



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 30<sup>th</sup> July 2018 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

Three members of the public were present

**18/69: Apologies**

Received from Councillors Griffin and Cooper.

**18/70: Declarations of Interest**

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. He further declared this interest with specific reference to agenda item 18/77.1

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. He further declared this interest with specific reference to agenda item 18/77.1

**18/71: Public Question Time**

A member of the public asked for an update regarding the traveller incursion in the Parish. It was confirmed that the Essex Countywide Travellers Unit is acting on behalf of Braintree District Council and that there is a possession hearing date set for 1<sup>st</sup> August 2018. The resident stated that she had heard a chainsaw being used and raised a concern regarding damage to trees in the locality. That issue will be referred to the Tree Officer at Braintree District Council. The Parish Council will also liaise with Braintree District Council regarding suitable fencing in the area to try and prevent a repetition of the current incursion.

A resident wanted to hear the action being taken by the Parish Council in relation to aircraft noise and it was confirmed that this will be discussed as the item is on the agenda.

**18/72: Minutes of the Meeting of the Council held on 25<sup>th</sup> June 2018 & progress update**

The minutes of the meeting held on 25<sup>th</sup> June 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

## 18/73: Chairman's report

The Chairman reported as follows –

Since the last council meeting:

- 1) I have attended the Larger Local Council Forum with the Parish Clerk. There is a further update in the Parish Clerk's report.
- 2) I attended the quarterly NGCA meeting with Councillor Ricci and raised working together on a joint community event. I shall attend the next NGCA meeting to find out if the NGCA is interested in working together with the Parish Council now the subject has been raised. *The Chairman confirmed that he will attend the next meeting to see if there is any feedback on this suggestion.*
- 3) I spent an afternoon with the carpet bowls club including my first attempt at carpet bowls, I have a lot to learn.
- 4) I have visited both primary schools discussing a number of issues such as parking and the length of time it is taking Anglian water to complete the work and the inconvenience being caused. At both schools I raised whether the children could sing at the torchlight procession or work with the Council on an event to support the centenary of the first Remembrance Sunday. The torchlight procession may be a problem due to requiring teaching support on a weekend but both schools were keen on the second idea. Both ideas need following up after the summer holidays.
- 5) I attended the church group meeting and gave a short update on the work of the Parish Council.
- 6) I attended the meeting of Mid Essex Health Trust on behalf of the Parish Council where the plans to create centres of medical excellence at the 4 hospitals in the Trust were explained in more details as well as the benefits this would bring. What was clear is that the Chelmsford/Braintree part of the new combined trust has far fewer trust members than Basildon or Southend. It is easy to become a member online or by written application. Once you are a member you are kept up to date on news and can stand or at least vote in the elections to elect the Trust Governors. We need to raise the profile of the plans and encourage more people to become members. Perhaps this is something we should be discussing with the local medical practice via their patient group. *Councillors requested that this issue is again raised on Facebook and in the Parish magazine as if representation on the trust is primarily from other areas it could impact adversely on this area. Councillor Arthur will also raise the issue when he attends the next Patient Participation group meeting at the GP surgery.*
- 7) I attended the open garden event which was well supported locally.
- 8) I was involved in discussions with Braintree District Council and Lily's cafe about an event on the green if England had reached the world cup final. It turned out that there was not an appropriate alcohol licence in place before Croatia put paid to the event in any case.

Finally, in my various meetings and from the phone calls I have been taking at home the current big issue is the Stansted flight path which is stopping people enjoying their gardens, waking people early in the morning and keeping them awake at night. The residents are looking to the council to do everything we can to influence Stansted so the subject is on the agenda for discussion tonight.

