



**Minutes of the Meeting of Great Notley Parish Council held on 22<sup>nd</sup>  
January 2024 at the Community Centre Great Notley**

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Meeting commenced at 7.31pm

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

**24/01: Apologies**

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

**24/02: Declarations of Interests**

Councillor Ricci declared an interest as a member of Braintree District  
Council's Planning Committee.

**24/03: To consider and approve Minutes of the Meeting of 11<sup>th</sup> December  
2023**

The minutes of the meeting held on 11<sup>th</sup> December 2023 were **agreed** by  
Councillors as a correct record, proposed by Councillor Sheppard and  
seconded by Councillor Pritchard, and the minutes were signed by the  
Chairman.

**24/04: Public Question Time**

None.

**24/05: Reports**

**24/05.1: Report from County Councillor**

No report presented owing to apologies sent by Councillor Butland.

**24/05.2: Report from District Councillor**

Councillor Ricci advised that the District Council is currently undertaking its last  
stage of budget drafting for financial year 2024/25, the final draft will then be  
considered by Governors on 24<sup>th</sup> January and later by the full Council on 19<sup>th</sup>  
February 2024.

**24/05.3: Reports from Councillors attending External Meetings**

The Chairman had intended to attend a meeting of BALC (Braintree Association  
of Local Councils) on 17<sup>th</sup> January 2024 but was unable due to a prior  
engagement on the same date. The Chairman urged Councillors to open, read  
and respond to her emails in a timely manner, as she has noticed many emails  
are left unanswered or are responded to once deadlines have passed. The

Chairman also referred to the National Highways letter which she recently received, outlining the planned works to A12 from Marks Farm. The Clerk confirmed that she had been posting updates on these planned works on the Council's Facebook page.

## 24/06: Parish Clerk's Report

1. The Operations Team at Braintree District Council gave a response on 5<sup>th</sup> January to our concerns relating to its proposal for re-wilding in 2024, which was as follows: *'Sorry for the delay getting back to you. We discussed your feedback and concerns about rewilding part of the open space along the Raft cycle path from White Court school to Queenborough Lane with Cllr Tom Cunningham and he has had agreed that we should not proceed with the rewilding of the area but to continue cutting the grass at our normal frequency and I have advised the team accordingly. Thank you for you feedback and comments.'*
2. On 25<sup>th</sup> November 2023, the Customer Services department at Tesco acknowledged receipt of my letter relating to the damage caused to some bollards at the junction of Bridge End Lane & Cuckoo Way and on 28<sup>th</sup> November, I was advised that it is the Distribution Centre which was charged with dealing with the matter. I have not heard from Tesco since so I have sent a further prompt for a response via email today (17<sup>th</sup> January).
3. Unfortunately, our application for a grant as part of the 'Rural England Prosperity Fund' for bird, bat and bee boxes was not successful. I was advised on 28<sup>th</sup> December that the *'grant funding is for capital schemes of between £10,000 and £50,000. As such unfortunately your proposal does not meet the criteria for this particular funding stream and therefore cannot be supported.'*
4. The appointed Internal Auditor, Ann Wood, has now confirmed that she has capacity to carry out an inspection for financial year 2023/24, with a view to accepting the documentation in early May 2024.
5. I am pleased to report that our Community Christmas Carols and Crafts event on 16<sup>th</sup> December 2023 was well attended and positively received by the community. The children's crafts, in particular, seemed to be a welcomed addition to the annual event. Thanks to Notley Green WI, NGCA and all those who volunteered their time and efforts; including the Chair of GNPC, who cancelled family plans to attend.
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. **As this is an inherited list from the previous Clerk, Councillors are asked to provide an update where possible.**

Issue	First raised	Comment
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	Ongoing
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	Cllr Butland to advise if there is an update

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	Cllr Butland to advise if there is an update
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	
Tree Warden – voluntary position continues to be advertised	September 2022	Clerk has contacted the Country Park and Flitch Green Ranger to ask if they can assist in any way
Report on electric vehicles – awaited from Braintree District Council	October 2022	

The report was **accepted**.

