



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 27<sup>th</sup> November 2017 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

The Tree Warden Allan John was in attendance. No members of the public were present

**17/106: Apologies**

Received from Councillors Ricci, Cunningham and Griffin and from County Councillor Butland.

It was noted that Councillor Ricci last attended a meeting on 26<sup>th</sup> June 2017. Councillor Heady proposed that Councillor Ricci's apologies be formally accepted by Councillors under the provisions of sections 85(1) and (2) of the Local Government Act 1972 to avoid a situation where he ceases to be a Councillor. This was seconded by Councillor Crawford and **agreed** by all members.

**17/107: Declarations of Interest**

None.

**17/108: Public Question Time**

The Tree Warden wishes to speak in relation to agenda item 17/113.6. It was agreed to deal with that item of business at this stage of the meeting to enable Councillors to hear from the Tree Warden.

**17/113.6 To consider issue regarding dedication of trees for former Councillors**

Following on from Councillors wish to mark long service of former Councillors with the dedication of a tree, Allan explained that he had made enquiries. There are free trees available but they are 'whips' which is very small saplings that could easily be broken or mowed up. Larger trees are available but at a cost. Allan had therefore spoken to the Tree Officer at Braintree District Council who had indicated that as the District Council purchase in bulk they would be able to assist the Parish Council in sourcing trees and would match fund the purchase so that the Parish Council would only have to pay the cost of one tree.

In addition, the District Council could provide free of charge the cages and stakes for the trees and assist with planting. Location of trees was discussed. The area around the White Court Memorial does not appear viable due to restrictions in connection with Highway vision splay that would be imposed by the land owner Essex County Council. As there are oak trees that may need to be replaced around the Green in due course the Braintree District Council tree officer indicated that this would be an acceptable area and would fit in with succession planning for the trees and would fit into the environment. Councillors **agreed** that they would like to proceed on that basis and requested that the Clerk obtain confirmation in writing from the Tree officer at Braintree District Council of the offer made to the Tree Warden and authorised the Clerk to progress the matter and to spend up to £110.00 in the acquisition of trees.

#### **17/109: Minutes of the Meeting of the Council held on 23<sup>rd</sup> October 2017 & progress update**

The minutes of the meeting held of 23<sup>rd</sup> October 2017 were **agreed** by Councillors as a correct record and signed by the Chair. In addition the Clerk updated members in relation to the acquisition of shrubs next to the storage unit. As Berberis is not deciduous the Clerk was authorised to purchase pyrocanthur for the area. DW Maintenance will be able to plant the shrubs and the Clerk will progress the matter.

#### **17/110: Chairman's report**

The Chairman confirmed that he had sent a card offering good wishes for recovery to a former Clerk for the Parish Council who is not well.

#### **17/111: Parish Clerk's Report**

The Clerk reported as follows -

1. Essex County Council operatives refreshed the white lines on the roads around the Parish during October.
2. I continue to receive complaints in relation to the Cash for Cars advertising vehicle which I have referred to the District Council. In addition, as a result of residents' complaints, I have referred a van parked by the roundabout near Bakers Lane advertising a local business to the District Council.  
*Due to the volume of time being spent on this issue by the Clerk Councillors requested that District Councillors are asked to provide a statement that may be issued to the community in relation to the cash for cars situation. Councillors requested that as the parked van near Baker's Lane is in the parish of Black Notley the matter is brought to the attention of that Parish Council so that they may also progress the issue with the District Council.*
3. I have distributed the annual street light inspection rotas to all Councillors. So far, I have only received one response so await your reports please.
4. Braintree District Council has replaced the missing bin by Queenborough Lane.

5. On 2<sup>nd</sup> November 2017 I attended an SLCC networking and training day at Danbury Parish Council. There were useful talks in relation to risk assessments and insurance requirements plus the new Data Protection Regulations.  
*It was noted that there is uncertainty regarding certain issues surrounding the new Data Protection Regulations. The Clerk has attended courses and taken advice from the Information Commissioner's Office. It was **agreed** that the Clerk may purchase an information pack being issued by a local training company at a cost of £30 to assist in preparations for the new legislation.*
  
6. I have been contacted by a resident who wishes to make a donation to the Parish Council to assist with the upkeep of the Hospital Memorial. At present this is not owned by the Parish Council and enquiries are ongoing regarding ownership status.  
*It was noted that both the Clerk and the Chairman are continuing to try and progress this issue and the matter will be put on a future agenda for further consideration.*
  
