



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 17<sup>th</sup> October 2022 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

No members of the public were present

**22/77: Apologies**

None.

**22/78: 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.

**22/79: To consider and approve Minutes of the Meeting held on 5<sup>th</sup> September 2022**

The minutes of the meeting held on 5<sup>th</sup> September 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

**22/80: Public Question Time**

No members of the public were present.

**22/81: Reports**

**22/81.1 Report from County Councillor**

Councillor Butland confirmed that the potholes put forward in the members programme have been repaired and a manhole cover in Ridings Avenue has also been reported. Another round of pothole repairs is now open for nominations so the matter will be raised on Facebook.

## 22/81.2 Report from District Councillor

Councillor Ricci confirmed that a report had been presented to the District Council regarding the progress of the cycling strategy and work continues on the budget.

## 22/81.3 Reports from Councillors attending external meetings

None.

## 22/82: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings –
  - 15<sup>th</sup> September – SLCC clerk's forum
  - 15<sup>th</sup> September – EALC forum
  - 22<sup>nd</sup> September – National Highways update regarding roadworks on A120
  - 28<sup>th</sup> September – free webinar regarding CCTV
2. I requested that the bin by the pond at the bottom of Great Notley Avenue be replaced by Braintree District Council (BDC) with dog poo bin and this is being actioned.
3. As a result of residents' complaints about the mess next to the Ellen Way post office the matter was referred to BDC environmental health who visited the postmaster and after discussion agreed to install a new litter bin in front of the shop which has been added to the Parish Council emptying schedule
4. Essex County Council has issued its consent to plant a new Memorial Tree near the White Court memorial
5. I have forwarded an email to you regarding rewilding along the spine footpath which will be subject to consultation with the public and BDC will liaise with the Parish Council about this in around 2024.
6. BDC has issued its consent to plant a Christmas tree on the green.
7. As a result of residents' complaints, I referred the issue of cars parked on greensward to BDC who sent warning letters to the owners.
8. The bin on the green at Grantham Avenue was broken so has been replaced by BDC
9. The letters to residents regarding parking issues have been distributed and I am receiving lots of responses via the Survey Monkey survey, via email and by telephone call and I will be putting together a report in time for the November meeting.
10. 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 crossing and signage is being reviewed by Essex County Council.	January 2015
Tree Strategy for the Parish – await Braintree District Council tree officer	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 and 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 and they expect to be able to sort out a visit in September 2022	March 2022
Grant application for trees – await response from Councillors grant fund officer at BDC	June 2022
Local Highway Panel application to reduce speed on A131 – application submitted and awaiting response from LHP	June 2022
Local Highway Panel application for tactile paving at Bridge End Lane – application submitted and awaiting response from LHP	June 2022
Application for Quality Award in the Local Council Award Scheme – awaiting NALC adjudication panel – result expected by the end of December 2022	July 2022

The report was **accepted**.

### **22/83: Financial report**

#### **22/83.1 Bank Reconciliation**

The bank reconciliation calculated to 30<sup>th</sup> September 2022 was presented and **accepted**.

#### **22/83.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debit**

9/9/22	BT phone and internet	79.95
14/9/22	RAC Allstar fuel	66.65
25/8/22	Lloyds card	
	Van tax	292.50
	Ink	51.95
	Key cutting	32.00

	Zoom subscription	14.39	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	395.83
30/9/22	Bank charges		25.50

**Online payments made on 22<sup>nd</sup> September**

Salaries			3,910.86
Senior litter picker	Van wash expenses		30.00
Clerk	Expenses		144.50
HMRC	tax and NI		653.72
Essex Pension fund	pension contributions		868.94
Richard Edwards LLP	payroll services		126.36
PKF Littlejohn LLP	External audit		480.00
Perspective Landscapes	Grass cutting		144.00
Seagrave Inspections	play area inspections		144.00
Mortimer Contracts Ltd.	Play area repair works		864.00
Ernest Doe	PPE		48.97

**Online payment made on 4<sup>th</sup> October 2022**

Royal Mail	Distribution of Great Notley Times		328.31
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**22/83.3 To receive the quarterly financial report**

The Quarterly financial report was received and **accepted**.

**22/83.4 To consider the appointment of the internal auditor for financial year 2022 – 2023**

The Clerk provided 3 quotes for internal audit services and upon consideration Councillors **agreed** to appoint Ann Wood as the internal auditor for the financial year.

**22/83.5 To consider cost of new virus protection for Parish Council laptop**

The Clerk had looked at more effective virus protection and provided a two-year quote from McAfee was noted and it was agreed that the Clerk renew the virus protection with McAfee.

