



Minutes of the Meeting of Great Notley Parish Council Held on Monday 19th July 2021 at the Community Centre Great Notley

Meeting commenced at 8pm

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

No members of the public were present

21/59: Apologies

Received from Councillors Griffin and Hagger and from the Tree Officer Allan John.

21/60: Declarations of Interests and dispensations

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.

The Clerk had received a request for dispensation from Councillor Crawford which was granted up to the next election in 2023 to enable there to be appropriate discussion in relation to the precept.

21/61: Minutes of the Meeting of the Council held on 5th May 2021

The minutes of the meeting held on 5th May 2021 were **agreed** by Councillors as a correct record and will be signed by the Acting Chair.

21/62: Public Question Time

No members of the public present.

21/63: Reports

21/63.1 Report from County Councillor

Councillor Butland reported that he again has the ability to administer the Locality grant and there is also a grant scheme focusing on children's issues which he would like to promote to community organisations and information will be sent to the Clerk. Within the County Council he has responsibility for

heritage, culture, devolution, travellers, green spaces including the Country Park.

21/63.2 Report from District Councillor

No report.

21/63.3 Reports from Councillors attending external meetings

No reports.

21/64: Parish Clerk's Report

The Clerk reported as follows –

1. Braintree District Council (BDC) has installed the 3 new bins purchased by the Parish Council.
2. As a result of residents' complaints, I reported three large containers installed on grass at Grantham Avenue to BDC. It transpired that Home Group owns the land now and had placed the units on the grass to assist in the upgrade of their social housing stock in the area. It is expected that as soon as the work has been completed the units will be removed.
3. The Foundation award with the Local Council Awards scheme has been renewed with very positive feedback from the judging panel upon the Parish Council's application.
4. I have attended the following external meetings –
 - 30th April 2021 - free webinar regarding website accessibility. The only update to procedures is that I will request that the Parish Council IT contractor carries out regular accessibility tests to insure the ongoing and continued compliance of the site.
 - 19th May free webinar regarding risk assessments and Covid 19
 - 24th May - BDC Clerk's forum with lots of useful information about the Code of Conduct and the fact that planning training may be offered to Councillors especially in view of the emerging local plan. I will keep you advised of progress of both of these issues
 - 14th June A12 Widening information session
 - 15th June - information session in relation to the Stansted airport flight path scheme and have updated you on information received
 - 5th July I attended the NGCA committee meeting alongside Councillors Ricci and Griffin.
5. A resident complained regarding discarded diversion signs left on the traffic island at the entrance to the village at Panners. I initially spoke to the project manager for the Horizon 120 project but as he was unable to assist, I referred the issue to Councillor Butland to raise with Essex Highways and am awaiting to hear when this will be removed.

Confirmed – now removed.

6. Residents complained regarding the orange fencing put up by the gas contractors at the Panners entrance to the village to protect the new grass seed as they had fallen into the road. I spoke to the contractors who have now removed the barriers.
7. Due to the extension of Covid restrictions to 19th July 2021 the village fete has been cancelled
8. Gridserve has agreed to arrange to litter pick ditches by Notley Green school.
9. A broken bin in the square at Notley Green has been reported to the Tesco store to repair as it is on their land and was duly repaired.
10. I have provided you with information in relation to tree planting schemes. However, the Parish Council can only take part in such schemes on land in which it has a legal interest. Please let me know if you wish me to place this issue on a future agenda.

Councillors requested that this is included on a future agenda.

11. I reported an issue of ducklings falling through drain grates to Councillor Butland to take up with Essex Highways as a result of complaints on Facebook.

Councillor Butland confirmed that this had been reported onwards to Essex County Council.

12. Braintree District Council has at the request of the Parish Council installed 'no pedestrian access' signs at Panner's bridge to address the issue of people walking on the bridge guard.

Councillors noted that this is just a small sign which is being largely ignored by Councillors and the hope had been some form of barrier to prevent dangerous access onto the bridge. The Clerk was asked to raise this with BDC.

