



Minutes of the Meeting of Great Notley Parish Council Held on Thursday 9th September 2021 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

A Community Safety Police officer and 6 members of the public were present

21/69: Apologies

Received from Councillors Pritchard and Shepperd

21/70: Declarations of Interests

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 and also as a member of the Police and Crime panel and the relative of a member of staff of Essex Police.

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 and as a member of Essex County Council.

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

21/71: To consider and approve Minutes of the Meeting held on 19th July 2021

The minutes of the meeting held on 19th July 2021 were **agreed** by Councillors as a correct record and signed by the Chair.

21/72: Public Question Time

A resident had prepared a written report regarding his concerns in relation to the design of certain roads around the Parish including Bridge End Lane, London Road and Queenborough Lane. He confirmed that he was not a highway engineer but his report proposed a number of changes to the infrastructure of the roads, changes to the triangle and Bridge End Lane and extra crossing points which he asserted were essential. He also stated that he is seeking pre-adoption paperwork and safety reports for the roads.

A resident spoke in relation to his concerns about racing cars along the A131 which he said has been taking place since 2015. It appears to have intensified

recently with spectators witnessed along the roads together with dangerous driving. It appears to be an organised event which is promoted on social media. High speeds have been witnessed and there is a serious safety concern. He has complained to the Police, the Police Fire and Crime Commissioner and Councillor Butland and is concerned that the issue is not being addressed.

A resident complained about the racing on the A131 and cars gathering in the Tesco car park.

PC James Draper addressed the meeting and explained the actions taken by the Police. Recent dashcam footage from a resident had demonstrated the fact that it appears to be an organised event and highlighted the high speeds so action is being planned involving Braintree and Chelmsford Police and the traffic unit in Stanway. There will also be liaison with Essex Highways although such longer-term measures do require evidence of KSI events (Killed or seriously injured). He mentioned the possibility of a community speed watch group.

In relation to the representations from the resident in relation to his written report and traffic concerns, Councillors **agreed** to request that the Clerk put the issue on the October agenda.

Councillors **agreed** to deal with agenda item 21/76.4.3 at this point in the meeting

21/76.4.3 To consider representations in relation to racing cars in the Parish

The actions of the Police and plans going forward were noted. Councillor Butland confirmed that he will contact the Police, Fire and Crime Commissioner in relation to the issue. Councillors also **agreed** that contact should be made with the Tesco store to ask what action the store is taking in relation to the modified cars gathering in their rear car park as they are land owners and also the fact that it is a planning condition that the barrier to the rear car park should be lowered no later than 9pm.

Councillors **agreed** to deal with agenda item 21/76.5 at this point of the meeting

21/76.5 To consider suggestion of Councillor liaison and communication with Police in the Parish

The Police officer explained how patrols could be arranged with members of the Parish Council around the Parish to provide local information to assist the Police in this particular locality and Councillors agreed to take part in such patrols. The Clerk will liaise with the Police officer so arrangements can be made for an initial patrol.

The new vicar for this Parish and the Parishes of Rayne and Black Notley was present and introduced herself to those present.

As a resident asked a question about the use of the green, Councillors **agreed** to deal with agenda item 21/76.3.1 at this point in the meeting.

21/76.3.1 To receive update in relation to the use of the green and to consider any representations to be made.

At the previous Parish Council meeting the Clerk was asked to find out from Braintree District Council what progress they had made to finalise service level agreements with the football clubs using the green. The Clerk confirmed that BDC had advised that no further progress had been made. Councillor Ricci agreed to take up the issue with BDC.

21/73: Reports

21/73.1 Report from County Councillor

Councillor Butland reported on the issue of closures of the A131 and some surrounding roads which was not notified to the Parish Council and has caused considerable disruption for residents as the diversions can take people a considerable distance from the destination. The road signage has also been poor. Upon approaching Essex Highways, they claim that they do not have a valid email address for the Parish Council. The Clerk will respond to update them although the comment is surprising as information has been received in the past.

21/73.2 Report from District Councillor

It was noted that the cycling strategy and Climate Change strategy are due to be considered by BDC on 20th September 2021. Also, the infrastructure at Horizon 120 has been completed and the construction of the Enterprise centre continues. Councillor Cunningham agreed to arrange a tour of the area for the Parish Council

21/73.3 Reports from Councillors attending external meetings

Councillor Crawford had attended the inauguration of the new vicar. He had also attended the Patient Participation Group meeting at the local GP surgery and they are keen to have an article in future editions of the Parish magazine setting out the location of the defibrillators. They also confirmed that there are drop-in flu clinics during September. The clinics have been promoted on the Parish Council Facebook page.

