



Minutes of the Meeting of Great Notley Parish Council Held on Monday 4th September 2017 at the Community Centre Great Notley

Meeting commenced at 7.30pm

Present: Councillors Heady (Chair) Arthur, Crawford, Cunningham, Griffin and the Clerk

County Councillor Graham Butland was present for the latter part of the meeting.

No members of the public were present

17/84: Apologies

Apologies for non- attendance received from Councillors Ricci, Price and Cooper.

17/85: Declarations of Interest

Councillor Heady declared non-pecuniary interests as follows

agenda item 17/90.4 as he is acquainted with Mr Clements

agenda item 17/92.3 as he lives in the vicinity of the property concerned

Councillor Crawford declared a non-pecuniary interest in agenda item 17/92.1 application 17/00273/TPO as he is acquainted with the applicant.

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

17/86: Public Question Time

No members of the public were present.

17/87: Minutes of the Meeting of the Council held on 24th July 2017 & progress update

The minutes of the meeting held on 24th July 2017 were **agreed** by Members as a correct record and signed by the Chair.

17/88: Chairman's report

The Chairman reported that as usual he had been in liaison with the Clerk on a variety of issues. In particular the issue of a car advertising cars for sale had been reported to the District Council who are considering an innovative initiative to try and deal with the matter District wide. He also made reference to other issues in which he had been involved during the meeting.

17/89: Parish Clerk's Report

The Clerk reported as follows –

1. Regarding the P3 scheme I met with one of the volunteers who will act as the co-ordinator. We are liaising to set up some initial dates for future events.
2. I have spoken to the Tree Warden in relation to the dedication of trees for former longstanding Councillors and he is looking into progressing that matter.
3. A substantial encroachment on land at the rear of Pochard Way was reported via Facebook which I have referred to Braintree District Council as landowner.
4. The signatory arrangements for the bank and savings accounts have now been updated.
5. The Parish Council has been awarded Foundation status within the Local Council Awards Scheme and the formal certificate will be presented to myself and the Chairman at the EALC AGM on 19th September 2017. *Councillors expressed thanks to the Clerk for her efforts in enabling the Parish Council to obtain this award.*
6. I have circulated information regarding a roadshow by UK Power Networks so if anyone wishes to go do let me know.
7. I have circulated an update in relation to the Youth bus scheme and you will note that it will be coming back to the Parish on 4th September 2017.
8. 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
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

The report was otherwise **accepted**.

17/90: Financial Report

17/90.1 Bank reconciliation

At this point in the meeting Councillor Cunningham arrived.

Bank reconciliation statement calculated to 31st August 2017 was presented and **accepted**.

17/90.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/8/17	BT	phone/broadband	57.73
20/8/17	RAC	fuel card	42.01

Online payments made on 22nd August 2017

Salaries			3,265.68
Clerk's expenses			11.20
HMRC	Tax and NI		740.62
Essex Pension Fund	pension contributions		521.03
NGCA	room hire (June and July)		22.00
PKF Littlejohn	External Audit fee		480.00
EALC	Fee for Data Protection course		45.00
Ingleton Wood LLP	Structural Survey report		780.00

Cheques

21/8/17	15	Letchwood (Agency Clerk fee)	50.00
21/8/17	16	Post Office Ltd vehicle tax for van	240.00
21/8/17	17	Clerk (to cover cost of van service)	225.76
4/9/17	18	P Heady expenses	15.62

17/90.3 To consider reinvestment of Saffron Bond

The Clerk confirmed that the bond has expired but that the money is invested in an interest bearing account with the society. The Parish Council cannot decide how much to reinvest in a bond until the results of the grant applications for the RAFT so a decision on reinvestment was deferred to a future meeting.

17/90.4 To receive result of external audit and appoint Internal Auditor

The Clerk reported that the external audit has been concluded and a clear certificate provided with no caveats or conditions.

Councillors **agreed** to re-appoint Mr Allan Clements to act as the internal auditor for the Parish Council.

17/91 Substantive matters for discussion

17/91.1 To receive progress update in relation to upgrade of the RAFT area

The Clerk confirmed that grant applications have been submitted by the Parish Council's consultants to the Tesco 'bags of help' scheme, the Greenfields fund and the Essex County Council Community Initiative Fund (CIF). The expression of interest in the CIF fund has been accepted and a full application will now be submitted.

