



Minutes of the Annual Meeting of Great Notley Parish Council Held on Monday 16th May 2016 at the Community Centre Great Notley

Meeting commenced at 7.45pm

Those present: Councillors Heady (Chair) Ricci, Crawford, Price, Cunningham and the Clerk.

Three members of the public was present

16/45: To elect a Chair for the Civic Year

Councillor Price nominated Councillor Heady to be Chair for the civic year. This was seconded by Councillor Crawford and unanimously **agreed**.

16/46 To elect a Vice-Chair for the Civic Year

Councillor Crawford nominated Councillor Butland to be Vice-Chair for the civic year. This was seconded by Councillor Ricci and unanimously **agreed**.

16/47 Apologies

Received from Councillors Butland, Cooper and Paul.

16/48: Declarations of Interest

Councillor Ricci declared a non-pecuniary interest as a member of Braintree District Council and Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and as a member of the Local Plan committee at that authority.

16/49: Public Question Time

A residents raised a question on the future of allotments for the Parish. It was explained that land had been earmarked in the development plan for Skyline 2. This development is now on hold but as the land is earmarked for economic development Braintree District Council are keen for progress to be made so although on hold it is hoped that progress will be made in due course.

Two members of the public from outside the Parish spoke to object to the development of the land adjacent to London Road and Bakers Lane and wished to hear the Parish Council's position. In the absence of any other questions it was **agreed** to deal with that agenda item at this point in the meeting.

16/56.2 Planning applications outside the Parish

16/00605/FUL - Land adjacent to Baker's Lane - Erection of 97 residential dwellings (inc. Affordable Housing) and the creation of a new primary vehicular access from London Road and new vehicular accesses - It was noted that Braintree District Council had specifically consulted Great Notley Parish Council in relation to this application for a development outside the Parish boundary as well as Black Notley Parish Council in whose Parish the land is situated. Councillors noted that although the land has been included as a prospective area for growth in the draft local plan, which is to be the subject of public consultation, the current local plan applies to all planning applications. Thus Councillors **agreed** that without prejudice to decisions that may be required by the Parish Council in the future around the new Development Plan and its growth locations, to object to the application on the grounds that the current development plan states that development will be confined to areas within town development boundaries and village envelopes and thus the proposal is contrary to the existing development plan.

16/:50 Minutes of the Meeting of the Council held on 26th April 2016 & progress update

The minutes of the meeting held on 26th April 2016 were **agreed** by members as a correct record and signed by the Chair.

16/51: Chairman's report

Due to the Chairman's recent indisposition over the last few days there was nothing of consequence to report.

16/52: Parish Clerk's Report

The Clerk reported as follows –

1. As I reported at the last meeting, the storage unit is becoming quite dirty where people are kicking balls against the side and some graffiti has appeared on the rear of the building. There are also some cracked tiles. John Slade has confirmed he can replace the tiles making sure the roof is water tight. There are spare tiles in the unit and John will be providing me with an exact quote shortly.

It was noted that John Slade can carry out the work for about £50 and this was **agreed** by members.

2. There has been further liaison with Braintree District Council in relation to Cuckoo Wood. As a result a working party group has been arranged for 26th May 2016. Also another guided walk will take place in the summer.

3. I circulated a complaint from a resident in relation to litter outside the Tesco store. The Chair has been in correspondence with the store but as it has not been possible for Tesco to improve standards the matter has now been referred to Environmental Health at Braintree District Council.

The Clerk confirmed that an initial inspection found the area to be tidy. The Clerk had brought to the attention of environmental health that there is still substantial litter in the ditches and a further inspection will take place this week.

4. I have reported incidents of cars for sale on grass verges to Braintree District Council who are taking action in this regard.
5. The grass has been cut at Levens Way and the RAFT. The map boards and play equipment at Levens Way will be power-washed next week by Braintree District Council.

It was noted that as a result of Councillor Crawford's inspections an agenda item will be required to discuss the current state of the surface at Levens Way.

6. The order for the commemorative bookmarks has been placed and delivery is expected 26th May 2016. Please consider whether you would like to have any formal presentation of the bookmarks to the schools.
Councillors **agreed** that the bookmarks should be delivered rather than formally presented. In addition the Church are having a tea for the Queen's birthday so if there are any spare bookmarks they could be distributed at that event.

7. I have been invited to a Country Park update meeting on 21st June 2016 so if you wish me to raise any specific issues please let me know.
No matters raised.

