



Minutes of the Meeting of Great Notley Parish Council Held on Thursday 14th October 2021 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

Five members of the public were present

21/79: Apologies

Received from Councillors Cunningham and Shepperd

21/80: 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.

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

21/81: To consider and approve Minutes of the Meeting held on 9th September 2021

The minutes of the meeting held on 9th September 2021 were **agreed** by Councillors as a correct record and signed by the Chair.

21/82: Public Question Time

A member of the public spoke in relation to a report that he had prepared in relation to traffic issues in the Parish. As well as suggestions in his report for crossings and traffic calming, he suggested markings denoting 20mph on the road at the entrance to Bridge End Lane and vehicle activated signs. He was critical of the road design in the area.

A resident raised a concern about construction works at 224 London Road, which appear to be carried out prior to the determination of a planning application.

A resident spoke to support the comments in relation to traffic calming at Bridge End Lane and stated she thought White Court should be a 20mph area

21/83: Reports

21/73.1 Report from County Councillor

As the issues that Councillor Butland wishes to raise are on the agenda for discussion, he had nothing further to add.

21/73.2 Report from District Councillor

Councillor Ricci advised that Braintree District Council has adopted its climate change strategy and cycling strategy.

21/73.3 Reports from Councillors attending external meetings

No reports.

21/84: Parish Clerk's Report

The Parish Clerk reported as follows –

1. I have attended the following external meetings –
 - 13th September 2021 – SLCC update on Government planning reforms.
 - 23rd September 2021 – EALC AGM
 - 6th October 2021 – SERP 'vision zero' road safety consultation
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 officer 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 still awaiting a response.

Councillor Butland agreed to press for a response.

3. A resident has installed obtrusive white fencing along Great Notley Avenue which has been referred to BDC as landowner who have sent letters to two residents requiring the fencing to be removed. It is currently still in situ.

Councillor Ricci agreed to press for a response

4. I have contacted Tesco regarding care of the square and also cars in rear car park which I have been advised will be dealt with.
5. The new map board has now been installed at Windermere Drive.
6. I have received a resident's complaint about signs left behind after recent highway works which I have referred to Councillor Butland

Councillor Butland has raised this with Essex Highways.

7. I have heard from the LHP that they have rejected the application for a 20mph speed limit in White Court as the speed survey shows good compliance with

the 30mph limit. The speed survey has yet to be received. Councillor Butland is liaising with the LHP on the matter as the issue is what should be the appropriate speed for the area not what the current speed is in the area. Once I hear further I will feedback to the Parish Council.

Councillor Butland advised that new design guides would require a development such as White Court to be a 20mph area but the regulations are not retrospective. He is continuing to liaise about the issue.

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

- Pond improvement funding scheme

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 – <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
Planning enforcement case 27 Cuckoo Way – BDC confirms that the resident has agreed to reinstate the area.	January 2021
Installation of Memorial bench on the green – signed license awaited from BDC	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
Replacement of Memorial Tree	July 2021

In addition, the Clerk reported that an invitation had been received for Councillors to be shown around the Horizon 120 development which she would circulate so a date could be agreed. She had attended a Zoom meeting with the Country Park staff as a result of which the issue of parking was discussed by users of the park looking to avoid parking charges. The staff at the Country Park will let their regular hirers know about the season ticket scheme which can also be again highlighted by the Parish Council. Also, the suggested fishing ban is due to be discussed by the joint venture board soon.

The report was otherwise **accepted**.

21/85: Financial report

21/85.1 Bank Reconciliation

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

21/85.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/9/21	BT phone and internet	73.31
23/9/21	Lloyds Credit card	
	Van tax	277.50
	Viking (stationary/ink)	60.22
	Zoom	14.39
	One drive	1.99
	Monthly fee	<u>3.00</u>
		357.10
30/9/21	bank charges	24.75

Online payments made on 23rd September

Salaries		3.986.48
HMRC	Tax and NI	824.66
Essex Pension Fund	Pension contributions	966.34
Perspective Landscapes	Grass cutting	132.00
Myers Scott Ltd	Norton security renewal	14.99
Seagrave Inspections	play area inspection	135.60
Richard Edwards Group	External payroll	122.40
Relay Ltd Groundworks	map board install	1134.00
Bendcrete Leisure Ltd	play area sign	264.00

In addition, Councillors **authorised** the Clerk to renew the van insurance. It was also noted that an increase in energy prices has been announced by Eon being the supplier of electricity for the streetlights.

21/85.3 To consider review of internal auditor

In accordance with good governance the Parish Council had agreed at the last meeting to review the arrangements for the internal auditor. The Clerk had produced a report with information and costing in relation to the current internal auditor and two other appropriate people who provide the service. It was noted that the current auditor has provided a very good service over the last ten years. Councillor Hagger stated that it is good practice to appoint a different auditor from time to time. Councillor Butland suggested that as the Parish Council finances are not complex it would be in order to remain with the existing gentleman.

