



Minutes of the Meeting of Great Notley Parish Council Held on Monday 24th July 2017 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Crawford (Acting Chair) Price, Cooper, Griffin and Arthur and the Clerk

One member of the public was present

In the absence of the Chair and Vice-Chair it was **agreed** that Councillor Crawford would act as Chairman for this meeting.

17/73: Apologies

Received from Councillors Heady, Ricci and Cunningham. Councillor Cooper had sent apologies for late arrival.

17/74: Declarations of Interest

None from those present. Councillor Ricci had sent a letter setting out his views in relation to the Licensing application for Panner's coffee bar and had confirmed that he has a non-pecuniary interest in that application as he is acquainted with the applicant.

17/75: Public Question Time

A member of the public set out her objections to the application to increase the licensing hours at the Panner's coffee shop on the basis that it would create a noise nuisance for neighbours in that there are a number of residential properties in the close vicinity of the premises and would set a precedent for longer hours.

Councillors **agreed** to deal with the agenda item relating to the coffee bar at this point in the agenda

17/81.1 New Planning application – 17/01052/LAPREM/LA – Unit 3 Panner's Parade, Great Notley – Licensing application.

It was noted that the Parish Council had received emails from 3 residents who oppose the application for reasons of increased noise. Councillor Ricci had sent an email supporting the application to be considered at this meeting. It was noted that some residents are in favour of the application. Councillors were concerned that the application appears to be flawed in that it does not state the correct opening hours and does not address how the applicant will address the four licensing objectives. During discussions it was noted unlike the pub the coffee bar is in close proximity to a number of residential properties. It is a small venue and people do congregate

outside when attending the venue. It was noted that the applicant appears to be asking for an extension of licensing hours across the entire week whereas current late night openings are on Thursday Friday and Saturdays.

At this point in the meeting Councillor Cooper arrived

Councillors **agreed** to make the following representations to Braintree District Council –

- That the Parish Council has noted that there are opposing views from residents in that some oppose the application and others are in favour.
- That the Parish Council note that the applicant has failed to deal with the questions on the application form relating to the four licensing objectives and for the application to be properly considered it needs to be known how she would deal with that aspect so that there are appropriate safeguarding measures in place.
- That the applicant be asked to specify exactly the extension of hours she seeks rather than the current blanket application as Councillors are concerned that residents many of whom live in the close vicinity of the venue are not ‘ambushed’ with an event on a school night.

17/76: Minutes of the Meeting of the Council held on 26th June 2017 & progress update

The minutes of the meeting held on 26th June 2017 were **agreed** by Members as a correct record and signed by the Acting Chair.

17/77: Chairman’s report

None.

17/78: Parish Clerk’s Report

The Clerk reported as follows –

1. I have contacted the P3 volunteers to see if anyone wishes to act as the co-ordinator. I have received a response from one individual and will be speaking further with her.
The Clerk confirmed that she had met with the lady and progress is being made to organise monthly sessions with the volunteers.
2. In relation to the Local Highway Panel application at Panner’s roundabout for a warning pedestrian sign you will recall that the Highway Panel are looking to install a more formal crossing in that area. I have been advised that the scheme has been put on the approved list of rolling works for 2018/19 and it is stated that the current status is to produce a detailed design. I will advise you as soon as I hear further.
3. After considerable liaison with Tesco I can confirm that all the trolleys have now been removed from the two locations where they had been abandoned.

4. I have submitted the applications to the North Essex Parking Partnership in relation to problem parking at Notley Green.
5. The current Office and Excel product installed on the laptop is now a little outdated – I have enquired on the cost of updating the software which is £119. Please confirm that you are happy for me to purchase the upgrade.
Agreed by Councillors.
6. I have submitted the application for Foundation Status for the Council Award scheme (formerly the Quality scheme). Receipt has been acknowledged and I have advised that the application will now go through assessment which may take some time. I will let you know when the outcome is known.
7. The enforcement officer at Braintree District Council has reverted to me regarding cars parked on the greensward at Notley Green. Warning letters have been sent to the residents concerned.
Upon a query being raised by Councillor Arthur it was confirmed that if there are other specific areas where cars are being regularly parked it should be reported to the Clerk for onward communication to either Braintree District Council or Essex County Council. It was noted that there are a few areas in the Parish where neither authority owns the greensward which is owned by particular residents.
8. I have spoken to the Tree Warden in relation to the dedication of trees for former longstanding Councillors and he is looking into progressing that matter.
9. An invitation has been received to the A12 forum on 3rd August 2017 at Hatfield Peverel village hall. If anyone wishes to attend please let me know.
10. On 15th July 2017 I attended the village fete. The event was very successful and the Chairman has sent thanks to the NGCA committee for organising the event.
11. On 17th July 2017 the barriers were installed at the pathways at Thorington Close and Bridge End Lane.
12. I publicised a Police Community meeting scheduled for 19th July 2017. Councillor Griffin has agreed to attend the meeting.
Councillor Griffin reported that a presentation was made by the Police explaining that resources are limited and thus priority is being given to domestic violence, drugs and child protection. A number of residents in attendance were from this Parish. It was explained that the Police are attending this Parish at variable times and not just during the day. The next Police meeting for this area is likely to be of an evening.
13. 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 awaited by ECC at which time the white lines on site will be reviewed
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Transfer of land between developers and Braintree District Council
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Cleaning of Pond – Await Braintree District Council

