



Minutes of the Meeting of Great Notley Parish Council Held on Monday 26th June 2017 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

County Councillor – Councillor Butland

No members of the public were present

17/61: Apologies

Received from Councillor Cooper for late arrival

17/62: Declarations of Interest

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and also 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 also as a member of the planning committee of that authority

17/63: To Co-opt new Councillors

Councillor Heady confirmed that there are two vacancies to fill. Eight people had expressed an initial interest and three of those people then completed an application form and attended interview with Councillors Heady and Price. The application forms showed that all three people met the eligibility criteria. Councillor Heady stated that he felt that all three candidates would fill the vacancies admirably and regrettably one person will be disappointed on this occasion. All three have put time effort and commitment into their applications so that makes it all the more sad. Councillor Heady and Price recommended two particular candidates on the basis of their experience and expertise.

Councillor Heady proposed that Dorothy Griffin be co-opted as a Councillor which was seconded by Councillor Price and **agreed** by all Councillors.

Councillor Heady proposed that David Arthur be co-opted as a Councillor which was seconded by Councillor Price and **agreed** by all Councillors.

Dorothy Griffin then signed the declaration of acceptance of office and joined the meeting. David Arthur was not present.

17/64: Public Question Time

No members of the public present.

17/65: Minutes of the Meeting of the Council held on 22nd May 2017 & progress update

The minutes of the meeting held on 22nd May 2017 were **agreed** by Members as a correct record and signed by the Chair.

17/66: Chairman's report

The Chairman reported that he has been in regular liaison with the Clerk regarding various matters and in particular regarding banking issues. He attended the Essex County Council Passenger Transport meeting. It was explained that the recently withdrawn number 34 route was an entirely commercial route. This means that if an operator wishes to restart the running of a service on that route they could do so but at present no commercial operator is interested in doing so.

It was **agreed** to deal with the agenda item in relation to the bus consultation at this stage of the meeting.

17/69.5 To consider making representations in relation to Essex County Council bus consultation

It was noted that the consultation in relation to the number 9 service only relates to the Saturday service which does not travel into the Parish that day in any event.

It was noted that there are proposals to alter the timetable for the number 70 service. Councillors did not have any comments to make and therefore no further action to take on this issue.

It was **agreed** to deal with the agenda item relating to the RAFT at this stage of the meeting

17/69.1 To receive progress update in relation to upgrade of the RAFT area

Nicola Murphy from Groundworks provided a presentation regarding proposals for the area taking into account the preferences shown in the recent consultation. Regarding lighting it was noted that there are three streetlights in the near vicinity and if vegetation were to be cut back residual lighting could be provided for the area. Nicola provided a sketch of the area showing larger gaps in the hedge so the area would be visible. Her sketch contained a proposal for a mountain bike track through the wooded area which already has well-worn tracks. She provided various options for a teen shelter which tries to appear welcoming and is also easy to maintain.

At this point in the meeting Councillor Cooper arrived.

She also provided illustrations for a small skate/scooter area.

She had spoken to an officer at Braintree District Council who confirmed the availability of Section 106 funding and is also considering applications to the Community Initiative Fund and Tesco. The Clerk was able to confirm that she has a letter of intent from the landowners Braintree

District Council that they would be willing to either convey the freehold or grant a lease to the Parish Council in relation to the area.

In response to Nicola's questions Councillors agreed the following points –

- That in principle the idea of a mountain bike track through the wooded area is agreeable. On that basis Nicola will enter into discussions with the tree officer at Braintree District Council regarding trees and crown lifting.
- It was agreed to leave the current area of tarmac for football/ball games
- That a small concrete skate/scooter facility similar in size to the current half pipe is agreed.
- In relation to seating and a teen shelter the presented hoop design would be very attractive for the area but would be dependent on how much funding could be raised. Alternatively a cheaper covered or partially covered youth shelter could be installed in the area and concrete benches could also be considered.
- That the suggestion for a balance line was met with an open minded view by Councillors.

Nicola confirmed that the current dimensions meant that planning permission would not be required but she would check again once the final design was in place.

Councillors considered that the upgrade of the area will not be a solution to the recently reported issues of anti-social behaviour in the Parish but was a response to the need to provide upgraded facilities for teenagers in the Parish.

Nicola stated that she will progress with the design and also liaise with Braintree District Council and prepare funding applications.

Councillors then discussed at length the advantages and disadvantages of a freehold or leasehold interest in the land. Councillor Price proposed that the Parish Council request that Braintree District Council convey the freehold interest in the land to the Parish Council which was seconded by Councillor Ricci and **agreed** by all Councillors.

17/67: Parish Clerk's Report

The Clerk reported as follows –

1. I have had interest from more volunteers in relation to the P3 scheme but no one who seems to want to act as the co-ordinator. Please let me know how you would like to progress the scheme?
Councillors requested that the Clerk approach the volunteers one final time requesting that one of them becomes the co-ordinator.
2. I reported the issues of abandoned trolleys to Tesco who advise that they have removed the trolleys and provided me with a contact name in store for future reports.
Councillors Crawford and Cooper confirmed that the trolley in the ditch at Panners has still not been removed. The Clerk will therefore again contact the Tesco store.