Councillor Pritchard proposed that the Parish Council re-appoint Alan Clements to be the internal auditor which was seconded by Councillor Butland. Councillors Ricci, Hagger and Griffin voted against and Councillor Crawford abstained so the motion was defeated.

Councillor Ricci proposed that Heelis and Lodge be appointed the internal auditor for the year which was seconded by Councillor Hagger. Councillor Pritchard voted against and Councillors Crawford, Griffin and Butland voted in favour. It was therefore **agreed** to appoint Heelis and Lodge as the internal auditor for the financial year.

21/85.4 To consider quarterly accounts report

The quarterly accounts report calculated to 30th September 2021 was presented and **accepted**.

21/85.5 To consider draft strategy statement

The draft strategy statement was considered and **approved**.

At this stage of the meeting, it was **agreed** to deal with agenda items 21/86.4 and 21/86.5

21/86.4 To consider a report from a resident in relation to issues of parking and highway matters.

A resident had prepared a report in relation to issues he had identified as areas of concern regarding speed and highway design which had been read by Councillors. He had also spoken in the public session. It was confirmed that Essex County Council Highways deal with issues of road design and speed issues and that the North Essex Parking Partnership deal with areas of parking restrictions.

Councillor Butland stated that in his 20 years representing the area no one had brought these specific issues to his attention. He also described the various road features along Bridge End Lane which make it obvious to motorists that they are in a 20mph area. In his view the majority of motorists drive carefully within the Parish. He pointed out that if Essex Highways were to adopt of the requests made by the resident it would cost over 5 years of their budget which is intended to cover the entire Braintree District. He also pointed out that the

design guides are not retrospective. He favoured markings on the road surface to remind road users of the speed limit.

Councillor Hagger suggested a speed survey be requested to provide clear evidence as to whether there is an issue with speed in the location.

Councillor Crawford confirmed that in the past he had been involved with Notley Green's School request for a crossing point which had not been granted by Essex County Council as it did not meet the criteria.

After discussion it was **agreed** to submit an application to the Local Highway panel for a speed survey to be located upon the entrance to Panners at Bridge End Lane and also by Drayman's Close and also to request markings on the road to indicate it is a 20mph area.

21/86.5 To consider content of discussion with North Essex Parking Partnership and issue of parking restrictions in the Parish.

It was noted that the Clerk and 3 Councillors had attended an information session with an officer from the North Essex Parking Partnership who had provided lots of information about requirements and processes for arranging for the NEPP to install parking restrictions. In particular it was noted that any application has to show that there has been substantial engagement with residents and that there is substantial support for any scheme. It was also noted that the enforcement team regularly attend the Parish and in particular have been monitoring parking outside the Co-op.

After discussion where it was noted that some of the worst parking is residents' parking, that many people choose not to park in their garage and that there has not been a substantial approach to the Parish Council to install yellow lines it was **agreed** to monitor the situation and consider the matter in future if required.

21/86: Substantive Matters for consideration

21/86.1 To consider approval of costs of remedial work at Levens Way play area

The quote for play area repairs which covered all the issues raised in the last play area inspection report plus some damage to the RAFT basketball hoops was **accepted** so the Clerk will arrange for the work to be carried out.

21/86.2 To consider the issue of provision of allotments in the Parish

The previously arranged meeting has been postponed until next week and there will be a report at the next meeting.

21/86.3 To consider environmental issues

21/86/3.1 To receive update in relation to the use of the green and to consider any representations to be made.

An explanation as to the legal position regarding the use of the green provided by Braintree District Council was noted. It was also noted that BDC has entered into an agreement with the Great Notley Football club regarding their

use of the green including the number and position of pitches, frequency of use and ways to moderate behaviour of users in relation to litter and parking.

21/86.3.2 To consider the issue of litter picking within hedges in the Parish

The plan showing the hedges that need to be inspected and cleared of litter was **approved** by Councillors and will form the basis of a specification to obtain quotes for the task which will be presented to Councillors in due course.

21/86.3.3 To arrange annual review of community assets including bins and streetlights

Councillors **agreed** to participate in the annual review of streetlights and bins and the Clerk will circulate a rota for the inspections.

21/86.3.4 To consider hire of the Braintree District Council amenity vehicle

It was **agreed** to look to arrange the hire of the vehicle in the Community Centre car park at a point prior to Christmas and in spring.

21/86.3.5 To receive update on issues of vegetation management in the Parish

The Clerk provided a report of a meeting with BDC whereby a strategy regarding vegetation management is being put together by BDC to be presented to the Parish Council in due course.

21/86.3.6 To consider if to promote the Slow Ways walking scheme

It was noted that the scheme which is supported by sector specific organisations aims to promote the use of existing public rights of way and anyone can log on to the app to log routes between settlements and to review them and as this encourages walking and exercise the Parish Council **agreed** to promote the scheme

21/86.4 To consider a report from a resident in relation to issues of parking and highway matters.

