



Minutes of the Online Meeting of Great Notley Parish Council Held on Monday 15th February 2021

Meeting commenced at 7.30pm

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

Two members of the public were present

21/11: Apologies

Received from Councillor Cunningham.

21/12: 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 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 the TPO application relating to Oak Lodge as he is a friend of the applicant.

21/13: Minutes of the Meeting of the Council held on 11th January 2021

The minutes of the meeting held on 11th January 2021 were **agreed** by Councillors as a correct record and signed by the Chair.

21/14: Public Question Time

A member of the public raised the issue of cycle barriers around the Parish and that there is congestion around the barriers at the cycle and pedestrian paths particularly around the Tesco area and suggested this goes against cycle infrastructure planning. She suggested it would be beneficial for all barriers to be removed and that the department of transport suggests that such barriers should not be used and that it is poor design. She suggested that by removing the barriers will make it more accessible to get around the paths as it is hard to get through the barriers. It was understood that only two of the barriers are owned by the Parish Council and that the majority are the responsibility of Braintree District Council. The matter will be added to the March agenda for formal discussion and the resident will provide some documentation supporting her suggestions.

Another member of the public raised the issue of the amount of litter at the rear of Tesco which she stated is getting worse. Councillors requested that the issue is raised initially with the Tesco store who are responsible for the area and in the event that it is not dealt with to refer the issue to Braintree District Council.

21/15: Reports

21/15.1 Report from County Councillor

Councillor Butland advised that the County Councillors have been provided with a fund of money and that the 3 Councillors for the area have pooled their money and arranged for the Archer centre to administer that support. The Clerk confirmed that information has been provided by the Archer Centre today and it will be publicised. There had been two road diversions in the area which mistakenly diverted HGV traffic through the village resulting in damage which is being addressed by Braintree District Council. He also raised concerns about the initial slow roll out of the vaccine programme in the Braintree District as a whole and the manner in which the GP surgeries engaged. The system is now running far better as the centre at the Racecourse is open and working well. There was discussion about how the Great Notley surgery engaged in the process and Councillor Butland advised that he has raised his concerns with the NHS as to the role of surgeries and primary care networks and how far some residents had to travel.

Councillor Crawford attending the Patient Participation Group meeting of the GP surgery and the fact that Great Notley had worked with the Danbury surgery.

Councillor Hagger explained the engagement of the Health and Wellbeing working group where the surgery had wished to keep the GP surgery practice open and this had left them in a position where they then had to engage with Danbury.

21/15.2 Report from District Councillor

Councillor Ricci confirmed that Community Transport is offering assistance with travel to vaccine venues. The Clerk confirmed that there is a Coronavirus page on the Parish Council website which contains lots of support information and this includes the link to Community Transport. Also, information was published in the Parish magazine.

21/15.3 Reports from Councillors attending external meetings

The Chairman is due to attend a disability seminar online shortly.

21/16: 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 it is understood that the applicant is taking advice and at present no retrospective application has been received.

2. Braintree District Council (BDC) arranged to crown lift and maintain certain trees along Great Notley Avenue in early February 2021.
3. A resident raised a question in relation to the diversion of bridleway 27 and I have obtained confirmation that the diversion to enable construction of Horizon 120 remains in place until May 2021.
4. BDC have launched a small electrical appliance recycling scheme with a collection point on certain days at the Community Centre. I have publicised this for residents on the website and Facebook group.
5. I am liaising with BDC regarding the licence for the memorial seat now that the position has been agreed on the green near the rear Community Centre entrance.
6. The raised table at the junction of Queenborough Lane and London Road is due to be installed in April 2021
7. Cuckoo Way was closed to enable the joining of Horizon 120 to service media on 1 February with work estimated to be completed by 5th March. Myself and Councillor Butland were involved in liaison with residents and BDC regarding damage caused by lorries as a result of an erroneous diversion through the village centre and incorrect speed signage along the A131. In addition, I am still waiting to hear in relation to the removal of incorrect speed limit signage.

Councillor Butland agreed to raise the issue of speed signage set up along the A131 as the national speed limit sign appears to be incorrect as the speed along the road is 60mph.