3. I reported issue of overgrown grass and broken fencing at the Oakland's Inn to Shepherd's Neame who are arranging for their managing agents to resolve those issues.
4. On 6th June 2017 I undertook a webinar with SLCC regarding the new Data Protection Regulations which will come into effect in May 2018. I will be providing more information on the requirements at future meetings.
5. The current Office and Excell 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.
6. As agreed at a previous meeting I have arranged for breakdown cover to be taken out for the Parish Council van with Greenflag.
7. The litter team advise me that one of the large Parish Council litter bins has a split lid resulting in some residents fly tipping into the bin. I have asked Braintree District Council whether they could either repair or replace the bin.
8. I have received complaints from residents regarding the length of the grass at Cuckoo Way which I have passed on to Braintree District Council being the responsible authority.
It was noted that the grass has now been cut.
9. I have received notification from Braintree District Council that as a result of an appeal lodged by the brewery the Oakland's Inn has been removed from the list of Assets of Community Value on the grounds that insufficient community usage could be evidenced.
The Chairman will make a posting on the Parish Council Facebook page to advise residents of this fact.
10. On 14th June I attended the LLCF meeting at Marks Tey. Subjects covered included a presentation from the Essex Travellers Unit. The next meeting is on 12th October 2017 at Springfield Parish Council offices so please let me know if you would like to attend.
11. I have received an invitation for the Parish Council to have a stand at White Court School's annual open evening on 4th July 2017. I am not available to assist that evening. Do let me know if you wish to book a table.
*Councillors **agreed** that on this occasion the Parish Council will not take part in this event.*
12. I have been in further liaison with the Police. They explained that earlier in the year they had put extra patrols in place within the Parish for a short period. The Sergeant tells me that he will liaise with the Community Policing team to now add Great Notley as a whole and the RAFT in particular to their patrol plan.
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
Cars parked on greensward at Notley Green – await Braintree District Council
Acquisition of Unity Hand sculpture and Mrs Hedges statue – await Countryside Properties
Local Highway Panel application in relation to ‘warning pedestrian’ signage opposite the ‘Hungry Horse’ – await progress from LHP
Transfer of land between developers and Braintree District Council
Cleaning of Pond – Await Braintree District Council
Installation of new barriers – await contractors

The report was otherwise noted and accepted.

17/68: Financial Report

17/68.1 Bank reconciliation

The bank reconciliation statement calculated to 31st May 2017 was noted and **accepted**.

17/68.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/6/17	BT phone and broadband	76.28
12/6/17	Allstar fuel card	49.55

Cheques

005 - 009	Salaries		3,265.68
	car wash for van		15.00
	Clerk’s expenses		204.84
010	Paul Clark Printing	Printing magazine	1,950.00
	Paul Clark Printing	Distribution	<u>550.00</u> 2,500.00
011	NALC	Registration fee – Quality scheme	60.00
012	NGCA	room hire	16.50
	NGCA	Grant for the fete	<u>1,800.00</u> 1,816.50

Online payments to be paid by end of month

HMRC	Tax and NI	740.62
Essex Pension Fund	Pension contributions	521.03
SLCC Enterprises Ltd	Webinar training course	30.00
Richard Edwards LLP	Payroll Services	98.10

Chelmsford Safety	PPE for litter pickers (T shirts)	30.24
Fenland Leisure	Painting of Half Pipe	2,267.64
Seagrave Inspection	Annual Play area inspection	84.00

17/68.3 To approve signatories for Unity Trust accounts

The following resolutions were agreed by all Councillors in relation to the bank mandate with Unity Trust bank –

1. It is resolved that Graham Butland be removed as a signatory to both Unity Trust bank accounts and the amendments to the mandate for the operation of the bank accounts, payment instructions and banking services be approved and be provided to the bank by persons authorised to do so in accordance with the bank's procedures and the mandate
The bank is entitled to rely upon the amended mandate until it receives a later mandate amending it
The bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.
2. It is resolved that Barry Crawford will be an authorised signatory on both Unity Trust bank accounts
That instructions and changes will be given in line with the mandate
The Parish Council is aware Unity Trust Bank may not make enquiries before acting on instruction given by any authorised signatory
The Parish Council will notify Unity Trust Bank of any changes to the organisation in writing

17/68.4 To approve signatories for Saffron Bond account

It was **agreed** to remove Graham Butland as signatory to the Saffron account and to add Councillor Crawford as a signatory to that account.

17/69 Substantive matters for discussion

17/69.1 To receive progress update in relation to upgrade of the RAFT area

Already dealt with earlier in the meeting.

17/69.2 To consider participation in Essex County Council salt bag scheme

Councillors **agreed** that the Parish Council participate in the scheme this year.

