



Minutes of the Meeting of Great Notley Parish Council Held on Monday 28th November 2016 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Heady (Chair), Crawford and Ricci and the Clerk.
The Volunteer Tree Warden Allan John was present together with the Tree officer from Braintree District Council Kieran McGrath.
One member of the public was present.

16/103: Apologies

Received from Councillors Price, Cooper and Paul.

16/104: Declarations of Interest

In relation to agenda item 16/110.6 Councillor Ricci declared a non-pecuniary interest as he is a member of the NGCA.

16/105: Public Question Time

A member of the public raised a concern in relation to cars parked on highway verge which may cause damage to the verge and look unsightly. In particular mention was made of a 4x4 vehicle which was recently parked on Cuckoo Way. The Chair was able to comment that similar reports had already been referred to Braintree District Council for action. In relation to another incident it had transpired that a vehicle was not parked on public land but on land within the boundaries of the resident's property so no action was taken in that case. It was confirmed that future incidents may be referred to the District Council and that an article will be published in the Great Notley Times requesting that residents park considerately.

Councillors then agreed to deal with agenda item 16/110.1 at this point in the meeting.

16/110.1 To discuss proposals for Tree management in the Parish

Kieran McGrath, the Tree Officer from Braintree District Council addressed Councillors regarding tree work that has currently gone out to tender around the village. He provided maps showing proposed works in various areas of the Parish. On the footpath behind Mallard Close leading from Great Notley Avenue to London Road it is proposed to 'lay' the hedge which will mean that the vegetation will be bent over with the intention of providing a more solid barrier but to prevent the current growth into residents properties.

Coppicing work is proposed at Audley Close so that the hedge becomes bushier and more sustainable to maintain.

Kieran confirmed that letters have been sent to all residents affected by the proposed work and he has met with some residents particularly at Shelduck Crescent who were able to pinpoint some particular issues which he has taken into account in planning the work.

Most of the work is either as a result of concerns already raised by residents, health and safety issues or as a result of the vegetation management plan previously drawn up for the Parish.

The Tree Warden mentioned that when previous work was undertaken it had transpired that in some cases residents fences were being supported by the trees and some residents had alleged that their fences had been damaged. Kieran was able to confirm that in the letters to residents the issue of their checking the condition of fencing had been raised.

The Parish Tree Warden also mentioned that he had attended a recent event when the issue of Ash Dieback had been mentioned and the potential impact on landscapes. The future is clearly uncertain but Kieran was able to confirm that this is an issue of which the District authority are aware and he can provide some information for inclusion in the Great Notley Times magazine.

Councillors therefore noted the various proposals for tree work to be carried out by Braintree District Council around the Parish and the fact that residents have been consulted both by letter and in some cases by way of a meeting with the Tree Officer who has in some cases modified the proposals to take into account issues raised by residents. Councillors were also comforted that the District Council are aware of the issue surrounding Ash Dieback and are planning for the challenges that this may raise.

Councillors agreed to deal with agenda item 16/110.9 at this stage of the meeting.

16/110.9 To consider correspondence regarding National Cycle Network finger post

Sandra Reynolds the Sus trans co-ordinator for the area spoke and explained the area of cycle routes that she covers run from Dunmow to Maldon. There is a finger post with a 'fossil tree' design post adjacent to London Road, which due to a change in the cycle route is no longer located on the cycle network. She is looking to the Parish Council for assistance in enabling the post to be moved onto the central spine footpath/cycle track which forms part of the cycle network. Councillors **agreed** that they are in favour of supporting the project and upon a fully costed proposal being presented to the Parish Council further consideration may be given to the issue.

16/106: Minutes of the Meeting of the Council held on 24th October 2016 & progress update

The minutes of the meeting held on 24th October 2016 were **agreed** by Members as a correct record and signed by the Chair.

16/107: Chairman's report

The Chairman confirmed that he had attended the Stansted Airport consultation event held at Felsted village hall on 15th November 2016. He also confirmed that he has requested that the Clerk provides the local MP with a copy of the Great Notley Times magazine so that he is aware of local issues. He also confirmed concern regarding the fact that Hedingham Omnibuses are withdrawing from the running of services 34 and 34A that serve the Parish. Prior to the next meeting he and the Clerk will endeavour to ascertain further information in relation to the issue and should it be necessary before either to initiate action designed to protect the interests of the service users in the Parish.