13. You will recall that I reported parking issues at Grantham Avenue where people were parking on the grass area to Braintree District Council and warning letters were sent to certain residents. The problem has continued so I have sent further photographs to the enforcement team at BDC.
14. The One Drive cloud storage has been set up so that files are automatically backed up securely in the Cloud.
15. A resident complained in relation to damage to grass and a pathway at Harnham Drive by BDC vehicles. BDC has agreed to reinstate the area and request that their vehicles do not access the spine footpath at that point in future. The resident was pleased with the response.
16. A resident raised a complaint about grass only being cut on one side of Wood Way. I liaised with BDC and both sides of the road are now being cut and the resident conveyed his thanks.
17. BDC has moved the Parish Council bin at Derwent Way to the new position requested and the resident who raised the issue was pleased with the outcome.
18. As a result of residents' complaints, I liaised with an officer from the North Essex Parking Partnership who confirmed that visits by enforcement officers

to Bridge End Lane yellow lines will be reviewed to make sure that problem parking can be appropriately addressed.

19. I continue to receive regular correspondence from the resident who has raised complaints in relation to the use of the green by football clubs and associated problems such as litter, urination and inconsiderate parking. I have kept you updated and as BDC are regularly liaising with him I have left the issue with that authority to resolve.

20. Gigaclear returned to the Parish to carry out more work regarding the installation of broadband provision and provided lots of information including a customer care line which I uploaded to the website to assist residents.

21. The following correspondence has been received where no action is required –

- Stop Stansted Expansion updates
- Information from Uttlesford District Council in relation to Stansted airport planning application
- A12 newsletter
- Information about Kelvedon local plan
- Update on progress of Braintree District Council Local plan

22. 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 – <i>agreement reached between BDC and Countryside Properties regarding land to be transferred and commuted sum. Only outstanding issue is the future of the Unity Hand sculpture</i>	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 – however the original sign application has been restarted and is awaiting validation.</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>delayed due to Covid but now due to be carried out shortly</i>	January 2020
Removal of bottle bank behind Prince Louise pub – <i>bottle bank to be removed imminently</i>	January 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>speed survey to be carried out shortly.</i>	July 2020
Planning enforcement case 27 Cuckoo Way – BDC confirm that the enforcement case is still live	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	May 2021

It was noted that the bottle bank behind the Prince Louis has now been removed and as there has been a query on social media the Clerk was asked to post an update on the position.

There has been a response regarding the Memorial bench so the Clerk can revert to BDC

Councillor Crawford will be attending the inauguration service for the new vicar at Church and the Clerk was asked to extend an invitation to the new vicar to a future Parish Council meeting.

The report was otherwise **accepted**.

21/65: Financial report

21/65.1 Bank Reconciliation

The bank reconciliation calculated to 30th June 2021 was **noted and accepted**.

21/65.2 Payments for approval

The following payments were **approved –**

Direct Debits

23/4/21	Lloyd's card	
	Zoom subscription	14.39
	VT design (armbands)	107.48
	Great Dunmow Tyres	86.74
	Viking (stationary)	108.89
	Monthly fee	<u>3.00</u> 320.50
11/5/21	BT telephone and internet	73.66
12/5/21	ICO registration fee	35.00
14/5/21	RAC Allstar fuel	64.38
24/5/21	Lloyd's card	
	Zoom subscription	14.39
	One drive	1.99
	New printer and ink	115.77

	Monthly fee	<u>3.00</u>	135.15
9/6/21	BT phone and internet		72.26
15/6/21	RAC Allstar fuel		54.40
23/6/21	Lloyd's card		
	Great Dunmow Tyres	84.70	
	Zoom	14.39	
	Green Flag	95.00	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	<u>199.08</u>
30/6/21	bank charges		27.60

Online payments made on 24th May 2021

Salaries			3,986.28
Clerk	expenses		14.00
HMRC	Tax and NI		824.86
Essex Pension Fund	Pension contributions		966.34
Sutcliff Play	New swing chains and seats		365.79
Perspective Landscapes	Grass cutting		42.00
AFH Independent			
Financial Services Ltd	Refund of overpaid advert		80.00
J A Clements	Internal audit		200.00
Arthur J Gallagher trading			
As Came and Co	Parish Council Insurance		1,649.35
Litter picker	Expenses (taxi fare)		30.00
Seagrave Inspections	Annual play area inspection		144.00

Online payments made on 15th June 2021

Salaries			3,986.48
Van wash expense			25.00

HMRC	Tax and NI	824.66
Essex Pension Fund	Pension contributions	966.34
Perspective Landscapes	Grass cutting	84.00
Royal Mail	Distribution costs	358.60

21/65.3 To receive quarterly financial report

The quarterly report calculated to 30th June 2021 was **noted and accepted**.