21/74: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings –
 - 29th July 2021 - free webinar regarding the logistics of broadcasting Parish Council meetings.
 - 18th August 2021 – Braintree District Council Clerk's forum
2. As the signs on Panner's Bridge to not walk on the bridge guard are being ignored I have submitted the Parish Council's request for a barrier to be erected at each end of the bridge to deter this behaviour. BDC consider this is an issue for Essex County Council so I am enquiring with the LHP as to whether this would be an appropriate matter for them or if another way forward should be considered. The LHP officer is

considering with colleagues the appropriate way forward and I am currently awaiting a response.

3. The underpass has again flooded and I am aware that Councillor Butland is liaising with Essex County Council.
4. The sets of swings have been replaced but the covid sign has been stolen from RAFT and skate sign ripped off. Upon the requirements of the play inspector, I urgently arranged for the sharp housing to be removed and for a new safety sign to be purchased and installed.
5. The side of the storage unit has been re-painted with long lasting masonry paint and some left at storage unit
6. The memorial tree for the late Councillor Barltrop has died and BDC have indicated that they can arrange to replace it.
7. The annual service and MOT have been undertaken for the Parish Council van with no work required. In addition, the vehicle tax has been renewed.
8. A resident has installed obtrusive white fencing along Great Notley Avenue which has been referred to BDC as landowner.
9. The sum of £100 has been agreed with the Royal Mail for Compensation for the recent sub-standard delivery of the Great Notley Times
10. Chelmsford City Council have provided information of events to be held at the Racecourse and this has been highlighted on Facebook with information on how to submit a noise if residents wish to do so.
11. The following correspondence has been received where no action is required –
 - Uttlesford Local plan update
 - Stansted Airport Watch updates (formerly Stop Stansted Expansion)
 - Saffron Walden Neighbourhood plan
 - Information on Special Constable scheme
 - Army and Navy consultation
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 – <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
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 after 1 September 2021.</i>	July 2020

Planning enforcement case 27 Cuckoo Way – BDC confirm that the enforcement case is still live and that liaison continues to resolve the issue.	January 2021
Installation of Memorial bench on the green – license awaited to sign	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 – containers now removed	May 2021

The report was **noted and accepted**.

21/75: Financial report

21/75.1 Bank Reconciliation

The bank reconciliation statement calculated to 31 August 2021 was **noted and accepted**.

21/75.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/7/21	BT phone and internet	72.26
16/7/21	RAC Allstar fuel	60.38
23/7/21	Lloyds credit card	
	Monthly fee	3.00
	Viking stationary	47.93
	Zoom	14.39
	One drive	<u>1.99</u>
		67.31
9/8/21	BT phone and internet	72.96
16/8/21	RAC Allstar fuel	68.83
23/8/21	Lloyds credit card	
	Monthly fee	3.00
	Zoom	14.39
	One drive	1.99
	Quest van service	<u>401.82</u>
		421.20

Online payments made on 22nd July 2021

Salaries		3,986.28
HMRC	Tax and NI	824.86
Essex Pension Fund	Pension contributions	966.34
Perspective Landscapes	Grass cutting	174.00
Richard Edwards Group	External payroll	122.40
Paul Clark Printing	printing magazine	1,654.00
A&J Lighting	street light repair	84.00
Eon	electricity for street lights	152.92

Online payments made on 24th August 2021

Salaries		3,950.29
Car Wash		26.00
Clerk	SLCC Subscription	144.50
HMRC	Tax and NI	824.86
Essex Pension Fund	Pension contributions	966.34
Perspective Land	Grass cutting	132.00
A&J Lighting	street light repair	502.80
NGCA	hall hire	13.00
PKF Littlejohn LLP	External audit	480.00
Ernest Doe	PPE	14.00
John Slade	painting the storage unit	280.00

21/75.3 To authorise cost of Clerk attending Health and Safety course

Councillor **authorised** the cost of attending the EALC run Health and Safety course.

21/75.4 To note outcome of external audit

It was confirmed that a clear external audit has been received with no caveats or conditions and that the notice of conclusion of audit has been displayed.

