



**Minutes of the Meeting of Great Notley Parish Council Held online on
Monday 15th March 2021**

Meeting commenced at 7.30pm

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

No members of the public were present

21/25: Apologies

Received from Councillor Ricci.

21/26: Declarations of Interest

None.

**21/27: Minutes of the Meetings of the Council held on 15th February 2021
and 1st March 2021**

The minutes of the meetings held on 15th February 2021 and 1 March 2021
were **agreed** by Councillors as a correct record and will be signed by the Chair.

21/28: Public Question Time

No members of the public were present

21/29: Reports

21/29.1 Report from County Councillor

The County Councillor was not present.

21/29.2 Report from District Councillor

No District Councillors were present.

21/29.3 Reports from Councillors attending external meetings

Councillors Griffin and Hagger had attended the A120 meeting. An update had
been provided but at present no funding is available for the scheme. It appears
that further consultation with communities regarding the proposals and routes
will be required in due course.

Councillor Griffin had attended the meeting regarding the set up of the Braintree
Association of Local Councils. Banking arrangements will need to be
formalised, a Clerk appointed and a constitution drafted. Members of the Essex
Association of Local Councils were present and will provide guidance. All those

present agreed to move forward with the organisation as it may provide a useful way of sharing ideas and working together and liaising with Braintree District Council. It was noted that there will be a modest subscription fee depending on the size of the Council should they choose to join.

21/30: 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 I am still awaiting receipt of the planning application which has been outstanding for some weeks now.

It was noted that this issue has been outstanding for some while so the Clerk will raise it via a District Councillor. In addition, as a result of information and photos provided by Councillors the Clerk will raise with the planning department of BDC the fact that Tesco has set up containers in its car park and marked out bays for click and collect – the enquiry will be to ascertain if this requires planning permission or not.

2. Noise nuisance reported by residents regarding construction work at Horizon 120 outside approved times was referred to Braintree District Council (BDC) and an apology received and action taken as it was in breach of the planning consent.
3. I have received the nomination for the Star Council Awards. Please let me know if this is of interest.
4. Reports of drug issues made by residents have been passed to the Police.
5. I reported the issue of litter at the Tesco site to the store manager who assured me the issue would be dealt with. I have now received reports from residents' in relation to a large amount of litter in the ditches around the store which I will report to the manager. If you wish me to refer the issue to BDC please let me know.

The Clerk was requested to initially contact the Tesco store to raise the issue of litter in the ditches.

6. A resident reported damage to grass near the RAFT caused by the dog poo collection vehicle. I reported this to BDC who have confirmed they will reinstate the damage and also repair the small path leading from Penshurst Place.
7. The four updated map boards have been installed by Solar Graphics and the supporting posts will be rubbed down and repainted by JS External Services shortly. I have received some further paperwork in relation to the licence for the fifth board which I am in the process of dealing with to enable that board to be installed as well. I am in the process of claiming the grant money from the Essex County Council fund.

Even though the proof of the boards had been carefully checked by the Clerk and Councillors there were a couple of spelling errors on the boards, however as they are in situ no further action can be taken.

8. Some technical issues were experienced upon the renewal of the SSL licence so the website support company has provided Norton anti virus free for one year to make up for any inconvenience.
9. The WI will be decorating the village sign at Easter.
10. 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.

11. I received complaints from a resident regarding cars parked on the green at Grantham Avenue and causing quite a bit of damage. Having contacted BDC they have written to the vehicle owners to advise them not to park on the grass.
12. The speed limit signage along the A131 in connection with the road works has been corrected.
13. I am still awaiting feedback from BDC regarding the issue of Gridserve light pollution
14. The following correspondence has been received where no action is required –

- Confirmation of details of work to raised table along London Road
- Details of consultation in relation to Uttlesford Local Plan
- Details of Saffron Walden neighbourhood plan
- Details of partial closure of footpath 26 on a temporary basis
- Adoption statement in relation to BDC Local Plan

15. 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
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 Clerk was asked to chase up the outstanding issues in the box above. The report was otherwise **accepted**.

21/31: Financial report

21/31.1 Bank Reconciliation

The bank reconciliation calculated to 28th February 2021 was **accepted**.

21/31.2 Payments for approval

The following payments were **approved** –

Direct Debit

16/2/21

RAC Allstar fuel

49.10

23/2/21	Lloyds credit card		
	Viking stationary	14.39	
	Viking stationary	71.95	
	SLCC course	36.00	
	Zoom	14.39	
	Fee	3.00	
	Refund	<u>-23.76</u>	109.96

Online payments authorised 24/2/21

Salaries		3,820.52
HMRC	Tax and NI	739.21
Essex Pension Fund	Pension contributions	957.32
Myers Scott Ltd	Renewal SSL certificate	77.99
National Allotment society	Subscription renewal	66.00
Broxap	New litter bins	991.02
Solar Graphics	Updating map boards	1,248.00
	New board	1,464.00

Online payments 8 March 2021

Royal Mail	magazine distribution	356.65
Lockout 24/7	renewal of storage unit lock	85.00

21/31.3 To approve the assets schedule

The draft assets schedule was considered. It was noted that the new RAFT facilities can not be included until they have been installed and completed. The schedule was **agreed**.

