



Minutes of the Meeting of Great Notley Parish Council Held on Monday 9th May 2022 at the Community Centre Great Notley

Meeting commenced at 8.06pm

Present: Councillors Griffin (Chair) Butland, Crawford, Cunningham, Pritchard, Ricci, Sheppard and the Clerk

No members of the public were present

22/32: To elect the Chairman for the Civic year

Councillor Butland proposed that Councillor Griffin be elected Chairman for the Civic year. This was seconded by Councillor Crawford and **agreed** by all Councillors. Councillor Griffin signed the declaration of acceptance of office.

22/33: To elect the Vice-Chairman for the Civic year

Councillor Cunningham proposed that Councillor Ricci be elected Vice-Chairman for the Civic year. This was seconded by Councillor Crawford and **agreed** by all Councillors. Councillor Ricci signed the declaration of acceptance of office.

22/34: Apologies

None.

22/35: Declarations of Interests

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

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

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

22/36: to consider and approve Minutes of the Meeting held on 11th April 2022

The minutes of the meeting held on 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

22/37: Review of Committee and representatives

The Organisation of the committees and associated terms of reference and membership was considered. It was agreed that the Personnel Committee remain as it stands with all Councillors being members. No change to the terms of reference. It was agreed that Councillors Butland, Pritchard, Crawford and Sheppard be appointed members of the Personnel sub-committee. No changes to the terms of reference. As the planning committee has never met, Councillor Crawford leads on planning and delegated powers are also provided to the Clerk the planning committee was extinguished.

In relation to the working groups, Councillors Crawford and Pritchard will remain on the Health and Wellbeing working group and Councillor Cunningham will join Councillor Griffin on the events working group.

Councillor responsibilities and representatives were also agreed with no changes to current arrangements.

22/38: Public Question Time

No members of the public were present but the Clerk had received written questions. One related to what action could be taken to lower the speed limit of the A131 and referred to recommendations on lowering emissions. Councillors asked the Clerk to ask Essex County Council Highway department for their policy in this regard.

Residents had raised concerns about outstanding repairs to potholes. The Clerk had forwarded the issue to Councillor Butland as County member who had raised it with Highways.

In relation to the request from Tesco for Councillor to attend an engagement event at the store Councillors wish to attend such an event and the Clerk will liaise to organise this and provide a display.

22/39: Reports

22/39.1 Report from County Councillor

Provided at the Annual Parish meeting

22/39.2 Report from District Councillor

Provided at the Annual Parish meeting

22/39.3 Reports from Councillors attending external meetings

Councillor Crawford had attended a meeting of the Patient Participation group of the GP surgery. A request had been received for the Parish Council to highlight the PPG newsletter to residents which is available on the surgery's website and it was requested that the Clerk provide this information for publication in the magazine.

22/40: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings –
 - 25th April 2022 – Braintree District Council Clerk's forum
2. I have provided you with an update on the actions of Braintree District Council (BDC) in relation to posts that have been erected on greensward by residents along Great Notley Avenue.

It was noted that such posts are proliferating around the village and impede the grass cutting machinery. The Parish Council is therefore supportive of proposed action by the District Council to request that residents remove such posts.

3. I updated BDC on access points created by residents behind Bluebells, London Road and it will be for that authority to decide what action to take.
4. The deep clean of certain hedges was carried out by the contractor in April 2022.
5. The Church agreed that they would like to be nominated for the free broadband offer from Gigaclear so I have issued the nomination and I am aware that Gigaclear are now in communication with the church in this regard.
6. I have reported problems with the WEEE collection service to BDC as on 20th April the van was parked in the wrong car park and did not display a sign advising of its purpose so a number of residents were disappointed not to be able to use the service. An apology was received.
7. As cars are again being parked on the artificial grass in front of 27 Cuckoo Way, I referred the matter to BDC planning enforcement but have heard nothing further.

District members will ask for an update

8. The Community 360 Roadshow will be coming to the Parish on 15th June 2022 and the mini bus will be parked in the NGCA car park.
9. I have publicised the new DigiGo on demand mini bus service on the website and Facebook and understand that a roadshow could be arranged – please let me know if you wish to invite the team to the Parish and if so, what arrangements would suit?

