



**Minutes of the Meeting of Great Notley Parish Council Held on 3<sup>rd</sup>  
April 2023 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

No members of the public were present

**23/30: Apologies**

None.

**23/31: 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 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.

**23/32: To consider and approve Minutes of the Meeting of 6<sup>th</sup> March 2023**

The minutes of the meeting held on 6<sup>th</sup> March 2023 were **agreed** by Councillors as a correct record and signed by the Chair.

**23/33: Public Question Time**

No members of the public present.

**23/34: Reports**

**23/34.1 Report from County Councillor**

No report.

**23/34.2 Report from District Councillor**

Councillor Ricci reported that there had been a positive report on the performance of the District Council and that the pre-election period had now been entered.

**23/34.3 Reports from Councillors attending external meetings**

None.

### 23/35: Parish Clerk's Report

The Clerk reported as follows –

1. At the request of the Government's valuation office, I have provided details of ownership of the Parish Council Storage Unit as this is periodically reviewed by them.
2. I have put together a number of handover sheets to assist regarding my leaving the Parish Council and spent time with Councillors.
3. The Memorial tree has now been planted adjacent to the White Court memorial.
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 – detailed response expected summer 2023	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**.

### 23/36: To note committee reports

The draft minutes of the personnel committee meeting held on 6<sup>th</sup> March 2023 were noted.

### 23/37: Financial report

#### 23/37.1 Bank Reconciliation

The bank reconciliation statement calculated to 31<sup>st</sup> March 2023 was **accepted**.

## 23/37.2 Payments for approval

The following payments were **approved** –

### Direct debits

9/3/23	BT internet and phone		78.90
16/3/23	RAC Allstar fuel card		60.23
23/3/23	Lloyds card		
	Ink	19.00	
	Zoom	14.39	
	One Drive	1.99	
	Ink	33.98	
	Monthly fee	<u>3.00</u>	72.36
31/3/23	bank charges		25.50

### Online payment 13<sup>th</sup> March 2023

King and Co	Memorial Tree		176.00
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### Online Payments 22<sup>nd</sup> March 2023

Salaries			4,141.82
Clerk	Expenses		33.30
HMRC	tax and NI		784.65
Essex Pension fund	pension contributions		1,029.23
NGCA	hall hire		11.00
Community Heartbeat Trust	new pads		157.20
Paul Clark Printing	printing of magazine		1,779.00
Chelmsford Safety	litter pickers		181.98
Seagrave Inspections	Play area inspections		156.00
Richard Edwards Group	external payroll services		126.36

## Payments to be made

Peter Willett	production of Great Notley Times	150.00
Relay Ltd	Planting of Memorial Tree	499.20
EALC	subscription	996.02
Clerk expenses	ink	56.99

It was noted that an overpayment of £2.25 had been made in error regarding travelling expenses and will be deducted from the final payment of expenses to the Clerk.

### **23/37.3 To consider internal control procedures**

The report on internal control procedures was considered and **approved**.

### **23/37.4 To consider and approve list of regular payments**

With reference to financial regulation 5.6 the following list of regular payments were **approved** –

<b>Payee</b>	<b>Reason for payment</b>	<b>Frequency</b>
All employees	Salaries and expenses	monthly
HMRC	Employees tax and NI	monthly
Essex Pension fund	Employees pension provision	monthly
NGCA	Hall hire	monthly
Allstar fuel card	Fuel for van	Approximately monthly
NPower	Electricity for streetlights	Quarterly
Richard Edwards LLP	External payroll	Quarterly
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Printing of magazines	3 times a year
Royal Mail	Distribution of magazine	3 times a year
Unity Trust bank	Service charge fees	Quarterly
Mr Willett	Production of Great Notley Times	3 times a year
Perspective Landscapes	Grass cutting	Ad hoc during summer months
A plan insurance	Vehicle insurance	Annually
Information Commissioner	Data Protection Registration fee	Annually
Myers Scott Ltd	Subscriptions for website domain and SSL certificate and ad hoc assistance	annually
Quest Motors	Annual van service and MOT	annually
A&J Lighting Solutions	Street light repair	Ad hoc when required
Chelmsford Safety	PPE	Ad hoc when required

**23/37.5 To agree the Payroll Contract for financial year 2023/24**

The contract with Richard Edwards LLP was considered and **approved**.

**23/37.6 To review mandate holders and administrator in relation to banking and credit card arrangements and agree any changes**

To be reviewed at the meeting in May after the election and it was noted that the credit card issued to the outgoing Clerk will need to be cancelled.

**23/37.7 To note insurance arrangements for the Parish Council.**

It was noted that the 3 year long term agreement brokered via Came and Co expires on 31<sup>st</sup> May 2023. The new Clerk will need to obtain quotes for renewal.

**23/38: Substantive Matters for consideration**

**23/38.1 To consider the issue of provision of allotments in the Parish**

There will be a meeting on 26<sup>th</sup> April 2023 with Braintree District Council.

**23/38.2 To consider conditions of the White gates at Panners**

It was agreed to arrange an inspection of the gates to see if they just need to be repainted, repaired or replaced. If it is the latter then quotes will need to be obtained.

**23/38.3 To consider and approve the street scene agency agreement for financial year 2023 – 2024**

The agreement was considered and **approved** and the Clerk was authorised to sign the document for the year to enable the payment to be made.

**23/38.4 To consider report on condition of bins in the Parish**

The report was noted and Councillors will inspect the bins around the green to decide if any need to be replaced alongside the rusting bin by Peshurst Place.

**23/38.5 To consider issue of Heavy Goods vehicle parking at Notley Green.**

As no action can be taken by DVSA the situation will be monitored but at present the vehicle has not been parked in the bus stop for a few days.

**23/38.6 To consider and note latest operational play area inspection**

The report was **noted** with no action to take at present.

**23/39: Planning applications, Tree Preservation Orders and other planning matters**

**23/39.1 New Planning Applications**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
23/00486/TPO	9 Langdale, Great Notley – work to tree covered by a Tree Preservation Order	<b>No comments</b>
23/00393/FUL	Unit 2 The Square, Notley Green, Great Notley - Change 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.	<b>No Comments</b>
23/00521/LBC	Naylinghurst, Braintree Green, Braintree Essex - Removing and resurfacing patio and path adjacent to dwelling	<b>No comments</b>

**23/39.2 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
22/03319/HH	82 Skiddaw Close, Great Notley - Erection of two-storey front & rear extensions and external fenestration changes	<b>granted</b>
23/00064/TPO	15 Ellen Way, Great Notley – work to a tree covered by a Tree Preservation Order	<b>Part granted part refused</b>
23/00122/TPO	1 Ullswater Close, Great Notley – work to tree covered by a Tree Preservation Order	<b>Part granted part refused</b>
23/00278/TPO	9 Langdale, Great Notley – work to tree covered by a Tree Preservation Order	<b>Part granted part refused</b>

**23/40: To consider any matters to be raised for next agenda**

Accounts, review of insurance. In addition, Councillor Butland asked to suspend standing orders in order to pass a motion to thank the Clerk for her service to the Parish Council and residents over the last 11 years and this was **agreed** by all Councillors.

Meeting concluded 8.04pm