17/79: Financial Report

17/79.1 Bank reconciliation

A bank reconciliation statement calculated to 30th June 2017 was presented and **accepted**.

17/79.2 Payments for approval

The following payments were **approved** –
Direct Debits

30/6/17	bank service charge	18.00
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10/7/17	BT phone/broadband	60.18
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Online payments (issued 19th July 2017)

salaries	3,265.68
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Clerk's expenses	91.26
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HMRC Tax and NI	740.62
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Essex Pension Fund pension contributions	521.03
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Bee Brook Ltd. installation of barriers	1,998.00
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Fenland Leisure replacement bouncy bike handle	35.30
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Wicksteed Play repair of turnstile	297.60
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Eon electricity for streetlights	108.98
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Cheques

24/7/17 013	P Heady expenses	3.98
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24/7/17 014	The Church in Great Notley	15.00
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In addition as the bouncy bike handle has been removed on more than one occasion Councillors **agreed** that two spares should be ordered.

17/79.3 To receive quarterly report

The Quarterly financial report and progress against budget was presented and **accepted**.

17/79.4 To report on maturity of Saffron Bond

It was noted that the Saffron Bond is due to mature next week. At present it is not clear how much money will be required on top of grant funding for the upgrade of the RAFT so it was **agreed** to consider reinvestment of the bond at the September meeting. In the meantime the money will remain with the Saffron in an ordinary account. It was noted that due to the resignation of former Councillor Butland an application had been made in

relation to both this bond and both Unity accounts to replace him as signatory with Councillor Crawford.

17/80 Substantive matters for discussion

17/80.1 To receive progress update in relation to upgrade of the RAFT area

Groundworks had today provided a written report which was noted. In particular it was noted that Nicola from Groundworks will be putting together grant applications in relation to the project. The Clerk also reported that she had met with Nicola and the Tree Officer from Braintree District Council who was agreeable to crown lifting of trees and cutting of vegetation but was not amenable to entire trees being cut down which would impact on the residual light available from the street lights on the pathway. Also in relation to land acquisition a more detailed plan of the land is awaited which will show how many trees will be within the boundary and thus the ongoing responsibility of the Parish Council in the long-term. Costing will need to be considered for tree inspections and maintenance together with vegetation maintenance.

It was also noted that there are two benches in the area which could potentially be relocated and consideration will be given to this in due course.

17/80.2 To consider Annual Play area inspection report and repair issues at Levens Way Play area

The Clerk had circulated a summary of the report. It was noted that a start date is awaited for the replacement of the roundabout but is expected imminently. Safety grass matting has been ripped up at Levens Way so the Clerk had obtained a quote from Wicksteed to replace it at the same time as when the roundabout is replaced and the quotation was **accepted** by Councillors. It was noted that the turn-style has been repaired and the missing handle for the rocking bike received. The issue of the potential repainting of the swings may be considered in future possibly next spring.

17/80.3 To consider issues in relation to the production of the Great Notley Times magazine

It was noted that as a result of Facebook comments, two printing companies have approached the Parish Council with quotations to print the magazine. One was the same price as the existing printer but the other was cheaper. Councillors noted that the existing printer has been very reliable and helpful and has produced a high quality magazine. There was a concern to make sure that any change of arrangements would not be detrimental. It was noted that in relation to distribution that has on occasion been an issue there is a potential to use Royal Mail. However before any changes to existing arrangements are considered by the Parish Council, Councillors requested that the Clerk speak further in relation to costs and distribution to the existing printer and that the matter be considered at the September meeting.

Councillors considered the issue of making the magazine available at a central point as opposed to delivering it to all residents but rejected this suggestion as it would probably result in less people receiving the

magazine and would impact on the ability to attract advertisers.

