



Minutes of the Meeting of Great Notley Parish Council Held on Monday 30th April 2018 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Heady (Chair) Crawford, Ricci, Cunningham, Price, Griffin and the Clerk

County Councillor Butland
Representative from Groundworks

No members of the public were present

18/34: Apologies

Received from Councillor Arthur.

18/35: Declarations of Interest

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and in particular as a member of the planning committee of that authority.

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council and in particular as a member of the planning committee of that authority.

18/36: Public Question Time

No members of the public were present.

18/37: Minutes of the Meeting of the Council held on 19th March 2018 & progress update

The minutes of the meeting held on 19th March 2018 were **agreed** by Councillors as a correct record and signed by the Chair. The Clerk mentioned that she will be actioning the matter raised in relation to liaison with Stansted airport prior to the next meeting.

18/38: Chairman's report

The Chairman reported that he had received an email from a resident raising a concern regarding an event at the Chelmsford City Racecourse which among other things is being promoted as having 'no sound restrictions'. The Clerk will contact Chelmsford City Council to raise this issue with that authority.

18/39: Parish Clerk's Report

The Clerk reported as follows –

1. The tree dedication ceremony has been re-arranged for 30th May 2018 at 10.30am.
2. Essex County Council has advised that there will be changes to the mobile library service. The Derwent Way stop will be retained and the Notley Green stop removed and visits will be once every three weeks.
3. The North Essex Parking Partnership has confirmed that their civil enforcement officers have been paying ad hoc visits to Bridge End Lane in recent weeks with several penalty charge notices being issued.
It was requested that the NEPP be made aware of issues at White Court School and requested to attend. The Clerk advised Councillors that she has been involved with the 3PR school parking initiative at her other Parish Council and as this may be extended from south Essex to the North Essex Parking partnership the Clerk has noted this Parish as having an interest in that scheme.
4. I have referred a complaint received from a resident in relation to boot camp to Councillor Cunningham who is liaising with officers at Braintree District Council.
5. Anglian Water have set up the compound near the RAFT in preparation for the work to the new water main. Unfortunately, they have removed one of the wooden posts so I am in liaison with Braintree District Council as concerns have been raised by residents that if it is not replaced in due course there would be a danger of unlawful encroachment on the land.
6. As a result of questions raised by residents I have ascertained that the owners of the Oaklands Inn were in liaison with Braintree District Council regarding the removal of vegetation and hedgerow in the vicinity of the green. Some residents have commented that there was no liaison with the Parish Council or residents regarding this matter but others are very happy with the new appearance around the pub.
7. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –
 - NALC consultation on behaviour in public life
8. 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	May 2012

LHP application for warning pedestrians sign on A131 on approach to Branocs Tree – development of a more detailed scheme being progressed by LHP.	January 2015
Broken roundabout sign at Tesco mini roundabout – repair awaited by ECC	March 2016
Application to NEPP in relation to parking at Notley Green - consultation on proposals closed 30 th March 2018 – final order awaited	July 2017
Progress of P3 scheme – await hearing further from volunteers	August 2017
Progress from Solicitors regarding acquisition of ‘Mrs Hedges’ and ‘Unity Hand’ sculptures	November 2017
Request for parking attendant – await Notley Green School	February 2018

The report was otherwise **noted and accepted**.

Councillors **agreed** to deal with the following matter at this stage of the meeting.

18/41.1 To receive progress update in relation to upgrade of the RAFT area

The Clerk reported that she had met with the Tree Officer from Braintree District Council to discuss the extent of land to be leased to the Parish Council and is awaiting the draft lease documentation.

Nicola Murphy from Groundworks provided a schedule confirming that £40,000 has been secured in grant funding and setting out the options for the area. Upon discussion it was noted that there would be some further costs for legal fees and installation costs on site. Upon discussing the options provided and considering them against the preferences demonstrated in the consultation process Councillors **agreed** to proceed on the basis of having a new skate facility to replace the existing skate ramp, the ‘hoop’ shelter with bound gravel paths, concrete benches, and a wire line. The potential bike track would be considered at a later stage as a potential second phase of this project.

As the Parish Council has been making provision in capital reserves for this project for some years now it was **agreed** that the balance of costs after taking into account grants which would be between £20,000 to £30,000 will be met from the Parish Council capital reserves.

