



**Minutes of the Annual Meeting of Great Notley Parish Council Held
on Wednesday 5th May 2021 online**

Meeting commenced at 7.30pm

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

One member of the public was present

21/42: To elect the Chairman for the Civic Year

Councillor Butland proposed that Councillor Griffin be elected Chairman for the Civic year. This was seconded by Councillors Crawford and **agreed** by all Councillors. The declaration of acceptance of office will be signed prior to the next meeting.

21/43: To elect the Vice-Chairman for the Civic year

Councillor Pritchard proposed that Councillor Ricci be elected Vice-Chairman for the Civic year. This was seconded by Councillors Butland and **agreed** by all Councillors. The declaration of acceptance of office will be signed prior to the next meeting.

21/44: Apologies

Apologies received from Councillors Hagger and Cunningham. Councillors **agreed to accept** the apology from Councillor Cunningham.

21/45: 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.

21/46: Review of Committees

It was noted that the Parish Council has a Personnel Committee and sub committee and also a planning committee and such arrangements to continue as required.

**21/47: Minutes of the Meetings of the Council held on 15th March 2021
and 12th April 2021**

The minutes of the meetings held on 15th March 2021 and 12th April 2021 were **agreed** by Councillors as a correct record and will be signed by the Chair. In view of the advice from NALC that the period of mourning for the Duke of

Edinburgh may have interfered with the notice periods for meetings in April it was **agreed to ratify** all decisions made at the meeting of 12th April 2021.

21/48: Public Question Time

A representative of the Notley Green Community Association (NGCA) requested that the Parish Council support them by way of representations to Braintree District Council in relation to issues surrounding the replacement of the boiler and central heating system. A consultant's report has been carried out showing the remedial action required which will incur a substantial cost. Councillor Ricci agreed to speak to officers at Braintree District Council and it was further agreed that the matter be added to the next Parish Council agenda for consideration. The representative further confirmed that consent has been provided to enable the fete to take place on 10th July 2021. He was concerned that a dog show appears to have been organised in early June prior to the possible lifting of Covid restrictions but confirmed that this has been raised with Braintree District Council.

21/49: Reports

21/36.1 Report from County Councillor

None.

21/36.2 Report from District Councillor

Councillor Ricci reported that the District Council has held its AGM and Councillor Sue Wilson has been elected as the new Chairman.

21/36.3 Reports from Councillors attending external meetings

None.

21/50: Parish Clerk's Report

The Parish Clerk reported as follows –

1. I have received the consent from Essex County Council for the new map board and I am liaising with the contractor regarding installation. The posts of the 4 upgraded map boards have now been painted.
2. Braintree District Council has agreed to install the 3 new bins.
3. A resident has requested if the Parish Council is going to re-establish the P3 scheme regarding pathway review and maintenance. Please let me know if this is an issue you wish to discuss and if so, I can add it to a future agenda.

Councillors requested that the issue be added for discussion at a future meeting agenda.

4. On 14th April I attended a course regarding the new Code of Conduct arrangements.
5. On 15th April I attended a meeting with the Country Park staff and have reported to you regarding matters discussed.

6. On 19th April I attended the NGCA committee meeting and have reported to you regarding matters discussed.
7. On 21st April 2021 I attended the SLCC East of England online training day with useful topics relating to finances, elections and GDPR.
8. The following correspondence has been received where no action is required
 - Updates from Stop Stansted Expansion
9. 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 – <i>LHP have removed the scheme from its list and decided not to proceed due to high cost of £440,000 for the scheme – await hearing if the original application for signage can be considered and now in liaison with LHP officer for more confirmation</i>	January 2015
Tree Strategy for the Parish – await Braintree District Council – updated report expected later in 2021	July 2019
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 and have received a response that she is enquiring as to when this survey will be completed.</i>	January 2020
Removal of bottle bank behind Prince Louise pub – <i>update expected from BDC shortly</i>	January 2020
Work to hump back bridge at Panners to assist with pedestrian safety – work awaited by 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 – <i>I chased the LHP officer in March 2021 and have now heard from her that she is enquiring as to when the speed survey will be carried out.</i>	July 2020
Planning enforcement case 27 Cuckoo Way – update awaited from BDC	January 2021
Installation of Memorial bench on the green – awaiting response from resident who raised request to questions	January 2021
Complaints in relation to light pollution at the Gridserve site – BDC is seeking a report from and independent lighting expert and planning condition remains unresolved.	February 2021
Planning enforcement report in relation to containers at the Tesco store – update awaited from BDC	March 2021

It was noted that the Clerk has been pressing for updates on the matter in the box above and will continue to do so.

