



**Minutes of the Meeting of Great Notley Parish Council Held on 15th  
May 2023 at the Community Centre Great Notley**

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Meeting commenced at 7.31pm

Present: Councillors Griffin (Chair), Ricci, Butland, Crawford,  
Cunningham, Pritchard, Sheppard, Cogswell and the Clerk  
1 member of the public was present for Public Question Time

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

Councillor Butland proposed that Councillor Griffin be elected Chairman for the Civic year. This was seconded by Councillor Crawford and **agreed** by all Councillors. Councillor Griffin signed the declaration of acceptance of office.

**23/42: Appointment of the Vice-Chairman for the Civic Year**

Councillor Butland proposed that Councillor Ricci be appointed Vice-Chairman for the Civic year. This was seconded by Councillor Cunningham and **agreed** by all Councillors.

**23/43: Apologies**

None.

**23/44: 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.

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

It was recorded that the page numbers were inaccurate and did not continue consecutively from the March 2023 minutes. It was therefore **agreed** by Councillors that the minutes be amended to show the correct numbering. Save for this minor amendment, the minutes of the meeting were otherwise **agreed** by Councillors as an accurate record and signed by the Chair.

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

The specified list of Committees and Representatives was reviewed for the Civic year. It was **agreed** by all Councillors that newly-appointed Councillor Cogswell be added as a member of the Personnel Committee. It was also **agreed** that Councillor Crawford be made Planning Lead for all planning applications from the date of the meeting, in order to deal with the unusual event of a meeting not taking place before the deadline set by Braintree District Council. In this instance, Councillor Crawford would relay his findings to Councillors via email so that the Council could agree its decision to comment outside of an ordinary Council meeting and not delay planning applications.

The tabled list will be updated to incorporate these changes.

### **23/47: Public Question Time**

The 1 member of the public raised his concerns about the road noise nuisance in and around the locality, caused by both general motorists speeding and the unlawful, organised 'speed meets' by the same seemingly persistent groups. The resident complained the noise was particularly bad between Friday and Sun evenings. Councillors advised that a number of enquiries were made to the police regarding road noise disturbances, including three within the past year and that 'Operation Vader' was set up by Essex Police to target excessive racing. It was noted that this was an ongoing issue and that the Parish Council has made several representations to the Police previously, including letters written by the Chairman. The Parish Council will investigate whether the report summarising the recent findings of 'Operation Vader' could be published on its website. It was **agreed** by Councillors that a request for some form of Speed Enforcement, specifically for the A131, could be made to Braintree District Council.

### **23/48: Reports**

#### **23/48.1 Report from County Councillor**

No report.

#### **23/34.2 Report from District Councillor**

No report. It was noted that the District Council re-elected 10 days ago. For this reason, a report will be available at the next meeting.

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

Councillor Crawford is an active member of the Patient Participation Group (PPG) for the Great Notley & Little Waltham Doctors Surgeries. An Open Meeting and AGM of PPG is scheduled for Wednesday 24<sup>th</sup> May at 7pm, at Little Waltham surgery, and residents are encouraged to attend.

### **23/49: Parish Clerk's Report**

The Clerk reported as follows –

1. NGCA has agreed to the use of its car park for the Community 360 Bus to be positioned on a date to be agreed (between 12-16<sup>th</sup> June) as part of its Loneliness & Social Isolation Awareness Week. GNPC to advertise this to residents once the date has been finalised.
2. It has been recommended to me by Scribe that Councillors may find the following forum on Facebook useful to join: [The Councillors' Corner](#).
3. I attended the BDC 'Supporting Communities' network meeting on 19<sup>th</sup> April and was subsequently sent a Climate Change Grants List. I can share this list with Councillors if they are keen to see what it covers.
4. 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**.

## **23/50: Financial report**

### **23/50.1 Bank Reconciliation**

The bank reconciliation statement calculated to 10<sup>th</sup> May 2023 was **accepted**.

## 23/50.2 Payments for approval

The following payments were **approved** –

### Direct debits

11/4/23	BT internet and phone (final)	91.55
14/4/23	RAC Allstar fuel card	62.51
30/4/23	RAC Allstar fuel card	69.00
30/4/23	Lloyds Card	
	Zoom	15.59
	One Drive	1.99
	Monthly fee	<u>3.00</u> 20.58

### Online Payments 14th April 2023

Salaries		3,396.85
Clerk	Expenses	54.74
HMRC	tax and NI	578.30
Essex Pension fund	pension contributions	695.84
NGCA	hall hire	22.38
Peter Willett	production of Great Notley Times	150.00
Relay Ltd	Planting of Memorial Tree	499.20
EALC	Subscription	996.02
Npower	Street Light Electricity	162.49

### Payments to be made in May 2023

ICO	GDPR Renewal Fee	35.00
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NGCA	Hall hire	11.00
Perspective Landscapes	Grass Cutting (5 <sup>th</sup> & 20 <sup>th</sup> April)	144.00
Elizabeth Winter	Clerk Expenses	48.75
EALC	Clerk Training Courses (4)	360.00
EALC	Playground Inspection Course (2)	912.00
ECC	Tree Survey & Report (overdue from Feb)	510.00
Seagrave Inspection Services Lt	Annual Playground Inspection	137.00
Ernest Doe	Litter Picking Equipment	16.64

**23/50.3 To consider insurance arrangements for the Parish Council**

Councillor Ricci proposed to accept the renewal quotation from the existing broker, Gallagher, which was seconded by the Chairman and **approved** unanimously by the Council. The insurance policy will take effect from 1 June 2023. The Clerk confirmed the one summary change, which is an improvement in cover, now includes *Officials and Trustees' Indemnity, Entity Reimbursement*.

