



Minutes of the Meeting of Great Notley Parish Council Held on Monday 26th February 2018 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

County Councillor Graham Butland

Stuart Thompson Enforcement manager from Braintree District Council

7 members of the public were present

18/12: Apologies

Received from Councillors Cooper and Cunningham.

18/13: Declarations of Interest

Councillor Ricci declared a non-pecuniary interest as a member of the planning committee of Braintree District Council. He also declared a non-pecuniary interest in agenda item 18/19.2 as he is acquainted with the administrator of the Stansted Airport grant scheme.

Councillor Heady declared a non-pecuniary interest during discussion relating to parking issues around Notley Green school as he is a director of the Change Academy Trust and his proximity to the area being discussed.

18/14: Public Question Time

The secretary of the Great Notley Football Club advised that the annual football festival has been arranged for 23rd June 2018 however Braintree District Council have advised that the green may not be used before 1st July 2018. The club has 206 players playing in 17 teams and is supported by lots of local families. The festival cannot be postponed until later in the year due to school holidays and then the start of the next season. He asked for the support of the Parish Council in the matter. Councillor Ricci agreed in his capacity of District Councillor to speak to the head of operations at Braintree District Council and all Councillors **agreed** that the Parish Council request that the District Council review the decision of not permitting the festival prior to 1st July 2018.

A lady who lives outside the Parish and whose child attends Notley Green school complained about the difficulty of crossing the road at Bridge End Lane from the Church side due to parked cars across the dropped kerb and inconsiderate traffic and congested traffic generally. She suggested a zebra crossing but then said her request was for something to be done to alleviate the problem. After discussion Councillors **agreed** to request whether a crossing patrol could be arranged for the school and to also ask the Parking Partnership to review the area and to consider any innovative solutions for the issue. Councillors expressed a wish that support is demonstrated by the school for such an approach maybe in the form of a petition.

A representative from White Court School's board of governors together with parent representatives from the school raised the issue of inconsiderate parking at Ennerdale Drive. Cars are being parked on grass verges and blocking residents' driveways. It was noted that it is an issue that some parents are not willing to walk their children to school and act in an inconsiderate manner. After considerable discussion the Governor stated that the school are putting a questionnaire out to parents raising safety issues inside and out of school and trying to facilitate a discussion with parents. He agreed that the results of the questionnaire would be shared with the Parish Council and Councillors and the County Councillor confirmed that they are supportive of proposals to try and alleviate these problem issues.

Councillor Butland reported that Essex County Council has agreed its budget which will result in a 5% increase in Council Tax attributable to that authority. He stated that the biggest challenge relates to the funding of social care. He confirmed that £26 million has been put aside for roads and £3 million for potholes and footpaths.

A resident from Queenborough Lane raised the issue of a coach parking on the road overnight and starting up very early in the morning. The enforcement officer in attendance at the meeting confirmed he would look into regulations and revert to the Clerk as to what action may be taken.

Stuart Thompson (enforcement officer from Braintree District Council) then spoke to Councillors regarding environmental and enforcement issues. He confirmed that a recent campaign had been undertaken to reduce dog fouling in the Parish. He confirmed it had been scored at a B rate (sporadic fouling) and that as a result of the campaign fouling had reduced. He confirmed that dog fouling is a difficult issue to address but that if precise details can be provided of a regular offender enforcement officers may attend the Parish.

He also spoke about the issue of residents parking on grass verges in the Parish and that letters had been sent to residents at Notley Green and Cuckoo Way and that if the issue persists further action may be taken. Any further issues can be reported via the Clerk to Braintree District Council

18/15: Minutes of the Meeting of the Council held on 8th January 2018 & progress update

The minutes of the meeting held on 8th January 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

18/16: Chairman's report

The Chairman reported that he had been in regular contact with the Clerk regarding ongoing personnel issues. He also stated that due to personal commitments he will not be standing for the position of Chairman at the annual meeting in May 2018.

