



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 20<sup>th</sup> March 2017 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

5 members of the public were present

**17/23: Apologies**

Received from Councillors Heady and Butland. Also Councillor Cooper had advised that he will be arriving late.

**17/24: Declarations of Interest**

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

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council.

**17/25: Public Question Time**

A member of the public asked how the Parish Council would be further responding to the issue of flights over the parish from Stansted airport. Councillor agreed to deal with that agenda item at this point in the meeting.

Councillor Price arrived

**17/30.8 To consider whether to make further representations in relation to Stansted Airport flightpath**

Councillor Ricci explained how the Parish Council has responded on this issue so far. It was noted that Stansted airport are now stating that representations need to be made to the Secretary for State in relation to any modification of the flight path. It was **agreed** to defer this item to the next meeting to enable the Clerk to obtain more information on the process for making representations to the Secretary for State and to receive an update from Councillor Heady regarding his correspondence on the matter. In the meantime the Clerk will add a link on the Facebook page to the page on the Parish Council website explaining how residents may raise issues of noise with Stansted airport.

**17/26: Minutes of the Meeting of the Council held on 13<sup>th</sup> February 2017 & progress update**

The minutes of the meeting held on 13<sup>th</sup> February 2017 were **agreed** by Members as a correct record and signed by the Acting Chair.

**17/27: Chairman's report**

It was noted that Councillor Heady had reported to members via email in relation to his meeting with the Skate park committee.

**17/28: Parish Clerk's Report**

The Clerk reported as follows –

1. On 21<sup>st</sup> February 2017 I attended the Larger Local Council Forum in Dunmow and heard talks about Essex Highways and general updates.
2. I have received notification from Braintree District Council that the Oaklands Inn has been added to the list of assets of Community Value for a period of 5 years as from 27<sup>th</sup> February 2017.
3. I contacted Essex County Council to ascertain information about the youth bus and have been advised that they have already decided to attend the Parish on Monday evenings. I will let you know what feedback I receive.
4. I have been advised by the litter team that the car park behind the Co-op is regularly messy. This has been an issue in the past. I recently contacted the managing agents who insist that they employ a litter picker who attends the area each week. I am told that the area was so messy on 15<sup>th</sup> March that Steve cleared up some of the worst of the litter. Do you wish me to refer the issue to environmental health at Braintree District Council?  
*Councillors requested that the Clerk raise this issue again with the managing agents.*
5. I raised the issue of the broken streetlight opposite the Hungry Horse with Councillor Walters and circulated the response that there is an intention to replace the light with an LED light.
6. 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
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Correspondence on lease of storage unit
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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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Acquisition of land at Mrs Hedges – legal formalities ongoing (noticeboard will be installed once formalities complete)
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The report was otherwise **accepted**.

## 17/29: Financial Report

### 17/29.1 Bank reconciliation

The bank reconciliation statement calculated to the end of February 2017 was presented and **accepted**.

### 17/29.2 Payments for approval

The following payments were approved –

Date	Cheque no.	Payee	Amount
17/2/17	102391	GNPC for Unity Trust	500.00
	DD	bank charge	12.50
10/3/17	DD	BT	55.21
14/3/17	DD	Allstar (petrol)	50.00
20/3/17	102392	Groundwork East (consultancy fee)	2,520.00
	102393	Seagrave Inspection Services Ltd	72.00
	102394	EALC	120.00
	102395	A&J Lighting Solutions Ltd	392.40
	102396	NGCA	11.00
	102397	P Heady	11.60
	102398	Paul Clark Printing Ltd	1,950.00
	102399	Paul Clark Printing Ltd	550.00
	102400	S Walker (expenses)	100.50
	102401 to		
	102405	salaries	3,188.38
	102406	HMRC	631.87
	102407	Essex Pension Fund	503.02

### 17/29.3 To approve the updated assets schedule

The assets schedule for 2017 had been circulated and was **approved** by Councillors.

## **17/30 Substantive matters for discussion**

### **17/30.1 To consider progress in relation to RAFT upgrade**

It was noted that Groundworks have provided a report in relation to the recent consultation. It was **agreed** to defer the consideration of this issue to the April meeting of the Parish Council.

### **17/30.2 To consider Quarterly operational Play area inspection**

The report was **noted**. It was noted that various issues at Levens Way Are low risk and will be monitored. In relation to the RAFT it was noted That damage to the goal-ends is a medium risk and will thus be monitored At the weekly inspections. The half pipe to be considered within the following agenda item.

### **17/30.3 To consider the re-painting of the half pipe.**

This is an agenda item at the request of three Councillors. It was noted that within the operational inspection this is considered a high risk item and that it is unlikely that any work to the RAFT area will be carried out until after the summer. It was noted that the Skate group have offered to carry out the work. However there was concern over insurance requirements, risk assessments and health and safety requirements. It was therefore proposed by Councillor Price that the quote obtained from Fenland Leisure is accepted and this was seconded by Councillor Crawford and **agreed** by all members. The Clerk was asked to thank the skate group for their offer of assistance.

