



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 29<sup>th</sup> October 2018 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Ricci, Cunningham, Heady, Arthur, Griffin and the Clerk

No members of the public were present

**18/91: To elect a Chairman for the Parish Council**

The Clerk reported that she had received the resignation of the current Chairman Councillor Price. This was accepted by members.

Councillor Heady nominated Councillor Ricci to act as Chairman for the remainder of the civic year. This was seconded by Councillor Griffin and **agreed** by all Councillors. Councillor Ricci signed the declaration of acceptance of office.

**18/92 To elect a Vice-Chairman for the Parish Council**

Councillor Ricci nominated Councillor Heady to act as Vice-Chairman for the remainder of the civic year. This was seconded by Councillor Griffin and **agreed** by all Councillors. Councillor Heady signed the declaration of acceptance of office.

**18/93 Apologies**

Received from Councillor Crawford and from County Councillor Butland.

**18/94: 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 a non-pecuniary interest in agenda item 18/101.2 as he is acquainted with the applicant.

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.

Councillor Heady declared a non-pecuniary interest in relation to agenda item 18/99.6 as he is acquainted with the internal auditor. He further declared a non-pecuniary interest in agenda item 18/100.5 as he is listed on the allotment waiting list.

### **18/95: Public Question Time**

No members of the public were present.

### **18/96: Minutes of the Meeting of the Council held on 3<sup>rd</sup> September 2018 & progress update**

The minutes of the meeting held on 3<sup>rd</sup> September 2018 were **agreed** by Councillors as a correct record and signed by the Chairman.

### **18/97: Chairman's report**

No report. Councillors did however express thanks to David Price for his service not just as Chairman but as a Councillor over the last 3 years and to Councillor Cooper who has also recently resigned for his service.

### **18/98: Parish Clerk's Report**

The Clerk reported as follows –

1. I have circulated to you the response received from the Police in relation to the letter sent by the Parish Council regarding the handling of the traveller incursion.  
*It was noted that the Police may not always act against all the travellers in the event of an offence being committed by one individual traveller.  
Perhaps this could be clarified in the event of a future incursion.*
2. No progress has been made with the P3 group. Having spoken to the Parish Tree Warden he is looking into other volunteer initiatives such as tree monitoring in which the volunteers could become involved and will provide further details in due course. In the meantime I do not intend to progress the P3 scheme further.
3. Fenland Leisure has supplied and fitted the two handles for the rocker bike.
4. A Highways event took place on 2<sup>th</sup> September 2018 and was attended by Councillor Arthur.
5. On 20<sup>th</sup> September I attended the EALC AGM. Presentations took place regarding various funding initiatives.
6. I have heard back from LSI regarding the review of energy supply. They have concluded the comparison of energy suppliers on behalf of the Parish Council and advised that in view of the limited amount paid for electricity supply costs for the streetlights there are no competitive alternative suppliers at this point in time.
7. The brick base of the village sign has now been repaired. Due to the number of repairs that have been carried out over the years the bricks of the base are a little mismatched. Perhaps you may wish to consider in the forthcoming budget process if you wish to consider replacing all the bricks in the base.  
*Requested that this be added into the draft budget.*

8. BDC advise they have some spare floodsax bags which they wish to dispose of as they are nearing their 'use by' date. If you feel these would be useful for the Parish please let me know and I will see if there are any left to claim  
*Councillors asked the Clerk to request some in the event that any remain available.*
9. Please let me know if you are available for the annual Streetlight inspection.  
*All Councillors present agreed to be involved in the inspection and the Clerk will circulate the relevant lists.*
10. On 27<sup>th</sup> September I attended a meeting at the Great Notley Country Park and have reported to you regarding issues discussed including flooding of the underpass and suggestions regarding displacement parking.
11. I have been advised that Essex County Council has now repaired the pump at the underpass. However flooding again occurred recently. Councillor Butland has again raised the issue with Essex County Council.
12. The latest Local Highway Panel minutes provide an update on the proposed traffic management at the roundabout adjacent to the Hungry Horse. The minutes state that the sum of £27,000 has been allocated to undertake a detailed design for a signalised crossing.
13. On 3<sup>rd</sup> October I attended a meeting of the Stop Stansted expansion group which confirmed that the planning application to increase passenger numbers will shortly come before the planning committee of Uttlesford District Council. Various concerns regarding process were raised.  
*It was specifically noted that the Parish Council is not a member of this group but the Clerk had attended by invitation to observe the meeting.*
14. I have referred a Councillor's report of a substantial amount of rubbish on private land at Langdale to Braintree District Council's environmental health department.
15. I have spoken to the head teacher at Notley Green school. They do not intend to apply for a parking attendant as having made enquiries it appears that there is little chance of success at Bridge End Lane is not a major road requiring such traffic control.
16. There are two forthcoming Police events in November, being a rural crime event on 14<sup>th</sup> November and a Police, Crime and Fire Commissioner meeting on 6<sup>th</sup> November 2018.  
*Councillor Arthur reported that he has been walking around the Parish with the PCSOs on recent occasions.*
17. In relation to a pothole initiative where County Councillor may nominate the worst 20 potholes in their district, I have reported two potholes in Derwent