16/108: Parish Clerk's Report

The Clerk reported as follows –

1. In relation to the Parish Pathway scheme I have at last obtained a response from the officer at Essex and I am in the course of arranging the first working group.
Councillors noted the continuing difficulties faced by the Clerk in dealing with Essex County Council.
2. Can I please receive the remaining street light inspection reports so I can make any relevant reports to Essex County Council.
It was agreed that an article should be included in the next Great Notley Times explaining to residents how they may report a streetlight issue.
3. As even more cars appear to be parking on the greensward at Notley Green I have again referred the issue to Braintree District Council.
4. A new industrial bin has been provided by Braintree District Council for the Parish Council to replace the old damaged bin.
5. I have approached the Tesco store in relation to the setting up of a car wash account. I have been advised that the car wash is and will continue to be a franchise but have been provided with details of the owner so I can liaise with him. I will report back further in due course.
6. The volunteer Parish Tree Warden, Allan John, has reported that he has recently attended to the Memorial Tree at the White Court Memorial. He has added some extra mulch and reports that the tree is healthy and prospering. He has suggested that Councillors may wish to consider a plaque at some point in the future when the tree is a little more established.
7. On 3rd November I attended the joint SLCC/EALC networking and training event. There were talks from the Essex Fire Service and an employment law consultancy.
8. The next LLCF meeting will take place at Foakes Hall, Dunmow on 21st February 2017. I will be attending and if anyone would also like to come along please let me know.
The Chair expressed the intention to attend the event.

9. On 9th November 2016 I attended the Stansted Airport consultation event in High Easter.
10. I am pleased to report that the various street name signs that were broken have now been repaired by BDC.
11. Countryside Properties have repaired the Unity Hand Sculpture.
12. Correspondence is continuing between the Parish Council, NGCA and Braintree District Council to formalise the legal status of the storage unit.
13. I have circulated correspondence on the following items to all members which in the absence of any substantive response, following consultation with the Chair, no further action has been taken –
 - Workshop event in relation to prospective new Garden Communities in the Braintree District.
14. Finally I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

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| 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. |
| Local Highway Panel application in relation to ‘warning pedestrian’ signage opposite the ‘Hungry Horse’ – await progress from LHP |
| New Noticeboard – delivery awaited |

It was also noted that the lamppost adjacent to the crossing over the A131 opposite the Hungry Horse is still not working despite seemingly being out of order for some 14 months.

The report was otherwise **noted**.

16/109: Financial Report

16/109.1 Bank reconciliation

The bank reconciliation statement calculated to 31st October 2016 was **noted and accepted**.

16/109.2 Payments for approval

The following payments were **approved** –

| Date | Cheque no. | Payee | Amount |
|-------------|-------------------|--------------------------------|---------------|
| 26/10/16 | 102267 | A Plan Insurance | 617.20 |
| 4/11/16 | 102268 | HMRC | 684.44 |
| | bank charge | Barclays | 12.50 |
| 10/11/16 | DD | BT | 59.09 |
| 21/11/16 | 102269 | Chelmsford Safety Supplies Ltd | 81.31 |

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|----------|------------|-------------------------------------|----------|
| | 102270 | S Walker (Glowsticks) | 70.13 |
| | 102271 | The Great Northern Firework Company | 190.00 |
| | 102272 | Marks Tey Radio | 96.00 |
| | 102273 | P Heady | 11.15 |
| | 102274 | DW Maintenance | 126.00 |
| | 102275 | G Furneux | 580.00 |
| | 102276 | S Walker (Clerk's expenses) | 85.48 |
| | 102277 to | | |
| | 102280 and | | |
| | 102341 | wages | 3,226.51 |
| | 102342 | HMRC | 631.87 |
| | 102343 | Essex Pension Fund | 346.06 |
| 28/11/16 | 102344 | Seagrave Inspection Services Ltd | 72.00 |
| | 102345 | Paul Clark Printing Ltd | 90.00 |
| | 102346 | NGCA | 11.00 |

16/109.3 To receive update on complaint to Barclays

It was noted that Barclays had paid the Parish Council compensation of £187.50 in relation to the complaint. It was further noted that issues with HMRC as a result of the wrongly stopped cheque have now been resolved.

16/110 Substantive matters for discussion

16/110.1 To discuss proposals for Tree management in the Parish

Dealt with earlier in the meeting.

16/110.2 To discuss issues in relation to fencing in the Parish

It was noted that one of the yellow posts had been ripped out of the ground. The post has now been removed by Braintree District Council who has advised that as the area is still afforded protection by posts at Daphne Close and adjacent to Notley Green School and Panner's Field they do not propose to replace the bollard unless they are in receipt of complaint from the public. This was duly **noted** by Councillors and if the Parish Council receives complaints they will be forwarded to the District Council.

16/110.3 To consider progress in relation to RAFT upgrade.

