



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 8<sup>th</sup> January 2018 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

County Councillor Graham Butland  
Nicola Murphy from Groundworks  
One member of the public was present

**18/01: Apologies**

Received from Councillor Crawford

**18/02: Declarations of Interest**

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and also as a member of that authority's planning committee

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council and also as a member of that authority's planning committee. Also, a non-pecuniary interest in the planning application relating to the Tesco store as his wife is an employee of that company.

Councillor Heady declared a non-pecuniary interest as a director of the Change Academy Trust.

**18/03: Public Question Time**

A resident of Levens Way raised a concern in relation to parking along that road and also Ennerdale Drive by staff members from White Court school and parents of pupils. He stated that since the school has been extended there appears to be insufficient room in the school car park for all members of staff to park and that they are parking all day along Levens Way. This in turn increases the congestion when parents arrive in vehicles at the start and end of the school day and he stated that parents are parking on junctions and restricting visibility for drivers to the detriment of the safety for pedestrians. Delivery vans are also facing difficulties. He stated that he has witnessed near misses and also that large cars are damaging the pavement. He made suggestions of yellow lines on one side of the road or making Ennerdale Drive a one-way road or that the school should have a larger car park on site.

At this point Councillor Price arrived.

Councillors discussed the issue and requested that the Clerk write to White Court school and raise the issue particularly in relation to staff parking and to review the response at the next meeting.

Councillor Butland spoke and stated that he had received correspondence from a resident in relation to the mini roundabouts in the Parish and that the resident raised issues of people driving over the roundabouts and not heeding other traffic and had requested that they should be replaced with junctions. Councillor Butland wished to hear the views of the Parish Council to assist his response to the resident. Councillors discussed the issue and were sympathetic to the concerns raised by the resident however noted that the issue appears to be poor driving as opposed to issues of road layout or configuration. It was also noted that the roundabouts assist with traffic calming in the Parish and there have not been any road traffic accidents logged. The white road markings have recently been refreshed by Essex County Council. Councillors were therefore not convinced of any compelling reason to request any reconfiguration of highways in the Parish. This was noted by Councillor Butland.

At this point Councillor Cooper arrived.

Councillors **agreed** to deal with the agenda item in relation to the RAFT at this point in the meeting.

#### **18/08.1 To receive progress update in relation to upgrade of the RAFT area**

Nicola Murphy provided an update regarding funding applications. The application to the Essex Community Fund had been turned down as the fund was oversubscribed. A response is still awaited from Greenfields and the Essex County Council CIF fund. Braintree District Council has confirmed that £13,000 for section 106 money is secured for the project and Nicola will be speaking to Stephen Wenlock being the officer who deals with that funding in relation to the timescale of releasing that money. The Tesco 'Bags of Help' application is at the voting stage in local stores whereby members of the public may vote for a project and the RAFT scheme is one of three projects in local stores. Nicola explained that once the result of the funding applications are known then the scheme may be fine tuned to fit in with the available budget. The Clerk confirmed that she would contact the CIF fund to enquire as to progress as it was understood that the panel met in November 2017.

#### **18/04: Minutes of the Meeting of the Council held on 27<sup>th</sup> November 2017 & progress update**

The minutes of the meeting held of 27<sup>th</sup> November 2017 were **agreed** by Councillors as a correct record and signed by the Chair.

#### **18/05: Chairman's report**

The Chairman confirmed that as usual he had been in liaison with the Clerk regarding various matters and that a lot of time had been spent on personnel

issues. He had also spent a substantial amount of time clearing the spine footpath of ice prior to the Torchlight Procession and had been assisted by members of the public who had thanked him for his efforts. He had travelled to Rayne to attend the Garden Community exhibition but it had been cancelled due to weather conditions. He will be visiting the postponed event later this month.

The Chairman had also represented the Parish Council as the Local Governance Review Committee meeting at Braintree District Council and it was **agreed** that the agenda item relating to that matter be considered at this stage of the meeting.