### **17/30.4 To consider request for additional contribution to assist with re-erection of fingerpost**

A further grant application had been received from Sustrans after the post had been knocked down. Sandra Reynolds from Sustrans explained that she had spoken to Witham Forge who could re-erect the post with metal plates and longer screws. The post could also be moved a few metres down the path so as not to be on a busy path junction. Councillors **agreed** to provide a grant of £552.00 for that work to be completed.

Councillor Cooper arrived at the meeting.

### **17/30.5 To consider grant application from the Carpet Bowls club**

It was noted that there is still money in the budget available for grants. It was also noted that the District Councillors had agreed grants totalling £900.00 towards this matter. Councillors therefore **agreed** to provide a grant of £457.98 to make up the balance of money requested for the project.

### **17/30.6 To consider issue of installation of cycle barriers at Thorington Close and Bridge End Lane**

A quotation from Bee Brook Ltd had been obtained and circulated to Councillors in relation to the erection of barriers at the two locations. It was noted that the barriers would require the consent of Braintree District Council as they would be located on their land although the barriers

themselves will be the responsibility of the Parish Council. Councillors agreed to accept the quotation subject to obtaining the consent of the District Council for the work to be carried out.

**17/30.7 To consider and approve draft Training Policy**

The Draft Training policy had been circulated to Councillors for consideration and was **approved** by all members.

**17/30.8 To consider whether to make further representations in relation to Stansted Airport flightpath**

Dealt with earlier in the meeting.

**17/30.9 To consider issues surrounding vandalism at Levens Way Play area**

It was noted that the Whirleybird roundabout had been vandalised beyond repair and that an insurance claim had been submitted. Quotations for a new roundabout are being obtained by the Clerk. Councillors considered that something more sturdy is required. The Clerk will keep members updated.

**17/30.10 To consider procedure in relation to urgent maintenance issues**

The Clerk advised that when the roundabout was damaged she learnt about this from a member of the public and had to personally attend site on two occasions over the weekend to make sure that the equipment was rendered safe. She was concerned that a procedure is in place for future urgent incidents. It was **agreed** that the litter team should be reminded to advise the Clerk of any damage to Parish Council equipment and that the Clerk should put together a pack for Councillors with contact details for a handyman who could assist in an urgent situation.

**17/30.11 To approve purchase of PPE**

It was **agreed** that the Clerk may purchase a new padded and waterproof jacket for a member of the litter team.

**17/31: Planning applications, Tree Preservation Orders and other planning matters.**

**17/31.1 New Applications within the Parish**

Application No.	Application	Response
17/00284/FUL	Cut Hedge House, 174 London Rd, Great Notley - Erection of single storey rear extension and single storey rear orangery extension	No comments or observations
17/00275/FUL and PP-05834866	12 Elderfield, Great Notley – erection of single storey rear extension	No comments or observations
17/00305/FUL	23 Great Notley Ave, Great Notley – single storey rear extension and front porch	No comments or observations
17/00326/FUL	Land at Avenue North, Skyline business park - Erection of B8 (storage and Distribution) building with a first floor office element, together with associated parking, vehicle turning, and	No comments or observations

	landscaping.	
17/00320/FUL	54 Derwent Way, Great Notley – erection of two storey side extension	No comments or observations
17/00338/FUL	10 Pochard Way, Great Notley – erection of porch	No comments or observations

### 17/31.2 New applications outside the Parish but subject to consultation

Application No.	Application	Response
15/01538/OUT	Brook Green Land North And South Of Flich Way Pods Brook Road Braintree Essex - Outline planning application for development comprising up to 1600 residential dwellings (Class C3) on 32.75ha of land, a 800sm local centre (Use Classes A1/A2/D1/D2 - no more than 200sqm A1) on 0.29ha of land, a 2.2ha primary school site (Class D1), 0.65ha employment land (Class B1), 12.3ha of public open space, associated highway works with new access via Pods Brook Road and Rayne Road and demolition of nos. 27 and 29 Gilda Terrace, Rayne Road. All matters reserved save access (amendment to application)	It was <b>agreed</b> to reiterate previous concerns in relation to the impact on existing infrastructure and roads plus the concerns of impact on the Flich Way.

### 17/31.3 Results of Planning applications to Braintree District Council

The following result was **noted**.

Application No.	Application	Result
16/01952/FUL	Notley Green Primary School – proposed replacement reception classroom building	Granted

### 17/32: Committee Reports

#### 32.1 District/County Update

Councillor Cunningham reported that the Braintree District Council local plan is on course to be adopted in June 2017 and that at the last meeting of Braintree District Council the budget was approved.

### 17/33: Any Matters to be raised by members for the next agenda

The following issues to be added to the next agenda – Parish Boundary review, Parking in the parish, Co-option of a new Councillor, the storage unit.

Meeting concluded at 8.29pm