8. I am still awaiting feedback from BDC regarding the issue of Gridserve light pollution
9. BDC received complaints regarding delivery trucks damaging grass verges which they raised with me and at my suggestion have contacted the Tesco store to raise the issue of where their delivery drivers park to deliver food orders.
10. On 21 January 2021 as Essex branch SLCC Secretary I hosted a Clerk's networking hour which attracted almost 40 clerks across Essex to discuss common issues.
11. The Memorial Tree for the late Councillor Betty Bartrop has been replaced and I have asked the Tree Warden to monitor the tree.
12. 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 later in 2021	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 tree at White Court memorial – await further information from Tree Warden	April 2020

The report was otherwise **accepted**.

21/17: Financial report

21/17.1 Bank Reconciliation

The bank reconciliation calculated to 31 January 2021 was **accepted**.

21/17.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/1/21	BT internet and phone	66.24
16/1/21	RAC Allstar fuel card	19.20
25/1/21	Lloyds bank card	
	Stationary	61.03
	Zoom	14.39
	Fee	<u>3.00</u> 78.42
10/2/21	BT internet and phone	66.24

Online payments made on 22nd January 2021

Salaries		4,003.42
Clerk Expenses		17.76
HMRC	Tax and NI	739.41
Essex Pension Fund	Pension contributions	957.32
Eon	Electricity for streetlights	154.60
Richard Edwards LLP	External payroll	118.80
Paul Clark Printing	Printing of Great Notley Times	1,786.00
M D Alderton Ltd	repair of Levens way gate	90.00

21/17.3 To consider the annual Data Audit

The annual Data Audit was considered and **approved**.

21/17.4 To consider draft accessible documents policy

The draft accessible documents policy was considered and **approved**.

21/17.5 To consider Financial Risk Assessment

The Financial Risk assessment was considered. It was agreed to add within internal controls that health and safety issues are considered not just for employees but for Councillors as well. Also, the backup arrangements for the Parish Council laptop were noted but it was agreed to consider the possibility of cloud storage for back ups provided it is tested and secure and this will be considered at a future meeting. The Financial Risk assessment was otherwise **agreed**.

21/18: Substantive Matters for consideration

21/18.1 To consider play area issues

21/18.1.1 To receive an update on the progress of the RAFT upgrade project

The Clerk updated Councillors regarding the project. The provisional start date had been provided of 15th February but then the contractors had hoped to start last week but due to the snow and bad weather not just in Essex but at the location of the workforce in Wales on the contractor's previous job it has delayed the start. All inspections have been carried out by Groundworks and if the job does not start on Friday it is anticipated that it will be soon thereafter.

21/18.1.2 To consider the status of the opening of the Levens Way play area with reference to the existing risk assessment.

The Chairman had decided to request the play area be closed earlier in January due to the lack of social distancing witnessed in the play area and in particular adults socialising whilst children were playing. Users were not adhering to the advice on the signs requiring social distancing and it had been observed that the area had become very crowded. At that stage the rate of transmission in Braintree had been very high at over 1,600 per 100,000. There was considerable discussion surrounding the risk assessment and the fact that no further control measures can be put in place by the Parish Council. It was noted that the rate of transmission is now much lower. Government guidance has been a little unclear in that it has stated that playgrounds are available for those children who do not have a garden and in Great Notley most properties have a garden and if they do not there is plenty of open space in the Parish. It was **agreed** that the play area remain closed and that the situation is reviewed after the Government's announcement on 22nd February 2021 to ascertain what is allowed by way of households mixing. Either an extra-ordinary meeting can be called or the matter can then be reviewed at the March meeting of the Parish Council.

21/18.2 To consider actions to take to assist with the Census 2021

The census liaison officer for the area had asked if the Parish Council will host a Zoom event so that she may offer assistance to residents regarding the completion of the online census. It was **agreed** that provided the event is during working hours during the week that such an event can be hosted online by the Parish Council.

