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***Clerk to the Council:*** *Elizabeth Winter*

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***Phone:*** *07585232933*

Dear Councillors,

You are hereby summoned to attend a meeting of Great Notley Parish Council that will be held on Monday 15th May 2023 at 7.30pm in the committee room at the Great Notley Community Centre, Notley Green, Great Notley CM77 7US for the purpose of transacting the following business.

Yours faithfully

Elizabeth Winter

Clerk to Great Notley Parish Council Date 5th May 2023

**Members of the public and press are also cordially invited to attend the meeting.**

AGENDA – ANNUAL MEETING OF GREAT NOTLEY PARISH COUNCIL

# 23/41: Election of the Chairman for the Civic year

# 23/42: Election of the Vice- Chairman for the Civic year

# 23/43: Apologies

# 23/44: Declarations of Interests

# 23/45: To consider and approve Minutes of the Meeting of 3rd April 2023

**23/46: Review of Committee and Representatives**

# 23/47: Public Question Time

# 23/48: Reports

23/48.1 Report from County Councillor

23/48.2 Report from District Councillor

23/48.3 Reports from Councillors attending external meetings

# 23/49: Parish Clerk’s Report

# 23/50: Financial Report

23/50.1 Bank Reconciliation

23/50.2 Payments for approval

23/50.3 To consider insurance arrangements for the Parish Council

23/50.4 To consider arrangements in relation to direct debits, credit card and trade cards

23/50.5 To consider NGCA grant application in relation to the summer fete

# 23/51: To review and agree year end documents

23/51.1 To consider and agree the accounts for financial year 2022- 2023

23/51.2 To consider the internal audit report

23/51.3 To consider and agree the Governance Statements on the Annual Governance and Accountability Review form

23/51.4 To consider and agree the financial statements on the Annual Governance and Accountability Review form

# 23/52: To carry out annual review of policies

# 23/53 To consider the issue of provision of allotments in the Parish

**23/54** **To consider the following matters following from the last meeting**

23/54.1 Inspection of the White Gates at Panners

23/54.2 Inspection of the condition of bins – Councillors to report on their findings

**23/55 To consider a Resident’s request for the following**

23/55.1 Installation of a new bin along the footpath between Cut Hedge and White Court

23/55.2 Deployment of the ‘Specialist Deep Cleaning Team’ to the pond located within the same area

# 23/56: Planning applications, Tree Preservation Orders and other planning matters

23/56.1 New Planning Applications

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| **Application No.** | **Application** |
| 23/00819/HH | 2 Daphne Close Great Notley – Single storey rear extension |
| 23/00939/HH | 62 Ellen Way Great Notley - [Single storey front extension](https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSP03FBFIVS00&prevPage=inTray) |
| 23/00800/FUL | Gene House Queenborough Lane Great Notley – Erection of Side Extension |
| 23/00688/FUL | 1 Turing Court London Road Great Notley – Retention of Pallet Store Shed |

23/56.2 To note results of planning applications

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| **Application No.** | **Application** | **Result** |
| 23/00486/TPO | 9 Langdale Great Notley -  Notice of intent to carry out works to trees protected by Tree Preservation Order 11/2010 - Reduce crown of Oak Tree by 2-3 metres and dead wood. | Part Granted Part Refused |
| 23/00393/FUL | Unit 2 The Square Notley Green Great Notley - hange of use from dry cleaners (Class E) to hot food takeaway (sui generis), together with installation of extract and ventilation equipment and minor external alterations. | Pending Consideration  (result to be confirmed at June meeting) |
| 23/00521/LBC | Naylinghurst Braintree Green Braintree - Removing and resurfacing patio and path adjacent to dwelling. | Pending Consideration  (result to be confirmed at June meeting) |

# 23/57: To consider any matters to be raised for next agenda