



Minutes of the Meeting of Great Notley Parish Council Held on Monday 6th December 2021 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

One members of the public was present

21/99: Apologies

Received from Councillor Ricci.

21/102: Public Question Time

The Chairman introduced Peter Davy the Chairman of the Essex Association of Local Councils (EALC). He spoke about his involvement with both EALC and NALC particularly in relation to financial scrutiny and lobbying for the sector. He mentioned EALC initiatives such as awards for members of the public who have provided support during Covid 19, the Community Initiative Fund and the foodbank grant scheme. He congratulated the Parish Council in retaining Foundation status in the Local Award Scheme and considered that the website demonstrates considerable effort and work on the part of the Parish Council and particularly highlighted the 'breaking news' section as being a highlight. He then presented the certificate to the Chairman.

21/100: Declarations of Interests

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.

21/101: To consider and approve Minutes of the Meeting held on 22nd November 2021

There was discussion in relation to the content of the minutes relating to the public session of the meeting and whether the minutes should be expanded. After discussion as to whether to include any further explanation there was a vote with Councillors Griffin, Crawford, Cunningham, Pritchard and Sheppard agreeing the minutes as presented as a correct record with Councillor Hagger voting against. The motion was therefore carried and thus the minutes of the meeting held on 22nd November 2021 were **agreed** by Councillors as a correct record and signed by the Chair.

21/102: Public Question Time

Dealt with earlier in the meeting.

21/103: Reports

21/103.1 Report from County Councillor

No report

21/103.2 Report from District Councillor

Councillor Cunningham reported that the Government settlement is still awaited hence the delay with information to be passed down by the District authority to Parish Councils

21/103.3 Reports from Councillors attending external meetings

Councillor Hagger had met with the Clerk and the senior litter picker to discuss options for an electric van and measure the storage unit and information is being gathered to present to Councillors at a future meeting.

Councillor Griffin had attended an event at Notley Green school to view a display about the school's partnership with a school in Tanzania

21/104: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings – 17th November 2021 – First Aid course
2. Regarding the issue of pedestrians walking over Panner's Bridge on the bridge guard rather than using pavements I am awaiting feedback from the LHP officer as to the appropriate way forward.
3. I have asked BDC for an update on the issues of their request to residents to remove obtrusive white fencing along Great Notley Avenue and various electrical equipment behind Bluebells and await a response.
4. The Amenity vehicle has been booked to attend the Parish on Saturday 29th January 2022 at the Church in Great Notley and I will be promoting this event to the Parish.
5. In relation to the review of streetlights and bins, reports are still awaited.
6. 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</i>	January 2015

<i>£440,000 for the scheme – however the original sign application has been restarted and is awaiting validation.</i>	
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 – Speed survey reveals that the current 30mph limit is well observed and in the circumstances no reduction in speed limit will be undertaken – Councillor Butland is taking the matter further	July 2020
Planning enforcement case 27 Cuckoo Way – following the installation of artificial grass the matter is in the hands of the BDC legal department	January 2021
Complaints in relation to light pollution at the Gridserve site – BDC is seeking a report from an independent lighting expert and planning condition remains unresolved.	February 2021
Replacement of Memorial Tree	July 2021

The report was **noted**.

21/105: Financial report

21/105.1 Bank Reconciliation

The bank reconciliation statement calculation to 30th November 2021 was **noted**.

21/105.2 Payments for approval

The following payments were **approved** –

Direct Debits

9/11/21	BT internet and phone	73.31
23/11/21	Lloyds Card	
	Viking UK	39.31
	Tesco (coins for event)	38.35
	Zoom	14.39
	One Drive	1.99
	Amazon (lights for event)	91.96
	Monthly fee	<u>3.00</u> 189.00

Online payments made on 5th November 2021

JC Electricals	emergency repair storage unit	70.00
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Online payments made 25th November 2021

Salaries		3,870.43
Clerk	Expenses	99.66
HMRC	Tax and NI	747.66
Essex Pension Fund	Pension contributions	966.34
NGCA	Hall hire	18.50
	Grant	<u>350.00</u>
		368.50
Paul Clark Printing	Great Notley Times	1,603.00
	Christmas leaflets	<u>120.00</u>
		1,723.00
EALC	First Aid course	132.00
Myers Scott Ltd	Annual webhosting fee	104.26
Marks Tey Radio	PA system for Remembrance	216.00
Braintree District Council	installation of memorial bench	193.02
PH Wheaton and Co	Christmas Tree	80.00

It was noted that some additional work maybe required to repair the wetpour which is due to be carried out this week and the Clerk was authorised to **agree** a further £300 in relation to the contractor's costs.

