



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 24<sup>th</sup> October 2016 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Heady (Chair), Butland, Cunningham, Crawford, Price, Paul and the Clerk.

7 members of the public were present.

**16/92: Apologies**

Received from Councillor Ricci and apology for late arrival received from Councillor Cooper.

**16/93: Declarations of Interest**

Councillor Butland declared a non-pecuniary interest as a member of Braintree District Council and Essex County Council.

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

Councillor Cunningham declared non-pecuniary interests as a member of Braintree District Council and in relation to agenda item 16/100.3 as his parents own a property in the vicinity of the land at Queenborough Lane.

**16/94: Public Question Time**

Ken Yap from the Notley Green Community Association raised a question on the potential development of the Oakland's Inn site and the process within the Local Plan timetable was explained.

Two residents from the White Court area of the Parish objected to the potential development of the Oakland's Inn site and asked how to formally object. This was explained and it was agreed that a link should be put on the Facebook page advising residents of how to lodge a comment with Braintree District Council in relation to sites proposed within the Local Plan process.

A resident complained in relation to parking by the GP surgery and the congestion caused. It was explained that a number of parking tickets have been issued in the area. She also complained about increased parking along Cuckoo Way. The Chairman stated that the Parish Council remain open to suggestions as to how to tackle the issue.

Sue Hughes from Essex County Council then spoken in relation to the youth services provided by Essex County Council which comprises supporting volunteers within a community to provide services such as either a youth club or a youth bus plus the provision of a youth strategy group to deal with specific issues such as CV writing or advise on issues

such as drugs. Emphasis is on the provision of services to the 13 – 19 age group and to ascertain the needs to local young people approaches can be made within the community. She agreed to make such approaches over the coming weeks and report back to the Parish Council. In addition the NGCA are willing to provide accommodation for a youth group. Councillors agreed that the results of the recent youth survey carried out the by the Parish Council may be shared.

Councillor Cooper arrived at this point in the meeting.

It was agreed by Councillors to deal with agenda item 16/100.3 so far as it relates to the Oakland's Inn site at this point in the meeting.

**16/100.3 To consider response to further proposals in Braintree District Council Draft local plan**

- GRNO 621 – Oaklands Public House and Carpark, Notley Green, Great Notley

The proposal in the call for sites is for the site to be developed for mixed use with 15 units. The Clerk reported that a substantial number of comments opposing development of the site were made on the Parish Council Facebook page and that she had received three emails objecting to the proposal. Councillors discussed the matter and among other things commented that recent tenants had seemingly not been able to make it into a successful enterprise and it would be a concern if the pub were just to be left boarded up. It was also noted that a number of other local pubs and new premises seemed to have had some success. Comments were made in relation to concerns over access to the Community Hall. The opposition of the local community to the proposal was also noted and Councillor Price proposed that the Parish Council oppose the inclusion of the site in the Local Plan. This was seconded by Councillor Crawford. Upon voting on the issue there were 5 votes in favour of opposing the proposal, 0 votes against and Councillors Cunningham and Butland abstained in view of their declarations in minute number 16/93. Thus the decision of the Parish Council was **agreed** to be to **oppose** the inclusion of the site in the Braintree District Council Local Plan.

**16/95: Minutes of the Meeting of the Council held on 12<sup>th</sup> September 2016 & progress update**

The minutes of the meeting held on 12<sup>th</sup> September 2016 were **agreed** by Members as a correct record and signed by the Chair.

**16/96: Chairman's report**

No specific issue to report other than to say that he continues to liaise with the Clerk on a regular basis and in particular in relation to Facebook postings on the Parish Council Facebook page.

## **16/97: Parish Clerk's Report**

The Clerk reported as follows –

1. In relation to the Parish Pathway scheme I have attempted to contact the Parish Liaison officer at Essex County Council numerous times in order to arrange some working groups but have been unable to obtain a response.
2. I ordered the missing small spare parts for the multi-play and rocking bike. As delivery has taken so long I am pleased to say that the firm have agreed to both supply and install the parts free of charge and this should be resolved within the next few days.
3. The work to clear and clean up Panners Pond has been completed by Braintree District Council.
4. I have reported four issues of cars parked on the greensward to Braintree District Council for attention – two on Cuckoo Way and two on Notley Green.
5. I have referred residents' issues in relation to the Chestnut Way green space to Councillor Ricci.
6. There were a number of complaints on the Parish Council Facebook page in relation to grass cutting and maintenance in the Parish which I referred to Braintree District Council. The response I received was that some issues related to pavements so are down to Essex County Council, other issues related to land still owned by developers so should be referred to them and Braintree District Council are of the view that other areas are adequately maintained.
7. I have circulated the responses received from Essex County Council in relation to matters raised via Councillor Walters. In addition I have re-reported the broken street light in the vicinity of the Hungry Horse as the online system showed it to be repaired when it was still out of order.
8. I am receiving a number of reports of streetlights not working so suggest that the annual inspection is carried out. Please let me know if you are available to inspect an area and I can then send a schedule to you. Councillors Heady, Crawford, Cooper, Paul, Price and Cunningham confirmed that they are available and schedules will thus be circulated by the Clerk.
9. A number of street name signs have been damaged and repair has been arranged with Braintree District Council.
10. A&J Lighting has completed the annual review of Parish Council owned Streetlights and has carried out necessary repair and maintenance to those lights.
11. On 12<sup>th</sup> October I attended the Larger Local Council Forum. Talks were given by the Police and Crime Commissioner and one of the youngest Town