8. As you will be aware a considerable amount of feedback was received in relation to the recent Children's Fun Fair on the green on social media and by way of emails and telephone calls to me and to some Councillors. Please let me know if you wish me to provide any further feedback either to the District Council or to residents.
It was agreed to thank Paul Partridge at Braintree District Council for his efforts last week. Also to feedback that in future improved communication would be of assistance.

9. 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.

Councillor Crawford asked how the RAFT project was progressing and the Clerk confirmed that she met a representative from Groundworks this morning and an update will be provided at the next meeting.
The Clerk's report was otherwise **accepted**.

16/:53 Financial Report

16/53.1 Bank reconciliation

A bank reconciliation statement calculated to 30th April 2016 was

presented and **accepted**.

16/53.2 Payments for approval

The following payments were formally **approved** –

Date	Cheque no.	Payee	Amount
4/5/16	102297	Insignia Ltd (bookmarks)	599.28
16/5/16	102298	NGCA	11.00
	102299	EALC (training course)	100.00
	102300	DW Maintenance	35.00
	102301	A Clements (internal audit)	200.00
	DD	BT	54.11

16/54: To consider/review and approve the following policies

16/54.1 The Standing Orders – considered and **approved** as they have only recently been updated.

16/54.2 The Financial Regulations – considered and **approved** as again they have only recently been updated.

16/55 Substantive matters for discussion

16/55.1 To consider and approve the Assets schedule

The updated document had been previously circulated to members for consideration and was formally **approved**.

16/55.2 To consider and approve the governance statement on the Annual return

The governance statement on page 2 of the Annual return was considered and in light of the controls and procedure in place for the Parish Council was formally **approved**.

16/55.3 To consider and approve the annual accounts and Accounting statement on the Annual return

The annual accounts were considered and approved. In addition the accounting statements on page 3 of the annual return were considered and formally **approved**. The internal auditor's report was **noted**. Also no amendments required to the notice period for electors rights.

16/55.4 To consider the issue of Town Twinning

An approach had been received from a town in France and also there has been some communication with the Rayne twinning association. It was noted that a substantial amount of work is required for such organisations to prosper and it requires some very enthusiastic individuals to take a lead in such a project. It was therefore agreed to allow Rayne twinning

association to have a one page article in the Great Notley Times to promote their organisation.

16/55.5 To consider Quotations for a new noticeboard

The Clerk had only been able to obtain two Quotations for a new board which were presented. It was **agreed** to accept the lower quotation from the Church Noticeboard Company. In addition it was requested that the Clerk enquires as to the possibility of the Parish Council taking over responsibility for the upkeep of the Pergola and ‘Mrs Hedges’.

16/55.6 To consider quotations for new bins

The Clerk presented three quotations. Members **agreed** that a steel bin is required so the quote for a plastic bin was rejected and the lower quote in relation to the steel bins was accepted.

16/55.7 To consider quotations for ply-lining the van

The quotation for £125 presented orally by the Clerk was **accepted**.

16/56: Planning applications, Tree Preservation Orders and other planning matters.

16/56.1 Applications within the Parish

Application No.	Application	Consultation deadline
16/00672/VAR	25 Notley Green, Great Notley -Application for variation of condition no. 2 of approved application 16/00010/FUL (Erection of two storey rear and side extensions, loft conversion and canopy roof)	No comment.
16/00740/FUL	27 Miller’s Drive, Great Notley – erection of rear orangery extension and garage conversion	No comment
16/00746/FUL	24 Grantham Ave, Great Notley – erection of single storey extension	No comment
16/00133/TPO	32 Langdale, Great Notley – to carry out work to a tree covered by a Tree Preservation order	In view of the recommendation from the Tree Warden no objection.
16/00772/FUL	2 Derwent Way, Great Notley – proposed first floor extension	No objection.

16/56.2 Applications outside the Parish

16/00120/TPO	2 Jay Close, Braintree – application to carry out work to a tree covered by a Tree Preservation Order	The Tree Warden had not visited this tree as it is outside the Parish. No comment.
16/00605/FUL	Land adjacent to Baker’s Lane - Erection of 97 residential dwellings (inc Affordable Housing) and the creation of a new primary vehicular access from London Road and new vehicular accesses from London Road and Bakers Lane. The provision of open space (inc children's play area), sustainable urban drainage systems; associated landscaping, infrastructure and earthworks.	Dealt with earlier in the meeting.

16/57: Committee Reports

57.1 District/County Update

No comments to add to those made at the Annual Assembly.

16/58: Any Matters to be raised by members for the next agenda

The surface at Levens Way.

**The next Parish Council meeting is on:
Monday 20th June 2016 at 7.30pm
The Community Centre, Great Notley**