



Minutes of the Meeting of Great Notley Parish Council Held on 12th June 2023 at the Community Centre Great Notley

Meeting commenced at 7.32pm

Present: Councillors Griffin (Chair), Ricci, Cunningham, Sheppard, Cogswell and the Clerk

23/58: Apologies

Apologies were received from Councillors Butland, Crawford and Pritchard.

23/59: Declarations of Interests

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.

23/60: To consider and approve Minutes of the Meeting of 15th May 2023

The minutes of the meeting held on 15th May 2023 were **agreed** by Councillors as a correct record and signed by the Chairman.

23/61: Public Question Time

No members of the public were present.

23/62: Reports

23/62.1 Report from County Councillor

Councillor Cunningham spoke in Councillor Butland's absence. It was asked if the Clerk had received a copy of the recent Highways report. The Clerk confirmed no report had been received. Councillor Cunningham confirmed he would circulate it to the Council as a matter of interest.

Action: Cllr Cunningham

23/62.2 Report from District Councillor

Councillor Ricci advised that Braintree District Council held its AGM on 25th May 2023, at which he retained his Cabinet member status. As a result, his portfolio now covers Economic Growth & Inward Investment.

Councillor Cunningham confirmed that following the same AGM, at which he retained Deputy status and his portfolio now covers Corporate Transformation, Commercialisation & Environment.

23/62.3 Reports from Councillors attending external meetings

None.

23/63: Parish Clerk's Report

The Clerk reported as follows –

1. The Community 360 Bus will visit Great Notley on 14th June 2023 as part of its Loneliness & Social Isolation Awareness Week and will be parked in the NGCA car park.
2. I was asked by the Friends of White Court School to display posters of their forthcoming Summer Fete on our notice boards, which has now been done.
3. I have applied to the Essex County Council's Salt Bag Partnership Scheme for a 25kg salt bag to be delivered, free of charge, to the parish in October for Winter 23/24.
4. I was contacted by Lorraine Keating, a PCSO assigned to the area of Great Notley, who expressed an interest in attending a monthly coffee morning to speak directly with residents. The Church coffee morning may well receive a visit from Ms Walsh from time to time.
5. Two members of our litter team (Steve and Vincent) successfully completed their training on 'Routine Playground Inspections' on 24th May 2023.
6. Finally, I am listing some ongoing 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	June 2022

package of works for detailed design and works commission. Estimated funding £16,000.00	
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**.

23/64: Financial report

23/64.1 Bank Reconciliation

The bank reconciliation statement calculated to 7th June 2023 was **accepted**.

23/64.2 Payments for approval

The following payments were **approved** –

Direct debits

12/5/23	ICO		35.00
15/5/23	RAC Allstar fuel card		69.00*
23/5/23	Lloyds Card		
	Zoom	15.59	
	One Drive	1.99	
	Monthly fee	<u>3.00</u>	20.58

Online Payments 24th May 2023

Salaries		5,193.76
Clerk	Expenses	48.75
Senior Litter Picker	Expenses	30.00
HMRC	Tax and NI	1,054.07
Essex Pension fund	Pension Contributions	559.31

NGCA	hall hire	11.00
Perspective Landscapes	Grass Cutting	144.00
EALC	Training	1,272
Essex County Council	Tree Survey & Report	510.00
Seagrave Inspection Services Ltd	Annual Playground Inspection	164.40
Ernest Doe & Sons	Litter Picking Equipment	19.96

Payments made in May/June 2023 under the Scheme of Delegation which require ratification by the Council

24 th May	Unity Trust Bank	Bank Charges for processing payments	270.00
24 th May	Holmes & Hills	Supply of Legal Services	1,008
1 st June	Holmes & Hills	Supply of Legal Services	1,680

Payments to be made in June 2023

AJ Gallagher	Parish Council Insurance	2,171.33
NGCA	Summer Fete Grant	1,800
Ann Wood	Internal Audit	190.00
BALC	Annual Subscription	48.00
Paul Clark Printing	Printing of GNT	1779
Scott Myers Ltd	Website (new user)	21.00
NGCA	Hall Hire	11.00
Perspective Landscapes	Grass Cutting (3 rd & 17 th May)	144.00
Clerk	Expenses (phone & paper, mileage)	51.12
EALC	Clerk Training Course	114.00
EALC	New Councillor Training Course	228.00
RAC	Allstar Fuel Card	63.42
EALC	Local Council Award Scheme	120.00

23/64.3 To ratify costs incurred under the Scheme of Delegation

The three costs set out in 23/64.2 (under separate header) were **ratified** by Councillors formally at this meeting. It was recorded that the Clerk was authorised to mandate the payments under the Council's Scheme of Delegation, following unanimous email approval from Councillors.

The payment of £270 to Unity Trust Bank was discussed in greater detail. The Clerk advised this payment related to charges made as a result of the bank having to issue payments on the Council's behalf during the transitional arrangements from the outgoing Clerk to new. It was agreed that the charge was disproportionate and that a letter to the Bank from the Chairman recording our dissatisfaction should be sent.

