



Minutes of the Annual Meeting of Great Notley Parish Council Held on Monday 21st May 2018 at the Community Centre Great Notley

Meeting commenced at 8pm

Present: Councillors Heady, Crawford, Cunningham, Price, Cooper, Arthur, Griffin and the Clerk

County Councillor Butland

No members of the public were present

18/45 To elect a Chairman for the Civic Year

Councillor Heady nominated Councillor Price as Chairman. This was seconded by Councillor Cunningham and **agreed** by all Councillors.

18/46 To elect a Vice-Chairman for the Civic Year

Councillor Price nominated Councillor Ricci as Vice-Chairman. This was seconded by Councillor Cunningham and **agreed** by all Councillors.

18/47 Review of Committees

It was agreed that there is no change to the structure and make up of the two committees being the Personnel Committee and Planning Committee.

18/48 Apologies

Received from Councillor Ricci.

18/49: Declarations of Interest

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

18/50: Public Question Time

No members of the public were present.

18/51: Minutes of the Meeting of the Council held on 30th April 2018 & progress update

The minutes of the meeting held on 30th April 2018 were **agreed** by Councillors as a correct record and signed by the Chair.

18/52: Chairman's report

No report from the new Chairman.

18/53: Parish Clerk's Report

The Clerk reported as follows –

1. The next Larger Local Council Forum will be taking place on 28th June 2018 at 10am. I will be attending and if anyone else wishes to attend please let me know.
2. The EALC has advised that it will be holding it's AGM on 20th September 2018.
3. Further to receipt of a resident's complaint I reported fly posting by the roundabout at the Tesco end of Cuckoo Way to the enforcement team at Braintree District Council.
4. As a result of a concern raised by a resident regarding an event at the Racecourse I communicated with Chelmsford City Council who provided details of the planning conditions effecting the site which I communicated to the resident.
The Clerk confirmed that both the planning department and licensing department at Chelmsford City Council had advised that there are noise restrictions effecting the site and no live music is permitted after 11pm. They had not previously been aware of the event and that any complaints should be directed to the City Council.
5. Councillor Griffen and I will be attending a workshop event at Stansted airport on 18th May 2018 and will advise Councillors of any relevant information.
It was confirmed that the event was useful and that contact details had been provided to the Clerk to update a liaison committee on representations made by the Parish Council and in particular in relation to a suggested change to the flightpath.
6. I have reported an issue of potential land encroachment at Ennerdale Drive to Braintree District Council to investigate.
7. I have been in liaison with Braintree District Council regarding the installation of new bins and repair of bins owned by BDC.
8. Following further communication with the Parking Partnership I have been advised that the Park safe vehicle has visited White Court School on 7 occasions in the last 3 months and remains on their schedule for ad hoc visits.
Councillors asked the Clerk to approach the school and ascertain the impact of these visits.

9. The open evening at White Court School usually takes place on the first Tuesday of July. Please let me know if the Parish Council will wish to attend the event this year so I may respond when the invitation is received.
Councillors agreed not to attend the event this year.
10. I have reported an issue of overgrown vegetation around the notice board at the Panners end of the village to Essex County Council via Councillor Butland.
11. 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
Broken roundabout sign at Tesco mini roundabout – repair awaited by ECC	March 2016
Application to NEPP in relation to parking at Notley Green - consultation on proposals closed 30 th March 2018 – final order awaited	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
Request for parking attendant – await Notley Green School	February 2018

It was also noted that the Clerk is in liaison with Braintree District Council regarding the request from the pub to remove the litter bins which are located on land owned by the pub. The Parish Council had previously been advised that the land was owned by Braintree District Council but this has proved to be incorrect.

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

18/54: Financial Report

18/54.1 Bank reconciliation

The bank reconciliation statement calculated to 30th April 2018 was accepted.

18/54.2 Payments for approval

The following payments were **approved** –

Direct Debits

11/5/18	BT	69.65
16/5/18	RAC Allstar fuel account	53.00

Online payments 22nd May 2018

Salaries		3,021.44
Clerk's expenses		49.71
HMRC	Tax and NI	707.26
Essex Pension Fund	pension contributions	757.04
NGCA	Room hire	11.00
	Payment for fete	1,800.00
DW Maintenance	Grass cutting	35.00
Chelmsford Safety	Long litter pickers	97.20
JC Electricals	repair to storage unit light	85.00
A&J Lighting	Annual streetlight inspection	149.04

18/54.3 To review banking mandate

No changes to be made.

