



Minutes of the Meeting of Great Notley Parish Council Held on Tuesday 25th April 2017 at the Community Centre Great Notley

Meeting commenced at 8pm

Present: Councillors Heady (Chair) Butland, Crawford, Price, Cooper and the Clerk

6 members of the public were present

17/35: Apologies

Received from Councillors Ricci and Cunningham.

17/36: Declarations of Interest

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council both generally and in particular with reference to agenda item 17/42.6. He also declared a non-pecuniary interest as a member of Essex County Council.

17/37: Public Question Time

A member of the public who is a resident of Great Leighs commented in relation to the Chelmsford City Council Local Plan and stated that what happens in Great Leighs has an impact in Great Notley especially on issues such as schools and infrastructure including road capacity.

Another member of the public who is a resident of Great Leighs raised a concern in relation to road capacity and the ability of services to cope not just in relation to the proposed 1,100 houses in Great Leighs but in relation to the proposed 2,000 houses adjacent to London Road and the extension of business facilities in Great Notley.

A resident raised a concern in relation to teenagers causing anti-social behaviour and in particular an increase over the Easter holidays in relation to broken glass and an incident when a substantial number of carrots were left on the green. She raised a concern as to how alcoholic drinks were being obtained as she suspected the culprits were underage. It was confirmed that the Parish Council react to reports of litter and broken glass and the situation will be brought to the attention of the Tesco store.

A resident raised concern in relation to her worry that anti-social behaviour is getting worse in the Parish and referred to the fact that the bridge at the RAFT had been destroyed, some tree branches had been broken and an exhaust left in the flower bed at the rear Tesco car park. She was interested to know how the Parish Council intend to make the RAFT better but commented that it would be a shame for improvements to be made

and then the equipment damaged. She was in favour of improvements to the area and hoped that if money is spent the equipment is protected.

17/38: Minutes of the Meeting of the Council held on 20th March 2017 & progress update

The minutes of the meeting held on 20th March were **agreed** by Members as a correct record and signed by the Chair.

It was **agreed** to deal with the following agenda item at this point in the meeting –

17/43.3 To consider response in relation to Chelmsford City Council Local plan consultation

Councillors had looked at the documentation provided online by Chelmsford City Council and the Chairman had attended a Chelmsford City Council roadshow at the Memorial Hall in Little Waltham. The issue was discussed and points made were that in local plan makes reference to a new primary and secondary school to deal with increased demand in Great Leighs and also that facilities usually arrive as a result of development not in advance. It was noted that consideration is required by the planners in relation to road infrastructure and how and when the network will be developed. It was further noted that the Racecourse is designated a special policy area with comment in the plan that the City Council will support proposals to 'minimise the impact of floodlighting'. It was suggested that his should say 'and noise'.

After discussion the Chair proposed that the response of the Parish Council to the consultation should be in line with the response to the previous consultation on the plan that there is no objection in principle to development but that consideration should be given to infrastructure and services should be provided for the development as it proceeds to protect the capacity and provision of services in Great Notley. In addition comment should be made in relation to the special policy provisions for the Racecourse in minimising noise. This response was **agreed** by all members.

17/39: Chairman's report

The Chairman reported that as well as working on some relatively minor issues with the Clerk he had attended the Chelmsford Local Plan roadshow in Little Waltham and had met the Chair of Little Waltham Parish Council. In addition in order to attempt to resolve the problem of Barclays bank not transferring the saver account to the Parish Council's new bank Unity Trust in accordance with instructions provided he had spent time on The telephone and in branch to try and resolve the issue. As a result the Clerk has drafted a letter to be signed by all signatories instructing Barclays to transfer the funds forthwith. It was suggested by Councillor Butland that a letter is sent stating that if the funds are not transferred within 7 days a complaint will be lodged with both the Chairman of the bank and the banking ombudsman and this was **agreed** by all members.