An updated survey had been provided by Groundworks and had been circulated to all Councillors. Councillors Paul and Cunningham had confirmed to the Chair that they are content with the document. Councillors **agreed** that they accept the latest draft and that this may be used as the survey in relation to the current proposals. Groundworks had also provided a draft flyer for the consultation event. Councillors agreed that the event take place on Monday 16th January 2017 at the small hall at the rear of the Community Centre between 4pm and 7.30pm and that the flyer is sent out as an insert in the Great Notley Times. The Chairman will also draft a note to be sent to residents in the immediate vicinity of the RAFT. The survey will be sent to the two primary schools in the Parish and reasonable efforts will be made to engage with Notley High School. In addition an article will be included in the Great Notley Times to try and reach children who do not attend school within the Parish so as to engage with as many people as possible.

16/110.4 To consider play area quotations

- **to re-paint the Skate Ramp**
As the Clerk is still in the process of obtaining quotations this item will be considered at the next Parish Council meeting.
- **to repair the multiplay unit**
Councillors **approved** the quotation of £255 to repair the sheared bolt on the multiplay unit in Levens Way Play area.

It was also noted that the quarterly operational inspection has been carried out. The Clerk will obtain quotations in relation to repair to the goalposts at the RAFT to be considered by Councillors. In addition it was noted that the wrong replacement handle for the rocker bike at Levens Way had been received so once the correct handle has been received it will be replaced.

16/110.5 To receive update in relation to the future ownership of the area around 'Mrs Hedges'.

Countryside Properties has agreed to transfer the land and fixture for the sum of 1p. It was agreed that the Client care letter may be returned to Bawtree and Sons to enable them to commence the conveyancing formalities. It had been noticed that there is a light within the pergola which does not work and the electricity supply leads from the adjacent lamp post. Councillors **agreed** to request that Countryside disconnect the supply and make the area safe prior to the matter being completed. It was noted that the Solicitor had suggested various searches be carried out. However as this is not a building but an area of land well known to the Parish Council, Councillors **agreed** that the searches will not be required. It was noted that the area of land and assets will need to be added to the Parish Council insurance policy upon exchange of contracts. It was **agreed** that to ascertain the amount of insurance cover a question will be asked of Countryside how much the assets cost.

16/110.6 To Consider Grant applications

Great Notley Scout Group had submitted an application requesting £525 to purchase a Barbeque for use at the fete. The Chair proposed that the grant request be granted in full and this was **agreed** by all Councillors. It was requested that the Scouts are requested to publicise the grant in the usual manner by in among other things including it in their newsletter.

The Notley Green Community Association had submitted an application requesting £1800.00 towards the cost of activities at the annual village fete. Councillors considered that the fete is a popular community event and **agreed** to grant the request in full.

16/110.7 To consider preliminary draft budget for financial year 2017/18

Councillors had received a draft budget prepared by the Clerk in consultation with the Chair, together with a report and a draft strategy statement. It was noted that this Parish Council charges one of the lower precepts in the District and offers value for money. In view of the continuing decrease in the Localism payment Councillors considered that a small incremental increase would be appropriate. Once the tax base figures are available the Clerk will be in a position to provide accurate figures showing the impact on Band D payments and will circulate those figures for consideration and formal approval at the January 2017 meeting.

16/110.8 To discuss fuel card terms and conditions

It was noted that the current fuel card will expire on 31st December 2016 and that the RAC card has been taken over by another company. An annual fee of £16 will be charged for the card (although this will be waived for the first year) and in addition a security deposit of £500 will be required to be paid and will be retained for a period of 6 months and will then be repaid.

It was noted that due to the low figure in relation to fuel it was difficult to find a fuel card company originally. It was therefore agreed to pay a returnable deposit of £500 in order to continue with a fuel card for the users of the Parish Council van

16/110.9 To consider correspondence regarding National Cycle Network finger post

Considered earlier in the meeting.

16/110.10 To discuss response in relation to Stansted Airport flight path consultation

The Clerk and the Chair had attended consultation events. The Chair had received figures showing that when aircraft reach the Parish they are travelling on average between 4,652 and 5,652 feet which is lower than the Parish Council had expected from previous information received. Councillors noted that some aircraft noise is to be expected in view of the Parishes proximity to a major London airport, however with only a very modest modification to the flight path which could be assisted with the technology being introduced by the airport to guide the aircraft

more accurately it should be possible for the aircraft to travel over open fields as opposed to the densely populated Parish of Great Notley. This would accord with the guidelines to overfly the least number of people possible. Councillors therefore agreed to firstly request the noise survey, as previously agreed, from the airport and secondly to write to the airport and the CAA requesting a slight modification of the flight path to the south of the Parish assisted by the latest guidance technology thus providing relief for a large number of residents within the Parish. A copy of the letter to be also sent to the local MP and District and County Councillors so that they can see the case for modification and consider action themselves.

