



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 4<sup>th</sup> July 2022 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

No members of the public were present

**22/57: Apologies**

Received from Councillors Butland and Cunningham

**22/58: 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.

**22/59: to consider and approve Minutes of the Meeting held on 13<sup>th</sup> June 2022**

The minutes of the meeting held on 13<sup>th</sup> June 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

**22/60: Public Question Time**

No members of the public were present

**22/61: Reports**

**22/61.1 Report from County Councillor**

None

**22/61.2 Report from District Councillor**

Councillor Ricci reported that Braintree District Council is collaborating with Community 360 to produce an asset map of the District that will highlight resources for residents.

**22/61.3 Reports from Councillors attending external meetings**

None

## 22/62: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings –
  - 16<sup>th</sup> June – SLCC Training day
  - 22<sup>nd</sup> June – Parish Council promotional event at the Tesco store with Councillor Griffin.
2. I have submitted the application for consent for the Memorial Tree to Essex County Council.
3. I have submitted the application for consent to replace the board at Blicking Road to Essex County Council and once received I will arrange for the new board to be erected.

*The consent has been received so the Clerk will obtain a quote for the board to be installed.*

4. I have submitted the grant application to cover the cost of the two trees to the BDC Councillor fund.
5. Braintree District Council removed the goalpost at Panners due to health and safety issues but it has now been replaced.
6. I have submitted the two Local Highway Panel applications agreed at the June meeting.
7. The new bins have now been delivered to I will be arranging for the bin at the Levens Way Play area to be replaced and for the other bin to be installed at the cut through to Queenborough Lane from Ellen Way shortly.
8. I have ordered the new Basketball hoops although the date for delivery is not until at least the end of this month.
9. I have sent a list of potholes with supporting photos provided by residents to Councillor Butland to nominate to Essex County Council in relation to the member led pothole repair programme.
10. Residents have sent me numerous complaints and photos of the flooding at the underpass which I passed to Councillor Butland who obtained a response from Essex County Council who repaired the pumps and it is hoped that this resolves the issue.
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 – the entire issue of a	January 2015

crossing and signage is being reviewed by Essex County Council.	
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
Police liaison patrol in Parish – awaiting details from local Police	March 2022

It was also noted that a complaint had been received from a resident regarding parking at the fete. The only problem parking that had been noted by Councillors was along Notley Green and this is a once a year event. It was noted that the Police had objected to the event licence so this will be taken up by Frankie with the Police committee so that the NGCA can work with the Police to address any concerns.

The report was otherwise **accepted**.

### **22/63: Financial report**

#### **22/63.1 Bank Reconciliation**

The bank reconciliation statement calculated to 30<sup>th</sup> June 2022 was **accepted**

Councillor Crawford arrived at the meeting

#### **22/63.2 Payments for approval**

The following payments were approved –

#### **Direct Debits**

13/6/22	BT phone and internet	80.30
16/6/22	RAC Allstar fuel	61.40

#### **Online payments made on 22<sup>nd</sup> June 2022**

NGCA	Hall hire	11.00
Braintree District Council	Fee for licence for tree	125.00

#### **To be paid online in July**

Broxap	2 new bins	951.48
John Slade	repair and painting of storage unit	150.00

It was also noted that the service and MOT of van is due to be carried out in August at a cost of approximately £500 and this expenditure was **approved**.

**22/63.3 To receive the quarterly financial report**

To be presented at the next meeting

**22/63.4 To agree costs of First Aid course for staff**

The fee for the first aid course in October was **approved** to enable the senior litter picker to be booked onto the course.

**22/64: Substantive Matters for consideration**

**22/64.1 To consider the issue of provision of allotments in the Parish**

It was noted that the Clerk had met with engineers from Anglian Water at the proposed new allotment site and mains water runs directly underneath the site so connection will not be an issue. Anglian Water will make the connection to the mains plus install a water meter but the Parish Council contractor will need to install the standpipes. It was considered that it would be expedient to be able to lock the standpipes. The next meeting with Braintree District Council will be taking place at the end of July on Teams.

**22/64.2 To consider documentation and pass resolution to enable application to be made for Quality Award in the Local Council Award scheme**

Councillors **approved** a pre-amble to the current strategy statement. The application was then considered and the following resolution was **agreed** –

The Council confirms that it meets all requirements for the Foundation Award and publishes on its website:

(a) Standing Orders & Financial Regulations, Code of Conduct, Publication Scheme, the last Annual Return, Transparent Information about Council Payments, A Calendar showing all meetings, Minutes, Current Agendas, The Budget & Precept Information, Complaints Procedure, Accessibility Statement, Privacy Notice, Council Contact details, Action Plan, Evidence of Consulting the Community, Publicity Advertising Council Activities, Evidence of Participating in Town and Country Planning.