21/75.5 To consider review of internal auditor

As the current internal auditor has been in post now for some years it was **agreed** to obtain quotations with a view to reviewing the appointment in accordance with good governance requirements.

21/75.6 To consider grant application submitted by Stansted Airport Watch

Councillor Ricci vacated the hall for this agenda item.

The grant was considered with reference to the terms and conditions of the Parish Council grant policy. With reference to clause 7 of the policy which states '*the organisation must provide, or propose to provide and activity or service that is believed to be clearly needed by the local community or by a particular group of residents*' it was considered that the organisation does not meet those criteria and thus Councillors **agreed** to reject the application.

Councillor Ricci returned to the meeting.

21/76: Substantive Matters for consideration

21/76.1 To consider play area issues

21/76.1.1 To receive an update on the RAFT upgrade project

There have been further meetings with Groundworks and also with the Parish Council's RPII approved inspector who confirmed he is now happy with the way the surface has bedded down and at present no further action is required. He did suggest that it is monitored and it may be that in future it may be necessary to consider a mulch surface for the areas that are worn due to regular use at some point in the future. He mentioned that cracks in the concrete which are to be expected should be monitored and it is noted that there is a 30-year guarantee for the facility. Draining is also to be monitored.

It was also noted that metal signs in the area had been removed so a new sign has had to be purchased and will be installed shortly.

21/76.1.2 To consider play area inspection report and agree remedial works

The report was noted and it was further noted that the Clerk has arranged a workman who is play area authorised to inspect Levens Way with a view to providing a quote to deal with some of the minor remedial issues. Councillor Crawford advised that the hedges are encroaching into Levens Way and also the bike racks have been overgrown so the Clerk was asked to arrange for the contractor who deals with the area to address the issues.

21/76.2 To consider the issue of provision of allotments in the Parish

As no one had responded to the BDC tender process a meeting is being arranged with the local representative from the National Allotment Society to assist the Parish Council.

21/76.3 To consider environmental issues

21/76.3.1 To receive update in relation to the use of the green and to consider any representations to be made.

Dealt with earlier in meeting.

21/76.3.2 To consider representations in relation to upkeep of vegetation and green spaces by Braintree District Council

A number of issues raised by residents have been resolved with the assistance of the involvement by Councillor Ricci.

21/76.3.2 To consider the issue of litter picking within hedges in the Parish

To enable the Clerk to draft a specification for quotes for contractors to deal with this issue, Councillors advised that the following hedges are subject to littering – by Panner's Field, Blicking Road leading to the spine path, Cuckoo Way to Leven's Way play area, opposite Tesco garage by Cuckoo Wood. The Clerk will put a plan together for Councillors to consider.

21/76.3.3 To consider proposals for a Community Orchard and also tree planting schemes for the Parish

As the tree warden is not present deferred to a future meeting.

21/76.3.4 To consider proposals to restart the P3 scheme in the Parish

As the tree warden is not present deferred to a future meeting.

21/76.3.5 To consider issues in relation to dog bins in the Parish

Complaints had been made to Councillor Cunningham, particularly close to Ellen Way, regarding the condition of bins. The Clerk will circulate a list of dog bins so that Councillors may inspect and review the condition of the same.

21/76.3.6 To consider further representations in relation to the Essex County Council verge cutting trial

Some comments from residents were noted but no additional comments to make so now that the response portal is open the Clerk will submit the comments previously agreed. It was noted that some signs on the A131 are obscured and will need to be reported to Essex County Council so that the vegetation may be cut back.

21/76.4 To consider issues of traffic and parking

21/76.4.1 To note outcome of traffic survey at London Road

It was noted that the traffic survey carried out by Essex County Council had showed a good compliance with the 30mph limit along London Road so they are not willing to take any traffic calming action. This is the second survey to show this response so it will be reported in the next edition of the Parish magazine.

21/76.4.2 To consider issues of parking in the Parish and in particular to consider a parking survey in relation to impact of parking by users of the Great Notley Country Park

Councillors had requested that the Clerk bring this issue back onto the agenda for this meeting. It was noted that complaints have continued that users of the Country Park are parking in Cuckoo Way and Petworth Close in particular to avoid the parking charges at the Discovery Centre. It was **agreed** to consider the issue alongside other road traffic issues at the next meeting. In the meantime, the Clerk will raise the matter with the Country Park staff at a forthcoming liaison meeting. The North Essex Parking Partnership has offered a Zoom information session for the Parish Council so Councillor requested that the Clerk make arrangements for such a session.