Considered earlier in the meeting.

21/86.5 To consider content of discussion with North Essex Parking Partnership and issue of parking restrictions in the Parish.

Considered earlier in the meeting.

21/86.6 To consider whether to join and pay subscription fee for the Braintree Association of Local Councils

There is uncertainty about the aims of the organisation. However, it was **agreed** to join for one year and review how useful membership proves to be.

21/86.7 To consider if to apply for the Local Council Award scheme Quality Award

It was **agreed** to work towards applying for the Quality award and to **authorise** payment of the registration fee for the scheme.

21/86.8 To consider the issue of noise complaints in relation to Chelmsford City Racecourse

One email and a few verbal complaints had been received in relation to a recent event at the Racecourse. It was noted that the events are ad hoc and provide both jobs and entertainment for local people. However, the greater concern related to people walking back from events along the A131 where there is no pavement and the Clerk was asked to raise the matter with Essex County Council, Chelmsford City Council and Braintree District Council to start a discussion on how the issue may be addressed.

21/86.9 To consider issue of Community Events

Final arrangements for the Remembrance event were agreed. Regarding the Christmas event it was noted that costs for the event are coming near to the budget. Councillors therefore **agreed** to authorise the costs of purchasing lights for the tree. It was noted that a PA system will not be required due to excessive cost and the need to apply for a formal licence were the music to be amplified. The risk assessment for the event was also **agreed**.

In relation to the Queen's Jubilee in 2022 it was noted that the fete has been brought forward by NGCA to the Saturday of the bank holiday and it was therefore **agreed** that the Parish Council will not organise a beacon lighting event.

21/86.10 To consider the dates for Parish Council meetings for the remainder of 2021 and for 2022

Councillors **agreed** that they wish to resume meeting in the committee room of the Community Centre as from the November meeting and during 2022. The acoustics of the large hall make meetings difficult and it was felt that measures can be taken to safely meet in the smaller room. This will mean that meeting days will revert to Mondays. The Clerk will arrange to book the room as from the next meeting.

21/87 Planning applications, Tree Preservation Orders and other planning matters

21/87.1 New Applications within the Parish

Councillor Ricci vacated the hall for the entirety of this agenda item

Application No.	Application	Response
21/02693/TPO	85 Windermere Drive, Great Notley – application for work to be carried out to a tree covered by a tree preservation order	The response is still awaited from the Tree Warden and the Clerk may respond using delegated powers once the response is received.

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. - Changes to the access / internal road layout RECONSULTATION	Councillors agreed to repeat the objection previously submitted to this application and to also let the planning officer know of the issues raised by the resident in relation to work to trees and installation of a garage which have been carried out prior to consent being granted.
21/02791/HH	2 Burghley Close, Great Notley - Single-storey rear extension & internal alterations	No Comments
21/02925/HH	24 Ennerdale Avenue, Great Notley – single storey rear extension	No Comments

It was noted that an application has been received involving the construction of a Gazebo at a property at London Road and which will be considered at the November meeting. It was further noted that construction has started and that there has been both the construction of a path and an electrical point on public land, and fly tipping of materials all of which has been brought to the attention of the planning officer.

Councillors also requested that the Clerk obtain an update on the enforcement issue with 27 Cuckoo Way as to the timetable to resolve matters

Councillor Ricci returned to the hall.

21/87.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
20/02239/REM	Land Adjacent to King William Public House, London Road, Braintree - Reserved Matters (relating to appearance, landscaping, layout & scale) made pursuant to Outline Planning Permission ref: 19/02225/OUT for the erection of 4. No dwellings with associated garages and parking spaces, alongside associated development	Granted
21/01955/ODC ESS/61/21/CHL	Land adjacent to Chelmsford Racecourse - Pyrolysis plant to generate electricity from imported solid recovered fuel, associated building and offices	Granted
21/02005/HH	9 Skiddaw Close, Great Notley – two storey side extension	Granted
21/01884/HH	22 Cut Hedge, Great Notley – erection of a single storey rear extension with roof light	granted
21/02313/HH	3 The Chase, Great Notley – demolition of existing conservatory and erection of part single part two storey extension	granted
21/02420/TPO	3 Skiddaw Close, Great Notley – work to tree covered by a Tree Preservation Order	Refused
21/02202/HH	73 Cuckoo Way, Great Notley - Erection of first floor extension above existing kitchen	granted
21/02183/HH	60 Chestnut Avenue, Great Notley – single storey side extension	granted

CC/BTE/75/21	The Discovery Centre, Great Notley Country Park, Great Notley – installation of external heating plant	granted
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21/88 Any matters to be raised for next agenda

It was noted that a first draft of the budget will be presented at the next meeting for discussion.

Meeting concluded at 8.58pm