The council also confirms that it has:

(b) the following items of the Foundation Level have been achieved: A Risk Management Scheme; A Register of Assets; Contracts for all members of staff; Insurance, Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

And was further resolved that:

(a) the Parish Council has achieved items (below) of the Quality Level and that all documentation relating to these items can be found on the Parish Council website:

Draft minutes of all Council and Committee Meetings, within four weeks of the last meeting. A Health and Safety Policy

Policy on Equality  
Councillor Profiles  
A Community Engagement Policy  
A Grant Awarding Policy  
Evidence showing how electors contribute to the Annual Parish Meeting  
An Action Plan that relates to the Budget  
Evidence of Community Engagement  
Evidence of helping the community plan for the future

(b) the following items of the Quality Level have been achieved:

A Scheme of Delegation; Evidence of Customer Service; At least two thirds of its Councillors are Elected; An Annual Report which is actively shared; A Qualified Clerk; A Formal Appraisal Process for Staff; A training Policy and Record for all Staff and Councillors.

### **22/64.3 To consider green issues**

#### **22/64.3.1 To receive update regarding the issue of a volunteer Tree Warden**

At long last the Clerk has managed to find out the identity of the officer at Braintree District Council who trains the tree wardens and is aiming to speak to her with a view to publishing an advert to recruit a new volunteer tree warden.

#### **22/64.3.2 To receive update in relation to the Community Orchard project**

This will be progressed once the new tree warden has been appointed and an advert will be put out to attract new volunteers for the project generally

#### **22/64.3.3 To consider any actions in relation to the Braintree District Council 'rewilding' project**

It was **agreed** to submit an expression of interest to take part in the wildflower scheme and Councillors agreed to consider areas that would benefit from this in the Parish and the Clerk will provide a map to enable them to mark the areas they would wish to put forward.

#### **22/64.3.4 To agree to the execution of the licence for the Christmas Tree**

Councillor Ricci proposed that the licence for the tree be executed by the Parish Council. This was seconded by Councillor Crawford and **agreed** by all Councillors. The document was then executed and will be returned to Braintree District Council. It was noted that the grant application for money to purchase the tree has been submitted and the outcome is awaited.

### **22/64.4 To consider acquisition of dog poo stations**

Councillors considered the information provided by the Clerk in relation to stations that can promote messages about disposing of dog poo and which dispense compostable bags to the public and the cost of the same. It was

**agreed** that in the event of the issue with dog poo deteriorating the issue could be considered further.

#### **22/64.5 To receive report regarding works carried out by the Parish Council in the Parish**

A report prepared by the Clerk regarding the potential role of a Parish warden and tasks carried out by the litter team and Councillors was considered. It was **agreed** to review it further within discussions surrounding the ongoing strategy of the Parish Council in September.

#### **22/64.6 To consider representations in relation to safety issues in accessing Chelmsford City Racecourse from this Parish**

It was noted that the Clerk had received a number of complaints in relation to the impact upon the Parish of the recent 'Clockstock' event at the Chelmsford City Racecourse. There were also complaints on Facebook. Also Councillors had witnessed some of the issues which included people waiting on the A131 dual carriageway for their lifts and holding up traffic, substantial traffic congestion, pedestrians including many who were drunk walking along the dual carriageway, parking on the verges, people climbing fences including one person who got stuck on the fence for Gridserve, traffic driving across cones and noise when people walked into the Parish as they had parked their cars on the estate roads. The Police had to be called due to the substantial congestion.

It was considered that clearly the traffic management plan for the event was not fit for purpose and ineffective. It resulted in an adverse impact upon residents. Whereas the Parish Council is not looking to stop events at the Racecourse it was **agreed** that they do need to be properly managed. It was considered that there should be collaboration between Slamseys Farm, Gridserve, Horizon 120, Braintree District Council, Essex County Council and Chelmsford City Council to construct a footway into the Racecourse. It was agreed that Chelmsford City Council, the Racecourse and Braintree District Council should be approached in this regard.

In relation to the impact of the traffic and adverse impact upon the village, it was **agreed** to contact Chelmsford City Council licencing department and the Racecourse to highlight the issues and with reference to health and safety and the licensing objectives request that action be taken to make sure that the event is managed properly in future.

#### **22/64.7 To review arrangements for Operation London Bridge**

No changes were made to the plan but it was agreed to arrange a practice regarding the erection of flags so that there are sufficient people who are able to erect the flags. Also, Councillor Crawford will speak to the local vicar as to what arrangements are being considered by the Church.

Councillor Ricci left the meeting for the next agenda item

**22/65 Planning applications, Tree Preservation Orders and other planning matters**

**22/65.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/01324/TPO	35 Langdale, Great Notley – work to trees covered by Tree Preservation Order	No objections
22/01433/TPO	5 Rydal Way, Great Notley – work to tree covered by Tree Preservation Order	No objections
22/01477/TPO	White Court School, Ennerdale Ave, Great Notley – work to trees covered by TPO	No objections
22/01455/HH	19 Daphne Close, Great Notley – single storey rear extension	No comment

**22/65.2 To note results of planning applications**

**The following results were noted**

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
22/00436/PLD	1 Tufted Close, Great Notley – single storey rear extension	<b>Granted</b>
22/01026/HH	70 Cuckoo Way, Great Notley - Conversion and extension of existing garage to provide annexe accommodation	<b>Granted</b>
22/01091/TPO	20 Oaklands Close Braintree – application to carry out work to a tree covered by a tree preservation order	<b>Granted</b>

Councillor Ricci returned to the meeting

**22/66: To consider any matters to be raised for next agenda**

Strategy planning

Meeting concluded at 8.21pm