21/65.4 To approve additional costs in relation to the installation of the new map board

Three quotations had been requested and two received for the installation of the board and construction of hard standing. Councillors **agreed** to accept the quotation from Relay and to request a refund from Solar Graphics as they will not be carrying out the actual installation.

21/65.5 To approve costs of tool inspections

It was **agreed** that the leaf blower and strimmer should undergo an inspection and service and for any repairs to be carried out by Ernest Doe the supplier of the equipment who had estimated a total cost in the region of £100 for each piece of equipment.

At this point in the meeting Councillor Crawford arrived.

21/66: Substantive Matters for consideration

21/66.1 To consider play area issues

21/66.1.1 To receive an update on the RAFT upgrade project

The Clerk had circulated a report to Councillors on some issues that had arisen since the construction of the new skate area. The grass had grown well with the exception of some well used areas, it was clear that there will need to be ongoing maintenance of the areas surrounding the ramp but clarity is required as to the extent of liability of the contractors Bendcrete so that any required work to build up the soil in those areas can be carried out by them within the cost of the retention and there is an issue regarding the need to construct a French drain. It was **agreed** to request a further site meeting with Groundworks who have been the project managers for the Parish Council to make sure the issues are dealt with in the appropriate way and for Groundworks to pro-actively progress the issue on behalf of the Parish Council.

At this point in the meeting Councillor Cunningham arrived.

21/66.1.2 To consider Annual play area inspection

The annual play area inspection was **noted**.

21/66.1.3 To consider actions in relation to play area risk assessments

The risk assessments were considered against the requirements of stage 4 of the roadmap out of lockdown which commenced today and it was **agreed** to return the second set of swings so that there will now be two swings in each bay but to retain the Covid signs at each site.

21/66.2 To consider the issue of provision of allotments in the Parish

Braintree District Council were supposed to have provided the Parish Council with details of tenders for the provision of a feasibility report for the site. There had been 8 companies who had expressed an interest in the project but none had submitted a tender and BDC are making enquiries as to why that is the case. In the meantime, the Clerk suggested a meeting with the area representative from the National Allotment Society so that the Parish Council can be clear on what is required for the new site. As the Parish Council is a member of the society it would be free of charge and would inform the Parish Council going forward of the requirements for the site. Councillors **agreed** to this proposal and it was requested that a BDC representative is also invited

21/66.3 To consider issues in relation to the Unity Hand Sculpture

The Clerk had provided a background report in relation to the sculpture and feedback from residents on Facebook regarding views on retention of the structure. In view of the content of the survey commissioned by the Parish Council, the Parish Council had declined to take on ownership of the sculpture in 2019 and it was confirmed that there will be no change to that position as the Parish Council would not wish to take on an unquantified liability. Braintree District Council had requested information about the views of the Community in relation to the sculpture so the views on Facebook can be fed back and the matter left with Braintree District Council to resolve with Countryside Properties. The three District Councillors will report back to Braintree District Council.

21/66.4 To consider issues in relation to the Storage Unit

21/66.4.1 To consider painting the unit in view of recent damage

A quotation had been provided to repaint the side of the storage unit with a more durable paint. It was **agreed** to have that work carried out. It may be necessary to enquire further on actions to take to prevent football activities continuing to damage the paint and wall at the side of the unit and to monitor the position.

21/66.4.2 To consider Football Club request to install a key safe

It was agreed that a key safe may be installed on the exterior of the unit licenced to the football club on the proviso that it is installed in a non-conspicuous position.

21/66.5 To consider environmental issues

21/66.5.1 To consider representations in relation to the Essex County Council verge cutting trial

It was agreed to make the representations that Councillors have no objection to a reduced cutting regime on the proviso that road signage is not obscured and visibility displays at junctions are not obscured. It was noted that some current signs on the A131 are obscured and will be reported to Essex for attention.