Councillors **agreed** it will be necessary to obtain three quotes for next year's insurance arrangements.

**23/50.4 To consider arrangements in relation to Direct Debits, Credit Cards and Trade Cards**

The arrangements were **accepted**.

**23/50.5 To consider NGCA grant application for the Summer Fete**

The previous Clerk had, prior to her departure, advised NGCA that a grant had been budgeted for 2023, when approached by NGCA to enquire about an application. The application for a grant for three activities, to be funded by the Parish Council at the cost of £1,800, was unanimously **approved**.

Councillor Cogswell brought the timetable for grant applications to the attention of the Council, which is published on the website. This timetable exists to enable the Council to budget accordingly.

**23/51 To review and agree year end documents**

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

The financial accounts, which were prepared by the previous Clerk, were considered and **accepted**.

### **23/51.2 To consider the internal audit report**

The Clerk advised that Internal Auditor was also required to complete page 3 of the AGAR Form 3 for onward transmission to PKF (the external auditor). The Clerk had been assured by PKF that audit report could be considered without completion of this page and that retrospective completion of page 3 by the auditor could be permitted.

Councillors unanimously **approved** the report.

### **23/51.3 To consider and agree the governance statements on the annual governance and accountability review (AGAR) form**

The Governance Statements (section 1 of the AGAR form), as prepared by the previous Clerk, were considered by Councillors.

Councillor Cunningham proposed to approve, which was seconded by Councillor Ricci and unanimously **approved** by Councillors.

### **23/51.4 To consider and agree the financial statements on the annual governance and accountability review (AGAR) form**

The Financial Statements (section 2 of the AGAR form), as prepared by the previous Clerk, were considered by Councillors.

Councillor Sheppard proposed to approve, which was seconded by Councillor Ricci and unanimously **approved** by Councillors.

The date for the Notice of Exercise of Public Rights was **agreed** by Councillors to be 5<sup>th</sup> June 2023 until 14<sup>th</sup> July 2023.

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

The Clerk referred to the ten policies which were listed for review, which were:

- Media Policy
- Emergency Plan
- Health & Safety
- Scheme of Delegation
- Training & Development
- Early Planning Consultation 2021
- Grant Policy
- FOI Scheme Update 2022
- Financial Regulations 2019
- Standing Orders 2022

The Clerk confirmed that the NALC recommended models for the Financial Regulations and Standing Orders remain those currently adopted by the Council.

Councillors unanimously **agreed** to adopt the policies in their current form.

**23/53 To consider the issue of the provision of allotments in the parish**

The Chairman confirmed this matter was ongoing and that the last meeting to discuss this with Braintree District Council had been cancelled. The Clerk advised that she would contact the relevant department at Braintree District Council to follow it up.

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

**23/54.1 To consider the inspection of the white gates at panners**

It was **agreed** that the Clerk should obtain a quote from the company which installed the composite gates at the entrance to the village by Tesco. The Clerk will look through minutes from previous years to identify the company in question.

**23/54.2 Inspection of the condition of bins**

The report dated March was noted and Councillors **agreed** that the Litter Team be asked to provide an update on the current condition of bins.

**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**

Councillors agreed it may need to look to install a new litter bin by White Court School and the pathway at Ennerdale Avenue. A costing for a new bin would be obtained by the Clerk.

**23/55.2 Deployment of the specialist cleaning team to the pond located within the same area**

Councillors were unaware of a pond in this location and wondered whether the description of the water might otherwise be a ditch, known to be in the same area. Councillor Crawford volunteered to view the area identified and report back to the Council at the next meeting.

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

**23/56.1 New Planning Applications**

Councillor Ricci left the room.

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
23/00819/HH	2 Daphne Close Great Notley – Single storey rear extension	<b>No comments</b>
23/00939/HH	62 Ellen Way – single storey front extension	<b>No objections</b>

23/00800/FUL	Gene House Queensborough Lane Great Notley – Erection of Side extension	<b>No objections</b>
23/00688/FUL	1 Turing Court London Road Great Notley – Retention of pallet store shed	<b>No comments</b>

**23/56.2 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
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.	<b>Part granted part refused</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>Pending consideration</b>
23/00521/LBC	Naylinghurst Braintree Green Braintree - Removing and resurfacing patio and path adjacent to dwelling.	<b>Pending consideration</b>

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

- Councillor Ricci was contacted by the Deputy Head of White Court School to enquire about installing two disabled parking bays outside the school for drop offs and pick ups. It was agreed this might be a matter to refer to the North Essex Parking Partnership.
- 27 Cuckoo Way – Follow up on progress.

Meeting concluded 8.32pm