18/54.4 To consider Internal Auditor's report

The contents of the internal auditor's report were **noted**.

18/54.5 To consider and approve the Governance Statement on the Annual Return form

The Governance statement on the Annual return document was considered and **approved** by Councillors.

18/54.6 To approve the accounts for year end 31st March 2018 and to approve the summary of accounting statements on the Annual Return Form

The Accounts for year end 31st March 2018 were considered and **approved** by Councillors. The summary of accounting statements were also considered and **approved** by Councillors. It was also **agreed** that the dates provided for the exercise of electors rights would not be changed.

18/55 Annual Review of Policies

18/55.1 To consider and approve updated Standing Orders

New Standing Orders had been provided by NALC. The document was considered and **approved** by Councillors.

18/55.2 Financial Regulations

An amendment to the Financial Regulations was considered and **approved**.

18/55.3 Complaints Policy

Reviewed and no changes required.

18/53.4 Freedom of Information Act Policy

An update was **approved**.

18/53.5 Emergency Plan

The update to the contacts was **agreed**.

18/53.6 Media Policy

Reviewed and no changes required.

18/53.7 Code of Conduct

Reviewed and no changes required.

18/53.8 Health and Safety policy

Update **agreed**.

18/54 Substantive matters for discussion

18/54.1 To receive progress update in relation to upgrade of the RAFT area

It was noted that Groundworks are putting together tender documentation to deal with the contract to remove the existing skate facility (the local skate group do not have the means to move that item) provide and install concrete seating, install a new skate feature, remove existing seating (which could be utilised elsewhere in the Parish) and install the sub base for the shelter. The two other contracts are to acquire and install the shelter and to acquire and install the line and although those contracts are under the financial limit to require a tender process it has been explained and agreed by Groundworks that 3 quotes will need to be obtained.

It was further noted that Groundworks had not built into the figures and requirements the issue of the basketball fencing and hoop and the goalmouth

which it is intended will stay. The Clerk is therefore in the process of obtaining quotes to clean, repair and paint those items.

The Clerk has still not received any communication from Braintree District Council regarding the lease of the area so Councillor Cunningham agreed to press the relevant officer at Braintree District Council to progress that aspect.

18/54.2 To consider costs for repair and maintenance in Levens Way Play Area

The Clerk had obtained a quotation for the baby swings to be repainted, to replace the handle of the bouncy bike and also for that item to be reinstalled in the ground as the base has become loose. Having considered the quotation Councillors **agreed** to accept it on the basis that the new surface around the bike will be the resin surface as it is longer lasting and asked the Clerk to see if the contractors could also paint the climbing frame at no extra cost whilst on site.

18/54.3 To receive update on issues surrounding litter prevention and litter bins.

It was noted that arrangements are in hand for Braintree District Council to install the five new litter bins and to consider the repair and/or replacement other bins which they own and which have been reported to them

18/54.4 To consider the progress of the Defibrillator project

It was noted that the defibrillator has been delivered and is due to be installed shortly. A training event is also to be organised.

18/54.5 To consider issues surrounding streetlights

It was noted that the annual streetlight inspection has highlighted five lights that do not work and where there are no replacement parts. The contractor had provided quotes for reconditioned sodium lights which come with a one year guarantee or LED lights which come with a ten year guarantee. Councillors **agreed** to purchase the LED lights and to consider future lighting maintenance in the next budget.

18/54.6 To review arrangements for Parish Council's Facebook page

It was agreed that the Clerk and Councillor Heady will remain as administrators of the group and that Councillor Price as the new Chairman will join the group to enable him to make postings if required.

18/55: Planning applications, Tree Preservation Orders and other planning matters.

18/55.1 New Applications within the Parish

Application No.	Application	Response
18/00455/FUL	7 Burghley Close, Great Notley – erection of first floor extension above existing integral garage	No comment
18/00537/FUL	Holmcroft, 210 London Road, Great Notley – demolition of existing garage and erection of 2 storey side extension	No comment
18/00564/FUL	24 Derwent Way, Great Notley – erection of single storey side extension and two storey side extension	No comment

18/55.2 To note results of planning applications

None to report

18/56: Committee Reports

18/56.1 District/County Update

Reports made at previous meeting.

18/57: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 8.45pm