21/66.5.2 Issues raised by residents regarding frequency of grass cutting within the Parish

It was noted that there are differing views on the frequency of cutting grass verges in the Parish with some residents requesting that it is carried out more frequently and others wishing for it to be less to preserve wild flowers. The situation will be monitored.

21/66/5.3 To consider representations in relation to the use of the green.

A report was presented to Councillor by the Clerk regarding concerns raised by residents and community groups regarding the use of the green. There was insufficient regard has been taken in relation to the impact upon the community and the Community Centre car park. It was noted also that BDC have advised that it is permitting the children's fun fair to be on the green for a two-week period. The Parish Council has no objection to the fun fair remaining for that period as it has been well received in the past. It was requested that the Clerk ascertain from BDC what progress has been made with the service level agreement with the football club.

21/66.5.4 To consider the issue of litter picking within hedges in the Parish

To defer to the September meeting.

21/66.5.5 To consider proposals for a Community Orchard

As the tree warden is not present to defer to the September meeting.

21/66.5.6 To consider proposals to restart the P3 scheme in the Parish

As the tree warden is not present to defer to the September meeting.

21/66.6 To consider issues of repairs in relation to the Parish Council van

In view of recent issues of punctures to tyres and the fact that Green Flag took the van to Dunmow, Councillors agreed that a spare tyre and jack kit are purchased for the van.

21/66.7 To receive a report regarding the new arrangements for the Great Notley Times magazine

The Clerk provided a report on the production of the magazine and Councillors **agreed** to continue with the new editor in accordance with the terms of the contract. There had been an issue with distribution but this appears to be an error on the part of Royal Mail and an official complaint has been submitted.

21/66.8 To consider issue of Community Events

The Clerk reported on recent Zoom meetings with community groups and members. Councillor Cunningham agreed to liaise regarding the provision of fencing for the Remembrance event and it was agreed that it would not be appropriate to have a gazebo outside for that event in view of the potential weather in November but to have the refreshments in the NGCA hall.

For the Christmas event Councillors agreed with the suggestions from NGCA in relation to the running of the event including inviting the children from Happy Hill and authorised the expenditure for the brass band. Councillors will consider a charity to nominate and this will be considered at the September meeting.

District Councillors will press Braintree District Council to liaise regarding the Jubilee event and asked the Clerk to contact Essex County Council regarding a possible beacon event at the Country Park.

21/67 Planning applications, Tree Preservation Orders and other planning matters

21/67.1 New Applications within the Parish

Councillors Ricci and Cunningham left the hall for the entirety of this agenda item and it was **agreed** that Councillor Crawford chair this item

Application No.	Application	Response
21/02005/HH	9 Skiddaw Close, Great Notley – two storey side extension	No comment
21/01944/FUL	Highfields, 224 London Road, Great Notley – erection of 2x3 bedroom bungalows and car port	It was noted that the original application for site was for 6 properties and had been refused by both the District Council and planning inspectorate as an overdevelopment of the site. By adding the new bungalows, it would mean even more properties than the original refused application. The site is compact and Councillors considered that the site could not accommodate these new properties and agreed to object to the application
21/02107/HH	10 Framlingham Way, Great Notley - Single-storey rear extension and loft conversion with the erection of three dormer roof extensions to rear roof slope	No comment
21/02095/HH	37 Skiddaw Close, Great Notley - Erection of single-storey rear extension to dwelling, erection of extension to rear of existing garage and conversion of garage to habitable accommodation	No comment
21/02117/HH	Cut Hedge House, 174 London Road, Great Notley - Retention of single-storey side/rear extension to provide a double	No Comment

	garage and store, with habitable accommodation in roof space to provide ancillary annexe, with a covered external seating area to the rear	
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Councillors Ricci and Cunningham returned to the meeting and Councillor Ricci was in the chair for the remainder of the meeting.