Action: Clerk/Chairman

23/65 Substantive Matters for Consideration

23/65.1 To consider the confirmed increase in Costs to the Council

23/65.1.1 To approve the change to colour printing of the Great Notley Times

It was **accepted** that the magazine would now be issued in colour print at the same cost to the Council.

23/65.1.2 To consider the financial report from NGCA and the associated increase in hall hire

The increase in cost was **approved**. The Clerk will sign the Terms & Conditions of hire and return to NGCA. The possible disruption to regular monthly meetings was discussed; the Clerk must re-confirm the remainder of 2023 meeting dates with Nicky Parkinson.

Action: Clerk

23/65.2 To consider the Annual Play Area Inspection Report

The report was considered and it was acknowledged that the majority of the issued identified by Seagrave Inspection Services Ltd were deemed minor. It was **agreed** that the Clerk should contact Braintree District Council to ask whether a quote for works could be sought from their contractor (Wicksteed Play).

Action: Clerk

23/65.3 To approve the Van's Recovery Renewal

The renewal of the van's Green Flag membership was **approved**.

23/65.4 To consider the repair of the footbridge to the Green

The Clerk advised that, following assessment of the necessary repairs to the footbridge to the Green from the main road opposite the Doctors surgery, Braintree District Council had asked the Parish Council whether it would be prepared to pay for the repair works. Otherwise, Braintree District Council confirmed that it would be minded to close the footbridge, rather than repair it. The Clerk was advised by Braintree District Council that quotes of close to £2,000 had been obtained.

The Council was surprised to be asked to pay for this cost, given that the land is owned by the District Council. The Clerk was asked to push back on this request.

Action: Clerk

23/65.5 Update on the condition of the litter bins within the Parish

The annotated report from Senior Litter Picker, Steve, was received. The Clerk informed the Council that Steve had managed to obtain several internal parts from Braintree District Council to replace some of the bins in need to attention, at no cost to the Parish. Councillors recorded their gratitude to Steve for his efforts.

Two bins were identified to be in need of full replacement: the bin next to the youth shelter on the green (owned by the Parish) and the bin on the corner of Grantham Avenue (owned by the District Council). The Clerk confirmed the latter had already been reported to BDC.

The installation cost of £355.84 for 1 new bin was discussed. Councillors unanimously **approved** the cost of the bin by the Youth Shelter.

Action: Clerk

23/66 Update on matter of Allotments

The Council learned that the next Allotments meeting had been scheduled for 28th June 2023 via Teams. The Chairman, Councillor Pritchard and the Clerk were all been invited to attend the meeting.

It was noted there are concerns regarding the site currently under review for the allotments (the small piece of land behind the park next to the Community Centre). Those concerns will be discussed in greater detail at the forthcoming meeting. Councillors agreed that this piece of land should not be pursued.

Councillors discussed whether any other areas would be better suited. It was agreed that options are limited. Councillors Ricci and Cunningham will explore other possible options.

Action: Councillors Ricci and Cunningham

23/67 To consider the email from a resident regarding the Vegetation Map

The Clerk advised that she had contacted Braintree District Council today to discuss the matter with the Assets Manager. The Clerk was advised that land was not owned by the District Council.

It was noted that the resident had already contacted Land Registry regarding the matter and that the vegetation map had been drawn up by Braintree District Council. Councillors **agreed** that the resident should be advised to contact Braintree District Council. Any amendment to the vegetation map would be reflected on the Parish's website.

Action: Clerk

23/68 Planning applications, Tree Preservation Orders and other planning matters

23/68.1 New Planning Applications

Councillor Ricci left the room.

The erection of a single storey extension on 47 Notley Green was **noted**

23/68.2 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
23/00819/HH	2 Daphne Close Great Notley – Single storey rear extension	Granted
23/00939/HH	62 Ellen Way Great Notley - Single storey front extension	Refused
23/00800/FUL	Gene House Queenborough Lane Great Notley – Erection of Side Extension	Pending consideration
23/00688/FUL	1 Turing Court London Road Great Notley – Retention of Pallet Store Shed	Pending consideration

23/68.3 To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
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.	Granted
23/00521/LBC	Naylinghurst Braintree Green Braintree - Removing and resurfacing patio and path adjacent to dwelling.	Granted

23/69: To representations in relation to the Braintree District Council planning consultation on area designation application

The consultation was **noted**. No comment was given.

23/70: To consider any matters to be raised for next agenda

Councillor Ricci returned.

The Clerk provided an oral update on 27 Cuckoo Way as requested. Braintree District Council had confirmed to her that the case was closed in November 2022 and that no enforcement was pursued. Councillors were surprised that the Parish Council had not been kept informed of this decision. Councillor Ricci confirmed that he would follow it up with the District Council and report back at the next meeting.

Action: Councillor Ricci.

Meeting concluded 8.18pm