21/105.3 To consider cost of upgrading storage capacity of email accounts

Councillors had tidied their email accounts so at present it is not necessary to increase the storage.

21/105.4 To consider the budget for financial year 2022 – 2023

As finalised tax base figures are still awaited from Braintree District Council the budget will be considered at the January meeting.

21/106: Substantive Matters for consideration

21/106.1 To consider the issue of provision of allotments in the Parish

The Clerk had spoken at length to Anglian Water and a pack had been provided to request a no obligation quote for the provision of water to the site. However, the major requirement is a scale plan which is still awaited from Braintree District Council. Councillor Cunningham agreed to follow up on that issue alongside other matters he had raised following the November meeting.

21/106.2 To consider representations in relation to the Essex County Council Bus Strategy

Councillors considered representations that had been made by residents in relation to bus use. It was noted that the basic requirements which are currently not being met are that the bus goes to destinations where residents wish to go at times when they wish to travel and at a cost that makes it more attractive than using other forms of transport. Also, the service needs to be reliable. Destinations from the village are most likely to be the railway station or town centre and many older residents wish to use the bus to access the GP surgery. It was noted that as the bus no longer travels around White Court this presents an issue for some older residents. It was noted that it is not possible to catch a bus to the train station for commuters as the bus does not travel as early as 7am in the morning. As the current bus around Great Notley only travels in one direction it means that a person travelling to the GP surgery would then have to travel into Braintree in order to get home. It was **agreed** to raise all these points with Essex County Council.

In relation to the new Uber type bus service, it was **agreed** to suggest that a roadshow is provided by Essex County Council and that a central point would be the square by the GP surgery. There were a number of questions as to how that service will work and if there will be points in the village where it will pick up as at present the map only shows stops at the business park and there is no formal crossing from the village to the business park. The questions can be raised at the roadshow.

21.106.3 To consider issues of Councillor and Clerk safety including update of Lone worker policy

The Lone worker policy was considered and **approved**. Regarding the litter picker risk assessments, it was agreed to add a clause that in the event of members of the team encountering an aggressive person they should not engage with them. The use of equipment alone was considered. It was noted that the leaf blower is fully risk assessed and is a low risk item however the trimmer should not be used by one person alone. It was noted that the item has not been used for a very long time and it was therefore **agreed** to offer to donate it to the Friends of the Flitch Way. The Clerk's lone worker risk assessment was considered and **approved**

21/106.4 To consider updated First Aid Needs Assessment and policy

The needs assessment and first aid policy were both considered and **approved**. It was noted that although the Clerk is now First Aid trained the recommendation is to have more than one person to cover situations of absence so it was **agreed** to look to book the senior litter picker on a first aid course so that there is more than one qualified first aider available.

21/106.5 To consider representations in relation to Essex County Council Library consultation

It was **agreed** to bring the consultation to the attention of residents so that comments may be made and that there are no comments from the Parish Council.

21/106.6 To consider update of policy for early consultation regarding planning

The report of the Clerk was considered together with the draft policy. The various amendments were discussed in detail and a finalised updated policy **agreed**. The Clerk was also requested to upload information on the website to assist members of the public who may wish to attend Parish Council meetings so they know what to expect and the rules in place particularly in relation to the public session.

21/106.7 To consider issue of Community Events

For the Christmas event, Councillor Cunningham **agreed** to collect the PA system. Various times were made clear where additional assistance would be required. Councillors **agreed** to distribute leaflets to promote the Christmas event. It was noted in particular that the Parish Council has already completed and approved a risk assessment for the Carols around the Christmas Tree part of the event and as the NGCA is hosting the panto and food afterwards those aspects have been risk assessed by them as they are responsible for those parts of the day.

21/107 Planning applications, Tree Preservation Orders and other planning matters

21/107.1 New Applications within the Parish -None.

21/107.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
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	Granted
21/02925/HH	24 Ennerdale Avenue, Great Notley – single storey rear extension	Granted
21/03204/VAR	Land adjacent to 5 Coniston Close - Removal of Conditions 4 (Class A and Class B of Part 1 of Schedule 2), 9 (Class E of Part 1 of Schedule 2) and 10 (open space) of permission 19/01157/FUL granted 03/10/2019 for :Erection of 1No. 3-bedroom dwelling	withdrawn

21/108 Any matters to be raised for next agenda

The budget, a further consultation regarding the BDC local plan and in February to review Operation London Bridge arrangements.

Meeting concluded at 8.48pm