Councillors in the Country in relation to attracting young people to act as Parish Councillors.

12. I have circulated details to Councillors in relation to consultation events being held by Stansted Airport in relation to the flight path change and have also made the information available to the public on the website and Facebook.

13. 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
Broken street lights on the main footpath – repair expected by ECC after 1 <sup>st</sup> April 2016.
Local Highway Panel application in relation to ‘warning pedestrian’ signage opposite the ‘Hungry Horse’ – await progress from LHP
NGCA – information in relation to License – NGCA have referred the matter to Braintree District Council but as yet no response has been received.
New Noticeboard – delivery awaited

The report was otherwise noted and **accepted**.

**16/98: Financial Report**

16/98.1 Bank reconciliation

The bank reconciliation statement calculated to 30<sup>th</sup> September was noted and **accepted**.

16/98.2 Payments for approval

The following payments were **approved** –

Date	Cheque no.	Payee	Amount
20/9/16	102241	S Walker (expenses)	76.28
	102242 –		
	102246	salaries	3,365.44
	102247	HMRC	666.27
	102248	Essex Pension Fund	346.06
	102249	Paul Clark Printing Ltd	1870.00
	102250	Paul Clark Printing Ltd	550.00
	102251	Sutcliffe Play Ltd.	4974.00
10/10/16	DD	BT	112.06
16/10/16	DD	RAC	43.04
24/10/16	102252	J Callaghan (repair storage lights)	115.00
	102253	NGCA	11.00

102254	Eon	100.74
102255	DW Maintenance (grass cutting)	85.00
102256	A&J Lighting (annual inspection of lights And some repairs)	624.60
102257	S Walker (Clerk's expenses)	47.14
102258	The Royal British Legion Poppy Appeal	100.00
102259 –		
102263	salaries	3,226.91
102264	HMRC	631.47
102265	Essex Pension Fund	346.06
102266	EALC	75.00

16/98.3 To receive quarterly report  
The Quarterly report and progress against budget calculated to 30<sup>th</sup> September 2016 was noted and **accepted**.

16/98.4 To receive confirmation of compliance with Auto- enrolment legislation  
The Clerk confirmed that the staging date in relation to auto enrolment was 1<sup>st</sup> October 2016 and that all formalities have been complied with and a declaration of compliance has been filed with the Pension Regulator and accepted. In addition a member of staff has opted to join the pension scheme.

16/98.5 To receive report regarding banking arrangements  
The Clerk reported on her enquiries with Unity Trust Bank, CAF bank and Metro bank. It was noted that although no charge is made to bank with Barclays the number of errors that have occurred over the last 24 months have led to a substantial call on the Clerk's time at the expense of more fruitful tasks. Councillors therefore **agreed** to transfer banking arrangements being the current account and saver account to Unity Trust Bank.

16/98.6 Update on complaint to Barclays  
A substantive response is still awaited.

## **16/99 Substantive matters for discussion**

### **16/99.1 To consider progress in relation to potential RAFT upgrade.**

Nicola Murphy from Groundworks presented a draft questionnaire that can be used in hard copy form and online plus a draft flyer for a public consultation event. As a result of Councillors comments regarding content

and photos, it was agreed that she will update the documents with a view to progressing with the consultation both with young people and also to send the flyer to all residents by way of leaflet drop within a certain radius of the RAFT site. A question regarding interest in a youth bus may also be included.

The Clerk was able to report that she had spoken to the Clerk of Dunton Green Parish Council near Sevenoaks as they have installed two of the Pods. It was noted that the Pods do not have Wi Fi but Bluetooth for music to be played from another device such as a phone. There is a decibel limiter on the Pods which can restrict volume. Both youngsters and adults have used the Pods. They are powered by a hand crank that provides power for approximately the duration of two songs. The Clerk at Dunton Green considered on balance that the Pods were a success for the Community.

