



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 19<sup>th</sup> March 2018 at the Community Centre Great Notley**

\*\*\*\*\*

Meeting commenced at 7.30pm

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

No members of the public were present

**18/23: Apologies**

Received from County and District Councillor Butland.

**18/24: 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. He also declared a non-pecuniary interest in agenda item 18/31.2 as he would be responding to that application as a member of Braintree District Council and thus would not be taking part in discussions and decisions relating to that item.

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. He also declared a non-pecuniary interest in agenda item 18/31.2 as he would be responding to that application as a member of Braintree District Council and also in view of his knowledge and involvement in the aviation industry thus would not be taking part in discussions and decisions relating to that item.

**18/25: Public Question Time**

No members of the public were present.

**18/26: Minutes of the Meeting of the Council held on 26<sup>th</sup> February 2018 & progress update**

The minutes of the meeting held on 26<sup>th</sup> February 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

### **18/27: Chairman's report**

The Chairman reported that he had attended an exhibition at the Memorial Hall in Little Waltham in relation to the Chelmsford City Council Local plan proposals. He met a Councillor from Little Waltham Parish Council and also spoke to an officer from Chelmsford City Council regarding the proposals. It was noted that there are proposals to build a north east bypass of Chelmsford, south of Great Leighs to take traffic in the direction of Boreham with the aim to build that road at the same time as the housing with some contribution coming from developers. The road, at least initially, will be single carriageway. The concern was that infrastructure should be build prior to development to avoid increased congestion. It was also noted that in relation to the Great Leighs development there was no direct link between the proposed developments. There is the potential for increased traffic on and crossing the A131. It was also noted that the secondary school for the area would be Notley High with the intention that children would walk or cycle to the school which appears unrealistic. There were concerns too relating to additional traffic on the London Road. In view of the position of the Parish Council agreed at the last meeting regarding this development plan a response had been put together in line with that position and submitted in time for the deadline.

The Chairman had also chaired a recent meeting of the A120 consultation group which had taken place in Great Notley. It was noted that proposed routes from which a preferred route will be selected would start on the A120 in between the Panners roundabout and Galley's Corner. The concern is an increase in traffic accessing the road and the Chairman had requested that on/off arrangements are carefully considered.

### **18/28: Parish Clerk's Report**

The Clerk reported as follows –

1. Regarding parked cars on the greensward at Cuckoo Way I have forwarded more information provided locally to the enforcement officer at Braintree District Council.
2. As requested by Councillors, I contacted Braintree District Council regarding the granting of permission for the football festival and permission was granted to the club for the event to take place.
3. The Traffic Regulation order to restrict parking by the village square at Notley Green has been issued for consultation the deadline being 30<sup>th</sup> March 2018.
4. As requested by Councillors I have been in liaison with Notley Green School regarding the issue of requesting a parking attendant. The School will be looking to make that request.

5. I have submitted the grant application regarding defibrillators to the Braintree District Council Councillors' Grant Fund and the result is awaited.
6. I have been in liaison with the Tesco store regarding the three lights that are not working on the road leading from Notley Green into their car park. After some initial confusion on their part as to responsibility they have now agreed to deal with the issue.
7. I have sent more information to Councillor Butland so he may liaise with Essex Highways regarding the broken roundabout sign at the entrance to Cuckoo Way.
8. The tree dedication ceremony has been postponed. Once a new date has been set I will let you know.
9. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –
  - Entry form for Essex Village of the year competition
10. 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    |
| 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 **noted** by Councillors.

## **18/29: Financial Report**

### 18/29.1 Bank reconciliation

The bank reconciliation statement calculated to 28<sup>th</sup> February 2018 was **noted and accepted**.

## 18/29.2 Payments for approval

The following payments were **approved** –

### **Direct Debits**

|         |                  |       |
|---------|------------------|-------|
| 14/2/18 | RAC Allstar fuel | 49.00 |
| 10/3/18 | BT               | 70.39 |

### **Online payments to be made on 20th March 2018**

|                      |                                       |          |
|----------------------|---------------------------------------|----------|
| Salaries             |                                       | 3,238.57 |
| Clerk's expenses     |                                       | 76.01    |
| HMRC                 | Tax and NI                            | 663.97   |
| Essex Pension Fund   | pension contributions                 | 658.44   |
| Broxap               | Five new litter bins                  | 1,602.90 |
| NGCA                 | Room hire                             | 16.50    |
| Chelmsford Safety    | Tools and PPE                         | 100.30   |
| Richard Edwards      | Payroll services                      | 98.10    |
| Seagrave Inspections | Play area inspection                  | 86.40    |
| Bawtrees             | Legal Advice                          | 360.00   |
| DW Maintenance       | Collection and Planting of Pyrocantha | 137.00   |
| Paul Clark Printing  | printing of Great Notley Times        | 1,600.00 |
|                      | Distribution of magazine              | 550.00   |
| Chelmsford Safety    | Long litter picker                    | 41.30    |

### **Cheques**

|         |    |         |                            |        |
|---------|----|---------|----------------------------|--------|
| 19/3/18 | 26 | P Heady | Expenses                   | 18.36  |
| 19/3/18 | 27 | T Payne | Handyman work at play area | 185.00 |

## **18/29.3 To approve payroll contract for 2018/19**

The contract with Richard Edwards LLP was **approved**.