## **24/07: Financial Report**

### **24/07.1: Bank Reconciliation**

The bank reconciliation calculated to 18<sup>th</sup> January 2024 was **accepted**.

Councillor Sheppard suggested that the Council considers moving some money from the Unity Trust current account to another savings account, to bring the balance under the £85k threshold for FSCS Bank Protection. Councillors agreed this should be done at the end of the current financial year.

Action: The Clerk

### **24/07.2: Payments for Approval**

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

#### **Direct debits**

14/12/23	RAC All Star (Fuel Card)	64.79
27/12/23	<u>Lloyds Card</u>	
	Tesco (Coffee for 12.11.23)	2.49

Royal Mail PO Box	396.00	
Viking Direct	62.24	
HobbyCraft(Christmas Crafts)	34.80	
Marks & Spencer (Hamper)	40.00	
Poundland (Christmas Crafts)	9.00	
Google (Digital Storage)	24.99	
Tesco (Stamps)	6.00	
Lidl (Christmas Event)	16.08	
Monthly fee	<u>3.00</u>	596.59

### Online Payments December 2023

Salaries		4,326.34
Essex Pension fund	Pension Contributions	1357.23
HMRC Cumbernauld	November Tax and NI Contributions	845.18
Clerk	Expenses	53.21
Clerk	Expenses*	40.77
Senior Litter Picker	Expenses	30.00
NGCA	November Hall Hire	13.00
NGCA	BDC Licence Fee (For Green) & TEN	121.00
NGCA	December Hall Hire (11 <sup>th</sup> & 16 <sup>th</sup> )	88.00
Seagrave Inspections	Operational Inspection November '23	156.00
Unity Trust Bank	Service Charge	26.25

\*This was approved for payment in December by the Chair and Vice-Chair. Retrospective resolution by Full Council is sought at this meeting on 22 January 2024. The expenditure was incurred as an expense by the Clerk because the Council's business credit card did not work when purchasing last minute refreshments for the Christmas Community Event.

### Payments made/to be made in January 2024

Clerk	Expenses	28.00
RAC Allstar Fuel	Van Fuel	88.68
Npower	Electricity (Street Lighting)	362.45

Ernest Doe & Sons Ltd	PPE	90.99
Viking Office UK	Stationery	55.04
Richard Edwards Group	External Payroll Services	169.20
Landscape Supply Company	Cleaning Materials	33.42
SLCC	Renewal of Annual Membership	229.00
JC Electricals	Replacement of Smoke Alarms	245.00**

\*\*Work undertaken on 17<sup>th</sup> January 2024 under power 4.1 of the GNPC Financial Regulations. Retrospective resolution by Full Council is sought at this meeting on 22 January 2024.

**24/07.3: To resolve to retrospectively approve the charge for replacing the smoke alarms in GNPC's Storage Unit**

The Chairman explained that she and the Clerk had been called out as an emergency by NGCA due to the smoke alarms continuing to sound one morning in January. Following failed attempts to disarm the alarms and replace batteries, the Chairman and Clerk decided to arrange for 'JC Electricals' to carry out an inspection and replace the alarms, if needed. On 17<sup>th</sup> January, all three smoke alarms were replaced and two alarms had been lowered to above head height. This expenditure was authorised by the Clerk and Chairman under power 4.1 of the Financial Regulations.

Councillors unanimously retrospectively **approved** the expense.

The Clerk also advised Councillors that a further smoke alarm, located in the lobby of the Community Centre, had been identified as needing to be replaced due to an expiration date of August 2023. The Administrator of NGCA had informed the Clerk that this alarm was also the Council's responsibility and not NGCA's. A quote for £190 to carry out the work (which includes also replacing a ceiling sensor in the storage unit) was received by the electrician and the work was scheduled for 24<sup>th</sup> January. Councillors **agreed** to the additional works, subject to the Clerk investigating who owns the smoke alarm in the hall lobby. It was agreed that this matter would also be raised by the Chairman at the forthcoming NGCA meeting on 29<sup>th</sup> January 2024. The issue of insurance for the storage units, specifically whether our policy covers items stored in them by the community groups Scouts and Football, was also discussed and it was agreed that the Clerk should also look into this, as well as establishing a maintenance register for the Scouts and Football groups to undertake.

