



**Minutes of the Meeting of Great Notley Parish Council Held online on Monday 12<sup>th</sup> April 2021**

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Meeting commenced at 7.45pm

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

Five members of the public were present

The Chairman noted the sad passing of the Duke of Edinburgh and that the Parish Council has raised the flag to half-mast on the flag pole. A tribute is available to view on the Parish Council website together with guidance on how to sign an online book of condolence and where to lay flowers.

**21/32: Apologies**

None

**21/33: 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.

**21/34: Minutes of the Meetings of the Council held on 15<sup>th</sup> March 2021**

The minutes of the meeting held on 15<sup>th</sup> March 2021 were **agreed** by Councillors as a correct record and will be signed by the Chair.

**21/35: Public Question Time**

A representative from NGCA summarised the intent to hold a village fete on 10<sup>th</sup> July 2021 subject to receiving consent from Braintree District Council for the use of the land which is awaited. He summarised the expected activities and that the intent is to hold the event on a cash neutral basis. It was noted that the Parish Council has made financial contributions in the past and he hoped that a contribution can be made to cover the cost of amusements or activities such as

the climbing wall or bungee trampolines on the day. It was noted that Gridserve is sponsoring the music stage.

A resident spoke in relation to a bin adjacent to her property. At the last meeting it had been decided to monitor the use of the bin and see if use reduces as lockdown eases. The resident complained that the smell impacts upon the use of her garden and she would like to bin moved as soon as possible. The Clerk explained that an issue that has been decided upon can only return to the agenda if a motion is proposed by two Councillors. Upon hearing the representations from the resident Councillors Ricci and Butland proposed that the matter be placed back on the agenda for the May meeting. It was requested that the Clerk find out costings to enable a comprehensive discussion to take place in May and for a decision to be made.

A representative from WINGS WI advised that they are going through a new membership process and membership is level. At present they are planning to decorate the village sign on the theme of Country Garden.

A resident spoke in relation to issue with the use of the green for football. The issues raised is the substantial use of the green for 4 evenings a week and all day on Saturdays and Sundays plus issues of litter, parking and people urinating near houses. He had shared emails with information and his liaison with Braintree District Council. There is an issue as to who is responsible for enforcing parking and littering and who is taking ownership of the issue.

## **21/36: Reports**

### **21/36.1 Report from County Councillor**

Councillor Butland had no report to make as the County Council elections are taking place shortly.

### **21/36.2 Report from District Councillor**

Councillor Cunningham confirmed that the District Council continues to administer business grants and supports the community resilience effort and reopening shops. Pedestrianisation works have been halted but will start again shortly with the aim of completion by July 2021. There is an expectation of events including a Christmas event.

Councillor Ricci confirmed that Community Transport is still available to assist with travel for vaccine appointments.

### **21/36.3 Reports from Councillors attending external meetings**

None.

## **21/37: 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 have still not received an update from Braintree District Council so raised the matter with Councillor Cunningham.

2. I reported the fact that Tesco have installed large containers and are adding click and collect parking spaces into the rear car park to planning enforcement at BDC who cannot give a date when the case will be allocated so I asked Councillor Butland to take the matter up with them. I have heard from the Chair of the planning committee that it will be addressed but she cannot say when.

*It was noted that assurances have been received from BDC that although there are delays with planning enforcement issues reported will be dealt with.*

3. I reported the issue of litter at the Tesco site in the ditches to the store manager who confirmed on 22 March that the issue had been dealt with.
4. Essex County Council requested that I erect a notice regarding the intent to install a new map board at Windermere Drive. This has been done and after the 21-day period expires I expect to receive the licence form for signature to progress the issue of installing the new map board. The 4 upgraded map boards should have their posts painted shortly.
5. I have received reports of cars parked on the green space at Grantham Avenue and substantial damage to the grass so I have referred the matter to the enforcement team at BDC as they own the land. I am awaiting an update on action to be taken.