21/31.4 To approve payroll contract for 2021 – 2022

The contract with Richard Edwards LLP was considered and **approved**.

21/31.5 To consider costs of cloud storage

The Clerk enquired with the IT company engaged by the Parish Council who confirmed there is no storage under the domain but recommended One Note storage with Microsoft which is free up to 5gb and £1.99 up to 100gb. Councillors in view of their experience in work settings considered that Cloud storage will be safe and secure and Councillor Hagger will assist the Clerk in

finding out how much storage will be required and the costs involved and bring it back to a future meeting for approval.

21/31.6 To approve Street Cleaning agreement contract

Subject to the description of the pub being amended to the Prince Louis the agreement was **accepted** and the Clerk authorised to sign it on behalf of the Parish Council. It was noted that the agreement encourages more community engagement in litter picking and the Keep Britain Tidy Spring clean will be promoted although the litter team will not be asked to participate. Other issues such as the new small electrical item recycling scheme and the dates for street sweeping were **noted**.

21/32: Substantive Matters for consideration

21/32.1 To deal with Play area issues

21/32.1.1 to receive an update on the progress of the RAFT upgrade project

An updated from Bendcrete regarding the progress of the scheme was presented and it was noted that work is proceeding well and some weekend working may take place. It is hoped the scheme will be concluded by the end of April. It was noted that when the hedging was cut back and prior to constructing the area was used more frequently by families so it was **agreed** to make sure the hedges are cut back.

21/32/1.2 To consider the latest Quarterly operational play area inspections

The report was noted. It was also noted that the Levens Way play area was duly opened after the last meeting and Councillor Crawford is carrying out the usual regular inspections and has not noted any overcrowding in the area.

21/32.2 To consider the issue of provision of allotments in the Parish

Councillor Hagger reported that a further Zoom meeting had taken place with Braintree District Council who have referred the agreed specification document to their procurement department to look to obtain quotes for a project manager to initially prepare a feasibility study. Consideration will then need to be given to affordability and how much money the Parish Council can commit to the project. Braintree District Council state they have also set money aside for the project. In addition, the Clerk had spoken to the legal advisor at the National Allotment Association of which the Parish Council is a member and certain free resources will be available such as the assistance of the Eastern area representative who can advise on practical issues and also assistance in considering how to deal with tenants in the long run, for example by having an allotment association so that resource will be considered and utilised as the project progresses. There can also be liaison with those on the waiting list. The Clerk will also obtain a quote from a Solicitor regarding dealing with the long lease with Braintree District Council.

21/32.3 To consider traffic issues in the Parish

21/32.3.1 To consider issues surrounding parking on residential roads by users of the Discovery Centre

It was **agreed** to consider the issue once the Covid situation has calmed to assess if the problem is persisting and to consider a consultation with residents if need be.

21/32.3.2 To consider issue of cars racing in the Parish

After much discussion it was considered that this is an issue for the Police but to ask Braintree District Council if there is a likelihood of an area being provided for the modified vehicles as otherwise the issue just moves around the District. It was noted that they also congregate in the Tesco car park.

21/32.3.4 To consider proposals from Braintree District Council to prevent pedestrian access over Panner's Bridge

The proposals issued by Braintree District Council to install bollards by Panner's Bridge to prevent pedestrians walking in the road over the bridge were **agreed**.

21/32.4 To receive an update from Health and Wellbeing working group

Councillor Hagger reported that another meeting took place. Calls to the Church hub have decreased. The cards that were distributed have been retained and it was a useful thing to do. The GP provided an update regarding the vaccine and the fact they are still trying to make sure as many people as possible are vaccinated and contacting the over 65s in particular. They only had limited vaccine but the national programme at the mass vaccine centres appears to be working well. The Clerk is liaising with the Practice manager regarding communication on Facebook. The information about the Archer Fund was passed on to the GP surgery and Church Hub. The social prescriber has liaised with them and is obtaining pack for people she has identified as being in need of them.

21/32.5 To consider issues surrounding cycle barriers in the Parish

A resident had raised the issue of removal of cycle barrier in the Parish and had referred to a Government document. She had provided that document to the Clerk who had circulated it to Councillors. It was noted that the document is advice from Government to Highway authorities, in this area Essex County Council, regarding the content of future design guides and in particular in relation to cycling. It is not a retrospective document and there is no obligation to reverse engineer anything even if Essex were to adopt the suggestions. The resident may choose to make representations to Essex but it is no guarantee of change to existing facilities. In relation to the two sets of Parish Council owned barriers further investigation shows that they are not on cycle ways but remote footways in which case bicycles should not be ridden in those locations. It was also specifically noted that the guide states that bikes should be considered as vehicles and there should be clear delineation between bike lanes and pedestrians and there is insufficient room to do so in this Parish. Also, the barriers are not just to stop bikes entering roads but to stop motorbikes

accessing cycle lanes. The guide is also clear that it is not just a case of removing barriers but the entire area should be engineered alongside the visibility of routes and junctions which would be highly expensive and impractical. It was agreed to respond to the lady who raised the issue explaining the above points and also advising that when the decision was made by the Parish Council to erect the barriers it was as a result of demonstrable evidence of a safety issue and that no changes will be made to the barriers at this point in time.