17/40: Parish Clerk's Report

The Clerk reported as follows –

1. On 16th March 2017 I attended the Essex branch of the SLCC AGM and training day. I am now a branch committee member. Some legal issues arose that I will raise with you as agenda items if required in due course.
2. I have received quotes for the replacement of the roundabout in Levens Way Play area with ground based roundabouts so will progress the insurance claim and keep you advised.
3. There has been damage to the guttering at storage unit which has now been repaired.
4. I have reported the issues of loose and missing bricks at the Unity Hand Sculpture to Countryside Properties who have agreed to make repairs.
5. As a result of a resident's complaint I have reported the messy state of Panners Pond to Braintree District Council and await a response.
6. I have requested the consent of Braintree District Council to the new cycle barriers but have yet to receive a response.
7. No response has been received from Braintree District Council in relation to cars parked on the verge at Notley Green. As a commercial taxi is now being parked on the verge I have again reported the issue and await hearing further.
8. As a result of a resident's complaint I approached Braintree District Council in relation to the amount of litter in the ditch next to Notley Green School. I am pleased to report that the District Council has cleaned out that ditch. Councillor Crawford commented that the ditch on the opposite side of the school next to the goalposts is extremely clogged and it is believe that this is a drainage ditch. The Clerk will refer this on to Braintree District Council.
9. One of the Parish Council litter bins was thrown in the pond but was retrieved by Braintree District Council and put back on its base.
10. The Star Council Awards are again open so please let me know if you wish to make any nominations this year.
Councillors **agreed** not to make any nominations this year.
11. Finally I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Broken roundabout sign at Tesco mini roundabout – repair expected by ECC in April at which time the white lines on site will be reviewed
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Local Highway Panel application in relation to 'warning pedestrian' signage opposite the 'Hungry Horse' – await progress from LHP

Streetlight at crossing to Hungry Horse – repair by Essex County Council outstanding
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Transfer of land between developers and Braintree District Council
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Youth bus project

The Clerk commented that she had seen the youth bus parked near the Tesco store on Monday evening. No notification had been provided that it would be attending the Parish that day. Councillors requested that she contact Essex County Council for more information.

The Chairman confirmed that in relation to the streetlight opposite the Hungry Horse he had received confirmation via the County Councillor that this is due to be replaced in May with an LED light.

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

It was agreed to deal with the following agenda item at this point in the meeting -

17/42.1 To consider progress in relation to RAFT upgrade

Nicola Murphy from Groundworks provided a written report on the results of the consultation which contained a substantial amount of data as 325 responses had been received with a substantial response from the 12-24 year age group. The three most popular items from the draft design were the hangout area, the seating and the goal end. The three least popular were the timber poles, the timber area and the Bluetooth pod. Key themes included concerns in relation to anti-social behaviour and having a safe area and a reflection that the hangout space is important. In relation to Skate/BMX facilities there were responses raising concerns regarding removal of the existing skate ramp although many acknowledged that the existing facility is not safe. Skate facilities did not appear in the top three priorities.

The Chairman confirmed that he had met with the Skate/BMX group in February 2017 and had been clear that a proposal to remove everything in the current area and replace it with a Skate Park was not seemingly supported. However consideration could be given to incorporating some form of skate/scooter facility within the design alongside other items in the area. The group had agreed to come back with a plan by the end of March 2017. It was noted that no design or plan or proposals have been received by either the Parish Council or Groundworks as at today's date. It was also noted that at the last meeting it was agreed to arrange for a contractor to repaint the skate ramp to keep it maintained and safe for the time being. It was noted that the contractor is due to carry out that work in May 2017.

Nicola then spoke about the next steps which include revising the design of the area having taken into account the outcome of the consultation, tendering and considering funding streams a list of which she provided. It was also noted that the Essex County Council Community Initiatives Fund provides funding and the deadline for submissions is 25th August 2017.

There is also a fund held by District Councillors.

