



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 25<sup>th</sup> June 2018 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

One member of the public was present

**18/58: Apologies**

None.

**18/59: 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.

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

Councillor Heady declared a non-pecuniary interest in relation to the planning application submitted by Notley Green School under agenda item 18/66.1 as he is a director of the Change Academy.

**18/60: Public Question Time**

A member of the public spoke regarding safety concerns in relation to the mini roundabout at the bottom of Cuckoo Way adjacent to the Tesco store. He had witnessed near misses and damaged signs. His view was that vehicles are driving from the A131 onto the village too fast and that there is a lack of awareness of the mini roundabout. He had approached the Tesco store who did not address the issue and having spoken to Essex County Council he had been referred to the Parish Council.

Councillors **agreed** to deal with agenda item 18/65.8 at this point in the meeting.

**18/65.8 To consider prospective Local Highway Panel application in relation to the Cuckoo Way mini roundabout.**

It was noted that existing signage has been obscured by trees and has been knocked over. After discussion on the issue Councillors considered that traffic is entering the village at speed and a rumble strip would be useful to slow traffic. It was also noted that the speed limit within the Tesco owned land is 10mph and it was felt that some traffic is travelling quicker. Councillor Price is due to meet with a representative from the Tesco store and will raise that issue with her.

Councillors **agreed** that an application should be submitted to the Local Highway Panel requesting improved signage in the location and for a rumble strip to be installed between the A131 roundabout and the mini roundabout to slow the traffic on the grounds of improving safety. It should be noted that other entrances to the village already have rumble strips.

In addition, the Clerk will obtain quotes for white entrance gates into the village similar to those at the Panners end of the village to make it clear that it is a village entrance and will request that Essex County Council repaint the white lines.

**18/61: Minutes of the Meeting of the Council held on 21<sup>st</sup> May 2018 & progress update**

The minutes of the meeting held on 21<sup>st</sup> May 2018 were **agreed** by Councillors as a correct record with the exception of Councillor Ricci who was not present at the previous meeting and abstained. The minutes were signed by the Chair.

**18/62: Chairman's report**

The Chairman reported that he had met with the new landlords of the Prince Louis public house who had confirmed that they had no issue with the placement of the Parish Council bins at the rear of the pub and this was subsequently confirmed in a meeting between the Clerk and an officer from Braintree District Council.

The Chairman will be meeting with representatives from both primary schools, Carpet Bowls, the Church, Tescos, both Women's Institute groups and the NGCA to raise awareness of the Parish Council within the community.

On 17<sup>th</sup> June the Chairman attended the Great Notley Open Garden event.

**18/63: Parish Clerk's Report**

The Clerk reported as follows –

1. Following the Chairman's liaison with the landlord of the pub and my meeting with an officer from Braintree District Council it has been confirmed that the Parish Council litter bins may remain in their current position behind the pub for the time being.

2. In relation to the potential land encroachment at Ennerdale Drive, Braintree District Council advise that they are investigating a potential breach of planning control and have in addition referred the land issue to Essex County Council as the land owners.
3. The vegetation around the map board at Panners was trimmed by Braintree District Council.
4. There is a 'Drinks with Community Links' Police event on 11<sup>th</sup> July 2018 between 2pm and 3.30pm at the Tesco Store which I will publicise to the community. Anyone may attend this event.
5. White Court School suggested that rather than attending the event the Parish Council provide a display for their open evening on 3<sup>rd</sup> July 2018. I will therefore be attending prior to the event to set up the display. I will not be available to stay for the event or take down the display at the end so if anyone else is available to do that please let me know.  
*Councillor Griffin agreed to assist.*
6. The five new litter bins have now been installed and the operative from Braintree District Council also mended some bins owned by the District Council.  
*Councillor Arthur queried the installation of the bin next to the Parish Council noticeboard by Notley Green school in that it slightly encroaches onto the pavement. It was explained that the area is sloped hence the manner of installation. Councillors **agreed** to leave the issue in abeyance and see if any issues arise.*
7. You will recall that I attended a consultation event at Stansted Airport with Councillor Griffin and it was requested that I send an email to the Chairman of the consultation group which I did. No response has been received. I will contact the person who set up the consultation event to try and find other ways to correspond effectively with the airport and will keep you advised.  
*Councillor Ricci in his District Councillor capacity agreed to approach Stansted airport regarding the progression of this issue.*
8. As a result of a complaint received from a resident I have again raised the issue of transfer of land in the Parish from Countryside Properties to the Parish Council with District members and understand that this is being raised with the CEO of Braintree District Council.
9. The Tree Dedication event successfully took place on 30<sup>th</sup> May 2018.
10. Following the last meeting all the lights owned by the Parish Council were reviewed and only one was found to be not working. I have requested that the contractor repairs that light with an LED bulb.