21/18.3 To consider the issue of provision of allotments in the Parish

There had been a meeting with Braintree District Council regarding the project. Councillor Hagger set out the suggested way forward comprising 3 stages - first to work out what can be done at what cost, second to undertake the various surveys regarding feasibility and thirdly to deliver the project. The next step will be for BDC to put out a tender to find an appropriate consultant and at the next meeting to confirm what the cost of that consultant will be and for the Parish Council to decide how much financial contribution it will be willing to make to the work of that consultant. Once each stage has been completed it can be decided if the project is indeed feasible perhaps subject to grant funding before moving on to the next step and by proceeding in that way it means that the Parish Council can be clear if the project is feasible at each stage and does not waste money on the project if it proves to be financially impractical.

Councillor Butland abstained from the vote on the matter but it was otherwise agreed by all Councillors to proceed as outlined above. From the dates in the draft papers, it would appear that the next substantive update will be at the April meeting.

21/18.4 To consider issues in relation to Parking in the Parish

The clerk reported regarding her online meeting with an officer from the North Essex Parking Partnership. In particular he had provided an email address for residents to report obstruction parking which will be added to the residents' guide on the website. There was also discussion about parking on residential roads by those who are choosing not to park in the Country Park car park and the possibility of either yellow lines or a residents' parking scheme. There was discussion surrounding the cost of parking at the Discovery Centre and the impact of such restrictions upon residents. It was **agreed** that this specific issue is made an agenda item for the next meeting to discuss further. The Clerk also confirmed that Notley Green school is engaging in the 3PR scheme. There will be more frequent attendance by enforcement officers to issue tickets to those who park on yellow lines in the Parish. Also, the issue of verge parking can be addressed by the Parking Partnership but only if a particular process of signage is undertaken with the District authority.

21/18.5 To consider issues in relation to Parish Council assets

21/18.5.1 To consider the position of the new map board for White Court

Councillors **agreed** to apply to Essex County Council for the new map board for White Court next to the existing notice board. It was noted that the phone box is being retained. It was noted that the boards are being manufactured and will be ready to install very shortly.

21/18.5.2 To consider the position for the new litter bins.

The 3 new litter bins have been delivered. It was noted that the bins along the path behind Grantham Avenue needs to be replaced as well as one at the spine footpath by Queenborough Lane. It was **agreed** that the Clerk liaise with the litter team to be clear on which bins need to be replaced most urgently.

21/18.6 To consider quotations for the production of the Great Notley Times magazine

The contract for the production of the magazine had been advertised on the website and Facebook and just one application has been received accompanied by evidence of previous magazines produced by the applicant. It was **agreed** to engage the applicant Mr W. to produce the magazine on a contractor basis. The contract will be drawn up in accordance with the agreement reached at previous meetings. He will produce it as from the June edition and will liaise with the Clerk regarding the March edition so he is aware of the process.

21/18.7 To receive an update from Health and Wellbeing working group

Councillor Hagger reported that there has been liaison with the GP surgery with updates being provided via the website and Facebook page. There has been a decrease in calls to the Church hub who are now just supporting a few regular residents.

21/18.8 To consider response in relation to the reinstating of the Braintree Association of Local Councils

The Chairman had attended a meeting whereby there is a suggestion to reinstate BALC so that there can be a representative to the EALC executive committee for this area and representation for matters such as the Local Highway Panel. A letter has been issued as to what Braintree Councils would like them to do on their behalf. There was concern as to the confrontational tone of the letter whereby there appears to be uncertainty as to its purpose as to whether it would be truly collaborative. Councillors agreed that BALC could be beneficial for Braintree Councils, however, Councillors agreed that they would wish to see the draft constitution and terms of reference together with the subscription and that it is hoped that the EALC could meet with Braintree Parishes to guide them as to process and see if there is an appetite for a new BALC in the area.

21.18.9 To consider amending the date of the Parish Council meeting in May 2021.

The Clerk explained that at present as legislation stands online meetings are only allowed up to 7 May 2021. After that time any meetings will need to be face to face. There are then safety issues in that not all those present will have been vaccinated and whether meetings can take place safely at the Community Centre. A risk assessment would need to be carried out. In particular the Parish Council has a duty of care to the Clerk as an employee to work in a safe environment. NALC had advised looking to meet prior to 7 May online to enable the Parish Council to meet the requirement to have a May meeting. It would also mean that accounts can be approved in good time. There is

uncertainty as to if the law will be changed so by organising at this stage means that it will avoid a difficult situation and problems in a few weeks' time. The Clerk strongly advised that it would be best to move the meeting scheduled for 10th May 2021 to a date prior to 7 May 2021 and to consider having the annual meeting of electors either in April or preceding the amended meeting in May. After much discussion Councillor Butland proposed that the Parish Council meets on 10th May 2021 even if it were to be in person. That was seconded by Councillor Ricci. There were two votes in favour and 4 votes against with one abstention so the motion was defeated. It was then **agreed** that the situation is considered at the March meeting whereupon it will be clearer if the legislation is going to be extended or not and the situation can be considered further.