The report was otherwise **accepted**.

21/51: Financial report

21/51.1 Bank Reconciliation

The bank reconciliation calculated to 30th April 2021 was **accepted**.

21/51.2 Payments for approval

The following payments were **approved** –

Direct debits

9 th March 2021	BT Internet and phone	72.29
16 th 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 st March 2021	bank charges	25.20
13 th April 2021	BT internet and phone	73.97
16 th April 2021	RAC Allstar fuel	53.26

Online payments made on 23rd 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 24th March 2021

Bendcrete Leisure Ltd	removal of old skate facilities	20,092.50
-----------------------	---------------------------------	-----------

Online payments made on 22nd April 2021

Salaries		3969.75
Clerk home allowance		17.33
HMRC	Tax and NI	824.06
Essex Pension Fund	Pension contributions	966.34
Chelmsford Safety Supplies	PPE	29.76
Eon	electricity for streetlights	151.23
EALC	subscription fee	959.45
Groundwork East	Consultancy fee	6,048.00
Bendcrete Leisure	Construction of skate area	46,329.32
John Slade	Painting of map board posts	475.00

21/51.3 To approve the list of regular payments

In accordance with financial regulation 5.6 the list of regular payments was **approved**.

21/51.4 To confirm consideration of internal control procedures

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

21/51.5 To confirm 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.

21/51.6 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.

21/51.7 To confirm financial contribution to summer fete

It was confirmed that it was **agreed** to contribute a sum no more than £1,800.00 towards the summer fete that is confirmed to take place on 10th July 2021.

21/57.8 To approve additional costs in relation to the installation of the new map board

It was noted that Essex County Council has issued a long consent document for the installation of the map board which will incur extra costs in carrying out service searches and installing hard standing. The Clerk will present the costs at the next meeting for approval.

21/52 To consider Audit matters for year end 31 March 2021

21/52.1 To consider internal audit report

The internal audit report was **noted**.

21/52.2 To consider and approve the Governance statement on the Annual Governance and Accountability return form

The Governance statement on the AGAR form was **considered and approved**.

21/52.3 To approve the accounts for financial year end 31 March 2021 and to approve the accounting statements on the Annual Governance and Accountability return form

The accounts for year end 31 March 2021 were **considered and approved**. Also, the accounting statements on the AGAR were **considered and approved**.

21/52.4 To confirm the dates for the notice of exercise of public rights

It was **agreed** that the dates for the exercise of public rights will be 14th June 2021 to 23rd July 2021

21/53: To confirm continued eligibility for the Local Council Awards Foundation Status

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 of 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.

21/54 To carry out annual review of Policies

It was **agreed** as follows –

Standing Orders – to adopt the NALC update and in particular the changes to clauses 13e 18f and 18g. It was agreed that the time limit for meetings should remain at 2 hours.

Financial regulations – no changes

Code of Conduct – no changes. It was noted that a new code is expected later this year which will be considered at the appropriate time

Freedom of Information Act scheme – to update with new policies adopted this year

Grant Policy – No changes

Training and Development Policy – no changes

Emergency plan – no changes

Health and Safety Policy – a new draft policy had been circulated and it was **agreed** to adopt the new policy

21/55 To review Register of interests and any dispensation requests

The Clerk reminded members to keep their register of interests up to date. The Clerk has received the requests for dispensation from Councillors Griffin, Butland, Sheppard, Ricci, Hagger and Pritchard which were granted up to the next election in 2023 to enable there to be appropriate discussion in relation to the precept.

21/55: To consider GDPR issues

The Clerk reminded members about their GDPR obligations including Freedom of Information Act responsibilities, the terms of the document management

policy and the legal requirement to report data breaches if they were to occur and requested that all Councillors complete and return the data protection checklist to record that they are aware of duties and responsibilities in this regard

21/56: Substantive Matters for consideration

21/56.1 To receive an update on the RAFT upgrade project

The project has been successfully concluded with the new skate area open and proving very popular. The only issue is in relation to the growth of the grass seed in the area which will prove difficult with the amount of footfall in the area. It was agreed to see if Braintree District Council could assist with the provision of plastic fencing to try and protect the grass seed. Groundworks also need to provide the health and safety manual which should have been provided by the contractors at the end of the project.

21/56.2 To consider the issue of provision of allotments in the Parish

The issue of the tender for the feasibility study is still awaiting issue by the procurement department at Braintree District Council. The Clerk and District members will continue to press for the issue to be progressed.