17/69.3 To consider issues in relation to parking in the Parish and other highway issues

Further consideration was given to the issue of parking adjacent to the Square at Notley Green. It was noted that the Clerk had approached the businesses located at The Square. It was further noted that Councillor Crawford having attended the Patient's participation group at the GPs surgery was able to report that they are supportive of parking restrictions at Notley Green and for time restrictions to be placed on the

parking bays adjacent to the nursery. Councillor Heady reported that Stephenson's being the company that operates the number 9 bus are supportive of parking restrictions in that area. It was noted that any parking would only be displaced to the adjacent car park rather than inconveniencing residents.

It was therefore **agreed** that two applications will be made to the North Essex Parking Partnership – one for time restrictions to be placed upon the parking bays adjacent to the nursery with the intention of allowing those with a disability to be able to park close the facilities at the Square and the second application for yellow lines on the green side of the road only from the Oaklands public house to Stanstrete Field to deal with the issue of congested parking in the area.

17/69.4 To discuss issues surrounding the organisation of community events

It was confirmed that Councillor Price will again work with the Clerk in relation to the organisation of the Torchlight Procession and Councillor Crawford agreed to work with the Clerk in relation to the Remembrance service.

17/69.5 To consider making representations in relation to Essex County Council bus consultation

Dealt with earlier in the meeting.

17/69.6 To consider acquisition of trees for the Parish

The Tree Warden had notified the Parish Council of an initiative to provide free oak trees to Parishes. There are no trees left but the Tree Warden will notify Councillors of any future projects.

17/69.7 To consider citation for former Councillor

Councillors **agreed** with the general principle of honouring longstanding Councillors by planting a tree in their honour. The Clerk will speak to the Tree Warden regarding the issue.

17/69.8 To consider issues regarding Levens Play area

- **Replacement of roundabout**

It was noted that the spirowhirl roundabout that was the preference of the Parish Council to replace the vandalised whirlybird roundabout would be more expensive than the original quotation as additional wetpour will be required due to the size of the roundabout. A smaller roundabout could be installed but does not have an internal seat thus may not be so suited to a toddler play area. Councillors were of the opinion that the spirowhirl is a more inclusive item and it was therefore **agreed** to incur the additional cost to install that piece of equipment.

- **Repair of Turnstile**

As the turnstile has become stiff and almost unusable the Clerk arranged for it to be inspected by Wicksteed being the manufacturer who have advised that the bearings need to be

replaced. Councillor agreed the cost of the repair.
It was noted that DW Maintenance are due to attend to the overgrown vegetation at Levens Way imminently.

17/69.9 Council Awards scheme

- **To approve updated Financial Regulations**
The updated Financial Regulations had been circulated to Councillors and were **approved**.
- **To pass resolution to enable the Parish Council to apply for Foundation status in the Council Awards scheme**
Councillors **agreed** the following resolution –

(a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found of the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

(b) The Parish Council further confirms that the following items of the Foundation Level have been achieved:

- A Risk Management scheme;
- A Register of Assets;
- Contracts for all members of staff;
- Disciplinary and Grievance Procedure;
- A Training Policy;
- A Record of all training;
- The Clerk has achieved 12 CPD points in the last year.

17/70: Planning applications, Tree Preservation Orders and other planning matters.

17/70.1 New Applications within the Parish

Application No.	Application	Response
17/00945/FUL	West Braintree Substation, London Road, Great Notley – erection of extension	No comments or observations
17/00965/ADV	Land North Of A131 Seybourne Park	No comments or observations

	Avenue East Skyline 120 Great Notley - display 4 x fascia signs	
17/00892/FUL	68 Ellen Way, Great Notley – erection of single storey rear extension	No comments or observations
17/01090/VAR	White Court School, Ennerdale Drive, Great Notley - Application for variation of Condition 1 (time limit) of planning approval 12/00067/FUL (Retention of one temporary class base for a temporary period until 31 August 2017) to allow for an extension of time for renewal	No comments or observations

17/70.2 Results of Planning applications to Braintree District Council

The following planning decisions were noted

Application number	Application	Result
16/02095/FUL	Land North Of A131 Seybourne Park Avenue East Skyline 120 Great Notley - The erection of a single 7,010.5sqm GEA (B8 use) unit with a first floor office element, and ancillary B1	Granted with section 106 agreement
17/00134/TPO	3 Thirlmere Close, Great Notley - Notice of intent to carry out works to tree protected by Tree Preservation Order 10/10 - Lift crown from 1 Lime to 6-7 metres, reduce lateral spread over garden by 2.3 metres and reduce single limbs to previous cut points	Granted

17/70.3 To consider making representations in relation to Braintree District Council Local Plan

Councillors **agreed** to repeat previous representations that the Parish Council would expect the proposed development adjacent to the Parish to be in accordance with a masterplan in order to prevent services within the Parish being overburdened.

17/71: Committee Reports

71.1 District/County Update

No reports.

17/72: Any Matters to be raised by members for the next agenda

None.

Meeting concluded at 9.25pm