## 18/74: Parish Clerk's Report

The Clerk reported as follows –

1. I have submitted the application to the Local Highway panel in relation to the request for rumble strips by the Cuckoo Way roundabout.  
*It was noted that the Clerk has also been contacted by the Local Highway Panel to say that they will carry out a speed survey in the area in September.*
2. I received a complaint from a resident that people accessing Cuckoo Wood were not able to do so due to parked cars. As the wood is maintained by Braintree District Council I referred the issue to them. They have stated that none of their user groups have experienced difficulty in accessing the wood and as it is a public highway they do not intend to take action to prevent parking in that area. The complainant has been advised.
3. The Traffic Regulation order at Notley Green became effective on 28<sup>th</sup> June 2018. Some drivers have attempted to avoid the restriction by parking on paved areas and as a result of residents' complaints I have referred this issue to the North Essex Parking Partnership enforcement team.
4. A training event regarding first aid the use of the defibrillator was held on 29<sup>th</sup> June. The church members will be carrying out the majority of the weekly inspections and will advise the Parish Council if they require assistance.
5. The Tree Warden was not unfortunately able to attend the First Aid Training course on 6<sup>th</sup> July 2018 but is looking to book onto another event as he is willing to try and progress the P3 project.
6. On 28<sup>th</sup> June 2018 I attended the Larger Local Council Forum at Dunmow together with the Chairman. The main talk was from the Deputy Police Crime and Fire Commissioner.
7. On 3<sup>rd</sup> July 2018 I set up a Parish Council display at the White Court open evening.
8. On 11<sup>th</sup> July I briefly met the Police Officers at the 'Drink with Community Links' event at the Tesco store.
9. I have provided an update to you from the Tree Warden regarding the upkeep of the pyrocanthur bushes. So far one has been pulled out.
10. I have advised you that a new post office is due to open at the 'Costcutter' store in Ellen Way on 22<sup>nd</sup> August 2018. I have also posted information about this on the website and Facebook page and it has received a positive response from residents.

11. The swings in Levens Way have now been painted and the springer bike repaired and the fibrefall surface installed. New handles for the springer bike are on order and will be installed shortly.

12. The following correspondence has been received but in consultation with the Chairman no action to be taken –

- Details of next stage of Chelmsford City Council’s consultation regarding its local plan
- Information about the Brook Green public enquiry
- Information about Felsted Parish Council’s Parish plan
- Information about Braintree District Council ‘Silver Sunday’ event

13. 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 – await feedback from BDC following Councillor Butland raising this outstanding matter with the CEO	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
Progress from Solicitors regarding acquisition of ‘Mrs Hedges’ and ‘Unity Hand’ sculptures – response currently outstanding from Countryside Properties.	November 2017
Request for parking attendant – await Notley Green School	February 2018

The Clerk also confirmed that the work to repaint the rear of the Parish Council van has been successfully completed and the van will be going back in for the carpets to be refitted and for its annual service during August.

The report was otherwise **accepted**.

## **18/75: Financial Report**

### **18/75.1 Bank reconciliation**

Bank reconciliation calculated to 30<sup>th</sup> June 2018 was presented and **accepted**.

### **18/75.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

10 <sup>th</sup> July 2018	BT phone and internet	58.69
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## Online payments

### 3<sup>rd</sup> July 2018

Bawtrees	legal fees regarding RAFT	250.00
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### 23<sup>rd</sup> July 2018

Salaries		3,569.12
Clerk's expenses		105.06
HMRC	Tax and NI	719.28
Essex Pension Fund	pension contributions	764.34
Chelmsford Safety	PPE for employees	33.36
DW Maintenance	Grass cutting and strimming	70.00
NGCA	room hire	11.00
A&J Lighting	repair and upgrade of streetlight	418.80
Eon	electricity for streetlights	122.55
Bawtrees LLP	legal advice regarding Storage Unit	123.60

At this point Councillor Cunningham arrived.

### **18/75.3 To receive Quarterly financial report**

The Quarterly financial report calculated to 30<sup>th</sup> June 2018 and including a progress against budget was presented and **approved**.

