



Minutes of the Meeting of Great Notley Parish Council Held on Monday 3rd September 2018 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

Two members of the public were present

18/80: Apologies

Received from Councillor Crawford

18/81: 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 declared a non-pecuniary interest as a member of Braintree District Council and as a member of the planning committee of that authority.

18/82: Public Question Time

Both members of the public present reside close to the area where a recent traveller incursion took place and wished to know what action the Parish Council had taken as a result of that issue.

Councillors **agreed** to deal with agenda item 18/87.6 at this point in the meeting

18/87.6 To consider issue of fencing at Highclere Road

As the recent traveller incursion had taken place in the same place as the previous incursion the Chairman and Clerk had met with an officer from Braintree District Council to consider how the fencing could be improved in the area. The fence and land are owned by Braintree District Council. The purpose of the fencing would be to deter entry and also to enable the Police to be able to use their section 61 powers. Braintree District Council had responded by stating that there is no money in the budget for them to improve the fencing at this time but if the Parish Council are able to pay the sum of £785 Braintree District Council could install two metal drop down bollards in the vicinity. It was noted that the area is used as an access point for grass cutting machinery. The two residents were of the view that two bollards would be insufficient to deal

with the situation and it was mentioned that they had met with a Police officer from the traveller unit who is willing to provide advice on what would be suitable to prevent access. Councillors were concerned that any extra fencing provision should be in keeping with the area. It was also noted that a letter had been sent by the Parish Council to the Chief Constable of Essex regarding the incident and the exercise of Police powers and a reply is still outstanding. To enable the Parish Council to be better informed in making any decision, it was **agreed** that the Clerk contact the Police officer from the traveller unit to obtain some advice. Also, to try and obtain a response from the Police regarding the letter sent. It was requested that the Clerk ascertain the lead time from Braintree District Council to install any fencing. Also, an article to go into the Great Notley Times reminding residents that if the travellers do not get work in the area they may be less likely to come to the Parish.

Councillor Butland confirmed that there were no major issues to discuss in relation to County matters.

18/83: Minutes of the Meeting of the Council held on 30th July 2018 & progress update

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

18/84: Chairman's report

No report.

18/85: Parish Clerk's Report

The Clerk reported as follows –

1. The next Larger Local Council Forum will be held on 22nd October 2018 in South Woodham Ferrers. Please let me know if you wish to attend.
2. The Police will be holding a Rural Crime event at Slamsey's Farm on 14th November 2018 between 10am and 3pm which I will publicise in the Parish magazine. I have received a response from the Police that they will consider attending the next fete.
3. I have sent the agreed letter to the Chief Constable of Essex Police in relation to the issue of the recent traveller incursion. No response has as yet been received.
4. I have submitted the request to Essex Highways in relation to the consent required for the proposed new white entrance gates. A response is awaited.
5. The next meeting of the Patient Participation Group is on 30th October 2018.
6. I have been advised by the NGCA that they have installed a new gate and height barrier and are carrying out improvement works to fencing.
7. The Parish Council Van has passed its MOT and undergone a service. In addition the rear has been painted with the 'raptor' paint so it is waterproof

and the cab has been thoroughly cleaned and the carpets reinstalled by Quest motors.

8. The following correspondence has been received but in consultation with the Chairman no action to be taken –
 - Invitation to Braintree District Council commemorative tree planting
9. 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
LHP application for rumble strips at entrance to Village adjacent to Tesco store – speed survey results awaited	July 2018
P3 Scheme – await Tree Warden input	July 2018

The Clerk also reported that an issue regarding cyclist travelling at speed into Ellen Way had been raised by a resident with a request to install a 'dismount' sign. It was **agreed** to add the issue to the next agenda and to clarify the precise area of concern.

It was also noted that residents had raised concerns regarding those using the Country Park and Discovery centre parking on residential roads in the Parish and a concern raised by a resident regarding a proposal to tarmac the Fritch Way which is located outside the Parish.

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

18/86: Financial Report

18/86.1 Bank reconciliation

A bank reconciliation statement calculated to 31st July 2018 was **noted and accepted.**

18/86.2 Payments for approval

The following payments were **approved**

Direct Debits

9/8/18	BT	phone and internet	92.47
14/8/18	RAC Allstar	fuel	46.00

Online payments 24th August 2018

Salaries			3,715.80
Clerk's expenses			369.75
HMRC	Tax and NI		719.48
Essex Pension Fund	pension contributions		764.34
NGCA	room hire		11.00
Seagrave Inspections	play area inspection		86.40
Anglian Vehicle lining	Spraylining of Berlingo van		456.00

Online payment 4th September 2018

One Stop Promotions trading as Flags and Flagpoles	Two new flags	160.74
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18/87 Substantive matters for discussion

18/87.1 To receive progress update in relation to upgrade of the RAFT area

The Clerk reported that no further progress can be made until the legal lease arrangements have been concluded with Braintree District Council and that the Solicitors acting on behalf of the Parish Council are still awaiting the response to a number of queries and issues. It was noted that Braintree District Council has agreed not to exclude the terms of the Landlord and Tenant Act so that the lease will be renewable. They have now requested that the Parish Council agree to contribute to the cost of repair of the path leading to the RAFT. It was noted that it is not currently in good condition so a request to be made that BDC put the path in good condition prior to the Parish Council agreeing to such a term in the lease. Councillor Cunningham agreed to press the BDC legal department to progress the matter without further delay.