Councillors also discussed the issue of anti-social behaviour but concluded that the needs of the majority of young people in the Parish should not be prejudiced by the behaviour of a few and that this should not prevent the scheme proceeding especially as the Parish has the youngest

demographic in the District with 30% of the population being under 17 years of age. It was **agreed** that the maximum contribution to be made by the Parish Council to the project from general reserves would be £40,000 although the intention would be to cover as much of the expenditure as possible with grant funding.

17/41: Financial Report

17/41.1 Bank reconciliation

The bank reconciliation statement calculated to 31st March 2017 was presented and **accepted**.

17/41.2 Payments for approval

The following payments were approved –

Date	Payee	Amount
20/3/17	cheques numbered 102393 to 102407 all unrepresented due to transfer of bank account. The following payments were made online -	
29/3/17	EALC	120.00
	A&J Lighting Solutions Ltd	392.40
	NGCA	11.00
	Paul Clark Printing Ltd	1,950.00
	Paul Clark Printing Ltd	550.00
	Clerk's expenses	100.50
	Salaries	2,142.04
30/3/17	Seagrave Inspection Services Ltd	72.00
	HMRC	631.87
	Essex Pension Fund	503.02
	salaries	1,046.34
31/3/17	Banking fee	18.00
5/4/17	Groundwork East (consultancy fee)	2,520.00
	P Heady	11.60
10/4/17	BT Direct Debit	63.04
25/4/17	salaries	2,451.52
	HMRC	445.76

Essex Pension Fund	521.03
Clerk's expenses	39.90
K Emery (mobile phone)	10.00
JCS External Solutions (gutter repair)	60.00
EALC(subscription)	847.39
Eon	98.54
Notley Green Carpet Bowls Club (grant)	457.98
SLCC (course)	82.80
Richard Edwards LLP	94.50
Chelmsford Safety Supplies Ltd	35.94

Payment to be made by cheque

25/4/17	300001	The Information Commissioner	35.00
	300002	NGCA	11.00
	300003	BALC	24.00

17/41.3 To agree contract for external payroll provision for financial year 2017/18

Councillor **agreed** to continue the contract with Richard Edwards LLP with a 3% increase from last year.

17/41.4 To consider renewal quotations for Parish Council insurance

A renewal quote had been received from Zurich and quotes had also been obtained from Came and Co and Aon. It was noted that Aon do not cover the cost of Skate facilities other than public liability insurance and that a lower level of fidelity guarantee is offered by Came and Co. Although the Zurich quote was the highest it was noted that an excellent service had been received from the company over the last 3 years and that a legal advice line is included in the price. Thus in order to protect the Parish Council's assets and in view of the added value from Zurich Councillors **agreed** to accept the quotation from Zurich and asked the Clerk to see whether there is any leeway for Zurich to reduce the premium in view of the lower quotes received from the other two providers.

17/42 Substantive matters for discussion

17/42.1 To consider progress in relation to RAFT upgrade

Considered earlier in the meeting.

17/42.2 To consider whether to make further representations in relation to Stansted Airport flightpath

It was noted that a member of the public had raised questions at the last meeting and the Chair confirmed that both he and the Clerk had attended a consultation event hosted by Stansted Airport where they had been separately advised to make representations to a committee at the airport. However when the representations were made the Parish Council were advised that this is an issue for the Secretary of State for Transport. It was requested that the Clerk attempt to ascertain to whom representations should be made and if this is the Secretary of State to submit the representations previously made for a minor modification of the flight path to avoid the Parish.

17/42.3 To consider offer from Countryside Properties to acquire the Unity Hand Sculpture

Prior to formally considering whether to take on the asset Councillors **agreed** that a structural engineer should inspect the structure. Councillors requested that the Clerk obtain an initial quote for that service. It was also suggested that Countryside Properties should provide a 'dowry' for the ongoing maintenance of the structure and that this should be suggested to them.