*It was noted that BDC has sent official letters to the vehicle owners advising that they must not park on the grass.*

6. On 24<sup>th</sup> March a census support event was hosted on Zoom but only one person attended. The Website and Facebook page have been used to promote sources of support for people to complete their census form and also information has been provided to the Social prescriber at the GPs practice and the organiser of the Church volunteer hub.
7. Residents have reported fishing at Panners pond and it has been referred to BDC to enforce
8. I raised the issue of racing cars with BDC via Councillor Ricci and I have heard from Councillor Wendy Smidt that the issue will be discussed at the next Police partnership meeting.
9. I am still awaiting feedback from BDC regarding the issue of Gridserve light pollution. I raised this issue with Councillor Cunningham.
10. On 9 March I attended a free webinar regarding the 'Parish online' service of access of the Local Government sector into the Ordnance Service resource which I will explain at the meeting
11. On 11 March 2021 I hosted the Essex branch of SLCC networking hour whereby various issues effecting local Parish Councils were discussed.
12. Braintree District Council has reinstated its amenity vehicle hire whereby Parishes can hire a dustcart for a day. They do require the Parish Council to take measures to ensure social distancing so it may be that the issue of whether to arrange such hire is left until the current Covid restrictions have ceased?

*It was agreed to consider hiring the vehicle later in the year.*

13. In 2015 an application was made to the Local Highway Panel for a 'warning pedestrians' sign by Panner's roundabout. For reasons that are unclear the LHP decided to proceed in considering a full signalised crossing but have decided that the scheme is too expensive to progress. I have asked Councillor Butland as a County representative on the panel to enquire whether the original application for the sign can be considered or whether a fresh application will need to be made and await his response.
14. BDC has confirmed that the work to install bollards at the humpback bridge at Bridge End Lane will be carried out shortly.
15. I have provided you with an update in relation to issues surrounding the path at Langdale. I am seeking some information from the public rights of way officer at Essex County Council whereupon I will update you further.

*The Clerk is due to speak to the PROW officer at Essex County Council and will report back at the next meeting.*

16. I highlighted the closure of London Road and Queenbough Lane junction from 6 – 11 April on social media in relation to the installation of the raised junction.
17. On 16<sup>th</sup> March I attended a webinar with the Local Government Pension Fund in relation to additional paperwork which will need to be filed when submitting payments each month
18. On 23<sup>rd</sup> March I attended the BDC Clerk's liaison forum where useful information regarding elections, Covid and the impact upon meetings were discussed.
19. Thanks to information provided by a resident I have been able to highlight the closure of Bridge End Lane during April for gas mains work on social media.
20. The following correspondence has been received where no action is required

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- Update from Stop Stansted Expansion
- Essex Playing Field Association report
- Superfast Broadband survey from Essex County Council

21. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

<b>Issue</b>	<b>First raised</b>
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 – <i>LHP have removed the scheme from its list and decided not to proceed due to high cost of £440,000 for the scheme</i>	January 2015
London Road Speed survey to be carried out by Local Highway panel in after September 2020 – <i>I chased the LHP officer in March 2021 – response awaited</i>	January 2020

Removal of bottle bank behind Prince Louise pub – <i>update requested and awaited from BDC</i>	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 – <i>I chased the LHP officer in March 2021 and response awaited</i>	July 2020

The report was otherwise **noted**.

## **21/38: Financial report**

### **21/38.1 Bank Reconciliation**

The bank reconciliation calculated to 31 March 2021 were **noted**.

### **21/38.2 Payments for approval**

The following payments were **approved** –

#### **Direct debits**

9 <sup>th</sup> March 2021	BT Internet and phone	72.29
16 <sup>th</sup> March 2021	RAC Allstar fuel	61.00
23 March 2021	Lloyds bank card	
	Zoom	14.39
	Stationary	23.76
	Card charge	<u>3.00</u> 41.15
31 <sup>st</sup> March 2021	bank charges	25.20

#### **Online payments made on 23<sup>rd</sup> March 2021**

Salaries		3,820.52
HMRC	Tax and NI	739.21
Essex Pension Fund	Pension contributions	957.32
Paul Clark printing	Printing Great Notley Times	1,747.00
A&J Lighting Solutions	Repair of street light	220.68
Richard Edwards LLP	External payroll services	118.80
Seagrave Inspections	Play area inspection	135.60

NALC	Fee to renew Local Council status	60.00
Ernest Doe	New lock for storage unit	36.00

**Online payment made on 24<sup>th</sup> March 2021**

Bendcrete Leisure Ltd	removal of old skate facilities	20,092.50
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**21/38.3 To approve the list of regular payments**

In accordance with financial regulation 5.6 the following list of regular payments were **noted and approved in principle**

