



Minutes of the Meeting of Great Notley Parish Council Held on Monday 5th September 2022 at the Community Centre Great Notley

Meeting commenced at 7.30pm

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

No members of the public were present

In the absence of the Chairman and Vice-Chairman Councillors **agreed** that Councillor Crawford chair this meeting.

22/67: Apologies

Received from Councillors Griffin and Ricci

22/68: Declarations of Interests

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.

22/69: to consider and approve Minutes of the Meeting held on 4th July 2022

The minutes of the meeting held on 4th July 2022 were **agreed** by Councillors as a correct record and signed by the Acting Chair.

22/70: Public Question Time

No members of the public were present

22/71: Reports

22/61.1 Report from County Councillor

Councillor Butland reported that he has submitted the potholes reported under the member led pothole programme to Essex County Council and repair work is expected shortly. He has also added a pothole in Ridings Avenue reported to him directly by a resident and is checking on the repair status of the large pothole on the A131.

He also reported that Essex County Council is overseeing an intervention with Thurrock Unitary Council and is the first public authority to be appointed to such a role.

22/61.2 Report from District Councillor

Councillor Cunningham reported that units are due to be occupied at Horizon 120 including the new plaza enterprise centre. A report of noise nuisance from a resident was mentioned and will be looked into.

22/61.3 Reports from Councillors attending external meetings

None

22/72: Parish Clerk's Report

The Clerk reported as follows –

1. I have attended the following external meetings –
 - 21st July 2022 – developer consultation event in Great Leighs village hall
 - 21st July 2022 = Braintree District Council Clerk's meeting
2. Braintree District Council (BDC) mistakenly removed 2 of the commercial bins, however they have now been returned and the area has been generally tidied up with some old unused wheely bins removed.
3. The licence for the Christmas Tree has now been completed with BDC. The outcome of the grant application to purchase new trees from the BDC Councillor fund is awaited.
*District members advised that a further resolution is required for the grant scheme so it was **agreed** to add this issue to the October agenda.*
4. I have submitted the application for Quality Award in the Local Council Awards scheme which has been acknowledged and will advise as soon as the outcome is known.
5. I have been advised that Digigo is considering extending its area of operations so that the Chelmsford rural and Braintree areas may be merged.
It was confirmed that the merger has now taken place and will be promoted in the magazine and has already been promoted on Facebook.
6. A problem arose with the Community Centre defibrillator where the 999 service declined to provide the code. I have therefore checked that the Parish Council defibrillator is still correctly registered with the ambulance service and have received confirmation that all is in order.
Councillor Butland will also check on the status of the ambulance service registration of the Parish Council defibrillator and let the Clerk know.
7. There has been a spate of graffiti in play areas and on street furniture all of which has been reported and removed by BDC. I have also alerted the Police who will be looking at the 'tags' to see if they are from known offenders. They are happy to speak further if the problem persists.
8. The NGCA has taken back the stocks from the unit and is now storing them.
9. 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 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 and they expect to be able to sort out a visit in September 2022	March 2022
Consent for Memorial tree – await consent from Essex County Council	June 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
Potholes repair programme – Councillor Butland has confirmed the nominated potholes have been submitted and indeed work is now scheduled for those in Hidcote Way.	June 2022

The report was otherwise **accepted**.

22/73: Financial report

22/73.1 Bank Reconciliation

The bank reconciliation statement calculated to 31st August 2022 was accepted.

22/73.2 Payments for approval

The following payments were **approved** –

Direct Debits

23/6/22	Lloyds card	
	Zoom	14.39
	One Drive	1.99

	Amazon (Ink)	46.00	
	Wilko (Stationary)	16.02	
	Monthly fee	<u>3.00</u>	81.40
30/6/22	bank charges		25.50
9/7/22	BT phone and internet		79.25
16/7/22	RAC Allstar fuel for van		63.85
25/7/22	Lloyds card		
	Green Flag	95.00	
	Zoom	14.39	
	One Drive	1.99	
	Viking (stationary)	46.72	
	Monthly fee	<u>3.00</u>	161.10
9/8/22	BT phone and internet		79.60
16/8/22	RAC Allstar fuel		98.19
25/8/22	Lloyds card		
	Zoom	14.39	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	19.38

Online payment made on 21st July 2022

Salaries		3,909.37
HMRC	tax and NI	859.84
Essex Pension fund	pension contributions	998.40
Richard Edwards LLP	Payroll services	126.36
John Slade	repair works storage unit	150.00
Peter Willett	Production Great Notley Times	150.00
Paul Clark Printing	printing of Great Notley Times	1,591.00