18/17: Parish Clerk's Report

The Clerk reported as follows –

1. Contractors appointed by Braintree District Council cleaned out Panner's Pond on 22nd January 2018. I received residents' complaints as only vegetation had been removed and not litter. As a result of my approach to Braintree District Council it was arranged for the contractors to return. The Pond was cleared of a substantial amount of litter on 7th February 2018. An inspection was also carried out in relation to ditches that serve the pond and I have forwarded an email to you which sets out the manner in which the District Council will be dealing with that issue.
2. On 23rd January 2018 I participated in a free webinar run by the external auditor PKF Littlejohn which provided useful information in relation to the procedure this year in relation to the audit so that I am prepared for the process.
3. On 8th February I participated in an SLCC webinar regarding the forthcoming General Data Protection Regulations.
4. Paul Clark Printing have confirmed that they are willing to prepare a PDF of the Great Notley Times for use on the Parish Council's website free of charge. As this was a recommendation when Foundation Status in the Council Award scheme was awarded please confirm that you are happy for me to organise this.
*Councillors **agreed** to request that this is arranged.*
5. There has been communication involving the NGCA, District Councillors and officers from Braintree District Council regarding the attendance of the children's travelling funfair to the Parish in June 2018 and the impact upon the timing of the fete. It has now been confirmed that the travelling funfair will take place on the green on 16th and 17th June 2018 and they will arrive to set up earlier that week.
Councillors noted that on this occasion Braintree Council had not consulted the Parish Council on this arrangement

6. The fete will be taking place on 14th July 2018.
7. Braintree District Council has advised me that it is investigating the use of the green and surrounding green space by Essex Bootcamp. The officer concerned has asked whether the Parish Council has any issues relating to Bootcamp's use of the green so please let me know if you have any comments so I may feedback to him.
It was noted that there have been anecdotal reports of bootcamp interfering with the use of the pathways and the green by using large tyres and poles and to bring this information to the attention of Braintree District Council.
8. As a result of a resident's complaint to the Chairman I have reported issues of vehicles parked on the grass verge at Cuckoo Way to Braintree District Council as landowner. I am aware that letters have been sent to surrounding residents.
9. The minutes of the last Highway Panel meeting shows that the proposals to undertake a detailed design for a signalised crossing adjacent to the Hungry Horse is in the rolling programme for 2018/19. It is further noted that the estimated costs of the scheme have been reduced to £27,500.00
10. On 2nd February 2018 the Pyrocanthur bushes were planted next to the storage unit.
11. Anglian Water has confirmed that the work to the water mains along the spine footpath and into White Courts will commence on 15th March 2018.
12. As a result of a resident's complaint I referred the issue of a cut down lamppost number 57 on Cuckoo Way to County Councillor Butland and the post has been cut down for over a year. The response received was that the post is marked for replacement but due to the substantial amount of lampposts currently awaiting replacement a timescale cannot be provided.
13. Councillor Butland also asked Essex Highways to confirm when the broken roundabout sign at the entrance to Cuckoo Way will be repaired and was advised that it is the responsibility of the Tesco store. Maps provided by Essex County Council would seem to indicate otherwise so I have referred the issue back to Councillor Butland and await hearing further.
It was also noted that there are lights out in the Tesco car park and it was requested that the Clerk approach Tesco in this regard.
14. A ceremony will be taking place on Friday 2nd March 2018 to dedicate two trees to former long serving Councillors.
*Councillors **agreed** that light hospitality may be provided for guests taking part in the ceremony which will be taking place at 11am. All Councillors were invited.*

15. I have been in liaison with officers at Braintree District Council regarding the new online access to the planning consultation portal. I have signed the Parish Council up to the service which will streamline responses to planning consultations.

16. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –

- Invitation to NHS meeting on 12th March 2018

17. 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 – 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 problem parking at Notley Green – progress awaited from NEPP	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

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

18/18: Financial Report

18/18.1 Bank reconciliation

The bank reconciliation statement calculated to 31st January 2018 was accepted.