21/67.2 To note planning responses using delegated powers

The following responses were **noted** -

Application No.	Application	Response
21/01330/HH	4 Charlecote Road, Great Notley - First-floor side extension over existing integral garage, replacement windows, replacement orangery roof with stone parapet detailing and associated internal alterations	No comments.
21/01603/TPO	13 Langdale, Great Notley – work to tree covered by Tree Preservation Order	No comments
21/01575/HH	10 Petworth Close, Great Notley - Replacement of existing conservatory with single-storey orangery extension	No Comments
	Chelmsford city Council consultation regarding development management criteria within their Local plan for solar farms	No Comments
21/01235/HH	2 Derwent Way, Great Notley – demolition of existing garden wall and erection of replacement wall in new position	Objection due to the impact upon the visual amenity
21/01478/VAR	Highfields, 224 London Road, Great Notley - Variation of Condition 2 (Approved Plans) of permission 15/00176/FUL granted 19/06/2015 for: Demolition of former farm shop, piggeries, vacant dwelling and existing recreation room and erection of 6 No. detached houses with associated new access to London Road, private access road, turning head, garages and car parking spaces, foul and surface drainage and landscaping. Variation would allow: - Variation of house types and finishes	Objection on the basis that once a considered planning permission has been granted with certain conditions, the development should be in accordance with that permission rather than trying to substantially change it all once built.
21/01783/LDO	Horizon 120 Business Park, Great Notley – update to Local Development Order	The following concerns were raised – The stated use classes now include ‘general industrial’ over and above light industrial and distribution and there is a concern in relation to the impact such

		<p>industrial use would have upon the nearby residential areas of Great Notley. Concern over landscaping as it was noted some vegetation by the A131 has already been removed and the need for a buffer between the development and the A131 for visual amenity.</p> <p>That there should be clear guidelines as to lighting in the LDO to avoid issues of light pollution</p> <p>There are concerns as to the safeguarding of the Bridleway as it is well used by pedestrians</p> <p>It was noted there will no longer be a drive-through but there will be a café, restaurant and hotel which will increase traffic in and out and need for traffic management</p> <p>To maintain that there should be a Section 106 payment as there will be an impact upon this Parish particularly regarding increased traffic.</p>
21/01955/ODC	Land adjacent to Chelmsford Racecourse - Pyrolysis plant to generate electricity from imported solid recovered fuel, associated building and offices	Object on the basis of a risk to health and the potential impact upon residential areas in this Parish close by, those attending the racecourse and the increase in traffic.
21/01910/HH	6 Sorrel Grove, Great Notley – single storey rear extension and new front porch	No comments
21/01850/HH	2 Colville Close, Great Notley - Side dormer roof extension and installation of rooflights in connection with conversion of loft space	No comments
	Construction of Longfield Solar Farm Statutory Consultation	No Comments

21/67.3 To note results of planning applications

The following planning results were **noted** -

Application No.	Application	Result
21/00901/ADV	Nexus Park, Avenue East, Skyline business park – 1 non illuminated business sign	Granted
21/01295/TPO	11 Gilpin Way, Great Notley – work to tree covered by a Tree Preservation Order	Granted
21/01330/HH	4 Charlecote Road, Great Notley - First-floor side extension over existing integral garage, replacement windows, replacement orangery roof with stone parapet detailing and associated internal alterations	Granted

21/01603/TPO	13 Langdale, Great Notley – work to tree covered by Tree Preservation Order	Part Granted and part refused.
21/01235/HH	2 Derwent Way, Great Notley – demolition of existing garden wall and erection of replacement wall in new position	Refused

21/67.4 To consider any representations in relation to outstanding planning enforcement issue at 27 Cuckoo Way

As no further update has been received from Braintree District Council, Councillor Cunningham will press the enforcement department to update the Parish Council.

21/67.4 To consider responses to consultations

21/67.4.1 The A12 Widening consultation

No comments.

21/67.4.2 The Boundary Commission review into Parliamentary boundaries

It was noted that it is proposed that a number of areas of Chelmsford are added to the constituency including areas the far side of Chelmsford such as Danbury. It was **agreed to object** to this proposal as there is no community interests shared between Parishes in the Chelmsford District and Braintree.

21/68 Any matters to be raised for next agenda

Councillor Cunningham requested that the issue of dog bins be added to the next agenda.

Meeting concluded at 9.11pm