Way to Councillor Butland with the hope that they may receive swifter attention.

18. Essex County Council are making proposals to devolve certain Highway matters to Parishes and I have expressed an interest on behalf of the Parish in simply finding out more. I will be attending an information event on 14<sup>th</sup> November and will keep you advised.

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

- Notification of public sessions before the inspector in relation to Chelmsford City Council's draft local plan

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 – await feedback from BDC following Councillor Butland raising this outstanding matter with the CEO	May 2012
Progress from Solicitors regarding acquisition of 'Mrs Hedges' and 'Unity Hand' sculptures – response currently outstanding from Countryside Properties.	November 2017
LHP application for rumble strips at entrance to Village adjacent to Tesco store – speed survey results awaited	July 2018

The Clerk advised that the NGCA has issued an invitation to its AGM on 12<sup>th</sup> November 2018. Councillor Ricci has already sent his apologies so Councillor Heady agreed to attend the event.

The report was otherwise **noted**.

## 18/99: Financial Report

### 18/99.1 Bank reconciliation

The bank reconciliation statement calculated to 30<sup>th</sup> September 2018 was **noted and accepted**.

### 18/99.2 Payments for approval

The following payments were **approved** –

#### Direct Debits

9 <sup>th</sup> September	BT	Phone and internet	160.74
14 <sup>th</sup> September	RAC	Allstar fuel	63.92

30 <sup>th</sup> September	Unity Trust banking admin fee	22.95
10 <sup>th</sup> October	BT Phone and internet	73.01
15 <sup>th</sup> October	RAC Allstar fuel	56.28

### Online payments

#### 21<sup>st</sup> September

Salaries		3,568.92
Clerk's expenses		37.20
HMRC	Tax and NI	719.48
Essex Pension Fund	pension contributions	764.34
PKF Littlejohn	External Audit	480.00
Quest Motors Ltd	Replacing carpets in van, Service and MOT	2,108.83
Fenland Leisure	Painting/epairing equipment in Play area	1,573.15
EALC	Chairman's Training course	90.00
	Election course for Clerk	<u>85.00</u> 175.00
DW Maintenance	Grass cutting	45.00
Paul Clark Printing	Magazine printing	1,600.00
Paul Clark Printing	magazine distribution	<u>550.00</u> 2,150.00

#### 24<sup>th</sup> October

Salaries		3,569.12
Clerk's expenses		120.23
HMRC	Tax and NI	719.28
Essex Pension Fund	pension contributions	764.34
SLCC Enterprises	Training webinar (procurement)	84.00
DW Maintenance	Grass cutting	45.00
NGCA	Room hire	11.00
Richard Edwards LLP	External payroll	112.50

**18/99.3 To consider Quarterly financial report**

The report calculated to 30<sup>th</sup> September 2018 was considered and **accepted**.

**18/99.4 To agree update of banking mandate**

As a result of recent changes, it was **agreed** to update the banking mandate. Councillor Heady proposed that Ian Cooper be removed from the banking mandate with Unity Trust and that Councillors Cunningham and Griffin be added as signatories to include online banking. This was seconded by Councillor Ricci and **agreed** by all Councillors.

**18/99.5 To receive result of external audit**

The Clerk confirmed that a clear audit had been received with no conditions or caveats. Councillors thanked the Clerk for her efforts in this regard.

**18/99.6 To appoint the internal auditor**

The Clerk recommended that the current internal auditor Allan Clements be re-appointed to the role. Councillors **agreed** to re-appoint Mr Clements as the internal auditor for the Parish Council.

**18/99.7 To consider Strategy statement**

Subject to a couple of amendments the strategy statement was **approved**.

