



**Minutes of the Meeting of Great Notley Parish Council Held on 4th September 2023 at the Community Centre Great Notley**

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Meeting commenced at 7.32pm

Present: Councillors Griffin (Chair), Sheppard, Crawford, Cogswell, Pritchard and the Clerk

**23/83: Apologies**

Apologies were received from Councillors Butland, Ricci & Cunningham and these were accepted by the Council.

**23/84: Declarations of Interests**

None.

**23/85: To consider and approve Minutes of the Meeting of 24<sup>th</sup> July 2023**

The minutes of the meeting held on 24<sup>th</sup> July 2023 were **agreed** by Councillors as a correct record and signed by the Chairman.

**23/86: Public Question Time**

No members of the public were present.

**23/87: Reports**

**23/87.1: Report from County Councillor**

None.

**23/87.2 Report from District Councillor**

None.

**23/87.3 Report from Councillors attending external meetings**

None.

**23/88: Parish Clerk's Report**

The Clerk reported as follows –

1. Braintree District Council recently confirmed that, due to the late provision of the replacement litter bin on the Village Green, GNPC have not been charged for the litter bin or its installation (a saving of £355.84).

2. I am pleased to advise that PKF Littlejohn LLP have completed section 3 of the AGAR and a notice of conclusion of audit can now be published on our website.
3. A quotation to replace the white gates at Bridge End Lane has been prepared and sent to me; however, I was later advised by ECC that I must apply for a new licence for the installation of the gates (despite them being 'like for like') prior to the work being carried out. This is being dealt with and I hope to table the item at the October meeting for consideration.
4. I am still attempting to arrange GDPR training for the Council – dates in October with training delivered via Zoom/Teams is being considered.
5. A reminder that I shall be taking annual leave on 25<sup>th</sup>-29<sup>th</sup> September (inclusive) and not contactable during this time.
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 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**.

**23/89: Financial report****23/89.1 Bank Reconciliation**

The bank reconciliation statement calculated to 29th August 2023 was **accepted**.

**23/89.2 Payments for approval**

Councillor Shepperd proposed to approve the payments, which was seconded by Councillor Cogswell and the following payments were **approved –**

**Direct debits**

24/07/23	Lloyds Card		3.00
14/08/23	RAC Allstar fuel card		58.08
23/08/23	Lloyds Card		
	Viking Direct	77.95	
	Zoom	31.18 (June & July)	
	One Drive	1.99	
	Quest Motor Group	88.44 (Van MOT & Bulb)	
	Monthly fee	<u>3.00</u>	202.56

**Online Payments July 2023**

Salaries		4,378.48
Clerk	Expenses	25.06
Senior Litter Team	Expenses	30.00
Essex Pension fund	Pension Contributions	877.13
NGCA	Hall hire	11.00
Perspective Landscapes	Grass Cutting (2 <sup>nd</sup> , 16 <sup>th</sup> & 30 <sup>th</sup> June)	216.00
Paul Clark Printing	GNT Print	1603.00
Npower Commercial	Electricity	208.79
Richard Edwards	Payroll Services	181.20
Royal Mail	DoortoDoor GNT Distribution	328.67

**Online Payments August 2023**

Salaries		4,378.48
Clerk	Expenses	21.70
Essex Pension fund	Pension Contributions	877.13
HMRC	Tax & NI (July Deductions)	889.14
HMRC	Tax & NI (August Deductions)	889.14
Ernest Doe	Screwdriver for Litter Team	17.99
DVLA	Van Tax	322.50

### **Payments to be made in September 2023**

Perspective Landscapes	Grass Cutting (14th & 26 <sup>th</sup> July)	144.00
PKF Littlejohn LLP	External Auditor Fees	504.00
Lloyds Commercial Cards	Direct Debit for September	116.99*

\*DD comprises £59.64 – A Plan Insurance, amendment to Van insurance; £52.35 Amazon, Printer Ink; £5.00 Tesco, Clerk Stationery

## **23/90 Substantive Matters for Consideration**

### **23/90.1 Stansted Airport Watch Noise Consultation**

The consultation was discussed following acknowledgement that the deadline for responses from Parish Councils had been extended until 20<sup>th</sup> September. Councillors agreed with the statement, made by the Watch Group in its guidance document, that there seemed to be no commitment from Stansted Airport for any tangible actions to be taken in future. Consideration was also given to the possible impact on those employed by the airport within the locality. Whilst some sympathy was given to elements of this endeavour, it was **agreed** that no formal response should be made by this Parish Council.

### **23/90.2 Notification of Underground Power Cable Planning Application**

The email was noted. No consideration needed.

### **23/90.3 Electricity System Operator – East Anglia Study**

The email was noted. No consideration needed.

**23/91 To consider replacement cost(s) for parts for the Defibrillator**

The Clerk advised Councillors that no budget line seemed to have been allocated last year for the maintenance of the defibrillator. Councillors discussed whether it would be more cost effective to pay for the replacement of the spare pads – needed now – or to opt to pay for the Annual Support offered by The Community Heartbeat Trust, with the former costing £175+VAT and the latter costing £165+VAT. Councillor Crawford proposed favour of the Annual Support plan, which was seconded by Councillor Sheppard and the expenditure for the Annual Support was **approved**.

