



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 5<sup>th</sup> December 2022 at the Community Centre Great Notley**

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Meeting commenced at 7.40pm

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

One member of the public was present

**22/97: Apologies**

Received from Councillors Butland, Crawford and Pritchard.

**22/98: Declarations of Interests**

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

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.

**22/99: to consider and approve Minutes of the Meeting held on 14<sup>th</sup> November 2022**

The minutes of the meeting held on 14<sup>th</sup> November 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

**22/100: Public Question Time**

A member of the public complained about noise nuisance from recent events at the Chelmsford City Racecourse. She had tried to follow the complaints process on the City Council website and followed up by speaking to an officer. It would appear that only telephone complaints received on the day are considered and there appears to be a lack of clarity on the website as to how to complain, which complaints will be taken into consideration and the process generally. She was also concerned that the officer had simply referred her back to the Parish Council. It was noted that there is a substantial timetable of events for 2023 and she was concerned that any complaints from residents in Great Notley are therefore simply not being heard. There had been a substantial response on social media regarding the event. Councillors Cunningham and Ricci agreed to take the issue up and report back on the outcome.

## 22/101: Reports

### 22/101.1 Report from County Councillor

None.

### 22/101.2 Report from District Councillor

Braintree District Council is still going through its budget process. They are also due to receive money from the Rural England Prosperity Fund and have yet to decide how that money should be allocated.

### 22/101.3 Reports from Councillors attending external meetings

None.

## 22/102: Parish Clerk's Report

The Clerk reported as follows –

1. Braintree District Council (BDC) has cleared more fallen leaves along the footpaths and within White Court as a result of residents' complaints
2. The Church has sent its thanks for the raffle prize donated for the Christmas tree festival and credit will be provided to the Parish Council for provision of the prize.
3. The NGCA has advised that due to heating issues at the hall it is not in a position to host any 'warm space' or community information events until at least next January 2023. I therefore approached the Church and an event is being planned at their venue.
4. The work to the tree in the Levens Way play area will be carried out shortly
5. 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 – Signage recommended for funding in financial year 2022 – 2023 at an estimated cost of £5,000	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 – feasibility to be undertaken and current listed in the 'awaiting funding' list of the LHP	July 2020
Grant application for trees – await response from Councillors grant fund officer at BDC	June 2022
Local Highway Panel application for tactile paving at Bridge End Lane – application submitted to LHP and currently in validation	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

Rewilding scheme – await more information from BDC in 2023/4	October 2022
Tree Warden – voluntary position continues to be advertised	September 2022
ECC member led pothole programme – issues reported and response awaited from ECC	October 2022
Application to the North Essex Parking Partnership for parking restrictions at the bottom of Cuckoo Way and junction with Wood Way – submitted in November and on hold pending survey response	November 2022

The Clerk also advised of problems with the delivery of the Great Notley Times and as a result of several residents complaining that they had not received the magazine a complaint had been lodged with Royal Mail. Royal Mail insist that the delivery took place with no issues but admit that there have not been deliveries to Cut Hedge for some time as it is now on a 'walk cross over'. This has not been advised before and Councillors asked that the issue be taken further with Royal Mail and the issue of Royal Mail delivery be considered on a future agenda.

The report was otherwise **accepted**.

### **22/103: To note committee reports**

The minutes of the Personnel Committee dated 13<sup>th</sup> June, 5<sup>th</sup> September, 17<sup>th</sup> October and 14<sup>th</sup> November were **noted**.

### **22/104: Financial report**

#### **22/104.1 Bank Reconciliation**

The bank reconciliation statement calculated to the end of November 2022 was **noted and accepted**.