17/80.4 To consider initiatives surrounding litter prevention and dog issues.

Councillors considered whether it would be possible to have a campaign To try and reduce the issues of dog fouling and dropping litter. It was Noted that the Parish Council collaborated with Braintree District Council Around 3 years ago in relation to an anti-dog fouling campaign.

Consideration was given in relation to liaison with the schools, the scouts, Tesco and Braintree District Council. Councillors requested that the Clerk Make some initial approaches to those organisations to enable the issue to be discussed further at a future meeting.

In relation to dog issues in general it was noted that Braintree District Council no longer have a dedicated dog warden but the issue is being dealt with by the enforcement team.

17/80.5 To consider issues relating to the Parish Council van

No action to take at this point in time.

17/80.6 To consider acquisition of new litter bins

Two particular locations have been identified for new bins. As a result of Councillor Arthur's discussion with a member of the litter team it was felt that there may be other locations that could benefit from bins. It was requested that the Clerk produce a map showing the location of all the existing bins and speak to the litter team in relation to suggestions for new bins and then this issue can be considered at the September meeting. It was noted that installation charges will be less if more bins are ordered.

17/80.7 To receive an update in relation to the acquisition of the Mrs Hedges and Unity Hand Sculptures

The Clerk updated Councillors in relation to ongoing legal formalities in relation to the statues and in particular the fact that Countryside Properties have agreed to bear 50% of the cost of a structural survey of both statues which she will now arrange.

17/81: Planning applications, Tree Preservation Orders and other planning matters.

17/81.1 New Applications within the Parish

Application No.	Application	Response
17/01058/FUL	73 Pochard Way, Great Notley - Garage conversion and extension with increased ridge level to form first floor office space.	No comments or observations
17/01350/FUL	Land north of Slamsey's Farm -Proposed development of an energy storage scheme of up to 10MW capacity, for a temporary period of 30 years from the date of first import/export of electricity from the Grid. Comprising the installation of energy storage containers, inverter stands, DNO substation, customer substation, auxiliary transformer, communication box, general storage	It was noted that there has been considerable liaison between the applicants and Braintree District Council and a number of reports have been produced. It was also noted that the structure will be behind vegetation so will have no visual impact on the Parish and that access will be via Blackley Lane. It was

	container, perimeter fencing, CCTV security monitoring system, lightning protection rods, underground cabling, operation and maintenance access track, landscaping, temporary construction access and associated works and infrastructure.	agreed to make no comment in relation to the application.
17/01052/LAPREM/LA	Unit 3 Panner's Parade, Great Notley - Licensing application	Dealt with earlier in the meeting.

17/81.2 New Applications outside the Parish

Application No.	Application	Response
UTT/17/640/SO	Stansted Airport - Request for EIA scoping opinion under Regulation 15 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for proposed increase in annual number of passengers to 44.5m and corresponding increase of 11,000 annual aircraft movements with associated construction within the airport boundary including two new links to the runway together with nine additional aircraft stands	Councillors agreed to respond that any application should include a noise impact survey and consideration should be given to the impact of additional traffic particularly on the A120.

17/81.3 Results of Planning applications to Braintree District Council

The following results were **noted** -

Application No.	Application	Result
17/00326/FUL	Oadby House, Avenue North, Skyline - Erection of B8 (storage and Distribution) building with a first floor office element, together with associated parking, vehicle turning, and landscaping.	Granted with Section 106
17/00803/FUL	51 Notley Green, Great Notley -Erection of single storey rear extension, extension over double garage and 1.8m close boarded fence to side boundary	Granted
17/00812/FUL	23 Great Notley Ave, Great Notley – erection of single storey rear extension and front porch	Granted
17/00160/TPO	Oak Lodge, London Rd. Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Granted

17/81.4 To consider representations in relation to Braintree District Council local plan

It was noted that Braintree District Council had requested that a specific form be completed. The Parish Council were unable to respond to certain technical questions but do not require to be present at any oral examination. The form will be completed accordingly.

17/81.5 To consider representations in relation to Uttlesford District Council local plan

Information in relation to the plan had been circulated for consideration by Councillors. No response to be made.

17/81.6 To consider response to Stansted Airport consultation

Councillors considered the best response to be via the scoping report consultation as opposed to this consultation which is very limited in the way responses can be made.

17/82: Committee Reports

17/82.1 District/County Update

None.

17/83: Any Matters to be raised by members for the next agenda

Police liaison and an update in relation to the Essex County Council youth bus project.

Meeting concluded at 9.10pm