**22/83.6 To consider grant application from Notley Green Community Association**

Further to the agreement at the last meeting to provide financial support to enable the NGCA to host a pantomime free of charge for residents, the NGCA had provided a breakdown of costs and submitted a formal grant application. Councillors **agreed** to issue a grant in the sum of £1,462.62 to NGCA

**22/84: Substantive Matters for consideration**

**22/84.1 To consider the issue of provision of allotments in the Parish**

The Clerk confirmed that she had attended a meeting with Braintree District Council and the results of the soil survey and habitat surveys are awaited. In addition, pre-planning advice is due to be provided. A further meeting is due to take place on 4<sup>th</sup> November and the Clerk will update Councillors after that time.

**22/84.2 To consider green issues**

**22/84.2.1 To receive update regarding the issue of a volunteer Tree Warden**

No responses received as yet so the volunteer post will continue to be advertised.

**22/84.2.2 To receive update in relation to the Community Orchard project**

No progress as yet as awaiting the appointment of a new tree warden.

**22/84.3 To consider feedback relating to works carried out by Parish team and the draft strategy statement**

A report and draft strategy statement had been produced by the Clerk and were discussed by Councillors. It was **agreed** that two of the litter pickers be provided with play area inspection training. It was further **agreed** that ad hoc deep cleans of hedges and ditches is dealt with by a contractor. The draft strategy statement was amended to cover the issue of the community orchard and tree warden but otherwise **agreed and approved**.

**22/84.4 To consider cost of installing new noticeboard at Bridge End Lane**

Councillors agreed to accept the quote from Relay Services Ltd to install the new noticeboard and remove the old board at Bridge End Lane. It was noted new locks and keys would be required and the cost of that service by a local locksmith was agreed.

### **22/84.5 To pass a resolution to enable the application for the Local Council Award application to progress**

A resolution for Quality award status in the Local Council Awards scheme had been made at the July meeting and it was noted that a resolution is also required to confirm that all the documentation is present at Foundation level as well. Councillors therefore **resolved** as follows-

That it recognises its duties in relation to bio-diversity and crime and disorder and it publishes the following documents online

- (a) the Parish Council had achieved items 1 – 17 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:
1. Standing Orders
    - 1a. Financial Regulations
  2. Code of Conduct
    - 2a Registers of Interests
  3. Publication Scheme
  4. The last Annual Return
  5. Transparent Information about Council Payments
  6. A calendar showing all meetings
  7. Current Agendas
  8. Minutes
  9. The Budget & Precept information
  10. Complaints Procedure
  11. Accessibility statement
  12. Privacy notice
  13. Council Contact details
  14. Action Plan for the current year
  15. Evidence of Consulting the Community
  16. Publicity Advertising Council Activities
  17. 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; Up-to-date insurance policies that mitigate risks to public money; Disciplinary and Grievance Procedure; A policy for training and development of staff and Councillors; A Record of all training undertaken by staff and Councillors in the last year; The Clerk has achieved 12 CPD points in the last year.

### **22/84.6 To consider endorsing the Civility and Respect pledge and adopting a new anti-bullying policy**

It was noted that both NALC and SLCC are encouraging Parish Councils to sign the civility and respect pledge to evidence good conduct in public life. Upon consideration of the documentation, Councillors **agreed** that the pledge is signed on behalf of the Parish Council and the new anti-bullying policy is adopted.

**22/84.7 To consider application for a grant to the Braintree District Council Councillors fund to purchase a Christmas tree and a Memorial Tree**

Councillors Butland, Cunningham and Ricci left the room for this agenda item. Councillors **agreed** to apply to the Braintree District Council Councillors' fund for a grant to purchase a Christmas Tree and Memorial Tree.

**22/84.8 To consider further complaint from resident regarding use of Garden area at Ridings Avenue**

It was noted that the Clerk has continued to receive complaints from a resident at Ridings Avenue regarding anti-social behaviour in the garden area. Councillors suggested that the issue be referred to the Police and considered in the next agenda item.

**22/84.9 To consider information to provide to the Police in response to their request for Police priorities in this Parish**

The Community Police team has asked the Parish Council to feedback on the 3 top police priorities for the area. The Clerk asked for residents' feedback on Facebook and provided a report on responses received by email, messenger and on the Facebook group showing that the issue of racing cars on the bypass appears to be the issue of most concern. Concerns had also been raised regarding drugs. Some other non-police issues had been raised. It was agreed to respond to say that the car racing and drug use are the major priorities and to highlight Ridings Avenue as one area of concern.