18/18.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/1/18	BT	56.35
10/2/18	BT	87.90

Online payments authorised and made on 23rd January 2018

Salaries	Salary	2,887.88
Clerk's expenses		78.91
HMRC	Tax and NI	555.30
Essex Pension Fund	pension contributions	521.03
Eon	Electricity for streetlights	110.18
King and Co	for Pyrocanthur bushes and compost	143.95

Online payments authorised on 22nd February 2018

Salaries		3,175.82
Clerk's expenses		65.78
HMRC	Tax and NI	677.78
Essex Pension Fund	pension contributions	521.03
SLCC	webinar	36.00
Sutcliffe Play	balance of payment for screw fixing	5.12
NGCA	room hire fees	22.00

18/18.3 To consider the Financial Risk Assessment

The Financial Risk Assessment for the year 2018 was considered and **approved** by Councillors.

18/19 Substantive matters for discussion

18/19.1 To receive progress update in relation to upgrade of the RAFT area

It was noted that the results of the grant applications to Greenfields fund and Tesco are still awaited together with exact confirmation of the amount available from Section 106 funding. An award has already been made by the CIF fund. It was **agreed** that the Clerk should submit a funding bid to the Lottery fund and to look into an activity fund identified by Essex County Council. In due course decisions will need to be made in relation to the exact extent of land required for the project and it was noted that procurement rules will need to be followed. It was also noted that a resident has complained regarding the state of the skate ramp. Weekly inspections have shown that the ramp is in good condition. The Chairman will respond to the individual.

18/19.2 To consider Stansted Airport's community Grant application Scheme

The Clerk had obtained information about the scheme. Due to the proximity to the airport only the smaller grant fund of £1,500 is available. Councillors **agreed** that a funding application be submitted to that fund. It was also noted that the Braintree District Councillors fund will be open in the next financial year for applications as well.

18/19.3 To receive update on issues surrounding litter prevention, litter bins and dog issues.

It was noted that the five new litter bins have been delivered and arrangements will be made to install those bins later in March.

Regarding Dog Poo bags Councillors **agreed** to continue with the initiative of purchasing dog poo bags for the litter team to carry with the intention that they are given out to residents who require them in case of emergency. The quotation to purchase the bags online was accepted as being better value for money than the previous arrangement.

It was noted that Braintree District Council had replaced a litter bin which had been on a lamppost with a ground based bin on the pavement outside a residents property. After a complaint from the resident the bin was removed. Another resident is now requesting that it is put back and the District Council has asked for input from the Parish Council. Councillors **agreed** to support the decision of Braintree District Council not to replace the lamp mounted bin with a ground based bin at the same location.

18/19.4 To consider acquisition of Community Defibrillators

Councillors **agreed** to submit a grant application to the Braintree District Councillors grant fund to cover the cost of acquiring one defibrillator.

18/19.5 To consider the issue of Parking in the Parish.

All issues surrounding parking had been considered in the public session.

18.19.6 To consider request from Notley Green Community Association to assist with activities for the fete

It was agreed to make a grant of £1,750 to cover the costs of the climbing wall, the bungee trampolines and the zorb balls at the fete on the strict proviso that clear and appropriate signage is put up and maintained throughout the fete to demonstrate to residents how public money donated by the Parish Council has been utilised.

18/19.7 To consider response to Essex County Council consultation in relation to parking fees at Country Parks

Councillors expressed concerns that an increase in the parking charges will adversely impact upon the Parish as those attempting to avoid the parking charges by parking on side roads including Grantham Avenue, Ridings Way, Petworth Close and Wood Way. It was **agreed** that those concerns should be

raised in response to the consultation and to advocate to Essex County Council that they promote the season ticket scheme more widely.

It was also requested that when the Clerk attends a user group session she raises the issue of signage to the payment meters.

18/20: Planning applications, Tree Preservation Orders and other planning matters.