As the existing skate ramp will be replaced Councillors **agreed** that the skate group in the Parish which has suggested it may be interested in relocating the existing skate ramp elsewhere be approached to see if they did indeed wish to do so.

Discussions took place regarding the procurement process and the need to comply with the financial regulations and procurement legislation. Nicola confirmed that she will draw up the tender documents for consideration and

approval by the Parish Council and that Groundworks will project manage the subsequent installation. It is estimated that that installation work will take 8-12 weeks depending on the weather. There will be a health and safety file provided at the end of the process and a time period of one year whereby any contractor can be required to return to site to remedy any defects.

18/40: Financial Report

18/40.1 Bank reconciliation

The bank reconciliation statement calculated to 31st March 2018 was presented and **accepted**.

18/40.2 Payments for approval

The following payments were **approved** –

Direct Debits

11/4/18	BT	68.12
16/4/18	RAC Allstar fuel account	47.91

Online payments 25th April 2018

Salaries	3,022.24
Senior litter warden Expenses (van cleaning)	15.00
Clerk expenses	337.34
HMRC Tax and NI	706.46
Essex Pension Fund pension contributions	757.04
Ernest Doe PPE (Jacket)	19.99
Eon Electricity for street lights	107.78
EALC Annual Subscription	864.00
NGCA Room hire	11.00
Quest motors investigation work regarding van	49.92
Zurich Municipal Renewal of Parish Council insurance	1,362.60

Cheques

30/4/18 28	A Clements internal audit	200.00
30/4/18 29	The Information Commissioner	35.00

District Council repair or replace those damaged bins that they own. Regarding the five new litter bins which have now been delivered to the Parish Council it was **agreed** that as previously discussed they will be installed next to the Parish Council noticeboard by Notley Green school, on the main footpath by the Ellen Way cut through and in the Community Centre play area to replace the burnt-out bin. Rather than installing a new bin in front of the Co-op and along the spine footpath it was **agreed** the remaining two bins should replace the rusted bins owned by the Parish Council, one along the spine footpath by Harnham Drive and the other on the footpath leading to the underpass by Farriers Close. The litter team had just recently reported that it was difficult to open the rusted bins.

It was also **agreed** that when the budget is considered the issue of a rolling replacement of bins will be considered.

18/41.3 To consider and approve street scene agency agreement

The agreement document was considered and **agreed** and was signed by the Chairman. The issue of community litter picks was discussed and as last year will be arranged in collaboration with the fete organisation.

18/41.4 To consider and approve expenditure in relation to upkeep of storage unit

Councillors **agreed** the proposed expenditure to replace the internal light of the storage unit and to purchase compost to enable the Tree Warden to care for the new pyrocanthur bushes.

18/41.5 To consider and approve expenditure in relation to the upkeep of the Parish Council vehicle

It was noted that a couple of inches of water has accumulated in the well under the van seats and impregnated the carpets. There is a strong urine smell. The Clerk has been liaising with Quest motors who would be able to remove the carpet, remove the water, relay carpet (rubber is not available) and valet the van at a cost of £1862 including VAT. Councillors considered that for the health and safety and wellbeing of employees the work needs to be carried out. The Chairman therefore proposed that this expenditure be approved and this was **agreed** by all Councillors. To prevent this reoccurring those who drive the van are to be instructed to double bag any leaking bags and to put the tarpaulin or plastic on the floor of the van.

18/41.6 To consider the issue of the purchase of a Defibrillator for the Parish

It was noted that a grant in the sum of £2,000 has been received from the District Councillors fund. The total cost of the unit is £2,320 and Councillors authorised the payment of the extra £320.00. It was noted that the model is slightly different to the one the NGCA chose to purchase however this unit is the one for which the Parish Council received a quote originally and which formed the basis of the grant application. It includes paediatric pads. It was noted that there will be a training session to include members of the Church,

local schools and pre-schools and a launch event to which the District Councillors will be invited.