17/42.4 To consider response to Parish Council Boundary Consultation

The Chair had drafted a response for consideration by Councillors to suggest an extension of the boundaries of the Parish to include areas that it would be sensible to include bearing in mind such factors as proximity and physical barriers, the areas being the current un-parished area to the north of the Parish and land currently proposed for development in the draft local plan on the far side of London Road. The suggestions also take into account having a green buffer between Great Notley and Black Notley Parishes thus maintaining their character. It was further noted that the current ratio of Councillor to resident is 1:480 which is very high. As to future numbers of Councillors it was suggested that it should not exceed that ratio and perhaps in future depending on future development the issue of warding may be considered. Having considered the draft response it was **agreed** by all Councillors.

17/42.5 To consider issues in relation to parking in the Parish and other highway issues

To be considered at the next meeting.

17/42.6 To approve street scene agency agreement

The agreement had been circulated to Councillors by the Clerk and was **approved** by all members.

17/42.7 To consider use/assistance at Church car park

As the Church had not responded further the issue will be considered at a future meeting.

17/42.8 To consider progress update in relation to acquisition of the land at ‘Mrs Hedges’

A report including various documentation had been received from the Solicitor. Questions were raised regarding the use of services and the erection of the new noticeboard at the location so those issues will be raised with the Solicitor. In addition it was **agreed** that a structural surveyor should inspect the area prior to this matter being progressed further.

17/42.9 To discuss the request from Braintree District Council to make representations in relation to the future of the bridge at the RAFT

Further to the bridge being destroyed as a result of a fire Braintree District Council have asked the Parish Council for its view on whether the bridge should be replaced. It was noted that there is another entrance to the area and that the bridge entrance had in the past provided a means of escape for youths when Police had attended the area. It was **agreed** to respond to the District Council that the Parish Council do not wish the bridge to be replaced but suggest that the area is fenced off.

17/42.10 To discuss issues surrounding the organisation of community events

To be considered at the next meeting.

17/43: Planning applications, Tree Preservation Orders and other planning matters.

17/43.1 New Applications within the Parish

Application No.	Application	Response
17/00076/TPO	15 Ellen Way, Great Notley - Application to carry out work to a tree covered by a Tree Preservation Order	No objection
17/00502/FUL	59 Wood Way, Great Notley – installation of 2 velux windows	No comment
17/00511/FUL	12 Petworth Close, Great Notley – erection of single storey side and rear extension	No comment
17/00450/REM	Plot 2 Avenue North, Skyline Industrial park - Application for approval of Reserved Matters for Access, Appearance, Landscaping, Layout, and Scale pursuant to outline planning permission 07/00437/OUT (An amended proposal for the development of part of the Skyline 120 Business Park)	No comment
17/00519/FUL	33 Ellen Way, Great Notley – single storey front extension	No comment

17/00652/FUL	23 Notley Green, Great Notley – two storey rear extension and side first floor extension above garage	No comment
17/00657/FUL	24 Pintail Crescent, Great Notley – erection of single storey rear extension	No comment
17/00134/TPO	3 Thirlmere Close, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	The Tree Warden has been advised that this is an application supported by Braintree District Council and if this is the case suggests that there should not be an objection raised but rather leave the matter to the District Authority and this stance was agreed .

17/43.2 Results of Planning applications to Braintree District Council

The following result was **noted**

Application No.	Application	Result
16/02095/FUL	Land north of A131, Seybourne Park, Great Notley - The erection of a single 7,010.5sqm GEA (B8 use) unit with a first floor office element, and ancillary B1a office and B1c workshop , together with associated parking, vehicle turning and landscaping.	Granted

17/43.3 To consider response in relation to Chelmsford City Council Local plan consultation

Dealt with earlier in the meeting.

17/44: Committee Reports

44.1 District/County Update

No reports.

17/45: Any Matters to be raised by members for the next agenda

Meeting concluded at 9.29pm