**18/100 Substantive matters for discussion****18/100.1 To receive progress update in relation to upgrade of the RAFT area**

The Clerk confirmed that all queries in relation to the lease had been resolved and that the Parish Council solicitor has agreed the terms of the lease with Braintree District Council. The lease is renewable and the issue regarding the contribution to the upkeep of the path leading to the area has been resolved. Both parties have taken photos of the condition of the area so that the Parish Council will only have to pay a fair proportion of any upkeep to the area bearing in mind its current condition. On that basis Councillor Ricci proposed that the lease may be formally signed by two Councillors on behalf of the Parish Council in accordance with Standing Orders. This was seconded by Councillor Heady and **agreed** by all Councillors.

The Clerk confirmed that she has read through the various tendering paperwork drawn up by Groundworks and raised a number of queries. Councillors asked that the new representative from Groundworks be invited to the November meeting with the intention that she will have dealt with the questions by that time and can update Councillors on the next steps.

The Clerk also confirmed that she has been in liaison with the CIF fund to extend the deadline for use of the grant funds.

**18/100.2 To receive update regarding progress and further oversight in relation to work to water mains.**

It was noted that to compensate for the recent inconvenience of works in the Parish, Anglian Water has agreed to pay to the Parish Council the sum of £375 to replace a bin that was removed when the compound was set up and is too rusted to be replaced and also to contribute the sum of £400 towards the cost of the Memorial seat. It was also noted that a second bin near Ennerdale Avenue requires replacement. Councillors **agreed** to replace both bins

It was further noted that a resident has reported that there is damage to the pavement at Notley Green which she attributes to the Anglian Water works. The Clerk will be attending a meeting with Anglian Water and Braintree District Council in November and will raise the issue with them but as this is an issue to be resolved by Anglian Water it should be suggested that if residents are dissatisfied they should provide photos to Anglian Water direct. The Clerk reported that she had received comments from other residents who are very pleased with the standard of reinstatement work that has been carried out by Anglian Water.

**18/100.3 To consider issue of fencing at Highclere Road**

The Clerk and Councillor Griffin had attended a meeting with a Police officer from the Essex Travellers Unit and reported on the lengthy discussions on the issue of the fencing. Councillors asked the Clerk to set up another meeting with Braintree District Council to discuss the suggestions made and seek a solution. Councillors prefer the drop-down bollards plus a mound and planting so it is in keeping with the area. Also, to consider the state of bollards near the RAFT. In view of the substantial amount of money already contributed by the Parish Council to fencing in the Parish to address the issue and as such measures would also benefit Braintree District Council as landowner to request that the District Council share in any costs in this regard.

**18/100.4 To consider issue of cycling signage at Ellen Way**

A resident had raised the issue of youngsters choosing not to dismount but cycling through the path from Queenborough Lane to Ellen Way and then along the path to the spine footpath. It was noted that there is already a cycle barrier in place on Queenborough Lane. Having discussed the issue Councillors asked the Clerk to contact the head teacher at Notley High School as it is predominantly students from that school that act in this way and request that students be asked to dismount and not to cycle in an inconsiderate manner in that area.

**18/100.5 To consider issue of provision of allotments in the Parish**

Councillor Cunningham confirmed that the District Council is committed to the provision of allotments within the area to be developed on the far side of the A131. Discussions are ongoing regarding the precise position within that development. The Clerk confirmed that the allotment list has been updated. She also reported on the support provided by the National Allotment Association in relation to the setting up of new allotments and it was agreed to add the subscription fee of £55 per annum into the budget.

**18/100.6 To consider acquisition and positioning of White Gates for the Parish**

The Clerk had been provided with samples including a portion of gate to show Councillors and these were viewed. It was requested that the Clerk ask if the plastic fades or 'yellows' to ensure longevity of the product. Essex County Council is only willing to allow a gate on one side of the road at the 'Tesco' entrance to the village as there is insufficient land available on one side to comply with their highway requirements. Suggestions were considered including pricing of the options and Councillors are in favour of a 3m long gate. The Clerk will revert to Essex County Council to continue to seek their consent for the project.

**18/100.7 To consider issues in relation to parking in the Parish**

The Clerk had attended a meeting with staff at the Country Park and the issue of parking was discussed. It was noted that a number of park users are not using the car park but choosing to park on residential streets in the Parish which has been a source of complaint from a number of residents. The staff had suggested trying to find out when there is a particular problem to enable them to potentially identify a user group. As a result of the Clerk's discussions with residents including an appeal on Facebook it would appear that those who participate in 'Park Run' at weekends are presenting an issue. Councillors requested that the Clerk raise this with the Country Park staff so that they can raise the issue with the organisers and to suggest that they may wish to promote the parking season ticket which provides a substantial reduction in parking charges for regular users.