Action: The Clerk

**24/07.4: To resolve to retrospectively approve the reimbursement of expenses incurred by the Clerk for the Community Christmas Event**

Councillors **approved** this retrospective expense.

**24/08: Substantive Matters for Consideration**

**24/08.1 To sign the Precept Request Form 2024/25**

The Precept Request Form was reviewed and duly signed by the Chairman and the Clerk.

It was agreed that the nominal increase to the Precept for 2024/25 would be stated in the Chairman's Report for the Spring edition of the Great Notley Times.

Action: The Chairman

**24/08.2 To approve a trial with Vision Magazine for the distribution of the Great Notley Times magazine for the Spring Edition**

Councillors agreed to trial a change in magazine distributors following problems with Royal Mail's Door to Door delivery service, with the Spring edition being distributed by Vision Magazine.

Action: The Clerk

**24/08.3 To approve the additional charges for the Rialtas Accountancy Software**

Councillors considered the add-on services put forward by the Clerk, following the decision to purchase the Alpha Accountancy package for the current calendar year. The two add-on services presented were to 'back-key data for 9 months and allocate cost centres/codes' and the 'Gold Close Down Priority Loyalty Scheme', to facilitate the end of year process for the Annual Governance and Accountability Return 2023/24.

Councillor Ricci proposed that the two add-on services should be purchased, which was seconded by Councillor Cogswell and both were **approved** by the Council.

Action: The Clerk

**24/09: Planning applications, Tree Preservation Orders and other planning matters**

Councillor Ricci left the room whilst Planning matters were discussed.

**Applications for which deadlines occurred before this meeting:**

- 23/02842/ADV - Horizon 120 Business Park Off A131 London Road Great Notley Essex

Installation of 3No. Fascia sign - Internally illuminated  
 Entrance totem sign - Internally illuminated

- 23/02980/TPO - Timber Lodge Queenborough Lane Braintree Essex CM77 7QE Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 8/94 - T14 T1 Scots Pine - Reduce crown by 1.5 - 2 meters
- 23/03031/HH - 61 Pochard Way Great Notley Essex CM77 7WA Conversion of garage to habitable accommodation and first floor side extension  
**Noted.**

**24/09.1: New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
23/02765/FUL	1 Turing Court Great Notley Braintree Essex CM77 7AT - Change of use from office/warehousing/display to office/warehousing/display and retail sale and collection of medical/disability aids from the existing Display Area (Use class E(a))	<b>No objection</b>

**24/09.2: To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
23/02851/TPO	80 Skiddaw Close Great Notley Essex CM77 7UR - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 10/2010 Turkey Oak - Reduction of 3m English Oak - reduction of 1.5m	Pending Consideration
23/02807/OUT	Land West of Horizon 120 Phase 2 Horizon Boulevard Great Notley Braintree Essex - Hybrid Planning application for part full, part outline consent for up to 55,000 sqm of employment floorspace.	Pending Consideration

23/02551/TPO	83 Windermere Drive Great Notley Essex CM77 7UB - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - Reference: 11/2010 1No. Pine tree - Felled	Pending Consideration
23/02708/TPO	1 Campanile Close Braintree Essex CM77 7AS - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 8/94. G1 - 2 Ash trees – Remove. G2 - 1 Lime Tree & 1 Oak Tree - Reduce overall size by 3 meters and remove deadwood. T1 - Oak tree - Reduce overall size by 3 meters and remove deadwood	Part Granted, Part Refused
23/02724/HH	82 Skiddaw Close Great Notley Essex CM77 7UR - Proposed two storey front/rear extension with internal and external fenestration changes (revised approved scheme)	Granted

Councillor Ricci returned to the room.

**24/10: Matters to be raised for next meeting**  
None.

**24/11: Chairman to close the meeting**  
The meeting was closed at 8.20pm.