<b>Payee</b>	<b>Reason for payment</b>	<b>Frequency</b>
All employees	Salaries and expenses	monthly
HMRC	Employee's tax and NI	monthly
Essex Pension fund	Employees' pension provision	monthly
NGCA	Hall hire	monthly
BT	Phone and internet	monthly
Allstar fuel card	Fuel for van	Approximately monthly
Eon	Electricity for streetlights	Quarterly
Richard Edwards LLP	External payroll	Quarterly
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Printing of magazines	3 times a year
Royal Mail	Distribution of magazine	Quarterly
Unity Trust bank	Service charge fees	Quarterly
Mr Willett	Production of Great Notley Times	3 times a year
Perspective Landscapes	Grass cutting	Ad hoc during summer months
Came and Co	Insurance	Annually
A plan insurance	Vehicle insurance	Annually
Information Commissioner	Data Protection Registration fee	Annually
Myers Scott Ltd	Subscriptions for website domain and SSL certificate and ad hoc assistance	annually
Quest Motors	Annual van service and MOT	annually
A&J Lighting Solutions	Street light repair	Ad hoc when required
Chelmsford Safety	PPE	Ad hoc when required

**21/38.4 To consider internal control procedures**

The report on internal control procedures was considered and **approved**.

### **21/38.5 To review and approve ongoing direct debit payments, trade and credit cards**

Direct debits are paid for BT telephone and internet, the Information Commissioner and to pay the Unity corporate card and RAC card. The RAC card is to pay for fuel and the Unity card for the Clerk's expenses and 2 Councillors are able to log on the scrutinise the spending and there are limits on the card. The arrangements were **approved** by Councillors.

### **21/38.6 To note correction to arithmetical figure on agenda item 20/81.2**

It was noted that although the list of payments approved under agenda item 20/81.2 for salaries were correct figures and the list was countersigned by the Chairman when converting the figures to a lump sum figure for GDPR purposes on the minutes an arithmetical error had been made and that the total for September 2020 salaries should read £4,139.27 and the total for October 2020 salaries should read £4,290.05 It was agreed to **note and approve** that correction.

### **21/38.6 To consider costs of cloud storage**

As the Clerk needs over 5mg of storage the free Cloud storage was not available. Councillors approved the payment of £1.99 a month for the use of online Cloud storage.

### **21/38.7 To consider financial contribution to summer fete**

It was noted that £1,800 has been set aside in the budget for the fete it was therefore **agreed** to fund the cost of 2 rides up to the cost of £1,800.00

### **21/39: Substantive Matters for consideration**

It was **agreed** to consider agenda item 21/39.8 at this point in the meeting

### **21/39.8 To consider issues raised regarding the use of the green by the Football club**

Having heard from the resident and seen the evidence in his emails regarding the use of the green by the club the Clerk advised that she had spoken to Braintree District Council and it appears that more than one football club is using the green. It is noted that BDC is talking to the football club to set out a service level agreement for use. It was noted that the predominant use is by Great Notley Football club. It was noted that BDC are due to speak to the Great Notley Football club and other clubs with a view to entering into an SLA. Councillors wish to balance the ability for football to take place for young people in the Parish with appropriate use so as not to unduly inconvenience residents. It was **agreed** to advise BDC to consider the balance of use of the green and how issues such as parking will be managed and formal liaison with all football clubs that use the green. Also, to mention that Great Notley Football club have use of the Discovery Centre and how that can be used.

## **21/39.1 To consider issues relating to the play areas**

### **21/39.1.1 To receive an update on the progress of the RAFT project**

The play area inspector's report was noted and in particular the issue of the size of the coping. It was **agreed** to raise the issue with the project manager at Groundworks to make sure it is acceptable before the handover. It was noted that a number of young people are also already using the site and fencing has been removed and to raise that as an issue regarding insurance liability as the site has yet to be handed over. It was **agreed** to accept the offer of some free fencing.

### **21/39.1.2 To approve costs of acquiring new swing chains for Levens Way play area**

It was **agreed to accept** the costings provided for the new swing chains from Sutcliffe play as highlighted on the play area inspectors report.

## **21/39.2 To consider the issue of provision of allotments in the Parish**

It was noted that the costing for a feasibility study is still awaited from Braintree District Council who are still working through the procurement process. In the meantime, the Clerk has obtained costings for legal work for a long lease and has liaised with those on the allotment waiting list to make sure their contact details are up to date and they still wish to have a plot. Some new people have also been added to the list which now stands at 48.