7. At the last meeting you indicated that you wished to receive an update on communication with the local Police. I confirm that each week I receive a crime report sheet and I report any crimes relating to Great Notley to Councillors. In addition, if I become aware of a particular pattern of anti-social behaviour I will report this to the Police to assist them with their intelligence. I advise residents to report specific incidents direct to the Police. Since July I have heard from the local community policing team with updates on their method of policing the Parish and have reported the information to you. I was last contacted two weeks ago when an officer pro-actively rang me to discuss the situation and he confirmed that the area would continue to receive patrols specifically targeting anti-social behaviour.  
*The Chairman's report in the next Great Notley Times will include an update on Policing in the Parish.*
  
8. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –
  - Information about new nuclear power station at Bradwell.
  
9. 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
Transfer of land between developers and Braintree District Council
Cleaning of Pond – Await Braintree District Council
Progress of P3 scheme – await hearing further from volunteers
LHP application for warning pedestrians sign – development of a more detailed scheme being progressed by LHP.

Application to NEPP in relation to problem parking at Notley Green – progress awaited from NEPP
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The report was otherwise **noted**.

## 17/112: Financial Report

### 17/112.1 Bank reconciliation

The bank reconciliation statement calculated to 31<sup>st</sup> October 2017 was noted a **accepted**.

### 17/112.2 Payments for approval

The following payments were **approved**

#### Direct Debits

10/11/17	BT	63.11
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#### Online payments

##### Approved on 27<sup>th</sup> October 2017

A Plan insurance	Van insurance	729.00
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##### authorised 23rd November 2017

Salaries		3,161.15
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Clerk's expenses		102.44
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HMRC	Tax and NI	671.82
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Essex Pension Fund	pension contributions	521.03
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DW Maintenance	grass cutting	35.00
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Marks Tey Radio	Hire of PA system	192.00
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NGCA	room hire	22.00
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Wicksteed Play	Roundabout installation	5526.77
	Safety mat and wetpour	<u>2148.13</u>
		7,674.90

A Plan Insurance	Additional premium	199.90
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#### Cheques

27/11/17	20	Royal British Legion (Poppy wreaths)	105.00
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## **17/113 Substantive matters for discussion**

### **17/113.1 To receive progress update in relation to upgrade of the RAFT area**

The result of grant applications are still awaited so no progress to report.

### **17/113.2 To report on issues relating to repair of water main at Levens Way Play area**

Anglian Water has advised that work will be carried out to install new water mains pipes along the spine footpath. It is anticipated that the work will commence between January and March 2018. The new pipes will run alongside the Levens Way play area rather than underneath as at present which has over the last few years presented problems as a result of severe water leaks. The pipe will then continue to the London Road where it will connect with the new development at Notley Grange which is the main reason for carrying out the work at this stage. Anglian Water will liaise with the school and provide information to the Parish Council to convey to residents. Councillors requested that the Clerk ask how long the work will take. An article will be prepared for the Great Notley Times.

### **17/113.3 To consider draft budget and strategy statement**

Having considered the document Councillors **approved** the draft strategy statement. Councillors then considered the draft budget figures. There was substantial discussion in relation to the advertising fees for the Great Notley Times and upon considering issues of market resistance, service to the community and the impact of local internet advertising it was **agreed** to make no change to the current scale of fees. The issue of salaries was also considered and Councillors agreed to progress budget discussions at the January meeting on the basis of incorporating a pay increase of one scale point for the Clerk and a 2% increase for the litter team effective from 1<sup>st</sup> April 2018. The tax base figures are awaited and the draft budget will be further considered with a view to approving figures at the January 2018 meeting.

### **17/113.4 To consider grant applications**

One grant application had been received from the local Scout group. Upon considering the application for first aid equipment and CPR dummies Councillors **agreed** to make a grant to the Scouts in the sum of £600.00

### **17/113.5 To receive update on issues surrounding litter prevention litter bins and dog issues.**

Upon the request of Councillors at the last meeting the Clerk had approached Braintree District Council for costings on the installations of the proposed 5 new litter bins. The District Council had confirmed that they can provide plastic bins at a cost of £170 per bin and can install bins at a cost of £40 per bin.