Agreed to liaise to organise an event at the bus stops by the Prince Louis being a central location.

10. BDC declined to remove a fly tip where the team had moved a mattress which was on the RAFT next to the bins. I referred the issue to Paul Partridge having consulted with Councillor Ricci.

11. Finally, I am listing some matters where no action is required by the Parish Council but where a response is awaited from others.

Issue	First raised
Transfer of land between developers and Braintree District Council – <i>agreement reached between BDC and Countryside Properties regarding land to be transferred and commuted sum. Only outstanding issue is the future of the Unity Hand sculpture</i>	May 2012
Parish Council application for a 'warning pedestrians sign on A131 adjacent to Astronomer pub. AS Local Highway Panel rejected application for a formal crossing the original sign application has been restarted and is awaiting validation.	January 2015
Tree Strategy for the Parish – await Braintree District Council – I have been advised that a tree officer has been engaged by BDC and will liaise regarding the issue shortly	July 2019
Application for 20mph speed limit within White Court section of the Parish – as Parish Council request was rejected, Councillor Butland has submitted a further application – response awaited from LHP.	July 2020
Complaints in relation to light pollution at the Gridserve site – BDC is seeking a report from an independent lighting expert and planning condition remains unresolved.	February 2021
Information from BDC regarding Electric Vehicle feasibility study – expected in July 2022	November 2021
Request to plant a Christmas tree on the green – awaiting BDC legal department with documentation and response on fee	February 2022
Police liaison patrol in Parish – awaiting details from local Police	March 2022

The report was otherwise **accepted**.

22/41: Financial report

22/41.1 Bank Reconciliation

The bank reconciliation calculated to 30th April 2022 was noted and accepted

22/41.2 Payments for approval

The following payments were approved –

Direct Debits

9/4/22	BT internet and phone	81.92
16/4/22	RAC Allstar fuel	129.25
25/4/22	Lloyds corporate card	
	Zoom subscription	14.39
	One drive storage	1.99
	Post office parcel	15.45
	Monthly fee	<u>3.00</u> 34.83

Online payments made on 20th April 2022

Salaries		4,346.66
Senior litter picker	Car wash expenses	30.00
HMRC	Tax and NI	1,088.16
Essex Pension Fund	Pension contributions	1,104.44
Myers Scott Ltd	renewal of SSL certificate	77.99
Bendcrete Leisure Ltd.	Retention payment for RAFT	1,703.12
EALC	Subscription	956.85
NGCA	Hall hire fees	11.00
Npower	electricity for streetlights	258.33

Online payments to be made on 25th May 2022

Salaries		4,123.51
HMRC	Tax and NI	919.46
Essex Pension fund	Pension contributions	998.40
Perspective Landscapes	grass cutting	132.00
NGCA	hall hire	11.00

22/41.3 To review arrangements for Direct Debits, credit and trade cards

Councillors reviewed and approved the following direct debits – BT phone and internet, the Information Commissioner’s Officer registration fee and bank charges from Unity Trust bank. Councillors also reviewed the trade card with RAC Allstar for fuel and the corporate card with Lloyds bank and noted the credit limits and scrutiny arrangements and the fact each is paid off by direct debit each month and agreed for those arrangements to continue.

22/41.4 To consider grant application in relation to the Jubilee fete

The Notley Green Community Association had applied for £1,930 for activities at the Jubilee fete. £1,800 is included in the budget. However, Councillors recognised that this is a special event and for that reason **agreed** to make the grant in the full sum requested of £1,930.00

22/41.5 To consider if to renew subscription to the Braintree Association of Local Councils

Councillor Griffin reported on the content of the meetings she had attended and it was noted that the Clerk attends the Braintree District Council Clerk forum. As there does not seem to be any added value in being part of BALC it was **agreed** not to renew the subscription for 2022 – 2023.

22/41.6 To approve mileage for senior litter picker regarding travel for van repair.