Action: Clerk

**23/92 Great Notley Recreational Areas**

**23/92.1 To consider the response from AJ Gallagher re the Annual Inspection Report**

Councillors agreed that the response from the insurer was extremely non-committal. Councillor Crawford referred back to his findings of his play park inspections which were previously heard by the Council and advised that the concrete around the bench will need redoing at some point but not yet. Other issues were deemed minor. It was unanimously **agreed** that Councillor Crawford would report back to the Clerk for the next meeting with an update on each of the highlighted 'faults'.

Action: Councillor Crawford & Clerk

**23/92.2 To discuss progress on the Allotments**

The Clerk advised that there had been no update from the District Council since the last meeting, despite attempts to secure one. The option to submit a Freedom of Information (FOI) request to the District Council was mooted. It was **agreed** that one final attempt to obtain a firm update from the District Council would be made by the Clerk/Chairman, otherwise an FOI would be necessary. Councillor Crawford agreed to properly review the District Council's statutory duty and revert back to the Council at the next meeting. Further discussion can then be had with all Councillors present. In the interim, it was further **agreed** that information would be shared on our website and Facebook page to advise residents of our continued efforts.

Action: Councillor Crawford & Clerk

**23/93 Email from resident re noise disturbances from illegal racing**

Sympathy was given to the resident. Unfortunately, the racing is typically carried out by one or two individuals at sporadic, and often unpredictable, times.

Therefore, making it hard to police. It was acknowledged that Police efforts have reduced the number of ‘organised meets’ in neighbouring areas. The Chairman referenced when the Parish Council had previously made contact with the Community Police Officer and had requested a meeting. The Clerk was asked to request further communication with Community Police so that this matter could be discussed again.

Action: Clerk

**23/94 Remembrance Day 2023: 12<sup>th</sup> November 2023**

The Clerk referred to the 2023 action plan. Discussion was given to the detail of the planning and arrangements needing to be made. The Clerk updated the action plan and next steps were agreed.

Action: Clerk

**23/95 Planning applications, Tree Preservation Orders and other planning matters**

**23/95.1 New Planning Applications**

The erection of a single storey rear extension on 35 Skiddaw Close was **noted**.

The construction of a double doorway to rear elevation on 7 Bridge End Lane was **noted**.

The installation of a freestanding sign to Stonemasons at Bridge Farm was **noted**.

The notice of intent to carry out works to trees protected by TPO at Snowdrops, London Road was **noted**.

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
23/01960/HH	7 Notley Green – Single storey side and rear extension – deadline 5 <sup>th</sup> September 2023	<b>No objections</b>
23/01995/ADV	2 The Square Notley Green - Installation of: 1 no. internally illuminated fascia sign and 1 no. internally illuminated projecting sign – deadline 6 <sup>th</sup> September 2023	<b>No objections</b>

23/01951/FUL	300 Avenue West Skyline 120 Great Notley - Single storey side extension to provide additional canteen seating – deadline 12 <sup>th</sup> September 2023	<b>No objections</b>
23/01952/FUL	810 - 830 Avenue West Skyline 120 Great Notley - Replacement of existing windows with new front entrance doors. Replacement of existing front entrance doors with new window & spandrel panel. Installation of two new windows – deadline 12 <sup>th</sup> September 2023	<b>No objections</b>
23/02104/TPO	14 Derwent Way - Notice of intent to carry out works to tree protected by Tree Preservation Order 10/10 1 Lime Tree -All epicormic growth at the base of the tree to be cut back to ground/stem. A 3 m stem clean/crown lift. To include all 5 multistems. 1.5-2 m crown reduction. 1.5 m on the property/driveway side using previous pruning points as a guide, and 2 m over the rest of the canopy including height. 10% crown clean/thin of branches up to and including 25 mm in diameter. All reduced to suitable points in line with good arboricultural practice – deadline 18 <sup>th</sup> September 2023.	<b>Support</b>

**23/95.2 To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
23/01677/TPO	61 Windermere Drive Great Notley – Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 11/2010 3No. Oak trees - 2 meter canopy reduction	Granted
23/01818/SCR	Town and Country Planning Environmental Impact Assessment)  Regulations 2017 SI 2017/571 Screening Opinion Proposal on  13.75ha of land to the west of the existing Horizon 120 Business  Park to provide up to 55,000sqm of floor space for Research and  Development, and or Industrial processes, and/or B2 (General Industrial), and or B8 Storage or Distribution.	Pending Consideration

**23/96: To consider any matters to be raised for next agenda**

- Allotments – Clerk [lead]
- Play Park – Councillor Crawford [lead]
- Community Police presence – Clerk [lead]
- Street Signs – Councillor Sheppard [lead]

**23/97: Chairman to close the meeting**

Meeting concluded 8.50pm.