



**Minutes of the Meeting of Great Notley Parish Council held on 12<sup>th</sup>  
February 2024 at the Community Centre Great Notley**

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Meeting commenced at 7.31pm

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

Councillors unanimously elected Councillor Ricci (Vice Chair) to preside as Acting Chair for this meeting.

**24/12: Apologies**

Apologies were received from Councillor Griffin for the first part of the meeting and accepted by the Council.

**24/13: Declarations of Interests**

Councillor Butland declared an interest in any matters relating to Essex County Council and Braintree District Council. Councillor Cunningham also declared an interest in any matters relating to Essex County Council and Braintree District Council. Councillor Ricci declared an interest as a member of Braintree District Council's Planning Committee.

**24/14: To consider and approve Minutes of the Meeting of 22<sup>nd</sup> January 2024**

The minutes of the meeting held on 22<sup>nd</sup> January 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Sheppard and seconded by Councillor Cogswell, and the minutes were signed by the Vice Chairman.

**24/15: Public Question Time**

None.

**24/16: Reports**

**24/16.1: Report from County Councillor**

The ECC Full Council Budget Meeting is scheduled to take place on 13<sup>th</sup> February 2024 with an expected 4.9% increase in Council Tax, which includes the 2% Adult Social Care Precept. Gross spends for financial year 2024/25 is estimated to be a total £2.9bn, with the demand for Social and Child Services ever-increasing.

**24/16.2: Report from District Councillor**

Councillor Ricci advised that the Police, Fire & Crime Panel has unanimously agreed its budget for 2024/25 with an increase of 5.5%, which represents £12.96 for a band D household.

### 24/16.3: Reports from Councillors attending External Meetings

None.

### 24/17: Parish Clerk's Report

1. The Electrician advised that the additional 'smoke alarm' in the Community Hall lobby was actually a remote siren, which is wired to the smoke alarms in the storage unit. Whilst the expiration date on the remote siren has passed, the siren itself still works. The Electrician advised that he is attending a training course in March 2024 and will enquire then about remote sirens systems then so that he can confidently advise us and replace, if necessary.
2. Our application for retrospective permission for the White Gates at Bridge End Lane was finally granted to us by Essex County Council on 22<sup>nd</sup> January (received by email on 5<sup>th</sup> February). Work to restore the wood & paintwork, as agreed by the Council in December 2023, will commence in the Spring.
3. As regards the damage to the bollards caused by Tesco HGV Lorries, I have been pursuing the matter further. Tesco finally reverted with details of their Insurer – Aviva – so that a claim for compensation can be submitted. I emailed Aviva (c/o Sopp+Sopp) on 5<sup>th</sup> February and I now await a response. I also pursued the matter with BDC's Assets Department, as I had not had a response to my November 2023 email. It was confirmed on 5<sup>th</sup> February that the District Council is keen for me to secure compensation from Tesco so that the bollards, on District Council land, can be replaced. A quote has since been provided to me by the Assets Department for the repair, at a cost of £274+VAT. I have also had confirmation from Tesco's Customer Services team that Tesco has notified its HGV drivers to prevent this from happening again. I will provide a further update as this matter progresses.
4. The purchase of the Rialtas Alpha Accountancy package is progressing and a first set of data will be issued to Rialtas on 9<sup>th</sup> February; training has been booked for me for 5<sup>th</sup> March.
5. I am scheduled to attend BDC's 'Supporting Communities' meeting on 7<sup>th</sup> February and EALC's 'Public Rights of Way' training on 28<sup>th</sup> February 2024.
6. I recently applied for funding for the bird, bee and bat boxes from Suffolk and Essex Coast & Heaths National Landscape. Unfortunately, I was advised on 5<sup>th</sup> February that Great Notley falls outside of the funding area. I was advised to pursue an application for funding from Essex Community Foundation, so I intend to do so shortly.
7. I received notification from ECC on 6<sup>th</sup> February regarding the 'Essex Minerals Local Plan Review' Public Consultation, which opened on 6<sup>th</sup> February and closes on 19<sup>th</sup> March 2024. Full details can be found at: [www.essex.gov.uk/minerals-review](http://www.essex.gov.uk/minerals-review)
8. For information, I shall be on annual leave on 19<sup>th</sup>-22<sup>nd</sup> February 2024.

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**.

## **24/18: Financial Report**

### **24/18.1: Bank Reconciliation**

The bank reconciliation calculated to 8<sup>th</sup> February 2024 was **accepted**.

