



Minutes of the Meeting of Great Notley Parish Council Held on Monday 12th September 2016 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Heady (Chair), Crawford, Ricci, Paul and the Clerk.

1 member of the public was present.

16/81: Apologies

Received from Councillors Butland, Cunningham and Price and Councillor Cooper had advised that he would be arriving late.

16/82: Declarations of Interest

Councillor Heady declared a non-pecuniary interest in agenda item 16/88.3 as he is acquainted with the current internal auditor.

16/83: Public Question Time

A member of the public stated that she had been in contact with Braintree District Council regarding the maintenance of trees adjacent to her property at Notley Green but had not received a response. It was explained that whereas the Parish Council are not responsible for those trees Councillor Ricci will raise the issue with Braintree District Council in his capacity of District Councillor in order to ascertain who is responsible for maintenance of the trees.

16/84: Minutes of the Meeting of the Council held on 25th July 2016 & progress update

The minutes of the meeting held on 25th July 2016 were **agreed** by Members as a correct record and signed by the Chair.

16/85: Chairman's report

The Chair noted his disappointment that the minutes of the Essex County Council A120 consultation group meeting that took place on 16th May 2016 have still not been made available despite the Parish Council chasing up the matter 3 times and also the County Councillor raising the issue. It was noted that the Chair is not available to attend the next meeting but that Councillor Crawford will attend in his place.

At this point Councillor Cooper arrived.

16/86: Parish Clerk's Report

The Clerk reported as follows –

1. I am pleased to confirm that there are now 15 volunteers involved in the Parish Paths Partnership scheme and that 3 survey walks have been held. I am in liaison with the relevant officer at Essex County Council regarding the progress of this matter and future working groups.
Agreed to progress with the arrangement of a working group for Pathway 26.
2. The working group at Cuckoo Wood in July was poorly attended and the August session was cancelled due to the ill health of the officer at Braintree District Council. However the summer walk was well attended and it is intended to organise future events at the wood to maintain public access.
3. As BT have now increased the capacity in the Parish for fibre optic broadband, as previously agreed I have updated the broadband connection for the Parish Council to the new infinity package.
4. The work to upgrade the surface in Levens Way Play area has been completed. In addition I have ordered the missing small spare parts for the multi-play and rocking bike and delivery is currently awaited.
5. The two new Parish Council litter bins have been delivered by Broxap and have been installed.
6. John Slade has repaired more broken guttering at the Storage unit. The side of the unit facing the field continues to look dirty due to balls being kicked against it.
7. There appears to be an issue with the sensor controlling the lights at the storage unit so I have asked the electrician to check and provide a quote for any remedial works.
Agreed to accept quotation of £120 for the work.
8. I will shortly be making arrangements to organise the Remembrance Service which will take place on Sunday 13th November 2016. If any Councillor wishes to assist me please let me know.
Agreed to maintain the current format of the service and the Clerk will liaise with Councillors for assistance setting up on the day.
9. Finally I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Land transfer between Countryside Properties and Braintree District Council.
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.
Clearance of vegetation and rubbish in Panners Pond – await Braintree District Council
Local Highway Panel application in relation to 'warning pedestrian' signage opposite the 'Hungry Horse' – await progress from LHP
NGCA – information in relation to License
New Noticeboard – delivery awaited

Repair of certain street name signs – await Braintree District Council
Repair of street lights on A131 leading from the Hungry Horse to the A120 interchange

Councillors expressed concern that the street lights adjacent to the Hungry Horse have been broken for over 12 months and in addition a railing outside the Hungry Horse is now damaged. It was requested that the Clerk refer those issues to Councillor Walters to take up with County. It was noted that some of the items had been on the list for some considerable time.

16/:87: Financial Report

16/86.1 Bank reconciliation

A bank reconciliation statement calculated to 31st August 2016 was presented and **accepted**.

16/86.2 Payments for approval

The following payments were formally **approved** –

27/7/16	102212 –		
	102213	Salary payments	1,826.20
15/8/16	DD	BT	66.25
16/8/16	DD	RAC	44.02
22/8/16	102214	Chelmsford Safety	69.48
	102215	Post office counter (van tax)	230.00
	102216	PKF Littlejohn	360.00
	102217	SLCC Essex	7.50
	102218	JCS External solutions	70.00
	102219	Signs of Cheshire	1,500.00
	102220	F Illman (wood)	8.00
	102229	S Walker (expenses)	25.15
	102230 –		
	102234	salaries	3,365.24
	102235	HMRC	666.47
	102236	Essex Pension Fund	346.06
	102237	NGCA	11.00

10/9/16	DD	BT	70.87
12/9/16	102238	Seagrave Inspection Services Ltd.	72.00
	102239	Richard Edwards LLP	94.50
	102240	S Walker (for van service)	£219.09

16/86.3 To note complaint in relation to service received from Barclays bank.