**18/100.8 To consider draft protocol regarding Clerk/Cllr relations**

The draft protocol document had been circulated to Councillors and was **approved**.

**18/100.9 To consider issues regarding Parish Council special events**

**18/100.9.1 Potential acquisition of a memorial item to commemorate the end of World War I**

As a result of an appeal on Facebook and in the Parish magazine in relation to the design and location of the bench the most popular bench option was the style including a horse and the most popular location was Panner's Pond. Braintree District Council has consented to the installation of the bench to replace an existing bench in that location. Councillors therefore **agreed** to purchase the horse design bench and for it to be located in that location.

**18/100.9.2 Arrangements for the Remembrance Service**

Arrangements for the forthcoming Service of Remembrance were discussed and finalised.

### **18/100.9.3 The Torchlight Procession and Carol Service.**

Arrangements were discussed. In particular Councillors **agreed** that the nominated charity this year will be PARC being a local charity for children.

### **18/100.9.4 To consider participation or contribution to Church Christmas Tree Festival**

Councillors **agreed** to purchase a Christmas hamper up to the value of £50 to contribute to this community event.

### **18/100.10 To consider meeting dates for the Parish Council for next year**

The schedule of dates for meetings during 2019 was **agreed**.

### **18/100.11 To consider electoral issues**

#### **18/100.11.1 To consider representations in relation to voting places review**

Councillors had no comments in relation to the review.

#### **18/100.11.2 To consider promotion of forthcoming election and vacancies**

Arrangements to interview candidates who are interested in being co-opted to the Parish Council were agreed. In addition, the Chairman asked Councillors to indicate to the Clerk if it is their intention to stand for re-election next May. Guidance on process will be supplied.

### **18/101: Planning applications, Tree Preservation Orders and other planning matters.**

#### **18/101.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Agreed representations</b>
18/01524/FUL	3 Stockman Terrace, Queenborough Lane, Great Notley – proposed single storey rear conservatory	No comments
18/00244/TPO	28 Buttermere, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	In view of comments of Parish Tree Warden no objection
18/00253/TPO	75 Windermere Drive, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	In view of comments of Parish Tree Warden no objection
18/00272/TPO	45 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	In view of comments of Parish Tree Warden no objection
18/01792/FUL	Land West of 100 Avenue East, Skyline Business Park, Great Notley - New office development comprising purpose-built office building, access, car parking, soft landscaping and associated development	Having considered public representations it was <b>agreed</b> to comment that the Parish Council would support conditions that would promote screening with vegetation with a view to addressing issues of light pollution and

		the impact of vehicles and promote a more acceptable visual impact.
18/01476/FUL	Oak Lodge, London Rd. Great Notley - First-floor extension over existing single-storey link. New dormer window and two roof lights to existing annex. Conversion of garage including an external render finish and five ground-floor windows	No comments
18/00250/TPO	21 Langdale, Great Notley – work to trees covered by Tree Preservation Orders	The Parish Tree Warden has not reported on this application. No comments.

### 18/101.2 New applications outside the Parish

Application No.	Application	Agreed Representations
18/01786/FUL	106 London Road, Braintree – erection of 4 dwellings	No comments

### 18/101.3 To note results of planning applications

The following decisions were **noted** and in particular the refusal of the zip line in the Country Park to which the Parish Council had objected.

Application No.	Application	Result
18/00042/FUL	Great Notley Country Park and Discovery Centre, Great Notley -- Introduction of a double zip wire at Great Notley Country Park, this includes a tower at the take-off point and a landing area with landscaped mound. There will also be facilitating works, with new pathways and improvements to the Discovery Centre reception.	Refused
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	Permitted
18/00177/TPO	33 Skiddaw Close, Great Notley – to carry out work to a tree covered by a Tree Preservation Order	permitted
18/01413/FUL	14 Burghley Close, Great Notley	permitted
18/01536/FUL	Shandon House, Queenborough Lane, Great Notley - 3 storey side extension, raised bedroom roof with mezzanine floor and geddesic-domed summer house	permitted
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	No environmental impact assessment

	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	required by the local planning authority
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**18/101.4 To consider Representations in relation to Braintree Integrated Transport Package consultation**

No comments.

**18/102: Committee Reports**

18/102.1 District/County Update

Councillor Cunningham reported that proposals to develop the employment site on the far side of the A131 are progressing. Braintree District Council is starting its budgeting process. The Councillors grant fund has again been launched and he will provide information to the Clerk so it may be promoted in the Parish.

**18/103: Any Matters to be raised by members for the next agenda**

None.

Meeting concluded at 9.10pm