Perspective Landscapes	Grass cutting	264.00
Broxap	new litter bins	951.48
NGCA	room hire	11.00
Npower	Street light electricity supply	207.02
Fenland Leisure	New basket ball hoops	372.00
Fenland Leisure	fixings for hoops	<u>3.36</u> 375.36

Online payment 5th August 2022

Quest Motors	MOT, Service and repair to van	1279.60
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Online payments made 23rd August 2022

Salaries		4,183.33
Clerk	Expenses	7.10
HMRC	tax and NI	859.64
Essex Pension fund	pension contributions	998.40
Perspective Landscapes	Grass cutting	144.00
NGCA	room hire	11.00

Payments to be made in September

Mortimer Contract Ltd	Installation of rocker and basketball hoops	864.00
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22/73.3 To receive the quarterly financial report

The quarterly financial report calculated to 30th June 2022 was **accepted**

22/73.4 To receive report on outcome of external audit

It was noted that a clear external audit has been received with no caveats of comments. The notice of conclusion of audit will be issued and it was **agreed** to display that notice on the boards for 28 days

22/73.5 To consider whether to remain opted in to the current external audit arrangements

It was **agreed** to remain opted in to the current collective arrangements for the external audit

22/74: Substantive Matters for consideration

22/74.1 To consider the issue of provision of allotments in the Parish

Reports including a soil survey are awaited from Braintree District Council and a further Zoom meeting will take place towards the end of September.

22/74.2 To consider play area issues

22/74.2.1 To consider the latest play area inspection report

The report was noted and in relation to issues raised it was noted that the bike springer has been replaced, the new basketball hoops have been installed and the brambles have been cut back. It was considered that there is no need to have a self-closing gate at Levens Way as small children use the area and Councillors wish to avoid any finger trap problems.

22/74.2.2 To consider actions in relation to the painting of the skate ramp

As users have commented to Councillors that there is no issue with the surface it was **agreed** no further action to be taken

22/74.2.3 To consider issue of graffiti in the skate area and actions to take

Councillors **agreed** to monitor the situation

22/74.3 To consider litter issues

22/74.3.1 To consider organising a Community Litter pick

It was **agreed** not to arrange such an event at present.

22/74.3.2 To consider whether to request removal of the litter bin at the Great Notley Avenue pond

It was noted that the green bin is rarely used for litter but has been filled with dog poo over recent weeks resulting in BDC having to be called in to jet wash the bin. It was **agreed** to request that BDC remove the litter bin and replace it with a dog bin.

22/74.3.3 To consider resident's complaint regarding antisocial behaviour and littering in the vicinity of a bench in Ridings Avenue

It was noted that a resident has complained that youths gather on a bench in the small garden area at Ridings Avenue creating litter, graffiti. The comments from the resident were noted and it was **agreed** to keep a watching brief on the situation at present.

22/74.4 To consider traffic issues

22/74.4.1 To consider residents' complaints regarding parking on the bend of Cuckoo Way by Wood Way and any actions to take.

It was noted that a number of vehicles have been observed parking on the bend and that residents have complained that this is a danger. There was a concern that the installation of yellow lines may move the problem into neighbouring roads. It was therefore **agreed** to consult with the residents of that area of Cuckoo Way and also in Wood Way to assess if this is an issue for those local residents before considering if an application to the North Essex Parking Partnership is warranted.

22/74.4.2 To consider resident's complaint regarding parking at Chestnut Avenue

As the issue appears to be pavement parking to let the resident know of the right to approach the Police in relation to obstruction.

22/74.4.3 To consider ongoing complaints regarding persons parking on estate roads when attending the Country Park

It was noted that the North Essex Parking Partnership previously advised that the solutions were yellow lines preventing any vehicle parking (not just visitors) or residents parking which would attract a charge. It was **agreed** to contact the residents of Petworth Close and Grantham Avenue where the parking occurs to set out the options and obtain the views of residents before deciding how to progress the matter.

22/74.5 To consider green issues

22/74.2.1 To receive update regarding the issue of a volunteer Tree Warden

Dispite advert on the website and Facebook no interest has been shown. It was **agreed** to include an article in the forthcoming magazine and approach the Friends of the Flich Way and Black Notley Parish Council to widen the search for an interested person.

22/74.2.2 To receive update in relation to the Community Orchard project

No further progress with the project as it will be important to have a tree warden to progress the project.

22/74.6 To consider initial strategy planning for financial year 2023 – 2024 and to consider report regarding works carried out by the Parish Council in the Parish.

The report which had previously been provided at the July meeting was again considered and the Parish Clerk was asked to obtain feedback from the litter team as to their interest in taking on additional tasks subject to an appropriate increase in hours and report back to Councillors.

