



Minutes of the Meeting of Great Notley Parish Council Held on Monday 11th April 2022 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Griffin (Chair) Butland, Cunningham, Pritchard, Ricci, Sheppard and the Clerk

No members of the public were present

22/22: Apologies

Received from Councillor Crawford

22/23: Declarations of Interests

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 Butland declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and as a member of Essex County Council.

22/24 to consider and approve Minutes of the Meeting held on 21st March 2022

The minutes of the meeting held on 21st March 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

22/25: Public Question Time

No members of the public were present

22/26: Reports

22/26.1 Report from County Councillor

Regarding the crossing to the Astronomer pub, Councillor Butland had received a detailed response from a highway engineer which he posted on Facebook showing that it is quite a complex process in that the crossing must be more than 30 meters from the junction and it would be necessary to close the existing crossing point and there would be electricity and service works to be carried out. The situation is still being investigated and Councillor Butland asked the Clerk to share the information with Councillors.

22/26.2 Report from District Councillor

Braintree District Council (BDC) has set up a portion of the website exclusively for Jubilee events.

22/26.3 Reports from Councillors attending external meetings

None.

22/27: Parish Clerk's Report

The clerk reported as follows –

1. I have attended the following external meetings –
 - 24th March - SLCC Clerk's networking event
 - Series of webinars regarding project management for Parish Councils
2. I have asked Braintree District Council (BDC) for an update on the issues of their request to residents to remove obtrusive white fencing along Great Notley Avenue and various electrical equipment behind Bluebells. Following an inspection, I have advised BDC that although the electrical equipment and rubbish appears to have been removed behind Bluebells an access gate and bridge have been erected. Also, the white posts remain in situ. The BDC officer has advised that she will take further action.
3. Residents have complained regarding the use of a loud bird scarer by a local farmer and I have referred the matter to environmental health at BDC to deal with as a noise nuisance.
4. The local Police have suggested a 'patrol' with the Parish Council. The aim is to organise it for a Friday in May.
5. Notley Green school included an article in the newsletter to parents advising that there is no pedestrian access over the humpback bridge at Bridge End Lane and the importance for reasons of safety of using the pavements especially when bringing children to school.
6. As requested, I have written to the Co-op store to encourage them to report parking issues to the North Essex Parking Partnership
7. I am awaiting a response in relation to the licence for a Christmas tree to be planted and whether the cost of the licence can be reduced.
8. BDC hopes to be in a position to share its research on alternative fuels and electric vehicles in July 2022.
9. Regarding the issue at 27 Cuckoo Way, photos showing cars parked on the artificial grass have been sent to BDC planning enforcement department.
10. BDC has advised that anti-littering signage will be erected along grass verges along London Road between September and November 2022.
11. I referred two issues raised by residents regarding tree maintenance to BDC who have confirmed that they will investigate.
12. The vicar will be liaising with the PCC committee in relation to the offer to nominate the Church for free broadband and once I hear further I will update you.
13. The memorial tree for a former Councillor which died has been replaced by BDC.
14. In relation to the review of streetlights and bins, one report is still awaited.

15. 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 – <i>agreement reached between BDC and Countryside Properties regarding land to be transferred and commuted sum. Only outstanding issue is the future of the Unity Hand sculpture</i>	May 2012
Parish Council application for a 'warning pedestrians sign on A131 adjacent to Astronomer pub. AS Local Highway Panel rejected application for a formal crossing the original sign application has been restarted and is awaiting validation.	January 2015
Tree Strategy for the Parish – await Braintree District Council – I have been advised that a tree officer has been engaged by BDC and will liaise regarding the issue shortly	July 2019
Application for 20mph speed limit within White Court section of the Parish – as Parish Council request was rejected, Councillor Butland has submitted a further application – response awaited from LHP.	July 2020
Complaints in relation to light pollution at the Gridserve site – BDC is seeking a report from an independent lighting expert and planning condition remains unresolved.	February 2021

The report was **accepted**.

22/28: Financial report

22/28.1 Bank Reconciliation

The bank reconciliation calculated to 31st March 2022 was accepted.

22/28.2 Payments for approval

The following payments were approved –

Direct debits

23/3/22	Lloyds corporate card	
	Zoom subscription	14.39
	Viking stationary	38.10
	One Drive	1.99
	Monthly fee	<u>3.00</u> 57.48
31/3/22	bank charges	26.85
	Fee for cheque	0.90

22/28.3 To consider report on internal financial controls

The report was **noted and accepted**.