Braintree District Council has offered the Parish Council a 30 year lease for the area. The Parish Council previously advised BDC of a wish to acquire the freehold. Councillor Cunningham will speak to the cabinet member regarding this issue and the way forward discussed another time.

17/91.2 To consider issues in relation to Levens Way Play area

- **To consider issues surrounding repair of roundabout**

It was noted that there has been a delay as the Essex County Council tree officer inspected the tree in the area. Although she confirmed that the tree was in good condition she initially stated that the roundabout should not be replaced in that position. She has now reconsidered her view and confirmed in writing that the roundabout may be replaced in its original position but raised some issues regarding groundworks and damage to the tree roots. The Clerk has provided information regarding the installation and is awaiting confirmation from the officer that the position is acceptable. Councillors requested that the Clerk press the officer to deal with this issue as soon as possible. It was confirmed that when Wicksteed attend the site to deal with the roundabout they can also reinstall the vandalised bouncy bike and repair the damaged grass safety matting.

- **To consider the Parish Council's position in relation to the use of the area by Bootcamp**

The local bootcamp had posted a video on Facebook showing them exercising in the play area and in particular carrying out resistance exercise using the climbing frame. After discussion and noting that the area is designed for children up to the age of 8 as stated on the signage it was agreed that the Clerk should contact bootcamp and ask them to refrain from using the play area with immediate effect. They should also be asked to withdraw their promotional videos from Facebook as it is not acceptable to use the area to promote their business. No action to be taken in relation to the thread of comments on the Parish Council's Facebook page relating to this issue.

17/91.3 To consider issues in relation to the production of the Great Notley Times magazine

Further to the quotations received to print the magazine the current printer

has agreed to better the cheapest quote and in view of the good working relationship and quality of magazine being produced coupled with the reduced fee Councillors **agreed** to continue to use Paul Clark Printing to produce the magazine.

In relation to distribution the Clerk had enquired in relation to the Royal Mail 'Door 2 Door' service but had ascertained that there is a minimum cost of £500 for each distribution and that dates for distribution could not be guaranteed. Councillors **agreed** to continue with current distribution arrangements as the cost was similar and dates for distribution can be guaranteed together with a swift distribution of the magazine.

17/91.4 To consider initiatives surrounding litter prevention and dog issues.

The Clerk had liaised with the promotions department and the enforcement team at Braintree District Council to obtain information for a campaign. It was **agreed** that Councillor Arthur will lead on an anti-litter and anti-dog fouling issues and will liaise with the Clerk.

17/91.5 To consider acquisition of new litter bins

The Clerk provided a map showing the location of all the current litter bins in the Parish. After discussions it was agreed to install new bins in the following locations (subject to the consent of Braintree District Council being the land owner) –

On the spine footpath by the Ellen Way cut through

On the spine footpath by the Buttermere cut through

In front of the Co-op store

Also to replace the bin on the fence by the Parish Council noticeboard adjacent to Notley Green school with a larger bin on the ground and to replace the bin that had been destroyed in the Community Centre play area.

For the sake of clarification it was confirmed that although there will be additional bins on the main footpath the Parish Council's policy precluding the van being driven on the paths save in cases of emergency remains in place. It was agreed not to pursue the possibility of a further bin being installed in the Levens way playground

17/91.6 To consider issues surrounding liaison with the Police

Councillors have attended recent police meetings. In addition as a result of liaison with the Police additional patrols have been taking place within the Parish and the local sergeant has proactively contacted the Clerk to report on progress. It was agreed to disseminate to the community the results of the Parish Council's representations and also to remind residents of the importance of reporting issues to the Police and that they can do so online.

17/91.7 To consider response to Community Transport Scheme Consultation

The consultation relates to an increase in fares of the scheme. It was noted that the costs are still favourable in comparison with other available modes of transport in the area. Councillors therefore **agreed** not to make

representations in relation to the consultation.

It was recognised that the scheme has value for those in the community who have mobility issues and for the older members of the community and therefore to bring the scheme to the attention of residents both by using Parish Council media and by informing other community groups.

17/91.8 To consider representations in relation to Braintree District Council Boundary review

At this point in the meeting Councillor Butland arrived.

It was noted that the Parish Council had been contacted by the Braintree and Witham Times and had submitted comments for an article but they were not included in the newspaper.