## **21/39.3 To receive an update from Health and Wellbeing working group**

No news to report as there has not been a meeting since the last Parish Council meeting. Vaccinations continue.

## **21/39.4 To consider participating in the Essex County Council salt bag scheme in winter 2022**

Councillors **agreed** to take part in the scheme next year.

## **21/39.5 To consider and approve resolution to renew the Parish Council Foundation Award status in the Local Award Scheme**

To enable the Foundation status to be renewed Councillors **resolved** as follows

That the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website being:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure



11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

The council further confirms that the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Up-to-date insurance policies that mitigate risks to public money; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

**21/39.6 To consider the renewal of the Memorial Tree adjacent to the Hospital Memorial**

As the Tree Warden has still not been able to find out certain information **agreed** to defer the matter to a future agenda.

**21/39.7 To consider the draft licence regarding the Memorial bench**

Subject to altering the execution clause to comply with the Parish Council standing orders, the draft licence was **noted and accepted**.

**21/39.8 To consider issues raised regarding the use of the green by the Football club**

Discussed earlier in the meeting

**21/39.9 To consider issues regarding the Great Notley Times magazine**

Councillors decided not to have the additional spine on the magazine. It was noted that the magazine production has been handed over to the new contractor who will provide a new front cover for consideration. It was **agreed** not to make any changes with distribution unless and until arrangements are in place which will not cause disruption with the contract with Royal Mail Door to Door but will enable that service to continue to run smoothly. It was **agreed** any spare copies of the magazine can be left with the White Court store for people to take.

**21/39.10 To receive update on current meeting legalities and venues for future Parish Council meetings.**

It was noted that the July meeting of the Parish Council will be taking place in the large hall at the Community Centre. There is a court case due to take place on 21 April 2021 whereby it will be decided if online meetings can continue. For future physical meetings the Clerk was asked to enquire about the availability of the NGCA large hall and the Discovery Centre so that decisions can be made at the May meeting. The Clerk was **authorised** to respond to a Government survey regarding online meetings to point out the advantages but also the fact that those without internet connection are disadvantaged and there is an issue with the connection between Councillors and community. It was **agreed** that Ideally Parish Councils should have the freedom to decide how to meet.

**21/40 Planning applications, Tree Preservation Orders and other planning matters**

**21/40.1 New Applications within the Parish**

Councillor Ricci was placed in the waiting room for this item.

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
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 – AMENDED PLANS	It was noted that the application has been granted so no response.

Councillor Ricci returned to the meeting

**21/40.2 To note results of planning applications**

The following results were **noted-**

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
21/00143/TPO	11 Washall Drive, Braintree – work to tree covered by Tree preservation order	<b>granted</b>
21/00084/HH	4 Regency Close, Great Notley - Erection of single-storey detached garage/store at the front of the property	<b>Refused</b>
21/00144/TPO	22 Levens Way, Great Notley – work to tree covered by Tree Preservation order	<b>granted</b>
21/00289/TPO	Oak Lodge, London Road, Great Notley – work to a tree covered by a Tree Preservation Order	<b>granted</b>
21/00375/TPO	20 Levens Way, Great Notley – work to tree covered by Tree Preservation Order	<b>Part granted part refused</b>
21/00072/HH	60 Ellen Way, Great Notley – part single, part two storey front extension	<b>granted</b>

**21/40.3 To consider representations in relation to EScooter Trial run by Essex County Council and Braintree District Council**

The conditions of the scheme being run by Braintree District Council were noted and in particular it was noted that there are geocontrols to control the speed

and location of the scooter. The aim is to promote the reduction in car use especially for short journeys. It was noted that unlike some other District areas the Braintree scheme requires hire for one month at a time and it was **agreed** to respond that shorter hire periods such as a trial period over a weekend may encourage use.

Concern was expressed about the use of Escooters not within this scheme which are illegal to use. The Clerk was asked to highlight this fact in the next edition of the Great Notley Times and to let residents know that such use can be reported to the Police.

#### **21/40.4 To consider responses to Essex County Council Mineral Plan consultation**

In relation to Blackley's quarry, it was noted that this will now become a preferred site. Councillors **agreed** to respond that the use of roads by HGV's will need to be addressed and to encourage Essex County Council to progress the A120 scheme as soon as possible to address congestion issues that may arise.

#### **21/41 Any matters to be raised for next agenda**

Other than as agreed earlier in the meeting none.

Meeting concluded at 9.26pm