### **24/18.2: Payments for Approval**

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

#### **Direct debits**

15/01/24	RAC All Star (Fuel Card)	88.68
23/01/24	<u>Lloyds Card</u>	
	Disposable Cups (Xmas Event)	14.95

Glow Sticks (Xmas Event)	18.69	
Tesco (Tape & Pens)	4.00	
Costco (Food, Xmas Event)	91.10	
Tesco (Food, Xmas Event)	83.80	
Microsoft One	1.99	
Monthly fee	3.00	<u>217.53</u>

### Online Payments January 2024

Salaries		4,356.33
Essex Pension fund	Pension Contributions	1113.70
HMRC Cumbernauld	November Tax and NI Contributions	815.19
Clerk	Expenses	28.00
Npower	Electricity Supply	362.45
Ernest Doe & Sons	PPE	90.99
Richards Edwards	External Payroll Services	169.20
JC Electricals	Smoke Alarms for Storage Unit	245.00
JC Electricals	Labour for Sensor & Repairs	70.00
Landscape Supply	Graffiti Wipes & Spray	33.42
SLCC	Membership Renewal	229.00

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

Clerk	Expenses	18.56
Senior Litter Picker	Expenses (Van Clean)	30.00
Quest Motor Group	Van Tracking & Tyres	229.06
NGCA	January Hall Hire	13.00
EALC	Clerk Training	90.00
Vision Magazine	GNT Times Distribution	180.00
Paul Clark Printing	GNT Times Printing	1603.00

## **24/19: Substantive Matters for Consideration**

### **24/19.1 To review the Council's Bank Accounts and agree the plan for safeguarding funds under the FSCS Scheme**

Councillor Griffin (Chairman) joined the meeting and offered her apologies for the delayed attendance.

The Clerk asked for clarification on the intended plans to move some funds from the Council's current account to its reserves bank account, in order to protect funds under the FSCS scheme (maximum £85k protection limit). The Council **agreed** that the Saffron Account should be kept in addition to the Nationwide Account which the Clerk has been mandated to open, so that funds can be spread across both reserve accounts accordingly at the end of the financial year.

Action: The Clerk

### **24/19.2 To consider renewal of the National Allotment Society's membership given the current position with Allotments**

Councillors discussed renewal of the £66 membership. The Vice-Chairman reminded Councillors of the District Council's earlier proposal to consider some of BDC-owned land near to Notley High School. Initially, the land was ruled out by Councillors due to distance. Councillors agreed it may be worth re-considering, especially because there are limited options available within the locality and because other villages do manage allotments space which are often further afield. Councillors agreed that it would be useful if the Clerk could contact those on the waiting list to see whether the list remains up to date and whether those waiting would consider distance to be an issue. In addition, the District Council should be contacted to see whether the land near to Notley High is still viable.

Councillor Sheppard proposed to renew the NAS membership, which was seconded by Councillor Pritchard and **approved** by the Council.

Action: The Clerk

### **24/19.3 To review the Parish Council Owned Street Lights list and discuss BDC's Climate Change Review of LED bulbs**

The Clerk asked Councillors to review the map of PC-owned street lights, dated July 2016, and confirm whether the 10 listed were up to date. Councillors agreed that it was up to date, though Councillor Butland believed the total number may be 11. It was agreed that Essex Highways should be approached

to provide a quote for replacing all with LED Heads. Matter should be reconsidered when quote is obtained.

Action: The Clerk

**24/19.4 To approve the cost of vinyl numbers for the Parish Council Litter Bins**

Suggestion from most recent appraisals of the Litter Team. Councillors agreed this would be useful for both the Litter Team and Residents. Councillor Sheppard proposed the expenditure of £50, which was seconded by Councillor Cunningham and this was **approved** by the Council.

Action: The Clerk

**24/20: Planning applications, Tree Preservation Orders and other planning matters**

**For Noting only:**

- 24/00211/LDOCC - Horizon 120 Business and Innovation Park Local Development Order 2021 (LDO) Compliance Checklist application for Parcel DC 3.1 Zone B

**Noted.**

**24/20.1: New Applications within the Parish**

None.

**24/20.2: To note results of planning applications**

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</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))	Pending Consideration
23/02851/TPO	80 Skiddaw Close Great Notley Essex CM77 7UR - Notice of intent to carry out works to trees	Pending Decision

	protected by Tree Preservation Order TPO - 10/2010 Turkey Oak - Reduction of 3m English Oak - reduction of 1.5m	
23/02807/OUT	Land West of Horizon 120 Phase 2 Horizon Boulevard Great Notley Braintree Essex - Hybrid Planning application for part full, part outline	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

**24/21: Matters to be raised for next meeting**

Follow up on fallen wooden posts near Panners café – previously reported to Essex Highways via the online portal.

**24/22: Chairman to close the meeting**

The meeting was closed at 7.59pm.