#### **22/104.2 Payments for approval**

The following payments were **approved** –

##### **Direct Debits**

9/11/22	BT phone and internet	79.60
16/11/22	RAC Allstar fuel	64.28
23/11/22	Lloyds card	
	Stationary	49.84
	Aplan van insurance	546.72
	Zoom	14.39
	One drive	1.99
	McAfee	39.99

Monthly fee 3.00 655.93

### Online Payments made on 23<sup>rd</sup> November 2022

Salaries		4,075.71
Senior litter picker	Expenses - puncture repair	25.00
Clerk	Expenses	85.25
HMRC	tax and NI	738.15
Essex Pension fund	pension contributions	998.40
NGCA	hall hire	16.50
Marks Tey Radio	PA system hire	240.00
John Slade	supply and fit of new rope at flagpole	120.00

#### **22/104.3 To consider agreeing to an energy audit**

A firm recommended with NALC is offering an energy audit free of charge to Parish Councils so it was **agreed** that the company be asked to review the electricity supply contract for the streetlights owned by the Parish Council.

#### **22/104.4 To approve costings for deep clean of hedges**

The cost supplied by All Property Care was **accepted**.

### **22/105: Substantive Matters for consideration**

#### **22/105.1 To consider the issue of provision of allotments in the Parish**

Braintree District Council is in the process of obtaining quotes for the removal of the contaminated soil and replacement with fresh topsoil. The meeting in December has therefore been postponed until 20<sup>th</sup> January 2023.

#### **22.105.2 To consider representations in relation to the recent cost cutting measures proposed by Braintree District Council regarding services and agency payments**

It was **agreed** to defer discussion on this matter until the meeting in January 2023.

#### **22/105.3 To consider the draft of the budget for financial year 2023 – 2024**

The updated budget was discussed but as the tax base figures are still awaited the final decision cannot be made until the meeting in January 2023 so the issue will be fully considered at the January meeting.

#### **22/105.4 To receive update on the issue of an electric van**

A report from investigations by Braintree District Council was presented and the issue will be considered further when a further report has been received.

#### **22/105.5 To confirm arrangement to replace vandalised Christmas tree and agree final arrangements for Christmas tree decoration event**

It was noted that the tree has been vandalised and a report issued to the Police. Kings have agreed to provide a replacement tree free of charge but are not able to remove the old tree and plant the new one. Councillors therefore **agreed** that Relay Ltd carry out that work and agreed the costs. It is anticipated that the tree will be replaced this week to enable it to be decorated on 17th December and for the NGCA to host the Carols event later that day.

#### **22/105.6 To consider tree planting opportunity**

The Parish Council has no land to utilise but the information will be sent to the District members to consider.

#### **22/105.7 To consider play area inspection report**

The outcome of the latest operational play area inspection was **noted**.

#### **22/105.8 To consider survey and next steps regarding application to the North Essex Parking Partnership for parking restrictions at Cuckoo Way**

It was noted that the North Essex Parking Partnership require a survey of certain residents and for 75% of those residents to support the proposals. It was therefore **agreed** to set up a Survey Monkey survey and to deliver letters to each residents asking them to complete the survey.

#### **22/106 Planning applications, Tree Preservation Orders and other planning matters**

##### **22/106.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/03030/TPO	22 Buttermere, Great Notley – work to trees subject to a tree preservation order	No comments
22/03172/TPO	2 Buttermere, Great Notley – work to tree covered by a tree preservation order	No Comments

##### **22/106.2 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
21/02576/TPO	28 Buttermere, Great Notley – work to tree covered by a Tree Preservation order	<b>Permitted</b>
22/02256/HH	25 Timbers Close, Great Notley – single storey rear extension with roof lantern	<b>Granted</b>

22/02589/TPO	41 Derwent Way, Great Notley – work to tree covered by a Tree Preservation Order	<b>Granted</b>
22/02561/TPO	5 Derwent Way, Great Notley – work to tree covered by Tree Preservation Order	<b>Granted</b>

**22/107: To consider any matters to be raised for next agenda**

Budget, the van, Great Notley Times, elections

Meeting concluded at 8.30pm

DRAFT