Councillor **agreed** to pay for the mileage of the senior litter picker in taking the van to the repair shop on the far side of Colchester, as the extra mileage was incurred for the purpose of the repair of the van but over and above his usual duties. It was further noted that the Clerk had made a lengthy trip to Suffolk to deliver the audit paperwork to the internal auditor following a failed delivery attempt by Royal Mail and **agreed** to cover that cost

22/41.7 To approve costs of acquiring a dashcam for the van

The Clerk had obtained details of costs. Councillor Butland has an unused dashcam and will provide it free of charge.

21/42: To carry out annual review of Policies

It was **agreed** that the following policies remain in place with no amendments –

Financial Regulations, Code of conduct, Complaints policy, Media policy, Investment policy, Reserves policy, Data Protection policy, Document management policy, Scheme of delegation, Health and Safety policy and Emergency plan

The following amendments to policies were **agreed** –

Standing Orders – to amend clause 5J and clause 18 to bring it into line with the updated NALC document and meet standards for the Local Council Awards

Freedom of information act scheme – to add new policies adopted at this meeting and over the last 12 months

Accessibility statements – to add the fact that accessibility testing was carried out in March 2022

Equality policy – new update agreed

Communication policy – suggested amendments to demonstrate customer service agreed

In addition, the following new policy documents were **agreed** to comply with the requirements for the Local Council Award scheme –

Summary of appraisal process and Community engagement Policy

21/43: To consider annual GDPR update

To demonstrate continued compliance Councillor signed updated awareness forms

22/44: Substantive Matters for consideration

22/44.1 To consider the issue of provision of allotments in the Parish

Braintree District Council is looking at the site in the Country Park close to the Astro turf and the next online meeting will be on 26th May. Councillors Griffin, Pritchard and Cunningham agreed to attend.

22/44.2 To consider proposals and costs to repair land in front of Memorial bench

The cost of repair as provided in a quotation was **agreed**.

22/44.3 To consider green issues

22/44.3.1 To consider suggestion for a Community Orchard in the Parish

Councillor Ricci had made enquiries with officers at Braintree District Council regarding use of land adjacent to the rear entrance to Notley Green school and will provide an update at the next meeting as to how this project may progress

22/44.3.2 To consider replacing the Memorial Tree adjacent to the White Court Memorial

The Clerk is awaiting information from the tree warden to enable her to apply for consent from Essex County Council to plant the tree

22/44.3.3 To consider draft paperwork to renew the gardening contract

The draft paperwork for the grass cutting contract was considered and **approved** with the new contract to be offered for 3 years

22/45 Planning applications, Tree Preservation Orders and other planning matters

22/45.1 New Applications within the Parish

Councillor Ricci left the meeting

Application No.	Application	Comments
22/00822/FUL	Horizon 120 Business Park, Great Notley – erection of acoustic fence and landscaping	It was noted that unit wishes to operate 24 hours and therefore some acoustic protection will be required so as not to create a nuisance and it was agreed the proposed fencing will be required to protect residents
22/00862/HH	14 Grantham Avenue, Great Notley - Single-storey rear extension and part	No comments

	conversion of existing garage (revised scheme from 21/02556/HH)	
22/00827/PLD	19 Daphne Close, Great Notley - Application for Certificate of Lawfulness for proposed development - Single storey rear extension	No comments
22/01026/HH	70 Cuckoo Way, Great Notley - Conversion and extension of existing garage to provide annexe accommodation	No comments

22/45.2 New applications outside the Parish

Application No.	Application	Comments
22/01091/TPO	20 Oaklands Close Braintree – work to a tree covered by a tree preservation order	No comments

Councillor Ricci returned to the meeting

22/45.3 To note results of planning applications

The following results were **noted**

Application No.	Application	Result
22/00541/TPO	45 Derwent Way, Great Notley – application to carry out work to a tree covered by a Tree Preservation Order	Granted
22/00539/HH	4 Ullswater Close, Great Notley – Single Storey rear extension	Granted

22/46 To consider any matters to be raised for next agenda

The East Anglia Green pylon project plus the approval of accounts and audit paperwork.

Meeting concluded at 9.01pm