



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 23<sup>rd</sup> October 2017 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

Present: Councillors Cunningham (Acting Chair) Crawford, Price, Cooper, Arthur, Griffin and the Clerk

A representative from the NGCA and a representative from Groundworks East were present.

No members of the public were present

In the absence of both the Chairman and Vice-Chairman Councillors **agreed** that Councillor Cunningham should act as Chairman for this meeting.

**17/95: Apologies**

Received from Councillors Heady, Ricci and from County Councillor Butland.

**17/96: Declarations of Interest**

Councillor Cunningham declared a non-pecuniary interest as a member of Braintree District Council and of the planning committee of that council.

**17/97: Public Question Time**

No members of the public were present. Brendan Cassidy the Chairman of the Notley Green Community Association (NGCA) wished to speak in relation to the defibrillator project. Councillors therefore agreed to deal with that agenda item at this point in the meeting and to allow Mr Cassidy to speak.

**17/102.4 To consider acquisition of Community Defibrillators**

Mr Cassidy had sought quotes for a defibrillator and received two quotes one from the Community Heartbeat Trust a charitable organisation and one from Heartsafe a commercial organisation. He preferred the Community Heartbeat Trust as it provided a managed solution where the trust retain ownership for up to ten years and for an annual fee cover maintenance and insurance. There would be a requirement to inspect the device each week. The cost is just under £2,000 for the equipment plus there is a fee to install.

Councillor Crawford arrived at this point.

The trust can provide a training course within the cost. There would be ongoing costs of around £120 per annum to replace consumables. Discussions took place regarding grant funding sources. In principle the NGCA felt able to cover funding of the device to be installed at their building and the Parish Council will need to liaise further with the Church regarding the second device. Matter to come back onto the next agenda for further consideration.

Councillors agreed to deal with the RAFT agenda item at this point of the meeting to enable Nicola Murphy from Groundworks to speak.

#### **17/102.1 To receive progress update in relation to upgrade of the RAFT area**

Nicola confirmed that funding applications have been submitted to Tesco, the Community Initiative fund, the Essex Community Fund and Greenfields. Due to the sheer number of applications the Essex Community Fund had turned down that application but a response is awaited in relation to the remainder. Responses will dictate how the project will proceed.

The Clerk reported that Braintree District Council has confirmed that contrary to previous indications it will only grant a legal interest in the land to the Parish Council on the basis of a 30 year lease. Councillors requested that the Clerk impress upon the District Council that in view of the substantial investment in the area it would wish to have a renewal clause in the lease and would wish to be clear on which trees would be included in the area to be leased. Also, Nicola will make sure that the funders are aware of the situation.

#### **17/98: Minutes of the Meeting of the Council held on 4<sup>th</sup> September 2017 & progress update**

The minutes of the meeting held of 4<sup>th</sup> September 2017 were **agreed** by Councillors as a correct record and signed by the Acting Chair.

#### **17/99: Chairman's report**

Nothing to report.

#### **17/100: Parish Clerk's Report**

The Clerk reported as follows –

1. I have referred residents' issues regarding concerns over duck welfare to the District Councillors.
2. I have received communications from two residents in Framlingham Close and Colville Close respectively in relation to highway damage who were concerned that repairs to the road were not being carried out as the roads are un-adopted. I referred the issue to Councillor Butland who was able to ascertain that both roads are adopted.
3. I contacted Essex Bootcamp with the instruction that they may not use the Levens Way Play area. I have circulated the response received whereby they agree not to use the area in future.
4. The annual service was carried out on the Parish Council van on 5<sup>th</sup> September 2017. The only issues that were mentioned are that both front

and rear brake pads are 5% worn. It was also reported that both front tires have a tread of 6mm and both rear tyres a tread of 7mm. No other issues were raised.

