



**Minutes of the Meeting of Great Notley Parish Council Held on 6<sup>th</sup>  
March 2023 at the Community Centre Great Notley**

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Meeting commenced at 7.57pm

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

No members of the public were present

In the absence of the Chairman, it was **agreed** that the Vice Chairman act  
as Chairman of the meeting.

**23/19: Apologies**

Received from Councillors Cunningham and Griffin.

**23/20: 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 Ricci declared a non-pecuniary interest as a member of Braintree  
District Council and as a member of the planning committee of that authority.

**23/21: To consider and approve Minutes of the Meeting of 13<sup>th</sup> February  
2023**

The minutes of the meeting held on 13<sup>th</sup> February were **agreed** by Councillors  
as a correct record and signed by the Acting Chair.

**23/22: Public Question Time**

No members of the public were present.

**23/23: Reports**

**23/23.1 Report from County Councillor**

Councillor Butland has raised issues in relation to the work undertaken by  
Gigaclear in the White Court area of the Parish with Essex County Council  
highways as the making good of the pavements has led to uneven surfaces.

**23/23.2 Report from District Councillor**

Councillor Ricci confirmed that the budget has been agreed and that there will  
be a £25 rebate on Council Tax for residents.

### 23/23.3 Reports from Councillors attending external meetings

None.

### 23/24: Parish Clerk's Report

The Clerk reported as follows –

1. Regarding the issue of the HGV parked in the bus stop by the GP surgery overnight which generated complaints from residents, the company again apologised and advised that the driver has been advised to park it in the company compound in Kent. Apart from one night over the weekend of 25<sup>th</sup>/26<sup>th</sup> February it has not returned to the Parish.
2. 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 – I have noted that there are further complaints on the Facebook page.
3. Braintree District Council advise that due to a rodent problem the recycling bins for tetrapak and plastic are due to be removed from the site adjacent to the Tesco petrol station on 8<sup>th</sup> March and I have updated residents on the Facebook page.
4. 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 report was **accepted**.

**23/25: To note committee reports**

None.

**23/26: Financial report**

**23/26.1 Bank Reconciliation**

The bank reconciliation calculated to 28<sup>th</sup> February 2023 was **noted and accepted.**

**23/26.2 Payments for approval**

The following payments were **approved –**

**Direct Debits**

9 <sup>th</sup> February	BT phone and internet		78.20
14 <sup>th</sup> February	RAC Allstar Fuel		59.72
23 <sup>rd</sup> February	Lloyds card		
	Zoom subscription	14.39	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	19.38

**Online payment made 14<sup>th</sup> February**

Royal Mail	Distribution of Great Notley Times	278.55
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**Online Payments 23<sup>rd</sup> February 2023**

Salaries		4,141.82
Senior litter picker	Van wash expenses	30.00
HMRC	tax and NI	785.65
Essex Pension fund	pension contributions	1,029.23
NGCA	hall hire	11.00
National Allotment society	subscription	66.00
JCM Services	Tree maintenance work	180.00
All Property Care Ltd	deep litter clean	312.00
Myers Scott Ltd	renewal of SSL certificate	77.99

### **23/26.3 To consider saver accounts for reserve funds**

Councillors considered options for Parish Council saver accounts available with The Co-op bank and Cambridge building society together with an investment fund with CCLA. It was agreed that the money should be invested in a fund where the amount of investment is guaranteed. Councillor Butland proposed that the sum of £50,000.00 is invested in a 95 day access account with the Co-operative bank. This was seconded by Councillor Shepperd and **agreed** by all Councillors. It was further **agreed** that the investment to be made after the election when the next instalment of precept payment has been received. It was also **agreed** that the signatories to the account will be the same as the current account.

### **23/26.4 To consider and approve the assets schedule**

The assets schedule was **considered and agreed**. In addition, Councillors asked that the litter team is asked to inspect all the bins as it has been noted that some appear to be worn and may need to be replaced. Two dog bins appear to have had their lids removed so need to be repaired and two street signs that BDC had agreed to repair have still not been attended to and will be reported again.

### **23/27: Substantive Matters for consideration**

#### **23/27.1 To consider the issue of provision of allotments in the Parish**

The report regarding the proposed allotment site adjacent to the Community Centre car park was **noted**. BDC are undertaking investigations into the site and a soil survey plus will speak to NGCA regarding the future use of the car park. In particular it was noted that any negotiations in relation to the use of the car park may provide an opportunity for the lease to be updated and the status of the storage unit resolved.

#### **23/27.2 To consider progress of tree strategy for the Parish**

Councillor Butland passed on a report from Councillor Cunningham that Braintree District Council is still working on the tree strategy for the entire District and hopes to be in a position to share the proposals for this Parish in particular in the summer of 2023 and Councillors requested that this information is uploaded to the website and Facebook page.

#### **23/27.3 To consider quotations for the planting of the Memorial Tree**

Councillors Butland and Ricci did not take part in this agenda item. It was noted that the terms of the consent for planting from Essex County Council require enquiries to be made as to the location of utilities. The Clerk had enquired with those who had provided quote to plant the tree as to how utility searches will be carried out. Two companies were not able to undertake the task but Relay have sophisticated equipment that they use in road works that will be able to locate utilities. It was therefore **agreed** to accept the quotation from Relay to collect and plant the tree. It was further **agreed** to purchase a tree of a height of 3.5 meters to enable it to have a good chance of establishing itself. It was noted that the funds are available due to a grant from Braintree District Council which has now been received.

#### **23/27.4 To consider quotation for utilities provided by Utility Aid**

It was noted that the quotations provided were substantially higher than the current amount being paid for streetlight electricity and it was therefore **agreed** to remain with the current supplier and take no action in this regard.

#### **23/28: Planning applications, Tree Preservation Orders and other planning matters**

Councillor Ricci withdrew from the meeting for this agenda item and it was **agreed** that Councillor Crawford should Chair the meeting during his absence.

##### **23/28.1 New Planning Applications**

<b>Application No.</b>	<b>Application</b>	<b>Responses</b>
23/00166/HH	Broad View, Queenborough Lane, Great Notley - Erection of single-storey front extension, two-storey front extension and two-storey rear extension. Provision of new raised roof incorporating second floor room, associated building remodelling and operational development including landscaping and works to create enlarged drive area at front of site	<b>No Comments</b>
23/00384/TPO	82 Skiddaw Close, Great Notley – work to tree covered by a tree preservation order	<b>No Comments</b>
23/00427/TPO	86 Skiddaw Close, Great Notley – work to tree covered by a tree preservation order	<b>No Comments</b>

##### **23/28.2 To note results of planning applications**

Councillor Ricci returned the meeting and resumed as Chairman of the meeting. The following results were **noted**

<b>Application No.</b>	<b>Application</b>	<b>result</b>
21/01783/LDO	Horizon 120 Business Park, Great Notley – update to Local Development Order	<b>Granted</b>
22/02912/FUL	The Community Centre, Notley Green, Great Notley - Installation of 3 air conditioning condenser units	<b>Granted</b>

#### **23/29: To consider any matters to be raised for next agenda**

The repainting of the entrance gates at Panners.

Also, as the Parish Clerk has resigned after almost 11 years working for the Parish Council, she was thanked for her work and contributions to the Council and it was noted that her reputation has been an asset to the Council as positive comments have been received from Braintree District Council as well.

Meeting concluded at 8.32pm