It was also noted that those living in the 'unparished' section of the community have attended Parish Council meetings seeking to influence decision making in relation to planning issues, dog fouling, anti-social behaviour and lighting. The area suggested by the Parish Council provided a logical boundary for the Parish and coincides with the polling district. The houses west of Washall Drive have all been built in the last 20 years whereas those to the east have been established prior to the construction of White Court and the garden village. It was **agreed** to distinguish between those two areas but to make equal representations within the consultation for both areas to be included within the new parish boundaries

17/91.9 To consider issues relating to acquisition of 'Mrs Hedges' and 'Unity Hand' sculptures

The Clerk confirmed that the structural survey has been received for both statues which has raised some issues and that some contractual issues have arisen in relation to the copyright of 'Mrs Hedges'. All issues are being taken up by the Solicitor and the Clerk will keep Councillors advised.

17/91.10 To consider acquisition of Community Defibrillators

The Clerk had made enquiries in relation to defibrillators and ascertained that costing can be anywhere between £800 to £4,000. It was noted that grant funding is available particularly from the District Councillor's fund. The Clerk was asked to speak to the Chairman of the NGCA to ascertain their position and also to the Church and to the Co-op store regarding a unit at that end of the village. Also to put the quotations together for consideration.

17/91.11 To consider update of Parish Council emergency plan

In view of changes of membership of the Parish Council it was **agreed** to update the plan to include the current Chairman and Vice-Chairman within the 'contact tree'.

17/91.12 To consider Company vehicle Policy

A draft policy had been circulated. As Councillors had various comments and suggested amendments, the Clerk was asked to track change the draft document and recirculate so that it may be further considered at the next meeting.

17/91.13 To consider issues relating to the repair of the Storage Unit

A quotation had been provided by John Slade to carry out various repairs to the unit. Councillors **agreed** to accept the quotation. Also Braintree District Council had agreed that if the Parish Council wish they may plant pyrocanthur bushes adjacent to the unit provided the bushes are maintained by the Parish Council. Clerk to ascertain costs of the bushes.

17/92: Planning applications, Tree Preservation Orders and other planning matters.

17/92.1 New Applications within the Parish

Application No.	Application	Response
17/01275/FUL	White Court School, Ennerdale Ave. - Retention of one relocatable class base (unit 3017) for a temporary period.	No comments
ESS/42/17/CHL	Blackley Quarry, land adjacent to A131 - Continuation of planning permission ESS/46/16/CHL without compliance with condition 2 (Application details), condition 27 (Stockpile heights and locations) and condition 35 (Tree and hedge planting details) to allow: additional bunding, amended timescales for some planting and clarification as to permitted stockpile locations. Planning permission ESS/16/15/CHL as varied by ESS/46/16/CHL permits "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	The details of the application were noted but the Parish Council has no comment to make.
17/00273/TPO	Oak Lodge, London Rd. Great Notley – application to carry out work to tree covered by Tree Preservation Order	Tree Warden's report awaited. Agreed that if he recommends no objection this response may be made. If he does raise issues then the Clerk will liaise with Councillors.
17/01536/FUL	12 Notley Green, Great Notley - Retention of children's playhouse on raised platform	No comment
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	No comments

17/92.2 Results of Planning applications to Braintree District Council

The following results were noted-

Application number	Application	Result
17/00945/FUL	West Braintree Substation, A131, Great Notley – extension of sub station	Granted
17/00892/FUL	68 Ellen Way, Great Notley – erection of single storey rear extension	Granted

17/00965/ADV	Land north of A131, Seybourne Park, Great Notley – display of 4 non-illuminated fascia signs	Granted
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17/92.3 To consider outcome of the Licensing hearing in relation to 3 Panner’s Parade, Great Notley

Councillor Heady had attended the hearing to set out the position of the Parish Council that until the applicant had set out in her application how she intended to comply with the Licensing objectives this application could not be considered. The committee decided to deal with the application in any event. There were a number of residents in attendance. The application was granted subject to conditions including closing at 10pm. Councillor Crawford took the chair and upon discussion it was **agreed** to take no further action and in particular not to lodge an appeal.

17/93: Committee Reports

17/93.1 District/County Update

Councillor Heady resumed the Chair.

There were no District Council reports.

County Councillor Butland reported that he had been consulted in relation to the Parish Council’s application to the North Essex Parking Partnership for parking restrictions at the Notley Green square and had supported the Parish Council’s representations and had pointed out the difficulties of buses and emergency vehicles gaining access along the road due to inconsiderate parking.

17/94: Any Matters to be raised by members for the next agenda

No matters.

Meeting concluded at 9.10pm