21/32.6 To consider issue of the costs of the printing of the Great Notley Times

Some quotes had been provided but not all those who quoted would facilitate the delivery of the magazines to the Rochester Royal Mail depot which is required to enable the Royal Mail Door to Door service to be used for distribution. Therefore, the Clerk will carry out further enquiries on costs and practical issues and bring it back for consideration at a future meeting and no decision to be made unless there is a practical and affordable solution.

21/32.7 To consider new policies and procedures

21/32.7.1 To consider updated Disciplinary and Grievance Procedure

After consideration and discussion, it was **agreed** to accept the NALC draft disciplinary and grievance procedure

21/32.7.2 To consider Scheme of delegation

The draft was considered and subject to an alteration to the manner in which overtime can be approved the document was **agreed and approved**.

21/32.7.3 To consider resolution to devolve powers in relation to planning applications

It was **agreed** to devolve the power to respond to planning applications to the Clerk as from the date of this meeting such power to be reviewed at the May 2022 annual meeting and to remain in force until that time.

21/32.8 To discuss issue raised regarding position of bin at Derwent Way

A resident had requested that a bin be moved from behind their rear fence. The bin has been in situ since 2013. The resident has noticed it as a result of improvements to their rear garden. It can not been seen but she advises it can be smelt as it is claimed people are putting dog poo in the bin rather than the nearby dog bin. It was noted that if it is to be moved it should not inconvenience another resident but consideration could be given to moving it on to nearby Braintree District Council land but this would require the consent of the District authority and would involve a cost. It was noted that the bins have been under pressure during Covid so it was agreed to review the situation within the next 6 months.

21/32.9 To consider the Risk Assessment in relation to future meetings of the Parish Council and to agree future meeting dates and venues.

The draft risk assessment was considered and it was noted that at present it is not possible to meet face to face and the advice of NALC is to continue with online meetings for so long as legally allowed which is currently up to 7 May 2021 and to make sure any statutory meetings are held by that time.

Councillors first **agreed** to hold the annual meeting of electors in April 2021 before the Parish Council meeting and to ask community groups to submit any report in written form to the Clerk. It was further **agreed** to move the annual meeting of the Parish Council from 10th May 2021 to Wednesday 5th May 2021 to be hosted on Zoom. At the NGCA cannot provide the large hall as a venue for 19th June and an appropriate venue would need to be found and fully risk assessed it was **agreed** to cancel that meeting. The meeting thereafter would be 19th July which would need to be face to face and this would provide sufficient time for the Clerk to find an appropriate venue.

21/33 Planning applications, Tree Preservation Orders and other planning matters

21/33.1 New Applications within the Parish

Application No.	Application	Response
21/00305/TPO	28 Buttermere, Great Notley – work to tree covered by Tree Preservation Order	Upon considering the Tree Warden report it was agreed not to object.
21/00072/HH	60 Ellen Way, Great Notley – part single, part two storey front extension	No Comments
21/00207/HH	35 Notley Green, Great Notley - Single-storey front extension, and loft conversion with installation of dormer windows to front and rear elevations	No Comments
21/00255/TPO	21 Langdale, Great Notley – work to tree covered by Tree Preservation Order	Upon considering the Tree Warden report it was agreed not to object.
21/00439/HH	8 Sorrell Grove, Great Notley- single storey rear extension	No Comments
21/00356/HH	40 Rydal Way, Great Notley – Dormer roof extension	No Comments
21/00656/TPO	47 Derwent Way, Great Notley – work to tree covered by Tree Preservation order	Upon considering the Tree Warden report it was agreed not to object.

21/33.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
20/00443/TPO	80 Skiddaw Close, Great Notley – work to tree covered by a Tree Preservation Order	Granted

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	Granted
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.	Granted

CONFIDENTIAL

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is **agreed** that the public be excluded and instructed to withdraw for agenda items number 21/30

21/30 To discuss issue of Parish protocol for Operation Forth Bridge

The protocol was discussed and **agreed**.

21/31 Any matters to be raised for next agenda

The Clerk advised that the Escooter consultation will be on the next agenda. Also, the NGCA are considering if to hold a fete this year so the issue of financial contribution will be on the next agenda. Also, the Queen's platinum Jubilee will be in June 2022 so will be on a future agenda for consideration.

Meeting concluded at 9.10pm