21/56.3 To consider the issue of the position of the bin adjacent to 13 Derwent Way

Councillors considered and discussed a request by a resident to move a litter bin adjacent to 13 Derwent Way. The request had been to move it onto the grassed area. The Clerk had spoken to an officer at Braintree District Council who own the land in the area who were clear that although they would agree to the bin being moved it must remain in close proximity to the footpath and they would not agree to it being moved onto the grassed area. Councillors discussed the issue including the importance of not moving the bin to a position that will simply inconvenience another resident. A position was suggested on the path half way between the position of the current bin and the road Derwent Way. Councillors asked the Clerk to mark the position on a plan and suggest to the resident that either the bin remains in the current position or be moved to the position suggested and advise of the response received.

21/56.4 To consider the renewal of the Memorial Tree adjacent to the Hospital Memorial

The Tree warden has not been able to speak to the tree company and it was **agreed** to move the issue to a future agenda.

21/56.5 To consider the reports in relation to issues at Langdale

At the request of Councillors, the Clerk had enquired further into the situation including the ownership of the land and had spoken to the rights of way officer at Essex County Council. It transpired that the path and the car ports are owned by residents and are not in public ownership. Councillor Butland proposed that as the area is in private ownership no further action is taken in relation to issues of repair or rights of way as they are private matters and not issues that can be dealt with by the Parish Council. This was seconded by Councillor Pritchard and **agreed** by all Councillors.

21/56.6 To consider issue of Community Events

The Parish Council **agreed** to support a community Police event and the NGCA had agreed to host the event.

Gridserve have offered to carry out litter picking and it was agreed to suggest that they look at litter picking in the ditches next to Notley Green school.

A Zoom meeting had been held as an idea's forum attended by the Clerk and the Chairman plus representatives from the NGCA and the WI plus the Parish tree warden. Braintree District Council has agreed the fete may take place in June 2022 so for the Queen's Jubilee it was agreed that financial support will be considered in due course with the NGCA to organise the fete in the usual manner.

There was a discussion around the organisation of a Remembrance Day event on the green with food afterwards in the Community centre and concerns that for this year there are still issues of social distancing. After discussion it was agreed to support such an event.

A 'carols around the Christmas tree' event at Christmas with refreshments in the Community Centre as suggested could also be supported by the Parish Council. Councillor Ricci reminded that it will be important that the Parish Council are not solely organising the event but a guiding hand so that the entire arrangements do not fall on the Parish Council and the Clerk but that tasks are shared with the volunteers to assist in making the event happen.

21/56.7 To receive update on current meeting legalities and venues for future Parish Council meetings.

The clerk confirmed that a recent court case has clarified that Parliament needs to bring forward new legislation in order for Parish Councils to be permitted to meet online. As from midnight on 6th May 2021 Parish Councils may only meet in a physical setting. It had already been agreed to cancel the June meeting and the large hall at the Community Centre has been booked for the July meeting. The large hall for the rest of the year is only available on certain Thursdays. Having discussed matters including the use of delegated powers and the need to promote local democracy, whilst remaining safe, Councillor Shepperd proposed that the large hall at NGCA is booked for meetings in September and October and to then review where to meet going forward bearing in mind Government legislation. This was seconded by Councillor Pritchard and **agreed** by all Councillors. That will mean the September and October meetings dates will be on a Thursday.

21/57 Planning applications, Tree Preservation Orders and other planning matters

21/57.1 New Applications within the Parish

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

Application No.	Application	Response
21/00901/ADV	Nexus Park, Avenue East, Skyline business park – 1 non illuminated business sign	No Comments.
21/01295/TPO	11 Gilpin Way, Great Notley – work to tree covered by a Tree Preservation Order	In view of the comments of the tree warden it was agreed not to object to the application

21/57.2 To note results of planning applications

Councillor Ricci re-joined the meeting. The following results were **noted-**

Application No.	Application	Result
20/00165/TPO	49A Derwent Way, Great Notley – work to tree covered by Tree Preservation Order	Refused
20/00275/TPO	71 Windermere Drive, Great Notley – work to tree covered by a Tree Preservation order	Granted
21/00305/TPO	28 Buttermere, Great Notley – work to tree covered by Tree Preservation Order	Granted
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	Granted
21/00255/TPO	21 Langdale, Great Notley – work to tree covered by Tree Preservation Order	Part granted and part refused
21/00439/HH	8 Sorrell Grove, Great Notley- single storey rear extension	Granted
21/00356/HH	40 Rydal Way, Great Notley – Dormer roof extension	Granted
21/00656/TPO	47 Derwent Way, Great Notley – work to tree covered by Tree Preservation order	Granted

21/58 Any matters to be raised for next agenda

To put the issue raised by NGCA on the next agenda.

Meeting concluded at 9.54pm