### **18/08.8 To consider representations in relation to latest consultation regarding Community Governance Review**

It was noted that the Chairman had attended the committee meeting at Braintree District Council which considered comments on the proposals. 15 members of the public seemingly all from the Eastern side of the unparished area by Queenborough Lane had attended to oppose the proposal to include that area within the Parish. In writing there had been a couple of members of the public from the area to the west of that area who had been supportive of being included in the Parish. It was accepted that there is a differential between the two areas as the Eastern area pre-dated the construction of Great Notley and the Western area is a new build area. The proposal from Braintree District Council that is now out for consultation is that an area (marked A on the map provided) which is an area to the west of the public footpath as it meets Queenborough Lane up to the A120 should be included in this Parish and the area to the East remain part of the Braintree District Council unparished area. Looking at the plan it was noted that the boundary runs to the A131 and A1256 as opposed to the A120. Councillors **agreed** to again respond in support of the proposal on the basis that it was felt that the residents in that area use the facilities within the Parish and that it is a sensible proposal to include that area within the Parish.

### **18/06: Parish Clerk's Report**

The Clerk reported as follows –

1. I have distributed the annual street light inspection rotas to all Councillors. I am still awaiting some responses so await hearing from you so this process may be completed.  
*It was noted that all inspections have now been completed by Councillors and faulty lights reported to Essex County Council.*
2. On 6<sup>th</sup> December 2017 I attended a training event with the Essex Pension Fund. They are working towards a 'paperless' system so that all information is logged directly via an online portal.
3. A member of the litter team reported that the decking next to Panner's Pond is very slippery. I referred this to Braintree District Council who inspected it and advised that there is no issue but they will monitor the platform's condition generally.

4. I referred an issue to you all that was raised by a member of the litter team in relation to muddy conditions in the vicinity of the playing fields. No doubt you can let me know if you wish me to take any further action.  
*The issue had again been reported today. The Clerk had provided Councillors with photos showing the condition of the area. Having carefully considered the matter Councillors **agreed** that on balance there is nothing further to be done at this point in time other than to thank the litter team for bringing the issue to their attention.*
5. The Parish Council's Facebook group continues to attract members – there are currently 612 members. I try and only authorise membership to those who reside in the Parish but on occasion this is difficult to verify. Following consultation with Councillors I recently removed a particular member of the group.  
*Councillors noted that in the event that a member of the Facebook group posted something illegal or highly offensive the Clerk is authorised to remove such a post. In other cases, removal of a member may only take place if agreed by Councillors. Councillors **agreed** that if need be the Clerk may contact those requesting membership of the group to ascertain whether they are residents of this Parish.*
6. Essex County Council has confirmed adoption of its Waste Local Plan which will cover the period to 2032.
7. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –
  - Local Clinical Commissioning Group consultation
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 at southbound A131 junction with Queenborough Lane – 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
Cleaning of Pond – Await Braintree District Council	July 2017
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
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November 2017
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Councillor Cunningham agreed to ascertain the current position regarding land transfer within the Parish as this has been outstanding for some considerable time.

The Clerk reported that the pyrocanthur bushes to be planted at the unit had been ordered and are expected to arrive late January 2018.

The report was otherwise **accepted**.

### **18/07: Financial Report**

#### 18/07.1 Bank reconciliation

The bank reconciliation statement calculated to 31<sup>st</sup> December 2017 was presented and **accepted** and the Chairman checked it against a statement from the bank and signed it.