18/87.2 To consider quarterly play area inspection

The inspection was **noted**. One Councillor had noted that an individual had been seen exercising a dog in the play area and the Clerk will check on the wording of the play area notice and will remind residents on Facebook that dogs are not permitted in the play ground

18/87.3 To receive update regarding progress and further oversight in relation to work to water mains.

It was noted that the Clerk had attended a recent inspection of the Water Main work. Braintree District Council as landowner has ultimate responsibility for the land and will sign off the reinstatement work to be carried out by Anglian Water. Further inspections have been arranged which the Clerk will also attend. Anglian Water have applied to extend their license to work on the land and the estimated completion date is mid-September. It was noted that the bin near Peshurst Place is damaged and rusted and was removed and placed in the Anglian Water compound and that a bin by the cut through to Ennerdale Drive has been damaged. Councillors **agreed** to request that Anglian Water cover the cost of purchasing two new bins for those areas.

18/87.4 To consider ongoing representations to Stansted Airport

Councillor Ricci and the Clerk will be attending a meeting at the airport on 21st September and will report back at the next meeting.

18/87.5 To consider issues in relation to the Great Notley Times

The Clerk had previously raised concerns that some advertisers had ceased to advertise in the magazine thus decreasing that source of revenue. As a result of promotion on Facebook some new advertisers have now been found. If the issue does become a concern in future the Clerk will again bring it to Councillors attention.

18/87.6 To consider issue of fencing at Highclere Road

Considered earlier in the meeting.

18/87.7 To consider repair of Village sign

As only a small amount of repair work is required the contractor has agreed to carry out the work free of charge. Councillors asked that the Clerk pass on thanks for this.

18/87.8 To consider issues regarding Parish Council special events

18/87.8.1 Potential acquisition of a memorial item to commemorate the end of World War I

Upon discussing the issue at length, Councillors agreed that they wish to purchase a Memorial item for the Parish and favoured the purchase of a Memorial bench as it would be more useful and have more longevity. The various designs were considered. Councillors were concerned regarding the designs in relation to health and safety and asked the Clerk to enquire whether the company can produce a simpler bespoke design and to

ascertain the cost. The issue of location was also considered and issues of landowner consent. The question to be put on Facebook to obtain the views of residents. It was noted that it may not be possible to obtain a bench in time for the Memorial Service this year but it was considered that it could be unveiled at a later date.

18/87.8.2 Arrangements for the Remembrance Service

Councillor Cunningham is awaiting a response from the Boys Brigade and from Braintree District Council on the issue of fencing. The Clerk had arranged the purchase of the new flags and will be contacting the youth organisations regarding the readings and general arrangements. An invitation to be put on Facebook for a resident to read one of the war poems.

18/87.8.3 The Torchlight Procession and Carol Service.

The Clerk will be contacting the schools regarding the suggestion that they provide choirs. Also the issue of the nominated charity will be on the October agenda for consideration.

18/88: Planning applications, Tree Preservation Orders and other planning matters.

18/88.1 New Applications within the Parish

Application No.	Application	Agreed representations
18/01413/FUL	14 Burghley Close, Great Notley	No comment
18/01430/ADV	110 Avenue West, Skyline business park - 2 No. non illuminated sets of stainless steel letters, 2 No. internally illuminated sets of stainless steel letters , 2 No. internally illuminated sets of halo letters	To request that the illumination should be appropriate so as to minimise light pollution in the area.
18/01536/FUL	Shandon House, Queenborough Lane, Great Notley - 3 storey side extension, raised bedroom roof with mezzanine floor and geddesic-domed summer house	No comment
18/01476/FUL	Oak Lodge, London Rd. Great Notley - Proposed new cartlodge. Proposed first floor above utility room to provide an ensuite shower room to annex bedroom.	No comment

18/88.2 To note results of planning applications

The following planning results were **noted** -

Application No.	Application	Result
18/00564/FUL	24 Derwent Way, Great Notley – erection of single storey side extension and two storey side extension	granted
18/01053/FUL	9 Peshurst Place, Great Notley – erection of first floor front extension	Granted
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	granted
18/00837/FUL	12 Torver Close, Great Notley - erection of single storey rear extension behind existing garage	granted

18/89: Committee Reports

18/89.1 District/County Update

Councillor Cunningham confirmed that he will be attending the public enquiry regarding the planning appeal relating to Brook Green.

18/90: Any Matters to be raised by members for the next agenda

Allotments. In addition, the issue of the van will be included on the strategy statement and within the draft budget figures to be considered in November. Councillor Arthur raised the issue of litter clearance from hedges. None had been reported to the Clerk as an issue so Councillors will highlight any problems or issues to the Clerk as required.

Meeting concluded at 8.50pm