Councillors **agreed** to progress on the basis of the Parish Council purchasing metal bins as they are longer lasting. Before progressing further it was requested that the Clerk ascertain whether the cost of £40 to install the bins can include larger hardstanding areas to prevent the bins rusting at the edges where they may abut wet grass.

Councillors also discussed the task of clearing litter from the hedges in the Parish. Councillors **agreed** to review areas in the Parish in need of attention and to consider how to progress this at the next meeting. It was noted that Braintree District Council is launching a campaign in relation to dog poo and will be providing resources to the Parish for this purpose, thus no further action will be taken at this stage in relation to promoting the design of a poster within the community.

**17/113.6 To consider issue regarding dedication of trees for former Councillors**

Dealt with earlier in the meeting.

**17/113.7 To consider acquisition of Community Defibrillators**

Councillors considered the reports provided by the NGCA and together with information provided by the Clerk including paperwork from the Community Heartbeat Trust. Councillors **agreed** to proceed with a project to acquire a defibrillator for the community on the basis of the NGCA acquiring the funding and dealing with the installation at the Community Centre and the Parish Council acquiring the funding liaising with the Church. Councillors then discussed in detail the option of whether to buy or lease the equipment under a managed scheme. Having considered the matter carefully it was **agreed** to purchase the equipment and to take out the yearly service contract to cover an annual service and consumables. It was requested that the Clerk approach the Co-op and the Lottery Fund for funding and to update District Councillors of this matter.

**17/113.8 To consider hygiene issues relating to the van**

Councillors accepted a quotation of £150 from Anglian Vehicle Linings to plyline the bulkhead of the Parish Council van.

**17/113.9 To consider issues surrounding parking in the Parish**

It was noted that problem parking at Ploughman's Lane appears to have ceased.

**17/113.10 To consider issues in relation to acquisition of Mrs Hedges sculpture and Unity Hand statue**

Information awaited from Countryside Properties so no further update on this issue.

**17/113.11 To consider arrangements for Torchlight Procession**

Councillors **agreed** that the Braintree Youth Project be the nominated charity at the carol service and it was noted that a volunteer from the

charity will be able to come at speak at the event. The risk assessment for the event was finalised. It was **agreed** to purchase at least one kitchen blowtorch to assist in lighting the wax torches. Other organisational issues were clarified by the Clerk.

### **17/114: Planning applications, Tree Preservation Orders and other planning matters.**

#### **17/114.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
17/01846/FUL	31 Ragley Close, Great Notley – erection of single storey side extension	No comments or observations.
17/00377/TPO	39 Langdale, Great Notley – application to carry out work to a tree covered by a tree preservation order	Tree warden’s report awaited. It was agreed in principle to accept his recommendations.

#### **17/114.2 New Applications outside the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
15/01538/OUT	Application for 1600 houses at Brook Green, adjacent to Pods Brook Road, Braintree – amendments to application	As the new documentation and amendments have no impact upon representations already made by this Parish Council no further comments or observations to make.

#### **17/114.3 Results of Planning applications to Braintree District Council**

The following results were **noted**

<b>Application number</b>	<b>Application</b>	<b>Result</b>
17/01580/FUL	17 Crummock Close, Great Notley - Convert part of double garage to play room with new bay window to front elevation and new patio doors to enlarged kitchen to rear elevation	Granted
17/01235/FUL	Land north of Slamsey’s Farm - Proposed development of an energy storage scheme of up to 10MW capacity, for a temporary period of 30 years from the date of first import/export of electricity from the Grid. Comprising the installation of energy storage containers, inverter stands, DNO substation, customer substation, auxiliary transformer, ommunication box, general storage container, perimeter	Granted

	fencing, CCTV security monitoring system, lightning protection rods, underground cabling, operation and maintenance access track, landscaping, temporary construction access and associated works	
17/01536/FUL	12 Notley Green, Great Notley – retention of children’s play house on raised platform	refused
17/00273/TPO	Oak Lodge, London Road, Great Notley – work to tree covered by Tree Preservation Order	granted
17/00291/TPO	12 Ellen Way, Great Notley – work to Tree covered by Tree Preservation Order	granted

**17/115: Committee Reports**

17/115.1 District/County Update

No District or County member present.

**17/116: Any Matters to be raised by members for the next agenda**

None.

Meeting concluded at 9.30pm