**22/84.10 To consider the future of the Health and Wellbeing working group**

It was noted that the working group had been active during Covid but nothing recently has been undertaken. Upon discussion, it was agreed to continue the group. Councillor Crawford will approach the Patient Participation Group as to liaison with the Parish Council and the Clerk to approach community groups to see if they have any ideas to support vulnerable residents which the Parish Council could support.

**22/84.10 To consider the organisation of Parish Council events**

**22/84.11.1 To consider the organisation of the Parish Remembrance Day event**

The Clerk reported that she has made contact with all those to be involved in the event. She will not be present at the event and presented a list of tasks for the day which Councillors allocated among themselves to enable the event to proceed.

**22/84.11.2 To consider the organisation of the Christmas event**

It was noted that the NGCA has agreed to host the pantomime free of charge subject to receiving a grant from the Parish Council. It was **agreed** to purchase a tree to plant for Christmas. Councillor Butland proposed that on the basis that the Parish Council is providing funding to enable a pantomime to take place free of charge for residents and will be acquiring, planting and lighting a tree,

that the Parish Council does not hold a formal event. Groups can be invited to decorate the tree. This was seconded by Councillor Ricci and **agreed** by all Councillors.

### **22/84.11.3 To review response to Operation London Bridge**

It was considered that the response by the Parish Council had been seamless and in accordance with its plan. It was noted that there was a limited attendance at the Church service and that the Parish Council will seek to improve communication with the Church.

It was also noted that the Coronation of the King will be taking place on 6<sup>th</sup> May 2023 and Councillors asked the Clerk to enquire with NGCA as to whether the fete could take place on that day or whether they will look to hold another event.

### **22/84.11 To agree meeting dates for 2023**

A list of meeting dates for 2023 was presented. It was noted that BDC is not able to comment on its meeting after May 2023 until closer to the election. It was agreed to hold the June meeting on 12<sup>th</sup> June and the October meeting on 16<sup>th</sup> October and the remainder of dates were **agreed**.

## **22/85 Planning applications, Tree Preservation Orders and other planning matters**

### **22/85.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/01423/FUL	Springfield,192 London Road, Great Notley - Demolition of existing dwelling and erection of 1 x two-storey 5-bedroom dwellinghouse with detached two-bay garage	<b>No Comment</b>
22/02589/TPO	41 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	<b>No Objection</b>
22/02561/TPO	5 Derwent Way, Great Notley – work to tree covered by Tree Preservation Order	<b>No Objection</b>

It was noted that an amended application for acoustic fencing has been received reference 22/00822/FUL. Councillors had no comments to make so the Clerk will respond using her delegated powers to confirm that fact.

### **22/85.2 To note responses to planning applications using delegated powers**

The following responses were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/02198/FUL	Great Notley Surgery, Notley Green, Great Notley - Conversion of existing roof space, erection of four rear dormer roof extensions, rooflights to front roof slope, insertion of new first floor window and suntubes, and installation of two air-conditioning units externally at ground level	No comments
22/02248/TPO	15 Ellen Way, Great Notley – work to tree covered by a Tree Preservation Order	No Comments



### 22/85.3 To note results of planning applications

The following results were noted -

Application No.	Application	result
22/00011/VAR	Unit C, Plot 2, Skyline 120, Great Notley - Variation of Condition 7 (Construction Method Statement) of permission 20/00165/VAR granted 25.03.2020 for: Variation of Condition 2 'Approved Plans' of permission 17/02286/FUL granted 11/05/2018 for: Erection of building for employment purposes (B1, B2 or B8) with associated car parking and landscaping. Variation would allow for: Change in contractor to prepare Construction Method Statement	<b>withdrawn</b>
22/01171/HH	192 London Road, Great Notley - Enlargement of roof form to create first-floor, two-storey side extension and single-storey rear extension, and erection of single-storey detached double garage	<b>Withdrawn</b>
22/01680/HH	6 Stanstrete Field, Great Notley - Two-storey side and single-storey rear extension	<b>Granted</b>
22/01074/FUL	The Community Centre, Notley Green, Great Notley - Installation of 2 Air Conditioning Condenser Units	<b>Granted</b>
22/02000/LBC	Naylinghurst, Retention of the repainting of dwelling and changing the wall colour to white and the window frames from blue and white to grey	<b>Granted</b>

### 22/86: To consider any matters to be raised for next agenda

The Draft budget and a response in relation to Health and Wellbeing matters.

Meeting concluded at 8.47pm