



Minutes of the Meeting of Great Notley Parish Council Held on Monday 20th June 2016 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Those present: Councillors Heady (Chair), Price, Crawford and Cooper (late arrival) and the Clerk

No members of the public were present.

16/59: Apologies

Received from Councillors Butland, Ricci, Cunningham and Paul. Councillor Cooper had advised that he will be arriving late.

16/60: Declarations of Interest

None.

16/61: Public Question Time

No members of the public were present.

16/62: Minutes of the Meeting of the Council held on 16th May 2016 & progress update

The minutes of the meeting held on 16th May 2016 were **agreed** by Members as a correct record and signed by the Chair.

16/63: Chairman's report

The Chairman reported as follows –

I attended the second meeting of the A120 Braintree District Community Forum at Stisted on 17th May. This forum is designed to ensure that communities have a full opportunity to be involved in decisions around improvements to the A120 between Great Notley and Marks Tey. The minutes of the meeting have yet to be published but will be circulated and lodged on our website when they are.

At the invitation of the Chairman of Braintree District Council and along with the Chairs of other of the district's parishes, I attended a Civic Service in Celebration of the 90th Birthday of Her Majesty Queen Elizabeth II at St Michael's Parish Church on Saturday 11th June. The Deputy Lord Lieutenant and the district's two Members of Parliament were also in attendance.

On 26th May I was among a working party at Cuckoo Wood run by the District Council where participants, among other things, cleared paths and dealt with overhanging vegetation. It was a most worthwhile afternoon.

Since the last meeting I have made one contribution to our Facebook page, drawing readers' attention to advice issued by the Police about what they can and cannot do in

respect of parking issues reported to them. I have also dealt direct with an inquiry regarding aircraft noise and, as usual, been consulted by the Clerk about several issues on which I have commented.

The report was **noted and accepted**.

16/64: Parish Clerk's Report

The Clerk reported as follows –

1. Upon inspection of the storage unit roof John Slade has provided an updated quote of £70 to repair the tiles on the roof of the unit – please confirm that this is acceptable.
Agreed by members.
2. The working party group at Cuckoo Wood took place on 26th May 2016 and another summer walk will take place on 27th July 2016.
3. Efforts continue to recruit volunteers for the P3 pathway scheme which it is hoped will become a more wide ranging eco group. In addition having met with the Essex County Council liaison officer for the P3 scheme I am looking to arrange an initial meeting with the volunteers which will include the Tree Warden Allan John.
4. I have been in communication with Braintree District Council regarding the substantial amount of litter in the pond which is not just unsightly and presenting an issue for the ducks but is also blocking the outflow pipes together with a large amount of vegetation. Braintree will be arranging for a contractor to clear the pond in the next couple of weeks.
5. The next Larger Council Forum will take place at Epping Town Council on 7th July 2016. The Chairman and I will be attending. If anyone else wishes to attend please let me know.
No other members wish to attend.
6. The BALC AGM will take place on 14th June 2016. Councillor Price will be in attendance and will feedback any relevant information.
7. In relation to the complaints of litter at the Tesco store, Braintree District Council has written to the store to remind them of their statutory responsibilities.
8. On 2nd June I attended the Church Friendship group and on 6th June I attended the WI to speak about the UK Power Networks initiative. Several people have signed up to the scheme and it has shown how worthwhile it is to liaise with the groups.
9. I delivered the commemorative bookmarks to both White Court School and Notley Green School on 25th May. Also some bookmarks have been provided to the Church and an article will appear in the Great Notley Times for remaining bookmarks.

10. I have circulated crime figures for the month of March 2016. I have also circulated to you information about the weekly crime list and its correlation to the crime statistics. Please let me know if you wish me to take further action in relation to the issue.

Councillors acknowledged that they are now well informed as to how the figures are presented. The Clerk will continue to send out a monthly list and advise Councillors if there are any relevant items on the weekly list.

11. In view of some incidents of inconsiderate parking which were highlighted on Facebook including one car that regularly appears to park completely on the pavement/cycle path by the green, I have been in liaison with the police.