11. Braintree District Council's Community Governance Committee met on 12<sup>th</sup> June 2018 to consider the ongoing proposals regarding Parish boundary changes in the District. Councillor Heady attended on behalf of the Parish Council to reiterate the representations already made in support of the inclusion of part of the unparished area within this Parish being the area north of Queenborough Lane bounded by the A131, the B1256, and the footpath extending north of that road to the B1256. In the event the additional representations made following a second round of BDC consultation supported the proposal and the Committee unanimously recommended that the full Council put the proposal into effect; if that happens this would be as from May 2019. The area involved covers 334 households and 729 electors.  
*Councillor Heady confirmed that he had attended the meeting and that the precise boundaries were clarified.*
12. I posted information on the Facebook page regarding the route for the A120 preferred by Essex County Council.
13. I liaised with Essex County Council who urgently attended a flood at the Underpass as they are the responsible authority. As a result of efforts by Councillor Butland workers from Braintree District Council also attended the incident and I understand that the immediate flood was dealt with and future works to the water pump are planned by Essex County Council.
14. A resident submitted a complaint regarding the use of Parish open spaces by a fitness group. As the areas being used are owned by Braintree District Council I referred this issue to Councillor Cunningham to raise with Braintree District Council.  
*Councillor Cunningham advised that Braintree District Council had suggested that the issue be raised direct with the fitness group. The Clerk had already spoken to the group leader who had stated that she appreciated the need to use public facilities responsibly. As no further issues have been raised no further action to be taken.*
15. The Traffic Regulation order at Notley Green is due to become effective as from 28<sup>th</sup> June 2018.
16. I again contacted the P3 volunteers but only three have responded. I was requesting that one of them takes on the role of co-ordinating the scheme but out of the three that responded none are currently interested in taking on that role. Please let me know what you would like me to do regarding that scheme.  
*The Tree Warden is due to undertake the first aid training and will attempt to invigorate the group. Failing which no further action to be taken as considerable efforts had already gone into setting up the group. The equipment provided is in the possession of the Parish Council.*

17. The fun fair returned to the green on 16<sup>th</sup> and 17<sup>th</sup> June and Braintree District Council provided me with a copy of the user agreement for information.

*It was noted that the improved communication with Braintree District Council had been beneficial.*

18. On 15<sup>th</sup> June I met with the Tree Warden who had inspected the new pyrocanthur bushes. Unfortunately, it appears that as people are still kicking a ball against the storage unit wall it has damaged the bushes. One is dead and a second has been snapped off near the base but may recover. Let me know if you wish to consider the issue of signage on site.

*Councillors requested that the Clerk obtain quotes for some trellis in the area.*

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

- Braintree District Council golf day
- Draft Uttlesford Heritage list
- EALC survey regarding CIL
- Press release from Stop Stansted Expansion
- EALC proposals for Focus Groups

20. 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
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 report was otherwise **noted**.

## **18/64: Financial Report**

### **18/64.1 Bank reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> May 2018 was noted and **agreed**.

## **18/64.2 Payments for approval**

The following payments were **approved** –

### **Direct Debits**

10 <sup>th</sup> June 2018	BT internet and phone	75.25
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### **Online payments 22<sup>nd</sup> June 2018**

Salaries		3,603.35
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Litter picker	Mobile top up	10.00
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Clerk	expenses	268.53
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HMRC	Tax and NI	743.10
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Essex Pension Fund	pension contributions	778.95
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Chelmsford Safety	PPE for new employee	247.06
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DW Maintenance	Grass cutting and strimming	45.00
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Seagrave Inspections	Annual play area inspection	98.40
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Richard Edwards	External payroll	105.30
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P Heady	Expenses	20.94
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NGCA	room hire	24.75
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Paul Clark Printing	Magazine printing	1,600.00
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Paul Clark Printing	Magazine distribution	550.00
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### **Cheques**

25/6/18 30	Tree Warden (mulch for trees)	30.00
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## **18/65 Substantive matters for discussion**

### **18/65.1 To receive progress update in relation to upgrade of the RAFT area**

Groundworks had provided a draft design brief whereby all issues including the repair of the basketball hoops will be included in one tender. However, the lease documentation has still not been issued by Braintree District Council and there can be no further progress until this has been resolved. Councillor Cunningham agreed to take up the issue with Braintree District Council.

### **18/65.2 To consider annual play area inspection**

The comments in the inspection were **noted**. In addition, it was requested that Levens Way Play area is strimmed and the Clerk will arrange this with DW Maintenance.

### **18/65.3 To approve maintenance works at Levens Way Play area**

A request had been raised with Fenland Leisure as to whether they could repaint the climbing frame within the cost provided in the original quote to repair and paint other items in the play area. The response had been that the cost is too high to assimilate in the existing quote but the new quote had not been received. Councillors **agreed** that the work authorised at the last meeting should go ahead and that if the quotation to repaint the climbing frame is no more than £500 that may be authorised as well.