21/19 Planning applications, Tree Preservation Orders and other planning matters

21/19.1 New Applications within the Parish

Application No.	Application	Response
20/02209/HH	31 Skiddaw Close, Great Notley - Two-storey side extension, single-storey rear extension and creation of permeable paving to front of dwelling to create additional parking	For this item Councillor Ricci was placed in the waiting room It was agreed to comment that the Parish Council request that consideration to make sure that there is no overall loss of parking provision at the property
CC/BTE/146/20	White Court School, Ennerdale Drive, Great Notley - Replacement of temporary accommodation with permanent standalone classroom building and provision of six additional car parking spaces.	For this item Councillor Butland was placed in the waiting room There was discussion that although the replacement of the portacabins is required there is a concern regarding the fact that there is only one means of egress from the new classrooms to the corridor but after discussion it was agreed not to comment in relation to the application.
21/00084/HH	4 Regency Close, Great Notley - Erection of single-storey detached garage/store at the front of the property	For this item Councillor Ricci was placed in the waiting room It was agreed no comment
21/00144/TPO	22 Levens Way, Great Notley – work to tree covered by Tree Preservation order	For this item Councillor Ricci was placed in the waiting room Upon considering the comments of the Tree Warden it was agreed no objection

21/00289/TPO	Oak Lodge, London Road, Great Notley – work to a tree covered by a Tree Preservation Order	For this item Councillors Ricci and Hagger were placed in the waiting room Upon considering the comments of the Tree Warden it was agreed no objection
21/00375/TPO	20 Levens Way, Great Notley – work to tree covered by Tree Preservation Order	For this item Councillor Ricci was placed in the waiting room Upon considering the comments of the Tree Warden it was agreed no objection

21/19.3 To consider planning applications outside of the Parish

For this entire agenda item Councillor Ricci was placed in the waiting room.

Application Number	Application	Response
21/00143/TPO	11 Washall Drive, Braintree – work to tree covered by Tree preservation order	Upon considering the comments of the Tree Warden it was agreed no objection
20/02239/REM	Land Adjacent to King William Public House, London Road, Braintree - Reserved Matters (relating to appearance, landscaping, layout & scale) made pursuant to Outline Planning Permission ref: 19/02225/OUT for the erection of 4. No dwellings with associated garages and parking spaces, alongside associated development	Agreed No comments
18/01065/OUT	Land South of Gilda Terrace and North of Flitch Way Braintree Essex – public inspection - Outline planning permission for residential development (C3) for up to 120 dwellings with all matters reserved except access and the demolition of nos. 27 and 29 Gilda Terrace – to decide if to amend alter or add comments in anticipation of the public appeal	Agreed no further comments.

21/19.3 To note results of planning applications

The following results were **noted**

Application Number	Application	Result
20/00268/ADV	Windsor Place, 100 Avenue West, Skyline, Great Notley - Display of 1 non-illuminated	Refused

	fascia sign, 1 internally illuminated fascia sign, 1 non-illuminated door surround sign, 2 non-illuminated letter signs and 1 externally illuminated letter sign	
20/00407/TPO	94 Skiddaw Close, Great Notley – work to tree covered by Tree Preservation order	granted
20/01960/HH	7 Coniston Close, Great Notley - Two-storey front and side extension, single-storey front extension and single-storey rear extension	granted
20/00348/TPO	31 Greenway Gardens, Braintree – work to tree covered by Tree Preservation order	granted

21/20 Any matters to be raised for next agenda

The Clerk confirmed that there will be a need to renew the Foundation status in the Local Council Awards so she will be bringing some updated policies for approval at the next meeting to make sure the status can be maintained.

Meeting concluded at 9.47pm