



**Minutes of the Meeting of Great Notley Parish Council Held on Monday 14<sup>th</sup> November 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

One member of the public was present

**22/87: Apologies**

Received from Councillors Butland and Cunningham.

**22/88: 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.

**22/89: to consider and approve Minutes of the Meeting held on 17<sup>th</sup> October 2022**

The minutes of the meeting held on 17<sup>th</sup> October 2022 were **agreed** by Councillors as a correct record and signed by the Chair.

**22/90: Public Question Time**

No questions or comments.

**22/91: Reports**

**22/91.1 Report from County Councillor**

None

**22/91.2 Report from District Councillor**

Councillor Ricci reported that Braintree District Council is looking into supporting 'warm space' initiatives and looking to roll over unspent Councillor grant money to assist in the cost of living crisis. Community 360 is managing volunteer schemes.

**22/91.3 Reports from Councillors attending external meetings**

Councillor Griffin had attended a recent meeting of the Notley Green Community Association and reported that they are looking to amend their constitution due to issues of being quorate. The NGCA had complained about the position of the Christmas tree with reference to the position of the Scouts

gazebo at the fete but discussions with the Scouts had shown that there is no concern in that quarter. The NGCA will consider warm space initiatives. Frankie will be attending the next meeting and will report back further.

**22/92: Parish Clerk’s Report**

The Clerk reported as follows –

1. I have attended the following external meetings –
  - 27<sup>th</sup> October – BDC Clerk’s forum
2. Braintree District Council (BDC) have circulated letters to residents of Notley Green to update them on how the hedges along that road will be maintained in future.
3. The application for the speed limit on the A131 to be reduced from 60mph to 50mph has been rejected by the Local Highway Panel who have issued the following comments ‘A131 itself is built to 60mph design standards, if we reduce the speed limit this will encourage drivers to use an alternative route (London Road). No accident data to warrant a speed limit reduction’
4. No news to report as yet in relation to the appointment of a tree warden but I will keep you updated
5. No further news has been received from the Police regarding patrols with the Parish Council.
6. I requested that BDC clear fallen leaves along the footpaths and they agreed to assess the various paths

*It was noted that some paths and pavements have been attended to but others have not. The Clerk was asked to raise this with BDC.*

7. Regarding the ECC member led pothole programme, residents responded and raised issues of a large pothole on the A131 at the Pegasus crossing and a number of surface defects at the entrance to White Court which I referred to Councillor Butland.
8. 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

Information from BDC regarding Electric Vehicle feasibility study – expected in July 2022	November 2021
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

The report was otherwise **accepted**.

## **22/93: Financial report**

### **22/93.1 Bank Reconciliation**

The bank reconciliation statement calculated to 31<sup>st</sup> October 2022 was **accepted**.

### **22/93.2 Payments for approval**

The following payments were **approved** –

#### **Direct Debits**

9/10/22	BT phone and internet	78.90
16/10/22	RAC Allstar fuel	63.00
24/10/22	Lloyds card	
	Zoom subscription	14.39
	One Drive	1.99
	Amazon (mouse)	7.99
	Monthly fee	<u>3.00</u> 27.37

#### **Online Payments made on 21<sup>st</sup> October 2022**

Salaries		4,183.13
HMRC	tax and NI	859.84
Essex Pension fund	pension contributions	998.40
Perspective Landscapes	Grass cutting	144.00
Npower	electricity for Streetlights	193.38

Myers Scott Ltd	website hosting fee		121.66
NGCA	hall hire	27.50	
	Grant	<u>1,462.62</u>	1,490.12
EALC	First Aid Training		180.00
Paul Clark Printing	printing of Great Notley Times		1,778.00

#### **Online payment made on 26<sup>th</sup> October 2022**

King and Co	purchase and planting of tree		404.00
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It was also **agreed** to pay for new rope for the flagpole and to ensure it is good quality rope and not nylon.

#### **22/93.3 To consider purchase of new reference book**

It was noted that the new edition of Charles Arnold Baker on Local Council Administration is now available and is a vital reference book for the Clerk. It is available at a lower price via SLCC. It was **agreed** to contribute 50% of the cost to purchase the book for the Clerk (the remainder to be met by the other Parish Council of which she is Clerk)

#### **22/93.4 To consider provision of raffle prize for Christmas tree festival**

It was **agreed** to purchase a Christmas Hamper at a cost of £55 and ask that the Church credit the Parish Council for the prize.

#### **22/94: Substantive Matters for consideration**

##### **22/94.1 To consider the issue of provision of allotments in the Parish**

The Clerk had provided a report regarding recent meetings with BDC about the project. In particular BDC had commissioned a soil survey and it was noted that the soil is contaminated with spoil from the construction of Skyline business park which includes hydrocarbons and the conclusion of the report it that it is unsuitable to be an allotment site. The recommendation is to remove all the soil and replace it which BDC stated was at a cost that is beyond budget. Officers at BDC had suggested raised beds but this had not been recommended by the experts and it is not clear whether the prospective tenants would want such an arrangement. After discussions on options, it was **agreed** to respond to BDC on the basis that land had been earmarked for allotments on Horizon 120 and the Parish Council had only agreed to not pursue that site on that basis that a viable site could be provided to the Parish Council with the suggestion that would be in the Country Park. Expert advice needs to be followed so if BDC is not willing or able to follow the recommendation within the soil survey of replacing the soil then the Parish Council would wish a site to be provided in the Horizon 120 development as originally envisaged.