16/110.11 To consider quotations in relation to distribution of the Great Notley Times

This issue to be moved to the January 2017 meeting for consideration.

16/110.12 To consider arrangements for Parish events

- **Torchlight Procession 2016**

It was noted that Councillors Crawford and Ricci will not be available to attend the event so efforts will be made to find sufficient people to assist with the arrangements on the day.

- **Remembrance Service 2017**

This issue to be put on a future agenda for consideration to enable the Clerk to obtain quotations for upgraded fencing, a new flagpole, the hire of a better PA system and also to consider the future ownership of the Memorial. At present it is unclear if the Air Cadets will attend the event next year.

16/111: Planning applications, Tree Preservation Orders and other planning matters.

16/111.1 New Applications within the Parish

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| 16/00317/TPO | 15 Ellen Way, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order | Upon considering the comments of the Tree Warden it was agreed not to object to the application. |
| ESS/46/16/CHL | Blackley Quarry, Blackley Lane, Great Leighs - Continuation of development permitted by planning permission ESS/16/15/CHL without compliance with conditions 3, 5, 9, 10, 15, 17, 18, 19, 20, 21, 24, 27, 28, 35, 37, 38, 43, 44, 46, 56, 60, 61, 63, 65, 69, 70, 73, 75 and 76 to allow an amended scheme of working and also to delay the commencement of noise monitoring and construction of the screening bund adjacent to the racecourse. ESS/16/15/CHL was for the following development 'Extraction of an estimated reserve of 2.8 million tonnes of sand and gravel (from sites A38 and A39 as identified in the Minerals Local Plan 2014) and retention of existing access onto the A131, retention of existing sand and gravel processing plant (to be relocated within site A38), progressive restoration to agriculture using inert fill, installation of inert recycling facility, including screening and crushing to recover secondary aggregate. In addition revised restoration scheme for the existing quarry area' | Councillors commented that in relation to the original application the Parish Council was afforded comfort that the suite of conditions afforded protection for the community. It would thus seem inequitable for the Quarry to now request that a large number of those conditions be removed as this would remove the protection originally intended and thus Councillors agreed to comment that this is not acceptable and in addition to request a further assurance that additional traffic will not be permitted to use London Road. |
| 16/01823/FUL | 7 Burghley Close, Great Notley – erection of single storey front extension and loft conversion | No comment. |

16/111.2 New applications outside the Parish

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| 16/01811/FUL (outside parish) | Part change of use of grandstand building to include casino. Use of site for up to 10 outdoor concerts a year in addition to the uses permitted by the governing permission 03/00084/EIA | Councillors noted that the area set aside for parking does not appear adequate and agreed to comment that parking provision needs to be adequate so that there is no spillage or overflow into the Parish. It was noted that ten outdoor events are proposed which would be likely to be during the summer months which would be very frequent. Thus to avoid noise pollution to suggest that the events are spread more evenly over the year. Also to request that in order to retain control over the situation and adequately monitor its impact to request that the City Council consider granting only a temporary permission. |
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16.111.3 Results of Planning applications to Braintree District Council

The following planning determinations were noted

| Application number | Application | Result |
|--------------------|---|---------------------------|
| 16/00231/TPO | 22 Levens Way, Great Notley – to carry out work to tree covered by Tree Preservation Order (fell 1 oak) | Refused |
| 16/00242/TPO | 78 Skiddaw Close, Great Notley – work to tree covered by Tree Preservation Order | Granted |
| 16/01558/FUL | Avenue East, Skyline business Park - Erection of 20MW standby electricity generation facility and ancillary works | Granted |
| 16/01656/FUL | 8 Teal Close, Great Notley – erection of part single part two storey extension | Granted |
| 16/00264/TPO | 3 Thirlmere Close, Great Notley – to carry out work to trees covered by Tree Preservation Order | Part granted part refused |
| 16/00267/TPO | 86 Skiddaw Close, Great Notley – work to trees covered by Tree Preservation Order | Part granted part refused |

16/112: Committee Reports

112.1 District/County Update

No reports.

16/113: Any Matters to be raised by members for the next agenda

Councillor Ricci had been approached by residents regarding the possibility of a T-bar barrier at the path at Thorington Close for safety reasons. This will be added for consideration to the next agenda.

The future of bus services 34 and 34A to be considered at the next meeting.

It was noted that a member of the Church had asked that on the occasions when the Parish Council van is parked in the Church car park the member of the litter team using the van pick up any litter that was apparent. Councillors did not have any objection to the suggestion which will be communicated to the team.

Meeting concluded at 9.40pm