



Minutes of the Meeting of Great Notley Parish Council held on 4th March 2024 at the Community Centre Great Notley

Meeting commenced at 8.26pm

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

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

24/23: Apologies

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

24/24: Declarations of Interests

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

24/25: To consider and approve Minutes of the Meeting of 12th February 2024

The minutes of the meeting held on 12th February 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Crawford and seconded by Councillor Pritchard, and the minutes were signed by the Vice Chairman.

24/26: Public Question Time

None.

24/27: Reports

24/27.1: Report from County Councillor

None owing to apologies.

24/27.2: Report from District Councillor

Councillor Ricci advised that the District Council's budget for 2024/25 was approved on 19th February 2024 which sees an increase of 2.7%.

24/27.3: Reports from Councillors attending External Meetings

None.

24/28: Parish Clerk's Report

1. All residents within the village currently on the Allotments waiting list have been contacted via email following a discussion at our February meeting. Residents have

- been asked to confirm whether they wish to remain on the list and whether they would consider a short drive to an Allotments site to be a viable option. I will collate responses and provide an update on this when all responses have been received.
2. A contact at Braintree District Council put me in touch with the relevant Officer at Essex County Council regarding an ECC initiative for possible free used, replacement LED heads for our Parish Council owned street lighting. Whilst the replacement heads can be provided free of charge, Parish Councils are asked to cover the cost of installation. I shall provide a further update once I receive a response from ECC.
 3. The Solicitors Firm acting for Tesco in respect of our claim for compensation has contacted me to ask for full CCTV footage of the damage caused to the bollards. I have replied asking whether they required anything additional to the still images which were sent with the original claim.
 4. It may be that I need to find alternative arrangements for our Internal Audit as I was recently informed that our current Internal Auditor is dealing with some difficult personal matters and may not be able to fulfil all commitments. I will keep you updated as I know more.
 5. I am scheduled to attend an Audits training course on 22nd March 2024 with EALC.
 6. I recently applied for funding for some Bird, Bat and Bee Boxes from Essex Community Foundation via their online grant application form.
 7. BDC has confirmed that improvements works to Verti-Drain Gt Notley Green has been awarded to one of their external contractors and will commence on 27th May 2024 for two weeks, with ongoing watering and fence checks scheduled for September 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	June 2022	

design and works commission. Estimated funding £16,000.00		
Tree Warden – voluntary position continues to be advertised	September 2022	Clerk readvertised recently via Facebook.
Report on electric vehicles – awaited from Braintree District Council	October 2022	

The report was **accepted**.

24/29: Financial Report

24/29.1: Bank Reconciliation

The bank reconciliation calculated to 29th February 2024 was **accepted**.

24/29.2: Payments for Approval

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

Direct debits

14/02/24	RAC All Star (Fuel Card)		56.35
23/02/24	<u>Lloyds Card</u>		
	Quest Motor Group	229.06	
	Viking	55.04	
	Tesco	0.90	
	Viking (CREDIT)	-29.58	
	Sainsburys	8.62	
	Argos	54.28	
	Microsoft	1.99	
	Monthly fee	<u>3.00</u>	323.31

Online Payments February 2024

Salaries		4,519.05
Essex Pension fund	Pension Contributions	1113.70
HMRC Cumbernauld	November Tax and NI Contributions	921.72
Rialtas	Accountancy Software 2023/24 (backkey)	1284.00
Vision Magazine	Great Notley Times Distribution	180.00

Paul Clark Printing	Great Notley Times Printing	1210.00
NGCA	January Hall Hire	13.00
EALC	Clerk Training (28 th February)	90.00
Clerk	Expenses	18.56
Senior Litter Picker	Expenses (Van Clean)	30.00

Payments made/to be made in March 2024

EALC	Clerk Training (22 nd March)	114.00
Seagrave Inspection Ltd	Playground Inspection (Feb 24)	156.00
Myers Scott Ltd	Website Hosting & Maintenance	103.19
Clerk	Expenses	16.12
NGCA	February Hall Hire	13.00

24/30: Substantive Matters for Consideration

24/30.1 To approve the Council's Asset Register & Schedule

The Clerk asked for clarification on some of the insurance valuations which were highlighted in yellow. Councillors agreed that the insurance valuations should be written down from this year at a rate of 5%. The Bat and Owl boxes should be marked as disposals and the draft entry of the newly-acquired digital software should be removed. The Asset Register & Schedule was **approved** subject to these changes.

Action: The Clerk

24/30.2 To approve the Council's Financial Risk Assessment

Councillors unanimously **approved** the Financial Risk Assessment.

24/30.3 To approve the Council's Website Accessibility Statement

The Clerk advised that a full test to the website had been carried out in January 2023 and that the Website Host, Myers Scott Ltd, had advised that a test is not needed every year. Councillors unanimously **approved** the Website Accessibility Statement.

24/30.4 To approve the Council's Data Audit

Councillors unanimously **approved** the Data Audit.

24/30.5 To consider the Operational Inspection Report for the Play

Park and to receive Councillor Crawford’s feedback from the Inspector
Councillor Crawford advised that he had recently met with Seagrave’s Inspector to better understand the process of the operational inspections. An outcome of the discussion was that Councillor Crawford should undertake a refresher course for playground inspections and the Council **agreed** to this training.

The priority list for refurbishment was also discussed. The Council **agreed** that the following should be prioritised (in order) for replacement or repair:

- The ground surrounding the Bench area requires re-cementing;
- The Roundabout requires a replacement bolt to fix one handle to the base;
- The Infant (Cradle) Swings requires the fitting to be re-secured through both links;
- The Activity Climber requires replacement rope/netting and for the hand holds and loose fixings to be re-secured.

The Council asked for quotes for the above works.

Action: The Clerk

24/31: Planning applications, Tree Preservation Orders and other planning matters

24/31.1: New Applications within the Parish
None.

24/31.2: To note results of planning applications

The following results were **noted** -

Application No.	Application	Result
23/02765/FUL	1 Turing Court Great Notley Braintree Essex CM77 7AT	Remains ‘Pending Consideration’
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	Remains ‘Pending Decision’
23/02807/OUT	Land West of Horizon 120 Phase 2 Horizon Boulevard Great Notley Braintree Essex - Hybrid Planning application for part full, part outline	Remains ‘Pending Consideration’

	consent for up to 55,000 sqm of employment floorspace.	
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	Remains 'Pending Consideration'

24/32: Matters to be raised for next meeting

- Quotes for Leven's Way Play Area

24/33: Chairman to close the meeting

The meeting was closed at 8.55pm.