### **18/76 Substantive matters for discussion**

#### **18/76.1 To receive progress update in relation to upgrade of the RAFT area**

It was noted that having insisted upon payment of a sum towards their legal fees, Braintree District Council had submitted the draft lease to the Solicitors appointed by the Parish Council and a number of queries had been raised. The issue of most concern was that contrary to assurances provided in October 2017 the lease attempts to exclude the terms of the Landlord and Tenant Act which would mean that it would not be possible to renew the lease and not provide the long-term arrangement required by the Parish Council. Councillors Cunningham agreed to take up this issue and the issue of payment towards legal fees and advertising fees with Braintree District Council.

The amount of legal fees to be incurred by the Parish Council with the Solicitors appointed was noted.

Subject to the outstanding legal issues being satisfactorily resolved it was **agreed** in accordance with Standing Order 23a that any two Councillors may sign the lease for the RAFT land on behalf of the Parish Council.

#### **18/76.2 To consider draft social media policy**

The draft Social Media policy was considered and **approved**.

At this point Councillor Crawford arrived.

#### **18/76.3 To consider ongoing contractual arrangements in relation to grass cutting of play areas**

Councillors **agreed** that DW Maintenance would be asked to attend on a more regular basis and to attend to cut grass and strim each month from March to October. It was **agreed** to accept the price increase to £45 per cut.

#### **18/76.4 To consider costs in relation to trellis at Storage unit**

The quotation to acquire and install the trellis was noted but concern was raised that the trellis would not be sufficiently hardy and it would not be a sensible use of Parish funds. It was **agreed** not to proceed on that basis but to review the condition of the pyrocanthur bushes in September or October.

#### **18/76.5 To receive update regarding progress and further oversight in relation to work to water mains.**

It was noted that the Clerk will be attending an inspection on 21<sup>st</sup> August and will raise issues such as the damage to vegetation and the grassed areas. It is down to Braintree District Council to oversee the reinstatement work as it is their land. The Water Mains work is expected to be completed by 1<sup>st</sup> September. Further inspections will take place in 2019.

#### **18/76.6 To consider ongoing representations to Stansted Airport**

Further to a letter sent by the Parish Council to the airport, Councillor Ricci and the Clerk have been invited to a meeting to discuss the issue of liaison with the airport and issues of the flightpath and the height of aircraft. They will report back at the next meeting and an update will be posted on Facebook that a meeting will be taking place.

#### **18/76.7 To receive report in relation to allotments in the Parish**

It was noted that the Clerk had contacted all those on the current allotment list in May 2018 at their last known postal and/or email address to see if they wish to remain on the list and had received a substantial number of replies although there were a number of people who have not responded. It was **agreed** to provide a final reminder but if responses are not received by the end of August those people will be removed from the list. It was also **agreed** that the Clerk contact Councillor Cunningham in his District Council capacity regarding the tenancy of the potential allotment land.

### **18/76.8 To consider quotation for new White Gates for Parish entrance**

A quotation for white gates at the Tesco entrance to the village was noted. Councillors **agreed** to proceed on the basis of the quotation in principle and requested that the Clerk approach Essex County Council with a view to obtaining consent for the erection of the gates in that location and the cutting back of vegetation to facilitate it.

### **18/76.9 To consider Councillors areas of responsibilities**

Councillors **agreed** the various areas for which they will take responsibility and the list will be circulated to Councillors.

### **18/76.10 To consider issues regarding Parish Council special events**

Having considered points raised by the informal events group Councillors discussed the following Parish special events

#### **Remembrance Service**

It was **agreed** that in view of the fact that it will be the centenary of the end of World War One and therefore to add gravitas to the ceremony there will be some additional readings such as war poems. Also, enquiries will be made as to whether the air cadets or Boys Brigade may be invited. It was felt that the 'There not there' initiative was not suitable for the event. It was further **agreed** that a new Union flag and Stars and Stripes flag will be purchased and Councillor Cunningham will make enquiries regarding new fencing for the event.

#### **Torchlight Procession**

The Clerk will liaise with the schools in September to see if they can provide school choirs to attend the event. In choosing the carols and songs the Parish Council will continue to maintain a balance between old and new. Tesco will again be asked to contribute food. No reason not to retain the booking for the brass band. To be clear who from the Church will attend to serve the food. Once the charity has been nominated to be clear that they will only have a short time to speak to the congregation to keep interest in their good cause.