The Police provided a summary as to when they will take action which appears to be a very strict interpretation of the Highways Act. This summary has been lodged on the 'breaking news' section of the website. So far no police action has been taken. Please let me know if you wish me to pursue this issue in any way with the Police.

It was **agreed** that a letter from the Chair will be sent to the businesses in the vicinity of the square seeking their co-operation in encouraging safe responsible parking among staff in order to leave on-street parking available for customers coming and going.

12. Chelmsford City Council has provided an update on the progress of their development plan. I will provide you with a link to the relevant webpage.

You will be able to see that the detailed comments of all those organisations and local authorities including this Parish Council are set out. I will keep you updated as and when I receive further information.

13. I would like to attend an EALC course on 13th July which is an employment law update covering a variety of issues. The cost is £50. Are you are happy to approve the expenditure.

This expenditure was **agreed**.

14. Finally I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Application to the Local Highway Panel for a 'warning pedestrian' sign adjacent to the 'Hungry Horse' roundabout.
Application to the Local Highway Panel in relation to speeding traffic on London Road
Land transfer between Countryside Properties and Braintree District Council.
Broken roundabout sign at Tesco mini roundabout – repair expected by ECC in April at which time the white lines on site will be reviewed
Broken street lights on the main footpath – repair expected by ECC after 1 st April 2016.
Letter sent to the Chairman of the Stansted Airport Noise and track keeping working group – response awaited.
Request made to Braintree District Council in relation to the replacement of the noticeboard and ongoing maintenance of the Pergola and Mrs Hedges – response awaited.

The Clerk also advised that Kier who have been the contractor used by the Parish Council in relation to streetlights have advised that they will no longer deal with this area of the country. Upon the recommendation of several local Parish Councils the Clerk has obtained details of another contractor. Having spoken to the gentleman he recommended an annual

contract where a visit can be paid to service the lights each year rather than making ad hoc visits. Councillors **agreed** that the Clerk should obtain a quotation on that basis to be considered at the next meeting.

Councillor Crawford also mentioned that the yellow safety tape around some of the broken lights on the footpath is coming away so the Clerk confirmed that she will pass this information on to Essex County Council.

The report was otherwise **accepted**.

16/:65 Financial Report

16/66.1 Bank reconciliation

Bank reconciliation statement calculated to 31st May 2016 was presented and **accepted**.

16/66.2 Payments for approval

The following payments were formally **approved** –

24/5/16	102302	Church of Great Notley (hall hire)	6.00
	102303	S Walker (Clerk's expenses)	122.97
	102304 to		
	102308	salaries	3,357.27
	102309	HMRC	660.77
	102310	Essex Pension Fund	343.13
25/5/16	102311	NGCA (fete donation)	1,800.00
13/6/16	DD	BT	69.77
20/6/16	102312	Paul Clark Printing Ltd	550.00
	102313	Paul Clark Printing Ltd	1,870.00
	102314	EALC	50.00
	102315	The Notleys Golf Club Ltd (overpayment Of advertising costs)	400.00
	102316	NGCA	16.50
	102317	Playsafety Ltd (Rospa inspection)	172.20
	102318	S Walker (Clerk's expenses)	11.25
	102319	K Emery (mobile phone)	10.00

102320 to		
102324	salaries	3,357.27
102325	HMRC	660.77
102326	Essex Pension Fund	343.13
1023237	Chelmsford Safety Supplies Ltd	84.23

16/66 Substantive matters for discussion

16/66.1 To consider report in relation to the RAFT.

Upon the proposal of the Chairman it was **agreed** by Councillors to consider this issue at the July meeting of the Parish Council.

16/66.2 To consider inspection procedure for play areas.