21/76.4.3 To consider representations in relation to racing cars in the Parish

Dealt with earlier in the meeting.

21/76.5 To consider suggestion of Councillor liaison and communication with Police in the Parish

Dealt with earlier in the meeting.

21/76.6 To receive updated in relation to Health and Wellbeing issues

Councillor Hagger confirmed that there has been liaison with the GP surgery who have the approval to be a vaccine centre in the event that a Covid vaccine booster programme is rolled out. The surgery requested help with organising the logistics so the Parish Council was able to involve Community 360 who will be working with the surgery in relation to organising the centre and recruiting volunteers. The Parish Council has also publicised the flu jab clinics on Facebook.

21/76.7 To consider issues including the licence in relation to the Memorial Bench

The finalised licence was **approved** and in accordance with standing order 23a Councillor Ricci proposed that the Parish Council execute the document which was seconded by Councillor Butland and **agreed** by all members. It was further agreed that an invoice for the installation work be sent to the family as it has been agreed that they will pay for that work and that arrangements for the installation is not made until that invoice has been paid.

21/76.8 To consider issue of devolution of Highway services

The information from Essex County Council was reviewed. However, at present it is not possible for a decision to be made one way or another as there is insufficient information to understand what works would be required and any future costs of such works. Until detailed clarification has been received as to the costs of the scheme the Parish Council will not be taking part in the scheme.

21/76.9 To consider issue of Community Events

The Clerk updated Councillor on arrangements for the Remembrance Day service and Councillors. Councillor Cunningham has arranged for fencing to be delivered from Essex County Council and it will be delivered to the storage unit.

In relation to the Christmas event the costs for the band, printing and first aid cover were authorised together with the cost of £80 for a tree.

It was noted that the NGCA are looking to plan an event over the Jubilee weekend and Councillors asked the Clerk to obtain quotes for a Jubilee beacon.

21/77 Planning applications, Tree Preservation Orders and other planning matters

21/77.1 New Applications within the Parish

Councillors Ricci and Cunningham left the hall for this agenda item

Application No.	Application	Response
21/01884/HH	22 Cut Hedge, Great Notley – erection of a single storey rear extension with roof light	No Comment and already determined
21/02313/HH	3 The Chase, Great Notley – demolition of existing conservatory and erection of part single part two storey extension	No Comment
21/02420/TPO	3 Skiddaw Close, Great Notley – work to tree covered by a Tree Preservation Order	With reference to Tree Warden report – no objection
21/02202/HH	73 Cuckoo Way, Great Notley - Erection of first floor extension above existing kitchen	No comment
21/02183/HH	60 Chestnut Avenue, Great Notley – single storey side extension	No Comment
CC/BTE/75/21	The Discovery Centre, Great Notley Country Park, Great Notley – installation of external heating plant	No Comment
21/02576/TPO	28 Buttermere, Great Notley – work to tree covered by a Tree Preservation order	With reference to Tree Warden report – no objection
21/02556/HH	14 Grantham Avenue, Great Notley – proposed single storey extension	No Comment
21/02601/ADV	Tesco Store, 1 The Square, Great Notley – installation of 5 non illuminated site signs	No Comment
21/02651/HH	106 Skiddaw Close, Great Notley – erection of single storey side extension and porch	No Comment

21/77.2 To note results of planning applications

Councillor Ricci and Cunningham returned to the hall

The following planning results were **noted** -

Application No.	Application	Result
18/01065/OUT	Land South of Gilda Terrace and North of Flich 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	Permission Granted
21/01575/HH	10 Petworth Close, Great Notley – replacement of existing conservatory with single-storey orangery extension	Granted
21/01910/HH	6 Sorrell Grove, Great Notley – single storey rear extension and porch	Granted
21/01850/HH	2 Colville Close, Great Notley - Side dormer roof extension and installation of rooflights in connection with conversion of loft space	Granted
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	Granted
21/02117/HH	Cut Hedge House, 174 London Road, Great Notley - Retention of single-storey side/rear extension to provide a double garage and store, with habitable accommodation in roof space to provide ancillary annexe, with a covered external seating area to the rear	Granted

21/78 Any matters to be raised for next agenda

The report from the resident in relation to traffic issues.

Meeting concluded at 9.32pm