



**Minutes of the Annual Meeting of Great Notley Parish Council Held on Monday 22<sup>nd</sup> May 2017 at the Community Centre Great Notley**

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Meeting commenced at 8.20pm

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

No members of the public were present

**17/46: To Elect a Chairman for the Civic Year**

Councillor Cunningham nominated Councillor Heady to be Chairman for the civic year. This was seconded by Councillor Ricci and **agreed** by all Councillors.

**17/47 To Elect a Vice-Chairman for the Civic Year**

Councillor Crawford nominated Councillor Ricci to be Vice-Chairman for the civic year. This was seconded by Councillor Cooper and **agreed** by all Councillors.

**17/48 Review of Committees**

It was noted that there is a Personnel committee and sub-committee and a Planning committee for use in relation to urgent planning matters. No change to those arrangements.

**17/49 Apologies for absence**

Received from Councillor Price.

**17/50: Declarations of Interest**

Councillor Cunningham declared a non-pecuniary interest 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 and as a member of the planning committee of that authority. In addition Councillor Ricci declared a pecuniary interest in agenda item 17/58.1 with reference to 23 Notley Green as it is his property and he stated that he will vacate the meeting at that point in the agenda.

**17/51: Public Question Time**

No members of the public were present but it was noted that several matters had been raised by members of the public at the Annual parish meeting just concluded.

**17/52: Minutes of the Meeting of the Council held on 25<sup>th</sup> April 2017  
& progress update**

The minutes of the meeting held on 25<sup>th</sup> April 2017 were **agreed** by Members as a correct record and signed by the Chair.

**17/53: Chairman's report**

The Chairman had provided an annual report at the previous meeting and had nothing further to add.

**17/54: Parish Clerk's Report**

The Clerk reported as follows –

1. In relation to the P3 scheme one volunteer has undertaken a course and obtained the health and safety certificate. I had hoped that the group would be pro-active in choosing projects but no action has been taken by them. I have therefore sent an email to the volunteers but as yet have only received one response.
2. On 27<sup>th</sup> April 2017 I attended the regional SLCC training event at Stansted. The updates included information about new Data Protection Regulations, legal updates and a focus on various issues surrounding social media.
3. I have reported the rubbish in the ditch near Panner's Pond to Braintree District Council who advise that they are inspecting the area with a view to resolving the issue however as it is bird nesting season they may be restricted on precisely what may be cut back when tidying the area. *Councillor Crawford advised that there is still a Tesco trolley in the ditch and it was noted that trolleys have been reported as abandoned to Tesco along the spine footpath which are still to be removed. The Clerk will raise this further with Tesco management.*
4. I have been advised by Essex County Council youth services that the youth bus will be attending the Parish on Monday evenings. I have therefore publicised this fact on Facebook.
5. Braintree District Council has confirmed via a short email that it has no objection to the request to install cycle barriers at Thorington Close and Bridge End Lane. I will therefore contact the contractors to request that the work be undertaken in accordance with their quotation. *It was confirmed that the barrier will be a staggered cycle barrier.*
6. The BALC AGM will take place on 31<sup>st</sup> July 2017 at 7.30pm. Please let me know if you wish to attend.
7. Braintree District Council has confirmed that following consultation with the Parish Council 3 bar fencing is to be erected in the area where the bridge to the RAFT previously stood. This work has now been completed.

8. The Tree Warden has followed up a report of a tree overhanging a footpath on White Court. It appears that the tree is on private property. Other than reporting this to Essex County Council do you wish me to take any other action such as notifying the resident of their responsibility regarding vegetation?

*Councillor Cunningham will look into this.*

9. The following correspondence has been received but after consultation with the Chairman no action is required other than to note its receipt –

- Buckingham Palace Garden Party nomination process

10. 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
Local Highway Panel application in relation to ‘warning pedestrian’ signage opposite the ‘Hungry Horse’ – await progress from LHP
Streetlight at crossing to Hungry Horse – repair by Essex County Council outstanding
Transfer of land between developers and Braintree District Council
Update regarding action in relation to cars parked on verge – await Braintree District Council
Cleaning of Pond – Await Braintree District Council

It was noted that the streetlight opposite the Hungry Horse has now been repaired and a new LED light installed. The report was otherwise noted and **accepted**.

### **17/55: Annual Review of Policies**

17/55.1 Standing Orders

Reviewed and **approved**.

17/55.2 Financial Regulations

Reviewed and **approved**.

17/55.3 Freedom of Information Act Scheme

Reviewed and **approved**.

17/55.4 Media Policy

Reviewed and **approved**.

It was noted that it may be useful to have a social media policy and the Clerk will look into providing a draft for approval at a future meeting.

### **17/56 Financial Report**

17/56.1 Bank reconciliation

Bank reconciliation statement calculated to 30<sup>th</sup> April 2017 was noted and **accepted**.

17/56.2 Payments for approval

The following payments were **approved**

10/5/17 Direct Debit Payment BT

61.51

The following payments are scheduled to be paid no later than 25<sup>th</sup> May 2017 via online banking -

DW Maintenance	Grass cutting of play areas	35.00
NGCA	room hire	22.00
A&J Clements	Internal audit	200.00
Zurich Municipal	Parish Council insurance	1,297.34
Clerk	Clerk's expenses	122.79
Peter Michaels		
(Witham Forge)	Grant for Finger Post	552.00
	Salaries	3,123.42
HMRC	Tax and NI	726.71
Essex Pension Fund	Pension contribution	521.03

In addition it was noted that the Clerk was facing issues with her printer and that her enquiries have found that it will be cheaper to purchase a new printer rather than to pay for repair. Councillors therefore **agreed** to authorise the Clerk to purchase a new printer at a cost not in excess of £100.00

17/56.3 To Approve the Governance Statement on the Annual Return Having considered the declarations the Governance statement on the Annual Return was **approved** by all Councillors.