The Clerk had provided information to Councillors as to the legal inspection requirements regarding play areas as a result of her attendance at an EALC course. The Chairman commented that he was pleased to see a codified regime set down so that the Parish Council can all be clear on our duties and responsibilities. It was noted that the Clerk set out six proposals as follows –

1. The Rospa approved firm that the Parish Council uses for the annual inspection offers post installation inspections and Risk assessment advice and are RPII approved – suggest that I ascertain the cost of those services.
2. I have slightly updated the inspection forms for the play areas to make sure all relevant matters are covered in each regular inspection and that these forms are used in future.
3. It needs to be decided whether I should carry out the inspections or whether I cascade the knowledge to other Councillors to carry this out however it is vital that the forms are lodged with me each week.
4. That I ascertain the cost of an RPII inspector carrying out a quarterly operational inspection so this can be effected.
5. I report to you each year on any issues arising from the annual inspection and this of course will remain the case.
6. There has been communication with Braintree District Council in relation to trees adjacent to the area but in view of the legal requirements I have sent a more strongly worded email to the Tree officer as clearly some of the trees are within 2 meters of individual pieces of equipment. I have also contacted the Head teacher at White Court as a couple of trees are encroaching from their land as well. I will follow up on this.

The Chair commented that they are all extremely important and proposed that they are all agreed. This was unanimously **agreed** by all Councillors. The Chair suggested that Councillors retain the report for future reference.

16/66.3 To consider recommendation in Rospa inspections of play areas.

The contents of the Rospa reports were noted. Certain repairs were suggested in the report all assessed at low risk. Councillors **agreed** that the Clerk look into the required repairs with the exception of surface repairs which are to be considered in the next agenda item.

16/66.4 To consider quotations for the resurfacing of the Levens Way Play area

The Clerk had obtained three quotations for the repair of areas of wet pour and uneven surfacing in the Levens Way Play area. Upon considering the quotations Councillors agreed that the recommendation for work from Wicksteed was not suitable for the needs of the area. It was **agreed** that bearing in mind value for money and the standard required the quotation of Sutcliffe Play is accepted. Councillors were keen to know when the work could be carried out and to try and avoid the play area being out of action during the school summer holiday. The estimate of 2 days had been given for the time to carry out the work on site.

16/66.5 To make resolution in relation to the Local Government Pension scheme

To meet the requirements of auto enrolment the scheme to be used by the Parish Council is the Local Government Pension Scheme. For an employee to be admitted to the scheme a resolution is required. Thus following the requisite 28 days' notice, Councillors **agreed** any current or future employees of Great Notley Parish Council who are eligible to join the scheme and either elect to do so or are obliged to be admitted by legislation will be admitted to membership of the Local Government Pension Scheme operated by Essex County Council.

16/66.6 To consider participation in Winter Salt bag scheme

Councillors **agreed** to again participate in this scheme.

At this point in the meeting Councillor Cooper arrived.

16/67: Planning applications, Tree Preservation Orders and other planning matters.

Upon hearing from Councillor Crawford and having considered the applications the following responses were **agreed** to planning matters

Application No.	Application	Response
16/00796/FUL	25 Ridings Avenue, Great Notley - Erection of single storey rear extension and replacement reduced height window to front elevation	No comment
16/00672/VAR	25 Notley Green, Great Notley - Application for variation of condition no. 2 of approved	No comment

	application 16/00010/FUL (Erection of two storey rear and side extensions, loft conversion and canopy roof)	
16/00873/VAR	180 London Rd, Great Notley - Application for variation of condition no. 2 of approved application 14/00369/FUL (Demolition of existing bungalow and the erection of four one and a half storey houses) plot 4 to be amended from a 3 bedroom house to a 4 bedroom house	No comment
16/00952/FUL	77 Wood Way, Great Notley – proposed loft conversion and internal modifications	No comment
16/00740/FUL	27 Miller’s Drive, Great Notley – erection of rear orangery extension and garage conversion	No comment

The Chairman thanked Councillor Crawford for his ongoing work in relation to reports on planning matters.

16/68: Committee Reports

68.1 District/County Update

In the absence of all the District Councillors no report was received.

16/69: Any Matters to be raised by members for the next agenda

The representative from Groundworks will be attending the next meeting to report on the progress of the RAFT upgrade.

Meeting concluded at 7.59pm

**The next Parish Council meeting is on:
Monday 25th July 2016 at 7.30pm
The Community Centre, Great Notley**