22/74.7 To consider and agree quotes for tree inspection report

Councillor Butland left the meeting for this agenda item as one of the quotes had been obtained from Essex County Council

Three quotes had been requested for the service and two received. Councillors **agreed** to accept the quotation from Essex County Council Place services to carry out the inspections.

Councillor Butland returned to the meeting

22/74.8 To consider report in relation to Dash cam for the Parish Council vehicle

The report on legal requirements and the costs of a Dashcam provided by the Clerk was considered and it was agreed to take no further action on this issue

22/74.9 To consider the organisation of Parish Council events

22/74.9.1 To consider the organisation of the Parish Remembrance Day event

It was noted that the Chairman will not be available for this event. There are otherwise sufficient Councillors available to attend and also collect the PA system. The event will take place on the green.

22/74/9/2 To consider the organisation of the Christmas event

It was noted that a number of Councillors will not be available but it was considered that there are still enough to host the Carols around the Christmas Tree event and the Clerk was asked to put together a list of tasks so everyone is clear what is required on the day.

Regarding the Pantomime it was noted that the NGCA will again be hosting the event but wishes to charge people to attend. Councillors were keen to be able to support an event for local families to enable them to attend free of charge during this time of financial pressure and it was **agreed** to provide a grant of up to £1,500 to enable the event to go ahead as a free to attend event.

22/75 Planning applications, Tree Preservation Orders and other planning matters

22/75.1 New Applications within the Parish

Application No.	Application	Response
22/02115/HH	21 Shelduck Crescent, Great Notley – part single part two-storey rear extension	No Comments

Two further applications have been received as set out below

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

22/02248/TPO - 15 Ellen Way, Great Notley – work to tree covered by a Tree Preservation Order

Councillors had **no comments** to make in relation to the two applications so the Clerk will use delegated powers to respond to both that there are no comment from the Parish Council

22/75.2 To note responses to planning applications using delegated powers

The following responses were **noted**

Application No.	Application	Response
22/01691/HH	61 Derwent Way, Great Notley - Removal of existing domestic garage. Erection of two- storey side extension and rear single-storey extension	No comments
22/01680/HH	6 Stanstrete Field, Great Notley - Two- storey side and single-storey rear extension	No Comments
22/01074/HH	The Community Centre, Notley Green, Great Notley - Installation of 2 Air Conditioning Condenser Units	No Comments
22/00002/MAS	Strategic area 7 Great Leighs – part one masterplan	Regarding health provision there is a wish that the planners to be assured that the NHS has properly assessed the needs for primary care so as not to overwhelm the Great Notley surgery. Regarding schooling it was noted that a primary school is planned for the development but no secondary school so there is a wish that the planners are assured that there will be sufficient secondary school places available at local schools. Regarding highways, in relation to additional congestion in the area there is a wish to see an integrated transport strategy to encourage the use of other means of transport as opposed to relying on cars.
22/02000/LBC	Naylinghurst, Retention of the	No objection

	repainting of dwelling and changing the wall colour to white and the window frames from blue and white to grey	
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22/75.2 To note results of planning applications

The following results were **noted**

Application No.	Application	Outcome
22/00437/HH	1 Tufted Close, Great Notley - Conversion of integral garage to habitable accommodation and erection of first floor extension above	granted
22/01324/TPO	35 Langdale, Great Notley – work to trees covered by Tree Preservation Order	granted
22/01433/TPO	5 Rydal Way, Great Notley – work to tree covered by Tree Preservation Order	granted
22/01477/TPO	White Court School, Ennerdale Ave, Great Notley – work to trees covered by Tree preservation orders	granted
22/01691/HH	61 Derwent Way, Great Notley - Removal of existing domestic garage. Erection of two-storey side extension and rear single-storey extension	Refused

22/75.3 To consider whether to apply for a licence review in relation to events at the Chelmsford City Racecourse and issues surrounding pedestrian access.

It was noted that following the problems at the Clockstock event further events have taken place with no complaints or issues being raised. It was **agreed** to take no further action at this point in time.

22/75.4 To consider response in relation to Chelmsford City Council Local Plan review

It was noted that future development is planned around the new Chelmsford Garden Community and possibly Chatham Green. It was **agreed** to response that the Parish council would wish consideration to be given to the capacity of

infrastructure, schools and the GP surgery and the modelling of new road junctions.

22/76: To consider any matters to be raised for next agenda

Strategy planning and work to be carried out by the litter team plus the grant application to the Councillors fund for new trees.

Meeting concluded at 9pm