It was also noted that a complaint had been received from a member of the BMX action group in relation to the removal of the half pipe in the RAFT area with the assertion that this is a vindictive action and the complaint related to both the decision and process. A response had been made to him that as yet no final decision has been made in relation to the site.

#### **16/99.2 To note the content of the quarterly operational inspection of Play areas**

The report provided by Seagrave inspection Services were noted. Regarding the concerns of glass at the RAFT area the Clerk reported that the litter picking rota has been updated to make sure that the RAFT is inspected each and every day and a new large brush and pan set is available for the litter team to use to clear up any glass. Councillors requested that the Clerk obtain a quotation for the cost of painting the half pipe.

#### **16/99.3 To consider financial contribution in relation to fencing erected in the Parish**

Information regarding the cost of fencing around the Parish as a result of traveller incursions was considered. Councillor Price proposed that the Parish Council meet one half of those costs excluding the cost of VAT. This was seconded by Councillor Cooper and upon voting 4 members agreed the proposal and Councillors Butland, Cunningham and Paul being members of Braintree District Council abstained. The proposal was thus **agreed**.

#### **16/99.4 To receive update in relation to the future ownership of the area around 'Mrs Hedges'.**

It was noted that originally negotiations had taken place with Braintree District Council who had agreed to the siting of the new noticeboard at the site which was subsequently purchased and furthermore agreed in principle to the transfer the land only to discover that they did not own the site as the freehold is still vested in Countryside Properties. Councillors agreed that they would wish the site to be transferred to the Parish Council by Countryside at no consideration thus the only fees would be the Parish

Council legal fees. The Clerk will accordingly pursue matters with Countryside Properties.

**16/99.5 To consider issue of land ownership within the Parish**

It was noted that there are still a number of sites within the Parish that have still not been conveyed to Braintree District Council by Countryside Properties. The Parish Council had every reason to believe that this transfer of land had long since been completed. Councillor Butland reported that he had taken up the issue with the Chief Officer at Braintree District Council and an attempt will be made to resolve the issue with renewed vigour by the District Council.

**16/99.6 To consider issues surrounding the distribution of the Great Notley Times**

The Clerk reported that there have been some recent issues regarding the effective distribution of the Great Notley Times by the Distribution company who had more than once missed a couple of roads and a number of individual residents. It was noted that in the past when Councillors distributed the magazine it had not been effective as distribution had been spread over a considerable period leading to dissatisfaction by residents. Councillors requested that the Clerk obtain some alternate quotes for the service.

**16/99.7 To consider issues in relation to Policing in the Parish and Neighbourhood Watch**

The Clerk had attended a recent event where the Police and Crime Commissioner had suggested that the Parish Council promote the new online reporting tool on the Essex Police website as a more effective way of reporting for residents and suggested that approaches could be made to the Local Community Safety Partnership who set priorities for the area. Councillors agreed that the online reporting tool should be promoted using the Facebook page.

**16/99.8 To consider response to Local Government Finance Settlement consultation**

Councillors had no strong views on the issue and noted that representations had been made on the issue by the Braintree Association of Local Councils. Thus it was **agreed** that no representations be made.

**16/99.9 To receive update in relation to the A120 consultation group**

Councillor Crawford had attended the event in place of Councillor Heady who had not been available. It was noted that a feasibility study is to be carried out with a view to putting preferred options for the route of the A120 out to consultation in January 2017 with the aim to agree the preferred option in the autumn of 2017 with a route planned for 2020 onwards.

**16/99.10 To consider repair quotes**

- **Repair to the Storage Unit**

The quotation of £125.00 for the repair of tiles and guttering was **agreed**.

- **Repair to village sign**

The quotation of £260.00 for the repair to the base of the village sign was **agreed**. Councillors **agreed** in principle that the work be carried out and also requested that the Clerk obtain a quote for the sign to be stained with new varnish.

- **Van bulkhead**

It was noted that a request had been made by the litter team for the bulkhead to be ply lined and a quote of £120 had been obtained. It was noted that the van is a working van used to transport rubbish therefore a certain degree of smell is to be expected. Thus Councillors **agreed** that it would not be necessary or cost effective to carry out this work and **declined** to provide authorisation. It was also noted that the renewal of the van insurance is due and Councillors authorised the Clerk to **agree** the inclusion of a no claim bonus protection payment within the renewal premium.