18/41.7 To consider issue of membership of Mid Essex Hospitals Trust

Information had been provided via the EALC regarding local council representatives on the Mid Essex Foundation trust that governs Broomfield Hospital and also representations by local residents as governors on the trust. Councillors **agreed** that this information should be disseminated via the Parish Council's communication streams and with his agreement Councillors nominated Councillor Price as the Parish Council representative at that forum.

18/41.7 To consider the issue of advertising in the Great Notley Times magazine

It was noted that there has been a reduction in advertising revenue for the magazine as some advertisers have withdrawn from the publication. Thus, although the publication costs have been reduced there has been a greater reduction in advertising revenue thus negating that saving. It was **agreed** that Councillor Heady will work with the Clerk to formulate a strategy to attempt to increase advertising in the magazine. The matter to be reviewed in November to decide if any changes are required as to frequency of publication and/or content.

18/41.4 To receive update on the issue of the General Data Protection Regulations including consideration and approval of draft documentation relating to the legislation –

- **Updated Document management policy**
Considered and **approved**.
- **Data Protection policy**
Considered and **approved**.
- **Privacy notices**
Considered and **approved**
- **Digital Protection Requirements**
Considered and **approved** and signed by all Councillors present at the meeting.

In addition, the Clerk provided Councillors with some literature regarding the legislation and the need to demonstrate compliance. She also reported that an amendment is being lodged to the bill as it is considered by Parliament to exclude Parish Councils from the need to appoint a Data Protection Officer. She will keep Councillors updated regarding the legislation.

18/42: Planning applications, Tree Preservation Orders and other planning matters.

18/42.1 New Applications within the Parish

Application No.	Application	Response
18/00001/FUL	14 Derwent Way, Great Notley – erection of cart lodge in front garden single storey rear and side extension	No comment.
18/00455/FUL	7 Burghley Close, Great Notley – erection of first floor extension above existing integral garage	As Councillors had not been able to access the relevant documentation for these applications they will view them after the meeting and advise the Clerk within 48 hours of the meeting if they require an extension to be obtained for the applications to be considered at the next meeting. In future any such problems to be notified to the Clerk prior to the meeting.
18/00537/FUL	Holmcroft, 210 London Road, Great Notley – demolition of existing garage and erection of 2 storey side extension	
18/00564/FUL	24 Derwent Way, Great Notley – erection of single storey side extension and two storey side extension	
18/00609/VAR	Highfields, 224 London Road, Great Notley – application to vary condition 2 of planning permission 15/00176/FUL to move position of access to improve highway safety	No comment – the Highway department will need to assess the application.

18/42.2 To note results of planning applications

The following planning results were **noted** -

Application no.	Application	Result
17/02155/FUL	1 The Square, Great Notley - Installation of new Timpson Dry Cleaning unit to hard standing area. Relocation of existing trolley bay. Installation of associated advertisements and anti-ram raid bollards	Refused
17/02156/ADV	1 The Square, Great Notley - 3 x aluminium fascia signs internally illuminated. (1, 2 and 3). 2 x aluminium panels with full gloss laminated digital graphic (4 and 5). 2 x aluminium panels with full gloss laminated digital graphic (6 and 7).	Refused

18/00007/FUL	93 Pochard Way, Great Notley - Erection of single storey full width 4m rear extension with half width first floor rear extension and loft conversion.	Permitted
18/00031/TPO	15 Ellen Way, Great Notley – work to tree covered by Tree Preservation order	Refused
18/00170/FUL	The Oaklands Inn, Notley Green, Great Notley - Alterations to fenestration and erection of a cold room, roof and screen in yard area.	Permitted
18/00171/FUL	The Oaklands Inn, Notley Green, Great Notley - Proposed additional disabled / car parking adjacent to the Public House.	Permitted
18/00232/FUL	2 Colville Close, Great Notley – erection of front entrance porch and single storey rear extension	Permitted

18/43: Committee Reports

18/32.1 District/County Update

Councillor Ricci reported that a new Chairman has been elected at the District Council.

Councillor Butland reported that it is almost a year since he became the County member for this area. He has received 173 representations 9 of which have originated from this Parish. He confirmed that he is currently liaising regarding the bent traffic sign at the roundabout at the end of Cuckoo Way near Tesco's and issues with the repair of the pavement at the bottom of Ellen Way which is currently delayed as service provider consent is awaited.

18/44: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 9.04pm