5. On 11<sup>th</sup> September 2017 I attended an EALC course in relation to the new Data Protection Regulations and will report to you separately with more details of requirements.
6. On 19<sup>th</sup> September 2017 I attended alongside Councillor Heady the EALC AGM and also the Council Awards ceremony where the Parish Council was formally presented with the Foundation Award certificate.
7. At request of Chairman I have referred substantial amount of advertising at Tescos opposite petrol station to Braintree District Council who advise me that the adverts have now been removed.
8. I attended the joint Councillor training event held with Little Waltham Parish Council on 2<sup>nd</sup> October 2017.
9. On 9<sup>th</sup> October I attended a meeting with the senior ranger at the Great Notley Country Park. Issues discussed involved repair to equipment, anti-social behaviour, defibrillators, a potential new zip wire at the park and the issue of problem parking created as users do not wish to pay for parking at the facility. I have publicised the season ticket scheme run by the park both on the Parish Council's Facebook page and (at the request of the Chairman) by approaching other local Parish Councils.
10. The following information has been received and in consultation with the Chairman it is simply to be noted as having been received –
  - Update on A12 widening and A120 improvements
  - Uttlesford District Council consultation on statement of Community Involvement
11. 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
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
Response from Tree Warden regarding dedication of trees
Progress regarding acquisition of Mrs Hedges and Unity Hand sculptures – response to Solicitors awaited from Countryside Properties.

The report was **accepted** and the Clerk was requested to circulate the schedule of street light inspection for Councillors to deal with.

## 17/101: Financial Report

### 17/101.1 Bank reconciliation

The bank reconciliation statement calculated to 30<sup>th</sup> September 2017 was noted and **accepted**. It was requested that in view of the high balance in the current account that money be transferred into the saver account to gain some interest.

### 17/101.2 Payments for approval

The following payments were **approved** –

#### Direct Debits

10/9/17	BT	Phone and internet	61.31
30/9/17	Unity	bank admin charge	18.00
10/10/17	BT	Phone and internet	61.49

#### Online payments authorised and made on 22<sup>nd</sup> September 2017

Salaries			3,265.68
Clerk's expenses			310.34
HMRC	Tax and NI		740.62
Essex Pension Fund	pension contributions		521.03
EALC	Fee for assessing Foundation award		80.00
JCS External Solutions	Repair work to storage unit		430.00
Paul Clark Printing Ltd	Printing of magazine	1,600.00	
	Distribution of magazine	<u>550.00</u>	2,150.00
Fenland Leisure	Spring for bouncy bike	142.56	
	Spare handles for bike	<u>52.96</u>	195.52
Seagrave Inspections	Play area inspection		84.00
D Wallace	Grass cutting June	35.00	
	Grass cutting August	<u>35.00</u>	70.00
Richard Edwards LLP	External Payroll provision		98.10

#### Online payments authorised and made on 17<sup>th</sup> October 2017

Salaries			3265.88
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Clerk	Expenses	31.94
HMRC	Tax and NI	740.42
Essex Pension Fund	pension contributions	521.03
EALC	Training event fee (50%)	175.00
Chelmsford Safety	PPE for litter team	115.48
Eon	Electricity for streetlights	110.18

### **Cheques**

23/10/17	19	NGCA hall hire	11.00
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17/101.3 To receive Quarterly financial report

The Quarterly financial report calculated to 30<sup>th</sup> September 2017 was received and **accepted**.

In relation to other financial matters it was noted that the renewal of the van insurance has been quoted at £729.00. In view of the increase in insurance renewal tax this was the best quote the brokers could find and Councillors **agreed** to proceed on that basis. Also, the Clerk had via the SLCC come across a company that reviews utility bills to find more competitive alternatives and Councillors **agreed** to proceed with enquiries.

### **17/102 Substantive matters for discussion**

#### **17/102.1 To receive progress update in relation to upgrade of the RAFT area**

Dealt with earlier in the meeting.

#### **17/102.2 To Review the following play area matters**

- **Quarterly operational inspection report**  
It was noted that the new roundabout has now been installed but the wetpour has yet to be laid and this needs to be chased up with the contractors. The handle from the bouncy bike has again been removed and needs to be repaired. Otherwise all other matters for monitoring.
- **Risk assessments for both the RAFT and Levens Way play area**  
Draft risk assessments were formally approved.