18/20.1 New Applications within the Parish

Application No.	Application	Response
17/02129/FUL	24 Derwent Way, Great Notley - Erection of single storey side extension and two storey side extension	Matter already determined and refused by the District Council.
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.	Councillors agreed to comment that the proposals appear to be an overdevelopment of the plot in relation to the overall street scene.
18/00042/FUL	Great Notley Country Park and Discovery Centre, Great Notley -- Introduction of a double zip wire at Great Notley Country Park, this includes a tower at the take-off point and a landing area with landscaped mound. There will also be facilitating works, with new pathways and improvements to the Discovery Centre reception.	For this item only Councillor Ricci left the meeting After considerable discussion Councillors agreed to object to the application on the grounds that if permitted this would irrevocably change the character of the Country Park and the ability to enjoy informal leisure at the facility, that it is not compatible with the use of the Country Park, that there will be a detrimental impact upon the landscape and particularly upon the iconic 'bird' sculpture, that the increase in use of the facility will adversely impact upon the Parish by resulting in additional parking within the Parish by those users attempting to avoid paying for parking and that the overflow car park will take up yet another green area.
17/02286/FUL	Unit C, Plot 2, Skyline business park, Great Notley - Erection of building for employment purposes (B1, B2 or B8) with associated car parking and landscaping	No comment
18/00078/FUL	27 Rydal Way, Great Notley - Erection of first floor extension above garage and erection of first floor side extension	No comment
18/00031/TPO	15 Ellen Way, Great Notley – work to tree covered by Tree Preservation order	In view of comments of Tree Warden no objection.
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.	No comment

18/00171/FUL	The Oaklands Inn, Notley Green, Great Notley - Proposed additional disabled / car parking adjacent to the Public House.	No comment
18/00232/FUL	2 Colville Close, Great Notley – erection of front entrance porch and single storey rear extension	No comment
18/00277/FUL	9 Sorrel Grove, Great Notley - Demolition of existing conservatory. Erection of single storey rear extension. Conversion of integral garage to study and cycle store.	No comment

18.20.2 Results of Planning applications to Braintree District Council

The following results were noted

Application number	Application	Result
17/00418/TPO	76 Skiddaw Close, Great Notley – work to tree covered by Tree Preservation Order	Refused
17/02129/FUL	24 Derwent Way, Great Notley – erection of single storey side and two storey side extension	Refused
17/02060/FUL	69 Skiddaw Close, Great Notley – erection of side and rear ground floor extension	Granted
17/00377/TPO	39 Langdale, Great Notley – to carry out work to tree covered by Tree Preservation order	Granted
17/02043/ADV	Oadby House, Skyline business park, Great Notley – erection of new signage	Permitted
17/01650/FUL	Plot 1, 110 Avenue West, Skyline business park – erection of vehicle workshop with offices over, car parking, landscaping and associated development	Granted with section 106 agreement.
17/01275/FUL	White Court School, Ennerdale Ave, Great Notley – retention of one relocatable class base on a temporary basis	Permitted

18/20.3 To consider representations in relation to the Braintree District Council consultation in relation to Garden Communities

Councillors confirmed the response to the consultation of raising concerns of the impact of the proposals upon infrastructure.

18/20.4 To consider representations in relation to the Chelmsford City Council Local Plan consultation

The proposals in relation to Great Leighs were noted. The Chairman is planning to attend an exhibition event to be held by Chelmsford City Council and Councillors agreed that the response should related to the impact upon local amenities, infrastructure and traffic.

18/20.5 To consider representations in relation to Braintree District Council's draft planning enforcement strategy

No comments.

18/21: Committee Reports

18/21.1 District/County Update

Councillor Ricci reported that Braintree District Council has set its budget which will result in an increase in council tax of 10p per week for a band D property. He also reported that Braintree District Council has completed its purchase of Eastlink (formerly known as Skyline 2). Thus, issues of section 106 payments and the provision of allotments will need to be considered in due course.

18/22: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 9.25pm