17/56.4 To Approve the accounts for year-end 31<sup>st</sup> March 2017 and to approve the summary of accounting statements on the Annual Return. The draft accounts for year-end 31<sup>st</sup> March 2017 were considered and **approved** by all Councillors. The summary of accounting statements on the Annual Return was also **approved** by all Councillors. The internal auditors report was also considered and **noted**. Also **agreed** no need to change the dates provided by the external auditor for the notice of electors rights.

## **17/57 Substantive matters for discussion**

### **17/57.1 To approve the quotation for Groundworks in order to progress the RAFT upgrade**

The detailed quotation provided by Groundworks to carry out further consultancy work in relation to the RAFT was considered and **approved** by all Councillors.

### **17/57.2 To consider whether to make further representations in relation to Stansted Airport flightpath**

It was noted that the Clerk had sent the previously agreed representations to not just Stansted Airport but also to the Civil Aviation Authority and

NATS. She had received confirmation from the CAA that the representations will be included within the submissions in relation to the ongoing consultation in relation to flightpaths from Stansted airport. The Clerk had also looked into the procedure for applying for a change to a flightpath to the Secretary of State and advised that the process requires such a substantial amount of technical data that in reality it would need to be made by an airport. Therefore no further action to be taken at this time.

**17/57.3 To agree upon quotation in relation to the replacement of the roundabout at Levens Way Play area**

It was noted that the insurance company are willing to provide the funding for a 'like for like' replacement roundabout. However as Councillors are concerned that the same style of roundabout is likely to be vandalised in the same way consideration was given to various other styles of ground based roundabouts and Councillors **agreed** to accept the quotation from Wicksteed play for a 'spirowheel' roundabout. The Clerk will now progress the matter including the insurance claim aspect.

**17/57.4 To consider issues in relation to parking in the Parish and other highway issues**

Councillors noted that issues have arisen in relation to poor parking in the vicinity of the GP surgery with a particular issue of cars parked on the cycle path. One particular instance of concern to Councillors related to an incident when the bus was unable to get through and had to turn back even though there were reportedly people waiting for the bus further along the route. Councillors agreed to submit an application to the Local Highway Panel for parking restrictions in the form of yellow lines on the cycle path side of the road from the pub to Stanstrete Field. A possible application for restrictions on the opposite side of the road to be considered at the next meeting. Councillor Crawford will be raising the issue at the Patients Participation group meeting at the surgery and will feedback at the next meeting.

Representations had been received from a resident for 'warning ducks' signs near the humpback bridge at Panners. The Clerk had explained that such signs already exist but the resident requested that larger signs be installed. Upon considering the matter Councillors **agreed** that there is no compelling reason to apply to change the signage arrangements at that location.

**17/57.5 To consider use/assistance at Church car park**

It was noted that the Church are in the process of considering whether to install a barrier to restrict access to the car park particularly at night. The outcome is awaited.

**17/57.6 To discuss issues surrounding the organisation of community events**

To be considered at the next meeting.

**17/57.7 To consider request by Football Club in relation to their use of the storage unit.**

The football club had asked to be able to install anchoring in order to hang goalposts outside the storage unit. Documentation and photos have been supplied. Upon considering the proposal it was noted by Councillors that the anchoring will go through the wall and would in due course require reinstatement. Councillors **agreed** to reject this particular request but to advise the football club that they are open minded on the issue and if a more suitable proposal can be put forward it will be considered.

**17/57.8 To consider and approve structural engineer's quotation in relation to statue inspections.**

In view of the high cost of the work Councillors **agreed** to request that Countryside properties make a 50% contribution to the cost of the structural engineer's report.

Councillor Cunningham asked about the potential renewal of the map boards in the Parish which are owned by the Parish Council and this will be put on a future agenda for consideration.

**17/58: Planning applications, Tree Preservation Orders and other planning matters.**

**17/58.2 Results of Planning applications to Braintree District Council**

The following results were noted-

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
17/00502/FUL	59 Wood Way, Great Notley – installation of two velux windows	Granted
17/00076/TPO	15 Ellen Way, Great Notley – work to tree covered by Tree Preservation Order	Granted
17/00338/FUL	10 Pochard Way, Great Notley – erection of porch	Granted
17/00519/FUL	33 Ellen Way, Great Notley – erection of single storey front extension	Granted
17/00511/FUL	12 Petworth Close, Great Notley – erection of single storey rear/side extension	Granted
17/00581/NMA	24 Grantham Ave, Great Notley – Application for a non-material amendment following grant of planning permission for single storey extension (amendment to roof line)	Refused

**17/59: Committee Reports**

59.1 District/County Update

No reports

**17/60: Any Matters to be raised by members for the next agenda**

Quality Council scheme, citation for Councillor Butland in relation to his long service as a Councillor, acquisition of new trees as a result of approach to tree warden.

No action required in relation to Toucan crossing at London Road other than to advise residents via the website and Facebook.

No action required in relation to hire venue review.

### 17/58.1 New Applications within the Parish

Application No.	Application	Response
17/00724/FUL	31 Windermere Drive, Great Notley – erection of first floor side extension over existing garage	No comments or observations
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	No comments or observations.

At this point in the meeting Councillor Ricci vacated the room.

17/00652/FUL	23 Notley Green, Great Notley – erection of 2 storey rear extension and side first floor extension above garage – additional plans	No comments or observations.
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Meeting concluded at 9.02pm