#### 18/07.2 Payments for approval

The following payments were **approved** –

#### **Direct Debits**

10/12/17	BT internet and phone	67.66
14/12/17	RAC Allstar	58.51
31/12/17	bank service charge	18.00

#### **Online payments**

#### **Online payments authorised and made on 14<sup>th</sup> December**

Salaries			3161.75
Clerk's expenses			84.52
HMRC	Tax and NI		671.22
Essex Pension Fund	pension contributions		521.03
Paul Clark Printing	order of service	90.00	
	Great Notley Times	1,600.00	
	Distribution of mag.	<u>550.00</u>	2,240.00
NGCA	room hire		11.00
Seagrave inspections	play area inspection		84.00

Chelmsford Safety	PPE jackets	91.08
D Wallace (DW Maintenance)	maintenance Hospital Memorial	90.00
Richard Edwards LLP	External payroll	98.10
Anglian Vehicle Linings	Ply lining of van bulkhead	180.00
Sutcliffe Play	specific screwdriver fixing	25.62

### **Cheques**

5/12/17	21	Church in Great Notley Christmas tree festival	50.00
5/12/17	22	Scouts Grant	600.00
8/1/18	23	Church in Great Notley hall hire	136.00
	24	J Malam (InCahoots Quintet)	300.00
	25	K Emery (work boots)	42.99

### **18/07.3 Quarterly Financial Report**

The Quarterly report and progress against budget calculated to 31<sup>st</sup> December 2017 was presented and accepted

## **18/08 Substantive matters for discussion**

### **18/08.1 To receive progress update in relation to upgrade of the RAFT area**

Dealt with earlier in meeting.

### **18/08.2 To consider latest play area inspection report**

The Clerk had provided a summary of some minor issues raised in the November play area quarterly operational inspection and how those issues would be remedied. It was noted that the handyman will be attending site to deal with the issues this week. The report was **noted and accepted**.

### **18/08.3 To approve the draft budget**

The issue of the budget had been discussed in depth at the previous meeting and the Clerk had answered various questions. The issue of advertising in the Great Notley Times had also been discussed. The Clerk has now presented a budget in accordance with Councillors input whereby the precept for a band D property will remain at £31 a year and which takes into account the incremental removal of the Localism Fund payment via the District Council. Having considered the document Councillors **agreed** the budget on that basis and for the precept demand to be made in accordance with those figures.

#### **18/08.4 To receive update on issues surrounding litter prevention litter bins and dog issues.**

The Clerk confirmed that the Dog Poo campaign has been launched by Braintree District Council who had put poster on the dog poo bins and provided literature to the Parish Council which has already been used on the Facebook page. The enforcement team will be attending the Parish to monitor the effect of the campaign upon the amount of dog poo in the Parish. Upon the request of Councillor Arthur, it was agreed to request a meeting with the enforcement team at Braintree District Council to discuss general enforcement issues so that the Parish Council can be aware of what to expect and communicate this as necessary to residents.

The Clerk was able to confirm that Braintree District Council will not charge extra to install bins with some extra hardstanding at the base. On that basis Councillors **agreed** to order five new litter bins and to request their installation by Braintree District Council with some extra hardstanding to the bases.

The Clerk is still awaiting reports from Councillors as to areas of hedging that require litter picking. Councillors will report such areas to the Clerk prior to the next meeting.

#### **18/08.5 To consider issue regarding dedication of trees for former Councillors**

It was noted that the Clerk has received written confirmation from Braintree District Council that they will purchase one tree if the Parish Council can purchase the other and can meet the costs of planting and tree cages. Councillors **agreed** to proceed on that basis and to keep the Parish Tree Warden informed of progress.

#### **18/08.6 To consider acquisition of Community Defibrillators**

It was noted that the NGCA had obtained funding for a defibrillator from the Braintree District Councillor fund. The Clerk will progress a grant application to fund a defibrillator at the Church.

#### **18/08.7 To consider request for charity clothing bank in Parish**

The Essex and Herts Air Ambulance had asked whether the Parish Council is agreeable in principle to having a textile bank in the Parish. It was noted that there are already clothing banks at Ellen Way and adjacent to the Tesco store. Often those banks are overflowing. It was suggested that possibly a clothes bank could be located at the Panners end of the village. Councillors **agreed** that in principle they are agreeable to the proposal for a clothing bank.

#### **18/08.8 To consider representations in relation to latest consultation regarding Community Governance Review**

Dealt with earlier in the meeting.