22/28.4 To review and approve list of regular payments

The following list of regular payments was **approved** –

Payee	Reason for payment	Frequency
All employees	Salaries and expenses	monthly
HMRC	Employees tax and NI	monthly
Essex Pension fund	Employees pension provision	monthly
NGCA	Hall hire	monthly
BT	Phone and internet	monthly
Allstar fuel card	Fuel for van	Approximately monthly
Eon	Electricity for streetlights	Quarterly
Richard Edwards LLP	External payroll	Quarterly
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Printing of magazines	3 times a year
Royal Mail	Distribution of magazine	3 times a year
Unity Trust bank	Service charge fees	Quarterly
Mr Willett	Production of Great Notley Times	3 times a year
Perspective Landscapes	Grass cutting	Ad hoc during summer months
Came and Co	Insurance	Annually
A plan insurance	Vehicle insurance	Annually
Information Commissioner	Data Protection Registration fee	Annually
Myers Scott Ltd	Subscriptions for website domain and SSL certificate and ad hoc assistance	annually
Quest Motors	Annual van service and MOT	annually
A&J Lighting Solutions	Street light repair	Ad hoc when required
Chelmsford Safety	PPE	Ad hoc when required

22/29: Substantive Matters for consideration

22/29.1 To consider the issue of provision of allotments in the Parish

The report prepared by the Clerk was noted and in particular it was noted that the site behind The Bird Statue at the County Parks does not appear feasible and BDC is looking to offer another site at the Country Park. Another online meeting will be taking place at the end of April 2022.

22/29.2 To consider proposals and costs to repair land in front of Memorial bench

It was noted that BDC has agreed to the work being carried out and a quotation is awaited.

22/29.3 To consider Litter issues

22/29.3.1 To consider and approve the street scene agency agreement for 2022 – 2023

The agreement was considered and **approved**

22/29.3.2 To consider hosting community litter picks in the Parish

It was **agreed** to host a community Litter pick in the autumn

22/29.4 To consider green issues

22/29.4.1 To consider issues of rewilding in the Parish as a result of a request from Braintree District Council

It was **agreed** to suggest a Community Orchard and also that there is a corridor of grass next to the hedges along the spine foot that is allowed to grow longer with a view to having a wildflower growing project.

22/29.4.2 To consider suggestion for a Community Orchard in the Parish

The tree warden has provided some information about a Community Orchard scheme which Councillor Ricci will look into and in particular he will investigate whether BDC will permit an area at the rear of Notley Green school to be utilised for such a project.

22/29.4.3 To consider replacing the Memorial Tree adjacent to the White Court Memorial

It was **agreed** to purchase a new tree in the region of £200 – the Clerk will liaise with the tree warden in this regard. In addition, District Councillors will press BDC to deal with the outstanding issue of the Christmas tree that the Parish Council has asked to plant.

22/29.5 To review arrangement for the Great Notley Times magazine

Councillors liked the new appearance of the magazine and consider it fit for purpose. It was agreed to include more content from County, District and Parish levels and to advise the gentleman that produces the magazine that a shorter deadline is required so as to keep content relevant.

22/29.6 To review arrangements in relation to the Storage unit

The update on the legal arrangements for the unit originally produced in 2017 was noted and **agreed** no action to be taken at this point in time. Regarding the contents of the unit, it was agreed to suggest that the NGCA take back the stocks that have not been used for a long time and are in the unit, to offer the floodsax to another Parish Council who may wish to use them, to put up the new noticeboard as a replacement for the board that is leaking by Notley Green School and to offer the trolley for sale subject to sealed bids via the Great Notley Times.

22/29.7 To note outcome of final inspection of the RAFT

It was noted that the final inspection has taken place and final payment has been authorised which will be made this month. There are a few minor settlement cracks. The facility is subject to guarantee. The ponding around the bin appears to have improved as the grass has grown and the facility has been generally welcomed.

22/30 Planning applications, Tree Preservation Orders and other planning matters

22/30.1 New Applications within the Parish

Application No.	Application	Response
22/00640/TPO	12 Derwent Way, Great Notley – work to tree covered by a tree preservation order	Having noted the comments of the tree warden no objections
22/00733/HH	27 Crummock Close, Great Notley - Conversion of one half of a double garage into a habitable room, with fire door through into rest of garage.	No comments
22/00824/TPO	20 Levens Way, Great Notley – work to tree covered by Tree Preservation Order	Having noted the comments of the tree warden no objections
22/00881/TPO	136 London Road, Great Notley – work to tree covered by Tree Preservation Order	Having noted the comments of the tree warden no objections

22/30.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
21/03026/HH	Bluebells, London Road, Great Notley – erection of timber framed gazebo	Permitted
21/03015/FUL	Horizon 120 Business Park, Great Notley - 21/03015/FUL - Construction of western spur off roundabout with landscaping (minor amendment to approved application 19/01525/FUL as varied by 20/01503/VAR). 21/03016/VAR - Variation of Condition 1 (Approved Plans) of permission 20/01503/VAR granted 09/12/2020 for: Variation of Condition 21 'Skylark Mitigation (Compensation) Strategy' of permission 19/01525/FUL granted 10/02/2020 for: Construction of two access points into the site through a fourth arm from the A131/Cuckoo Way roundabout and a left in/left out junction from the A131. Construction of roads between the two access points within the site and associated drainage, landscape and other engineering works. Variation would allow revised wording of the condition regarding implementation of mitigation measures. Variation would allow:-Minor amendment to the siting of the western spur of the southern roundabout	permitted
22/00142/HH	4 Charlecote Road, Great Notley - Two-storey front and first floor side extension to existing garage, single-storey rear extension and front porch	permitted

22/31 To consider any matters to be raised for next agenda

The next meetings will be in May and will be the annual Parish meeting and the annual Parish Council meeting where the accounts will be presented.

Meeting concluded at 8.23pm