



**Minutes of the Meeting of Great Notley Parish Council Held on 13th
February 2023 at the Community Centre Great Notley**

Meeting commenced at 7.30pm

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

2 members of the public were present

23/08: Apologies

None.

23/09: 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 and specifically in relation to agenda item 23/16.7 tree item.

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.

**23/10: To consider and approve Minutes of the Meeting of 9th January
2023**

The minutes of the meeting held on 9th January 2023 were **agreed** by Councillors as a correct record and signed by the Chair.

23/11: Public Question Time

The Chairman of the Essex Association of Local Councils was present to present the Local Council Award Quality level to the Parish Council. He had previously awarded the Council Foundation level demonstrating standards of good governance and is now able to present Quality award showing that the Council has high standards of community engagement and uses the General Power of Competence. He also provided a brief update on Essex County Council and NALC initiatives in which he is involved. A certificate was presented to the Chairman and Clerk.

23/12: Reports

23/12.1 Report from County Councillor

Councillor Butland confirmed that the Essex County Council budget has now been set within which there is an additional £9 million pounds set aside for potholes and pavements. He is continuing to follow up with the application for White Court to be made a 20mph area consistent with the rest of the Parish. Also he had received complaints regarding work carried out by Gigaclear which he has brought to the attention of Essex Highways.

23/12.2 Report from District Councillor

Councillor Ricci confirmed that Braintree District Council are continuing to work on addressing the cost of living crisis. He also sits on the Police Crime and Fire Commission and confirmed that its budget has been set.

Councillor Cunningham advised Regarding the Braintree District Council Councillor fund, Councillors are being permitted to roll over any underspend which will be donated to Community 360.

23/12.3 Reports from Councillors attending external meetings

Councillor Griffin had attended the Church warm space coffee morning where Community 360 provided assistance to those present.

She also attended the AGM of the Notley Green Community Association where there is a wish to change their constitution although there have been many questions asked and an wish expressed for the Ducklings pre-school to be autonomous as opposed to being affiliated to the NGCA. The Chairman of that organisation is due to provide clarification on issues raised

Councillor Crawford had attended a recent meeting of the Patient Participation Group at the GP surgery which is currently in a state of flux due to several members moving away but it is due to be invigorated soon.

23/13: Parish Clerk's Report

The Clerk reported as follows –

1. The deep clean of hedges was delayed by the weather but was carried out early in January.
2. Following further complaints from residents about wet leaves on paths, Braintree District Council (BDC) agreed to remove them. The work was carried out early in February but one resident was not satisfied so I referred her direct to BDC.
3. Residents have complained about an HGV parked in the bus stop by the GP surgery overnight for a number of evenings now. As it is within the area protected by double yellow lines, I have referred the matter to the North Essex Parking Partnership.

The Clerk had also advised the company who owned the vehicle and it had been moved but is now back parked in the bus stop and further complaints

have been received from residents. Councillors requested that the Clerk again write to the company prior to referring the issue on to DVSA.