## **18/30 Substantive matters for discussion**

### **18/30.1 To receive progress update in relation to upgrade of the RAFT area**

It was noted that the application to the Essex County Council CIF fund had been successful. News is awaited as to how much money will be awarded by the Tesco 'Bags of Help' scheme. The application to Greenfields has been unsuccessful. The clerk has submitted further grant applications to the Stansted Airport grant fund which will be considered in April and to the National Lottery Awards for All which will be considered in May. Braintree District Council has confirmed the availability of section 106 funding subject to the lease arrangements being concluded. It was noted that at present confirmation is required as to the precise amount of land to be included in the lease. Councillors **agreed** that so as to accommodate the proposed bike track to look to include the wooded area to the right of the RAFT area up to the fence within the lease. The Clerk will liaise with Braintree District Council in this regard.

### **18/30.2 To consider Quarterly Play area inspection**

The contents of the report were **noted**. It was also noted that some remedial work had been carried out by the handyman.

### **18/30.3 To receive update on issues surrounding litter prevention and litter bins.**

It has previously been agreed to review all the bins at the time of reviewing the assets schedule. The Clerk will send a list of bins to Councillors to inspect.

The five new litter bins have been delivered so the Clerk will liaise with Braintree District Council who have agreed to install the bins. The Chairman would endeavour to become involved if further liaison is required as to exact positioning.

Regarding litter in hedges it was agreed that any concerns will be passed to the Clerk who can ask the litter team to investigate.

### **18/30.4 To consider the issue of Parking in the Parish**

It was noted that Notley Green school will be approaching Essex County Council with the support of the Parish Council to request a crossing attendant.

It was also understood that the Parking wardens have been in attendance in the Parish. The Clerk will investigate so that accurate information may be shared on Facebook.

### **18/30.5 To receive update on the issue of the General Data Protection Regulations.**

The Clerk reported that she has undertaken training on this issue. She is undertaking a data audit in relation to information held both in paper form and on the computer. She is also making sure that information is being held in accordance with timescales set out in the Parish Council's document management policy. She is preparing a document for Councillors to sign so

that they are compliant with requirements as well. To facilitate safe storage of paperwork Councillors **authorised** the Clerk to purchase a 4 drawer, lockable filing cabinet from Viking Direct.

It was noted that the issue of who the Parish Council may appoint their Data Protection Officer is still unclear but it is expected that more information will be made available by Government shortly.

The Clerk has received draft paperwork from the NALC which will assist her in drafting a new Data Protection policy and privacy statement. The new privacy statement will need to be uploaded onto the Parish Council's website and made available to relevant persons.

### **18/30.5 To consider and approve the updated First Aid policy**

The updated First Aid Policy was **approved** by Councillors.

### **18/30.6 To consider issues relating to the Parish Council vehicle**

It was noted that the Parish Council van is going to be checked by Quest Motors later this week. In the instance that the battery needs to be changed Councillors **agreed to authorise** such expenditure. Quest will also be checking the jump pack. If it transpires that is not working the Clerk will first check with the supplier if another one may be provided under guarantee. Otherwise Councillors **agreed** that a further jump pack may be purchased.

### **18/31: Planning applications, Tree Preservation Orders and other planning matters.**

#### **18/31.1 New Applications within the Parish**

| <b>Application No.</b> | <b>Application</b>   | <b>Representations</b>  |
|------------------------|--|---|
| 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 (amended plans) | In the absence of local disquiet or other compelling reason in relation to this application Councillor <b>agreed</b> to make no comment upon the application. |

#### **18/31.2 New applications outside the Parish**

| <b>Application No.</b> | <b>Application</b>   | <b>Representations</b>  |
|------------------------|--|---|
| UTT/18/0460/FUL        | Stansted Airport - Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway) six additional remote aircraft stands adjacent Yankee taxiway); and three additional aircraft stands (extension of the | Following substantial discussion Councillors <b>agreed</b> to make no comment upon this application but to pursue representations and attempts to alter the air |

|  |  |                                |
|--|--|--------------------------------|
|  | Echo Apron) to enable combined airfield operations of 274,000 aircraft movements and a throughput of 43 million terminal passengers, in a 12-month calendar period | corridor away from the Parish. |
|--|--|--------------------------------|

**18/32: Committee Reports**

18/32.1 District/County Update

No reports.

**18/33: Any Matters to be raised by members for the next agenda**

None.

Meeting concluded at 8.21pm