## **22/94.2 To consider Traffic issues**

### **22.94.2.1 To consider report of feedback from residents in relation to parking at Petworth Close and Grantham Avenue and consider actions to take**

The Clerk had provided a report on the outcome of the survey. It was noted that the majority of responses from residents at Petworth Close was against parking restrictions or a residents parking scheme. Some residents from Grantham Avenue had been consulted and the 7 responses were in favour of restrictions but as that number is so low it would not support any such scheme. Therefore, it was **agreed** not to make any applications to the North Essex Parking Partnership but to publish the survey results so that residents are aware of the outcome.

### **22.94.2.2 To consider report and feedback from residents in relation to Parking along Cuckoo Way and consider actions to take**

A substantial response had been received from residents which had been summarised in a report. It was noted that a large portion of the parking at the bottom of Cuckoo Way appears to be residents and their visitors and contractors. It does appear to be present an issue and is considered dangerous by some. It is apparent there is an issue in Wood Way and there was a concern that the entrance to shared driveways for groups of houses are being obstructed. Councillors did not wish to exacerbate existing problems but after discussion **agreed** to apply to the North Essex Parking Partnership setting out the problems highlighted and suggesting that the corner of Wood Way is protected from parking as well as the entrance to the long private drive and that there is a timed parking restriction at the bottom of Cuckoo Way so as to prevent longer term parking in the area.

### **22.94.3 To consider the first draft of the budget for financial year 2023 – 2024**

Councillors considered the first draft of the budget. It was noted that BDC may reduce the agency funding in relation to litter picking and that the final figures cannot be agreed until the tax base figures have been released in December. There was discussion relating to the reserves and it was noted that running costs must come from the precept and not reserves. The issue of the proposals from BDC regarding cost cutting will be on the next agenda so that representations may be made as will the issue of a new EV van. It was also agreed to budget for a Christmas event for 2023. The issue will be on the next agenda for further consideration.

### **22/94.4 To consider actions in relation to the Health and Wellbeing strategy**

It was noted that the Church is hosting 'warm space' events which the Parish Council will promote. The NGCA is considering whether to host any such events. It was also noted that Community 360 can bring a 'roadshow' to the Parish to provide advice to residents on a variety of topics and it was **agreed** to approach NGCA to see if an event could be hosted in the Community Centre.

## **22/94.5 To consider responses to surveys**

### **22/94.5.1 To consider response to Essex Highways survey**

Councillors **agreed** to highlight issues of potholes and poor drainage particularly at Panner's Pond and the underpass.

### **22/94.5.2 To consider response to Passenger transport survey**

Councillors **agreed** to highlight the benefits of the Digigo bus scheme and to point out that due to the withdrawal of section 106 funding the previous bus service was removed from the village meaning that there is only a one way journey into the town centre and that bus trips do not start as early as they used to. The bus stops and infrastructure is available but not used and means that there is a lack of connectivity into town and in particular to the train station and Manor Street.

### **22/94.6 To consider the Tree inspection report and quotes for remedial work**

The tree inspection report was noted and it was particularly noted that the only tree that requires attention is the oak in the Levens Way play area where deadwood needs to be removed. Three quotes had been requested and from the two quotes received Councillors **agreed** to accept the quotation from JCM services.

### **22/94.7 To consider litter issues**

#### **22/94.7.1 To consider organisation of deep clean of hedges with contractor**

It was **agreed** to request that the contractor carry out a deep clean of hedges by the RAFT, Thorington Close and the corner of Cuckoo Way by the petrol station and to let Tesco know what is to be carried out and to suggest that they may wish to clean out their ditches.

#### **22.94.7.2 To consider response to Braintree District Council's request for feedback on liaison between Parishes and the District regarding litter clearance.**

It was **agreed** to feedback on the litter picking arrangements undertaken by paid staff of the Parish Council and successful Keep Britain Tidy and Clean up Poo schemes. To point out that BDC should liaise with Parishes prior to launching schemes so as to be more aware of local needs.

### **22/94.8 To consider the organisation of the Parish Council Christmas Tree decorations**

Councillors **agreed** that the tree be decorated with the volunteers on Sunday 18<sup>th</sup> December 2022 at 2pm and that other community groups be invited to come along with decorations. The star and the lights (and batteries) to be supplied by the Parish Council. The decorations to remain in place until New Year's Day and will be monitored by the litter team and Councillors. It was agreed to purchase a large watering can so that the tree can be watered by the litter team in the spring/summer.

### **22/94.9 To agree amendment to meeting dates for 2023**

The amended date for the July 2022 meeting was **agreed** thus enabling the dates for 2023 to be published.

### **22/94.10 To consider the review of the Open Spaces Action Plan**

The entries in the document relating to this Parish were considered and **agreed**.

### **22/95 Planning applications, Tree Preservation Orders and other planning matters**

#### **22/95.1 New Applications within the Parish**

Councillor Ricci left the room for this agenda item.

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/02256/HH	25 Timbers Close, Great Notley – single storey rear extension with roof lantern	<b>No comments</b>

#### **22/95.2 To note responses to planning applications using delegated powers**

The following response was **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Response</b>
22/00822/FUL	Horizon 120 – erection of acoustic fencing and landscaping	No Comments

#### **22/95.3 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
22/01455/HH	19 Daphne Close, Great Notley – single storey rear extension	<b>Granted</b>
22/02115/HH	21 Shelduck Crescent, Great Notley – part single part two-storey rear extension	<b>Granted</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	<b>Granted</b>

	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	<b>Part Granted and part refused</b>

Councillor Ricci returned to the room.

**22/96: To consider any matters to be raised for next agenda**

Budget and EV van.

Meeting concluded at 8.35pm