4. A complaint was received from a resident regarding substantial littering in and around a pond on pathway 26. As the litter team are not risk assessed to work in the pond I referred the issue to BDC who have agreed to tidy the area although their operatives are also subject to certain restrictions in working around water. The resident was not happy with that response but the situation can be assessed further once the work has been carried out.
5. Community 360 attended the Church warm space coffee morning on 31st January 2023.
6. The work to the tree in the Levens Way play area was carried out on 27th January.
7. As a result of residents' complaints I referred the issue of a number of streetlights that have been reported as faulty which have still not been repaired to County Councillor Butland. Essex County Council advised that as an LED upgrade was imminent repairs would not be undertaken in the meantime. The LED upgrade is progressing around the village but I am now receiving complaint that the new lights are not turning off at night. I have raised this with Councillor Butland and await a response.
Councillor Butland has raised the issue with Essex County Council. Some residents have complained of light shining into their houses so the Clerk has provided them with contact details of Highways so that a shade can be requested.
8. The application for warning pedestrian Signs on the A131 on the lead up to the Panner's roundabout now appears in the list of schemes where funding has been agreed with an estimate that the work will be carried out in the final quarter of the financial year.
9. Further to Councillor Butland's liaison with the District Council and Police a dispersal order was issued in relation to car racing along the A131 for the weekend of 14th January. However, residents report that the issue continues.
10. Zoom has advised that there will be a price increase of £1 a month for all packages.
11. I have received a number of complaints regarding work being carried out by Gigaclear in the White Court section of the Parish. I was able to resolve most by referring them to the information page on the Parish Council website and resolved a third by speaking to the Community officer who apologised for a path at Ullswater Close being blocked with no signage which appears to be resolved now.
12. Regarding the application for tactile paving at the Panner's entrance to the village there is a recommendation for the following works to be carried out subject to funding being allocated - *Installation of tactile paving, visibility improvements and replacement of the barrier with a bollard is investigated as a package of works for detailed design and works commission. Estimated funding £16,000.00*
13. I again referred a resident's complaint regarding the untidy state of the bin area next to the Ellen Way post office to Braintree District Council who are looking into the matter.

14. 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
Local Highway Panel application for tactile paving at Bridge End Lane – Installation of tactile paving, visibility improvements and replacement of the barrier with a bollard is investigated as a package of works for detailed design and works commission. Estimated funding £16,000.00	June 2022
Rewilding scheme – await more information from BDC in 2023/4	October 2022
Tree Warden – voluntary position continues to be advertised	September 2022
Report on electric vehicles – awaited from Braintree District Council	October 2022

The Clerk also attended the Braintree District Council Clerk forum where issues regarding the cost of living fund were mentioned plus she was advised that BDC are no longer going to cut the funding towards Parish litter picking. She also advised that the Police are involved in relation to an attack where a swan was killed at Panner’s pond.

The report was **accepted**.

23/14: To note committee reports

None.

23/15: Financial report

23/15.1 Bank Reconciliation

The bank reconciliation statement calculated to 31st January 2023 was **accepted**.

23/15.2 Payments for approval

The following payments were **approved** –

Direct Debits

10/1/23	BT phone and internet	78.55
---------	-----------------------	-------

16/1/23	RAC Allstar fuel card		92.01
23/1/23	Lloyds card		
	Zoom subscription	14.39	
	One drive	1.99	
	Viking Stationary	47.92	
	Monthly fee	3.00	67.30

Online Payments mad on 20th January 2023

Salaries			4141.42
Clerk	Expenses		12.64
HMRC	tax and NI		785.05
Essex Pension fund	pension contributions		1,029.23
NGCA	hall hire		11.00
Chelmsford Safety	Salt spreading machine		212.57
Richard Edwards LLP	payroll services		126.36
Npower	streetlight electricity		155.20
Relay Ltd	installing new board and planting		
	Replacement Christmas tree		873.60
Community Heartbeat Trust	new battery for defibrillator		156.00
Ernest Doe and Sons Ltd	PPE and screen wash		48.47

Online payment made 6th February 2023

Mobile Tyres	repair to van tyre		150.00
--------------	--------------------	--	--------

23/15.3 To consider data audit

The data audit was considered and **approved**.

23/15.4 To consider Financial risk assessment

The financial risk assessment was considered and **approved**.

23/15.5 To consider saver accounts for reserve funds

It was noted that it would be prudent to have a further savings account for money held in reserve. The Clerk will look into the situation and report back at a future meeting.

23/16: Substantive Matters for consideration

23/16.1 To consider the issue of provision of allotments in the Parish

The Clerk had provided a report on a recent meeting with Braintree District Council who had obtained quotes to clear the land under consideration of contaminated soil which was extremely expensive rendering that site unaffordable. Despite assurances that a feasible site could be provided by BDC at the Country Park there does not seem to be any further areas that BDC can offer in that location and they advise that it is not possible to locate it at Horizon 120. On considering possible sites Councillors agreed to suggest siting the project on land next to the Parish Council storage unit behind the Community Centre play area as it is central, next to a car park and water is available. Another Zoom meeting is set up with BDC and the issue will be raised for discussion.