#### **Other Community events**

It was suggested

- that the Parish Council may wish to have a stall at the next fete
- For Councillors to attend the White Court event
- To hold a Fireworks event or to collaborate with another local authority to hold such an event for example at the Country Park. Enquiries to be made regarding cost.
- To have a Parish Christmas Tree – enquiries to be made as to whether the Prince Louis may wish to collaborate on that project.

### 18/76.11 To consider issue of community safety event with the Police

It was noted that only Councillor Arthur and the Clerk attended a recent Police community event and no members of the public attended. The event was not well publicised and there was no signage in the Tesco store. Suggestions had been made by the Police of having a community event of an evening which could be attended by the Police and other agencies and subsequently an email had been received suggestion holding an anti-fraud event. Councillors were concerned that a lot of effort could go into arranging such an event with little response from residents. It was therefore **agreed** to suggest to the Police that they consider have a stall at the village fete and that a Police dog display could be arranged.

### 18/77: Planning applications, Tree Preservation Orders and other planning matters.

#### 18/77.1 New Applications within the Parish

Application No.	Application	Representations
18/00003/SCR	Land West A131, Great Notley - Town & Country Planning Act 1990 (as amended), Town & Country Planning (Environmental Impact Assessment) Regulations 2011 - Screening Request - Erection of Business Park comprising up to 65,000 sq metres of B1, B2 (light industrial, business and general industrial) and B8 (Storage and Distribution) accommodation, together with C1 Hotel; associated structural landscaping; allotments; and a new access from A131	Councillors <b>agreed</b> to request that an environmental impact assessment be undertaken in view of the size of the potential development especially in view of the visual impact and how that may be mitigated.
18/01230/VAR	Land north of A131 Seybourne Park, Avenue East, Skyline Business Park, Great Notley - Application for a variation of Condition 2 of planning permission 16/02095/FUL - Change to the surfacing material of the main car park to the east of the building and to the pavement area to the east of the building	No comments
18/00177/TPO	33 Skiddaw Close, Great Notley – to carry out work to a tree covered by a Tree Preservation Order	In view of the Tree Warden's report that the proposal constitutes routine maintenance it was <b>agreed</b> no objection

#### 18/77.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
18/00078/FUL	27 Rydal Way, Great Notley - Erection of first floor extension above garage and erection of first floor side extension	Permitted

18/00001/FUL	14 Derwent Way, Great Notley – erection of cart lodge in front garden single storey rear and side extension	Permitted
18/00875/FUL	7 Derwent Way, Great Notley – first floor extension over existing kitchen	permitted
18/00113/TPO	5 Gilpin Way, Great Notley - Work to tree covered by Tree Preservation Order	permitted
18/00127/TPO	8 Coniston Close, Great Notley - Work to tree covered by Tree Preservation Order	permitted
18/00126/TPO	9 Langdale, Great Notley - Work to tree covered by Tree Preservation Order	Part granted part refused

## **18/78: Committee Reports**

### 18/78.1 District/County Update

Councillor Cunningham confirmed that Braintree District Council has approved the amendments to Parish boundaries so that Great Notley Parish will be extended to include roads to the south of Queenborough Lane and roads to the north such as Oaklands Close and Greenway Gardens will remain within the unparished area of Braintree.

The Manor Street regeneration project is proceeding with a planning application due to be submitted in the autumn.

In view of the inspector's comments regarding the draft Braintree Local Plan, Braintree District Council will be carrying out further work regarding the Garden Community aspect before progressing with the local plan especially with reference to transport infrastructure. The wait to hear how surrounding local authorities will proceed.

Background work has commenced in relation to the new light industrial development south of the Country Park.

### **18/79: Any Matters to be raised by members for the next agenda**

Review of advertising in Great Notley Times.

Meeting concluded at 9.25pm