**16/99.11 To approve meeting dates for 2017**

A schedule of meeting dates was presented. It was noted that the Clerk had liaised with Braintree District Council in an attempt to avoid clashes of meetings for the District Council members. The dates were agreed subject to amendment of the meeting date on 20<sup>th</sup> March 2017 when both the Chair and Vice Chair are unavailable.

**16/99.12 To consider arrangements for Parish Events**

- **Remembrance Service**

Councillors confirmed their availability to assist with the event. It was noted that one flagpole has been damaged but every effort will be made for both flags to be flown during November.

- **Torchlight procession**

Councillors confirmed availability for the event. In addition Councillor Heady proposed that the proceeds of the collection will be donated to Farleigh Hospice and this was **agreed** by all members.

**16/100: Planning applications, Tree Preservation Orders and other planning matters.**

**16/100.1 New Planning Applications**

Application No.	Application	Agreed Representations
16/01558/FUL	Land North of A131 at Avenue East, Skyline, Great Notley - Erection of 20MW standby electricity generation facility and	No comment



	ancillary works	
16/00264/TPO	3 Thirlmere Close, Great Notley – work to tree covered by a Tree Preservation order	As a result of considering the comments from the Tree Warden no objection
16/00267/TPO	86 Skiddaw Close, Great Notley – work to tree covered by a Tree Preservation Order	As a result of considering the comments from the Tree Warden no objection
16/01656/FUL	8 Teal Close, Great Notley – erection of part single part two storey rear extension	No comment
16/01541/FUL	17 Ennerdale Avenue, Great Notley – erection of dwelling and new dropped kerb following demolition of double garage	It was noted that the proposed new property would be a very tight fit for the site and concerns were raised in relation to the potential overdevelopment of the site, the impact on the street scene and whether there would be sufficient parking provision especially on a road that become particularly congested due to its proximity to White Court School. No objections from neighbours appear to have been logged against the application. Councillors <b>agreed</b> not to formally object but to provide a letter of comment to Braintree District Council requesting that the above concerns are considered when the application is determined by them.
16/01698/FUL	9 Thatcher’s Way, Great Notley – erection of single storey rear extension	No Comment

## 16/100.2 Results of Planning applications to Braintree District Council

The following results notified by Braintree District Council were noted. In addition it was noted that the application by Crest Nicholson to erect 96 houses on London Road had been granted.

Application number	Application	Result
16/01250/FUL	19 Wood Way, Great Notley – removal of conservatory and erection of single story rear and second story side extension, garage conversion, extend driveway and dropped kerb	Withdrawn
16/01158/FUL	Notley Green School, Blickling Road, Great Notley - Proposed extension and alteration of existing car parking area, re-modelling of pedestrian entrance and relocation of bike storage along with associated works	Granted
16/01135/FUL	Slamseys Farm, Blackley Lane, Great Notley - Prior notification of	Prior approval not

	agricultural or forestry development - Proposed erection of general purpose farm building	determined
16/00212/TPO	87 Derwent Way, Great Notley - Notice of intent to carry out works to trees protected by Tree Preservation Order 25/10 - Remove branches back to the boundary from 2 Ash trees and 1 Oak and Reduce crown from 1 large Oak by 2 metres and cut back all young growth back to primary branches structure trees are on land beside the property	Refused
15/00391/FUL	Land at Avenue West, Skyline business Park, Great Notley – erection of food store including associated car parking and landscaping	refused
16/01474/FUL	43 Great Notley Ave, Great Notley – erection of single storey front/side extension	Granted

### **16/100.3 To consider response to further proposals in Braintree District Council Draft local plan**

- GRNO 621 – Oaklands Public House and Carpark, Notley Green, Great Notley  
Considered earlier in the meeting.
- BLAN 633 – 197 – 201 London Road, Black Notley  
No comment.
- BLAN 637 – St Kitts, Baker’s Lane, Black Notley  
No Comment.
- BRAW 647 – Queenborough Lane, Braintree  
It was noted that the likelihood is that such a development would impact upon the services and facilities located in the Parish of Great Notley and therefore a comment be made that there would be a need to provide appropriate infrastructure to support such a development.

### **16/101: Committee Reports**

#### 101.1 District/County Update

Councillor Cunningham informed the meeting that he has been dealing with issues raised by residents in Thatcher’s Way particularly in relation to the land transfer between Countryside and Braintree District Council. There is an issue in relation to ongoing maintenance prior to the transfer being completed.

### **16/102: Any Matters to be raised by members for the next agenda**

None.

Councillor Butland wishes it to be noted that the manner in which Councillor Price had represented the Parish Council at a recent planning committee meeting at Braintree District Council had been impressive and was a credit to the Parish Council.

Meeting concluded at 9.21pm