**17/102.3 To receive update on issues surrounding litter prevention litter bins and dog issues.**

It was noted that a bin at Queenborough Lane has been broken and as this is a bin owned by Braintree District Council it is to be referred to them for repair. Discussions then took place regarding five new litter bins and the need to have a larger hard standing and associated costs. The suggestion of an additional bin by Chestnut Avenue was rejected in view of the close proximity of existing and proposed bins. Councillors requested that the Clerk approach Braintree District Council to see if a better price could be obtained for installation. Regarding the replacement of other Parish Council owned bins a review of their state will take place alongside the review of the Assets Schedule in May.

**17/102.4 To consider acquisition of Community Defibrillators**

Dealt with earlier in the meeting.

**17/102.5 To consider Company vehicle Policy**

The draft policy had been updated as a result of input from the last meeting and Councillors formally **approved and adopted** the policy.

**17/102.6 To consider hygiene issues relating to the van**

The comments of the litter team were noted in relation to the smell generated by the litter sacks. Councillors considered that possible solutions included retro fitting a ventilator, additional ply lining and the purchase of a trailer. Costs to be investigated and then the issue considered at the next meeting.

**17/102.7 To receive report and consider actions in relation to forthcoming changes to Data Protection Legislation**

The Clerk had provided a detailed written report to Councillors in relation to the requirements of the new General Data Protection Regulations which will come into effect in May 2018 and the impact upon the Parish Council. This was **noted** by Councillors and the Clerk will bring updated policies before the Parish Council for approval to enable the council to be compliant with the legislation in due course.

**17/102.8 To consider representation in relation to Braintree District Council's 'Compact' consultation**

No comments.

**17/102.9 To consider representation in relation to Essex County Council's Mobile library consultation**

It was noted that at present the mobile library van stops near the GP surgery and there are an average of 6.33 visitors and at Derwent Way near the pond with an average of 3.83 visitors. The proposal is to only stop by the Derwent Way pond on a less frequent basis. Councillors **agreed** to submit a representation that if there is only to be one stop in the Parish and in view of the

fact that there is a greater footfall when the van is parked near the GP surgery then in future it should stop there as this is more of a 'community hub' area.

#### **17/102.10 To consider issues surrounding parking in the Parish**

It was noted that there has been an increase of parking near Notley Green school. As a result of enquiries made by the Clerk the school advise that this is a result of building work at the school which has temporarily reduced the capacity of their car park. The school will be speaking to staff in relation to considerate parking outside school grounds and will be writing to local residents to advise of the temporary situation which they hope will be concluded by Christmas.

Councillors also discussed the concern of parking on grass verges within the Parish. Councillors agreed that the Clerk should approach Swan Housing in relation to vehicles parked on the grass verge at Ploughman's Lane as they manage the social housing in that area. The Clerk confirmed that as it is down to the land owner to enforce this issue she will refer incidents reported to her to either Braintree District Council or Essex County Council for enforcement. There have been occasions where it has transpired that a grass verge is owned by a householder. Councillor Arthur suggested that bollards may be installed to deter such activity.

#### **17/102.11 To consider whether to participate in Christmas tree festival**

The Parish Council are not in a position to provide an entry for the festival but Councillors **agreed** to sponsor a prize of up to a value of £50.00 and that the festival may be promoted by the Parish Council using its social media sites and on boards.

#### **17/102.12 To consider Parish Council's entries in Braintree District Council's Open Spaces Action Plan**

The current entries were considered and **approved**.

#### **17/102.13 To consider policy in relation to early consultation with the Parish in relation to planning matters.**

The written policy which embodies the agreed arrangement for early consultation was considered and **approved**.

#### **17/102.14 To consider issues in relation to the storage unit**

It was noted that the previous damage has now been repaired and the Clerk had investigated options regarding vegetation to deter balls being kicked against the unit and causing further damage. Braintree District Council as landowner has agreed that vegetation may be planted provided the Parish Council are responsible for the plants. As a result of the Clerk's investigations Councillors **agreed** that the Parish Council purchase 4 Berberis bushes and plant them at the side of the unit.

