps and feasibility

21/08.4 To consider and approve the Budget for financial year 2021 – 2022

The Clerk presented the draft budget following on from previous discussions and the strategy statement. There was then considerable discussion in relation to the resulting increase and what money could be used from reserve. After consideration it was agreed to set the precept at £92,425 resulting in a band D of £35.70 being a 5% increase. In relation to a one-off payment for a particular maintenance project could be

taken from the general reserves and no additional money will be set aside into contingency this year in view of the fact of this difficult year during Covid.

21/08.5 To consider Quarterly Play area inspection report

The report was noted

21/08.6 To consider issue of memorial seat for former Parish Councillor

The NGCA has agreed a position for the bench near the rear entrance to the Community Centre so it was agreed to propose that position to BDC.

21/08.7 To consider the issue of upgrade of map boards and the position of the new board for White Court and approval of final cost

The costings to update the four existing boards including new edgings and to purchase one new board was agreed including the painting the existing boards. It was noted that a grant of £1,000 has been agreed by Essex County Council which must be claimed by the end of this financial year. The design of the boards is now agreed. The position of the new board was considered but it was agreed to delay installation of that boards until it is clear as to whether the telephone box will be removed but to otherwise place the order for the boards.

21/08.8 To discuss issues in relation to right of way at Langdale

Agreed to defer the matter to a future meeting.

21/08.9 To consider issue of safety at pond at Hidcote Way

Councillor Sheppard has requested this item be added to the agenda. The matter has been raised with BDC who have agreed to fence around the pond to make it safe.

21/08.10 To consider issue of complaints in relation to light pollution from the Gridserve electric forecourt

Complaints had been submitted by residents but no feedback has been received but it is understood that the planning department is liaising with environmental health. Councillor Cunningham agreed to enquire.

21/08.12 To review entries for the Parish in the updated Braintree District Council Open Spaces Action Plan

It was agreed that apart from enquiring about the entry in relation to allotments no other alterations or additions required.

21/08.13 To consider working group for Community events

It was agreed not to consider community events until later in the year and to assess the situation in April 2021. Also, to consider a 30th Anniversary event for Great Notley for 2023.

21/09 Planning applications, Tree Preservation Orders and other planning matters

21/09.1 New Applications within the Parish

Application No.	Application	Response
20/00407/TPO	94 Skiddaw Close, Great Notley – work to tree covered by Tree Preservation order	Having considered comments of Parish Tree Warden no objection
20/01960/HH	7 Coniston Close, Great Notley - Two-storey front and side extension, single-storey front extension and single-storey rear extension	No Comments
20/00348/TPO	31 Greenway Gardens, Braintree – work to tree covered by Tree Preservation order	No objection
20/00443/TPO	80 Skiddaw Close, Great Notley – work to tree covered by a Tree Preservation Order	No objection

21/09.2 To note results of planning applications

The following results were **noted** –

Application Number	Application	Result
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	withdrawn
20/01421/VAR	Land North of Slamseys Farm, Blackleys Lane, Great Notley - Variation of Condition 1 (Approved Plans) and Condition 3 (Arboricultural 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 the	Granted

	tree belt and revision to retail store Condition 3: Updated arboricultural impact assessment	
20/01503/VAR	Land west of A131, Horizon 120 - Variation of Condition 21 'Skylark Mitigation (Compensation) Strategy' of 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. Variation would allow revised wording of the condition regarding implementation of mitigation measure	Granted
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	Granted
20/01820/HH	2 Audley Close, Great Notley – single storey rear extension	Granted

21/10 Any matters to be raised for next agenda

No matters to raise. It was noted that the leaflet drop in relation to Covid support has been well received and has reached many people who are not online so was considered a worthwhile thing to do.

Meeting concluded at 9.29pm