23/16.2 To receive update regarding application to the North Essex Parking Partnership for parking restrictions at Cuckoo Way

The Parking Partnership has formally confirmed that there has been insufficient response and therefore insufficient support for parking restrictions at Cuckoo Way and Wood Way and therefore no further action will be taken in this regard.

23/16.3 To discuss salt gritting needs within the Parish and possibility of acquiring salt bins

Councillors agreed that as well as prioritising the pavements around both schools and the slope leading down to the underpass, priority should also be given to the pavements in front of the shops at Panner's Parade, the Church and White court store. Also the litter team to be asked to grit as much of the spine footpath as possible. Councillor Butland will enquire as to whether additional salt can be provided. Councillors further agreed that up to £250 can be spent in acquiring salt as snow is expected soon.

23/16.4 To consider and agree to purchase replacement parts for the Defibrillator

It was noted that a new battery was urgently acquired for the defibrillator and it was agreed that new pads can also be bought.

23/16.5 To consider representations in relation to change if arrangements for use of recycling centres.

After discussion it was **agreed** that as this is a pilot scheme it was agreed to review the arrangements at the end of the summer and decide if any representations are needed at that stage.

23/16.6 To consider van inspection

It was noted that the van has had to have tyres replaced on 4 recent occasions. It was **agreed** to keep the situation under review and in the meantime to remind the drivers that they are obliged under the terms of the vehicle policy to check tyre pressure.

23/16.7 To consider progress of tree strategy for the Parish

As residents continue to complain about tree issues and Braintree District Council has still not come back with any further update on the strategy, the District members agreed to chase up the situation with Braintree District Council and report back.

23/16.8 To consider events that the Parish Council will host during 2023

It was noted that NGCA has again agreed to provide refreshments after the Remembrance Service. The Clerk was asked to provide the Tesco contact details to NGCA so that they can arrange the food. The NGCA will no longer be hosting the Pantomime but hope to be able to host the carols event. There has been some issues relating to licensing for the fete but NGCA hope to go ahead in July. The Parish Council will not be hosting any events for the Coronation but will leave it for the community to arrange if they so wish.

23/17: Planning applications, Tree Preservation Orders and other planning matters

23/17.1 New Planning Applications

Councillor Ricci left the room for this part of the meeting.

Application No.	Application	Response
23/00064/TPO	15 Ellen Way, Great Notley – work to a tree covered by a Tree Preservation Order	No comments
23/00122/TPO	1 Ullswater Close, Great Notley – work to tree covered by a Tree Preservation Order	No comments
23/00278/TPO	9 Langdale, Great Notley – work to tree covered by a Tree Preservation Order	No comments
23/00191/REM	Land Rear of Gilda Terrace, Braintree - Application for the approval of reserved matters (in respect of layout, scale, appearance and landscaping) for 119 dwellings pursuant to outline planning permission 18/01065/OUT granted 27/7/21 for residential development (C3) for up to 120 dwellings with all matters reserved except access and the demolition of nos. 27 and 29 Gilda Terrace	No comments

23/17.2 To note results of planning applications

The following results were **noted**

Application No.	Application	Result
22/03030/TPO	22 Buttermere, Great Notley – work to trees subject to a tree preservation order	Part granted and part refused
22/03172/TPO	2 Buttermere, Great Notley – work to tree covered by a tree preservation order	Granted
22/00822/FUL	Horizon 120 Business Park, Great Notley – erection of acoustic fence and landscaping	Granted

23/17.3 To consider any representations in relation to the consultation relating to the proposed expansion of the Chelmer Valley Park and Ride

Upon discussing the consultation it was agreed to respond to say that the Parish Council would welcome extended hours of opening for the service.

23/18: To consider any matters to be raised for next agenda

The memorial tree.

Meeting concluded at 8.57pm