## 17/102.15 To agree dates for Parish Council meetings during 2018

The schedule of dates provided by the Clerk was **agreed**.

## 17/102.16 To consider arrangements for Community Events

- **Remembrance Service**  
Arrangements for the service were finalised. The Clerk will remind residents of the service on Facebook in view of the possible delay for traffic. Councillor Cunningham will speak to Braintree District Council regarding the car carrying advertising parked opposite the Memorial.
- **Torchlight Procession**  
Arrangements were discussed. Councillors Arthur and Crawford will take up the issue of provision of food by local shops. The fee for the band was **agreed** at £300. It was suggested that the Church may wish to nominate a charity for consideration by the Parish Council as the nominated charity for the event.

## 17/103: Planning applications, Tree Preservation Orders and other planning matters.

### 17/103.1 New Applications within the Parish

Application No.	Application	Comments
17/00291/TPO	12 Ellen Way, Great Notley – to carry out work to tree covered by Tree Preservation Order	As the Tree Warden has proposed no objection then there will be <b>no objection</b> raised by the Parish Council
17/01650/FUL	Plot 1, 110 Avenue West, Skyline business park, Great Notley - Erection of a vehicle workshop with offices over, car parking, landscaping and associated development	It was noted that the site will not be for the use of the general public and the access will be facing into Skyline business park. Conditions are suggested to monitor noise and for lights to be switched off. Thus. the Parish Council has <b>no objection</b> to the application
17/00303/TPO	5 Derwent Way, Great Notley – to carry out work to tree covered by Tree Preservation Order	Comments awaited from Tree Warden so no comment at present.
17/01710/FUL	1 The Square, Great Notley - Installation of new Timpson Dry Cleaning unit to hard standing area within car park. Installation of associated advertisements and anti-ram raid bollards	Councillors considered the positioning of the pod and <b>agreed</b> to raise a concern with the planning department in relation to safety. The proposal is to place the pod opposite the main entrance to the store. That area is often congested by deliveries and those entering the store. In addition it is a very busy car park which is also used as a cut through and there is a danger that this will be



		a blind bend presenting a safety issue.
17/01711/ADV	1 The Square, Great Notley - Installation of signage - 3 x aluminium fascia signs internally illuminated. (1, 2 and 3), 2 x aluminium panels with full gloss laminated digital graphic (4 and 5). 2 x aluminium panels with full gloss laminated digital graphic (7 and 8).	No comment
17/01833/FUL	56 Skiddaw Close, Great Notley - Conversion of existing conservatory to habitable room with small addition	No comment
17/01814/FUL	46 Cuckoo Way, Great Notley – erection of single storey rear and side extension	No comment
17/01856/FUL	7 Daphne Close, Great Notley – retention of wooden picket fence erected inside the boundary of the front garden	No comment

In addition an application has been received which will be on the November agenda for 31 Ragley Close, Great Notley. No plans are available online so it was requested that the situation is clarified with the planning department and an extension of time requested to enable the application to be properly considered at the next meeting.

### **17/103.2 Results of Planning applications to Braintree District Council**

The following planning results were **noted**

<b>Application number</b>	<b>Application</b>	<b>Result</b>
17/00450/REM	Plot 2 Avenue North, Skyline business park, Great Notley - Application for approval of Reserved Matters for Access, Appearance, Landscaping, Layout, and Scale pursuant to outline planning permission 07/00437/OUT (An amended proposal for the development of part of the Skyline 120 Business Park)	Granted
17/01058/FUL	73 Pochard Way, Great Notley - Garage conversion and extension with increased ridge level to form first floor office space.	Granted

### **17/104: Committee Reports**

#### **17/104.1 District/County Update**

No reports.

#### **17/105: Any Matters to be raised by members for the next agenda**

Trees for dedication, liaison with schools in relation to litter, the potential provision of extra resources to deal with litter in bushes, police liaison.

Meeting concluded at 9.26