It was noted that Barclays Bank had incorrectly stopped four cheques hence the fact that two fresh cheques had to be drawn to cover salary payments. The Essex Pension Fund had managed to represent their cheque and obtain payment and there is an ongoing issue with HMRC regarding a cheque that was stopped but that their system shows as being cleared.

The Chair stated that this is the third time this year that a complaint has had to be made to Barclays regarding the service received. It was **agreed** that the Clerk will look into the possibility of moving banking services to another bank and the available accounts on offer and report back to a future meeting.

16/88 Substantive matters for discussion

16/88.1 To consider report in relation to the RAFT.

Nicola Murphy from Groundworks was present and presented a report to Councillors in relation to suggestions for the upgrade of the RAFT area. In relation to the Wi Fi enabled Pod Councillors wished to view such an item in situ and if necessary speak to a Council who have installed such an item. Nicola agreed to find out where such an item has been installed. Councillors were ill disposed in relation to the possibility of ground based trampolines.

It was noted that the next stage would be a consultation process which would include the schools who were previously consulted together with an open evening for residents and a more targeted local consultation. Nicola agreed to prepare the consultation document for Councillors to consider at the next meeting.

16/88.2 To consider Essex County Council's Local bus network consultation

It was noted that the Parish Council has publicised this consultation on the noticeboards and on social media. Having considered the proposals in the document Councillors had no comments to make.

16/88.3 To receive report of outcome of audit and approve appointment of internal auditor

It was noted that the external audit has been concluded and a clear audit has been provided. Councillors **agreed** to approve Allan Clements to continue to be the internal auditor for another year.

16/88.4 To receive an update in relation to fencing being erected in the Parish

It was noted that further to the recent traveller incursion Braintree District Council has erected various fencing in the Parish. It was noted that some comments had been received on social media as to the standard of the work. It was **agreed** to seek the assurances of Braintree District Council that they are content with the standard of work. The final precise amount of payment to be made in relation to the work to be agreed at a future meeting.

16/88.5 To receive update in relation to the future ownership of the area around ‘Mrs Hedges’.

This was an issue being followed up by Councillor Cunningham. As he was not present matter to be considered at the next meeting.

16/89: Planning applications, Tree Preservation Orders and other planning matters.

16/89.1 New Planning Applications

Application No.	Application	Response
16/01250/FUL	19 Wood Way, Great Notley - Removal of conservatory and erection of single storey rear and second storey side extension, garage conversion, extend driveway and dropped kerb	No comments
16/00212/TPO	87 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	In view of the comments from the Parish Council Tree Warden no objection.
16/00231/TPO	22 Levens Way, Great Notley – work to tree covered by Tree Preservation Order	In view of the comments from the Parish Council Tree Warden no objection.
16/00242/TPO	78 Skiddaw Close, Great Notley – work to trees covered by Tree Preservation Order	In view of the comments from the Parish Council Tree Warden no objection.
16/01474/FUL	43 Great Notley Avenue, Great Notley – erection of single storey front/side extension	No comments

16/89.2 Planning Applications outside the Parish

16/00605/FUL	Land adjacent to Baker’s Lane, Black Notley - Erection of 97 residential dwellings (Inc. Affordable Housing) and the creation of a new primary vehicular access from London Road and new vehicular accesses from London Road and Bakers Lane. The provision of open space (Inc. children's play area), sustainable urban drainage systems; associated landscaping, infrastructure and earthworks – further information added to planning application	It was noted that the Parish Council had previously commented on this application on the principles of the proposal being in an area contrary to the current development plan and had further commented within the local plan context that there should be a masterplan for the development of the area as a whole and as the amendments to the application have no impact on those comments it was agreed no further comment to make.
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16/89.3 Results of Planning applications to Braintree District Council

The following decisions of Braintree District Council were noted -

Application number	Application	Result
16/00952/FUL	77 Wood Way, Great Notley – proposed loft conversion and internal modifications	Granted
16/00873/VAR	180 London Road, Great Notley - Application for variation of condition no. 2 of approved application 14/00369/FUL (Demolition of existing bungalow and the erection of four one and a half storey houses) plot 4 to be amended from a 3 bedroom house to a 4 bedroom house	Granted
16/01141/FUL	5 Peshurst Place, Great Notley – erection of part two storey part one storey rear extension	Granted

16/90: Committee Reports

90.1 District/County Update

Councillor Ricci informed the meeting that decisions in relation to the Braintree District Council local plan will be delayed until the meeting to be held on 7th February 2017 in order to tie in with the local plans in Uttlesford and Colchester where they has been a substantial amount of liaison with those local authorities. This will not disrupt the long-term strategic timeline. In relation to the plans of Chelmsford City Council the liaison has not been as close as with other neighbouring Districts, however Councillor Ricci confirmed that this has not unduly or adversely influenced views being put forward to the City Council in relation to potential adverse impact on the Parish of Great Notley.

16/91: Any Matters to be raised by members for the next agenda

Policing and Neighbourhood Watch.

Meeting concluded at 8.30pm