### **18/65.4 To consider the progress of the Defibrillator project**

The Defibrillator has been installed and is active and registered with the East of England Ambulance Trust. A training event is taking place on 29<sup>th</sup> June 2018 at the Church at 7.30pm. In addition, 2 Councillors 2 members of the Church and the Clerk are registered on the Webnos system in order to carry out the inspections.

### **18/65.5 To consider participating in the Essex County Council's Salt bag scheme for Winter 2018/19**

It was **agreed** to participate in the scheme and to order one metric tonne of salt as the old stock was wet. Advice to be sought on effective long-term storage. The old stock of salt to be donated to Notley Green School who had expressed an interest in having the salt. White Court School had also been approached but declined the offer.

### **18/65.6 To approve expenditure in relation to the Parish Council's van**

To resolve the issue of water leakage from the rear of the van to the cab it was agreed to arrange for Raptor sealant to be applied to the interior of the van at a maximum cost of £350 plus VAT.

### **18/65.7 To consider draft social media policy**

The Clerk had obtained draft policies that deal with issues relating to employees, Councillors and users of the Parish Council's social media sites. Councillors agreed that they wish for a policy to be drafted and the Clerk will present the draft policy at the next meeting for consideration and approval.

### **18/65.8 To consider prospective Local Highway Panel application in relation to the Cuckoo Way mini roundabout.**

Considered earlier in this meeting.

**18/65.9 To consider setting up a working group to deal with issues in relation to the Parish Council special events**

It was **agreed** to set up an informal group to deal with arrangements for the Remembrance Service, the Torchlight Procession and other approved Parish Council events. Councillors Griffin, Arthur and Cunningham agreed to join the group and the Clerk will set up an initial meeting. The group will consider the 'There not There' remembrance initiative but as the deadline for any grant application is only a week away no grant application will be submitted by the Parish Council.

**18/65.10 To consider Councillor's liaison with the Community including article in Great Notley Times and Councillors' areas of responsibility.**

In the next edition of the Great Notley Times a short biography of Councillors together with photos will be provided. There will also be an article regarding the litter team. Councillors will consider the list of roles and this will be further considered at the next meeting.

**18/65.11 To consider methods of communication between Councillors including conference call facilities.**

Decisions may only be made at formal Parish Council meetings. Councillors considered whether conference call facilities would assist with Councillors communication. It was decided to take no further action regarding this suggestion.

**18/65.12 To authorise expenditure in relation to the storage unit**

Due to concern over key security new locks had been purchased for the storage unit and Councillors confirmed that they approved that expenditure. Enquiries to be made as to the cost of new fencing to be used at the Remembrance service.

**18/66: Planning applications, Tree Preservation Orders and other planning matters.**

**18/66.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
18/00875/FUL	7 Derwent Way, Great Notley – first floor extension over existing kitchen  (noted that this application related to 7 Ennerdale Drive)	No Comment
18/00113/TPO	5 Gilpin Way, Great Notley - Work to tree covered by Tree Preservation Order	Upon consideration of the comments of the Tree Warden – no objection

18/00127/TPO	8 Coniston Close, Great Notley - Work to tree covered by Tree Preservation Order	Tree Warden declined to comment due to conflict of interests. It was noted that the tree overhangs a public footpath so Councillors <b>agreed</b> to support the application
18/00126/TPO	9 Langdale, Great Notley - Work to tree covered by Tree Preservation Order	Upon consideration of the comments of the Tree Warden – no objection
18/01053/FUL	9 Penshurst Place, Great Notley – erection of first floor front extension	No comment
18/00877/FUL	Notley Green School, Blickling Road, Great Notley - Replacement Reception Classroom Building previously approved under application 16/01952/FUL to establish the as-built height of the canopy and minor height increase to the building	No comment
18/00837/FUL	12 Torver Close, Great Notley – erection of single storey side extension behind existing garage	No comment

## 18/66.2 To note results of planning applications

The following results were **noted**

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	permitted
18/00277/FUL	9 Sorrell Grove, Great Notley - Demolition of existing conservatory. Erection of single storey rear extension. Conversion of integral garage to study and cycle store.	permitted
18/00455/FUL	7 Burghley Close, Great Notley – erection of first floor extension above existing integral garage	permitted

**18/67: Committee Reports**

18/67.1 District/County Update

Councillor Ricci confirmed that an update has been circulated by the District Council.

Councillor Butland confirmed that the yellow lines and parking restrictions are in place at Notley Green and that the flood at the underpass was as a result of a broken pump that is due to be repaired by Essex County Council.

**18/68: Any Matters to be raised by members for the next agenda**

It was requested that the Braintree District Council mowing team be thanked for their work.

Meeting concluded at 8.50pm