## 18/08.7 To consider arrangements for Torchlight Procession

It was noted that the event went well apart from, contrary to expectations, there being insufficient Church volunteers attending to assist with tea and coffee but Councillors had then assisted with that task. 143 residents attended the event which was much lower than last year possibly due to the weather. There was an issue with gritting the route due to the icy conditions but the Chairman had cleared a substantial amount of ice from the paths the night before and had carefully considered the route which had been along the spine footpath. It was noted that if the procession had been along Cuckoo Way and large number of marshals would have been required to man the crossing of various road junctions. After discussion the organisation of the event it was **agreed** to book the event for 15<sup>th</sup> December 2018 to take place at the Church in Great Notley, to encourage more involvement from the schools by requesting that they consider the possibility of providing small choirs for the event as well as the Black Notley Church choir, to book InCahoots quintet, and to market the event more intensively possibly with more posters and leaflet distributions. The Chairman thanked Councillor Price for his efforts in organising the event with the Clerk and Councillor Price agreed to work with the Clerk in 2018 regarding the event.

## 18/09: Planning applications, Tree Preservation Orders and other planning matters.

### 18/09.1 New Applications within the Parish

Application No.	Application	Response
17/02060/FUL	69 Skiddaw Close, Great Notley – erection of side and rear ground floor extension	No comment
17/02043/ADV	Oadby House, Avenue North, Skyline Industrial Park, Great Notley – erection of new signage	No comment
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	Councillors noted that the new proposal has relocated the pod in front of the store and within the curtilage so no comments to be made.
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).	No comment

17/00418/TPO	76 Skiddaw Close, Great Notley - Application to carry out work to a tree covered by a Tree Preservation Order	The report from the Tree Warden was noted and it was <b>agreed</b> to raise no objection to this application.
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## 18.09.2 Results of Planning applications to Braintree District Council

The following planning results were **noted**

Application number	Application	Result
17/00303/TPO	5 Derwent Way, Great Notley – to carry out work to a tree covered by a Tree Preservation Order	Granted
17/01856/FUL	7 Daphne Close, Great Notley - Retention of wooden picket fence erected inside the boundary of the front garden	Granted
17/01710/FUL	1 The Square, Great Notley - Installation of new Timpson Dry Cleaning unit to hard standing area within car park. Installation of associated advertisements and anti-ram raid bollards	Application withdrawn
17/01711/ADV	1 The Square, Great Notley - Installation of signage - 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 (7 and 8).	Application withdrawn
17/01814/FUL	46 Cuckoo Way, Great Notley – erection of single storey rear and side extension	Granted
17/01833/FUL	56 Skiddaw Close, Great Notley - Removal of existing conservatory and erection of single storey rear extension	Granted
17/01846/FUL	31 Ragley Close, Great Notley – erection of single storey side extension	Granted
15/01538/OUT	Brook Green Land North and South of Fitch Way Pods Brook Road Braintree - Outline planning	Refused

	<p>application for development comprising up to</p> <p>1600 residential dwellings (Class C3) on 32.75ha of land, a</p> <p>800sqm local centre (Use Classes A1/A2/D1/D2 - no more than 200sqm A1) on 0.29ha of land, a</p> <p>2.2ha primary school site (Class D1),</p> <p>0.65ha employment land (Class B1),</p> <p>12.3ha of public open space, associated highway works with new access via Pods Brook Road and Rayne Road and demolition of nos. 27</p> <p>and 29 Gilda Terrace, Rayne Road.</p> <p>All matters reserved save access</p>	
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**18/09.3 To consider representations in relation to the Braintree District Council consultation in relation to Garden Communities**

To be considered at the next meeting. It was noted that there is a consultation event at Rayne on 10<sup>th</sup> January 2018 which anyone may attend.

**18/10: Committee Reports**

18/10.1 District/County Update

No County reports from Councillor Butland

Councillor Cunningham confirmed that there is money available under the District Councillor grant scheme for voluntary groups.

**18/11: Any Matters to be raised by members for the next agenda**

Stansted Airport Grant scheme.

Meeting concluded at 9.05pm