



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

\*\*\*\*\*

Meeting commenced at 7.30pm

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

**24/58: Apologies**

None.

**24/59: Declarations of Interest**

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 and the Planning Committee.

**24/60: To consider and approve the Minutes of the meeting held on  
20<sup>th</sup> May 2024**

The minutes of the meeting held on 20<sup>th</sup> May 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Ricci and seconded by Councillor Pritchard, and the minutes were signed by the Chairman.

As the May minutes made reference to Councillor Crawford raising the issue of a loose manhole cover at Bridge End Lane (under Public Question Time), Councillor Crawford wished to advise Councillors that the Clerk had since reported the manhole cover to Essex County Council and that the County Council had deemed it a “low priority” for attention at this time.

**24/61: Public Question Time**

No members of the public were present.

**24/62: Reports**

**24/62.1: Report from County Councillor**

Councillor Butland made reference to a matter which was a later agenda that he has had some recent dealings with. Other than that, it has been fairly quite of late. Reference was made to another matter related to Wainwright Avenue, though it was noted that this falls outside of this constituency.

**24/62.2: Report from District Councillor**

Councillor Cunningham spoke of the District Council's review of its Local Plan, which is considered a positive move, particularly in light of the forthcoming general election. It is anticipated that this review will safeguard the existing lifespan of the Local Plan. It was noted that the Local Plan includes a 'Call for Sites' but it is not intended that this will result in huge waves of new housing developments.

Councillor Ricci referenced a matter which he has been involved with, though it was also noted that it fell outside of the Ward of Great Notley. In addition to this, he has had light dealings with a matter at Shellduck Crescent.

### **24/62.3: Reports from Councillors attending external meetings**

The Chairman recently attended the NGCA, WI and Scouts collaborative Bingo fundraiser and this first event was deemed a great success for the organisations involved. The Chairman also attended the first Great Notley Repair Café which took place in the morning of 17<sup>th</sup> June. Four items were successfully repaired. The Repair Café is hoping to rely on word-of-mouth recommendations to grow its customer base. Councillors were asked to mention the Repair Café to others in passing. Lastly, the Chairman advised that both she and the Clerk had recently attended a meeting with representatives from the WI and Scouts to being discussions on the planning of Remembrance Sunday and the Community Christmas event.

### **24/63: Parish Clerk's Report**

1. The AGAR Form 3 for 2023/2024 (and all supporting documents) were issued to the External Auditor, PKF Littlejohn, on 23<sup>rd</sup> May 2024, following consent of Council. The Exercise of Public Rights was issued on 3<sup>rd</sup> June 2024 and is published on our website.
2. I am pleased to report that the damaged bollards on the triangle at Bridge End Lane have now been replaced by the District Council.
3. Councillors will be aware that a General Election has been called for 4<sup>th</sup> July 2024. Advice on the pre-election period for Councils has been circulated to you and is also available here: [A short guide to publicity during the pre-election period | Local Government Association](#)
4. An application has now been submitted to BDC for a Community Infrastructure Grant to replace our Parish Council street lamp heads to LED.
5. I have now received a Street Scene Partnership Agreement Form from BDC for 2024/25 (somewhat delayed) and this has been completed and returned to BDC, together with an invoice for the amount of £9,844.35.
6. Planning is underway for the Remembrance Sunday Service and Community Christmas event. The Chairman and I met with WI & Scouts representatives in the May Half Term to discuss logistics.
7. Following an action from our last meeting, I contacted the Clerk to Black Notley PC and a telephone call has been scheduled to discuss the possibility of applying for a pedestrian crossing at London Road. I have also contacted Essex Road Safety Partnership to make enquiries about obtaining a speed survey and collecting data on reported accidents at the location, to help inform a prospective application.
8. Following another action from our April meeting, I have made contact with the Clerk to Finchingfield PC regarding the expansion of their skate park and am now waiting for further contact from the Councillor at Finchingfield PC who lead the project.

9. I have now received the outcome of our application for grant funding for bird, bee and bat boxes from the 'Essex Community Foundation'. Unfortunately, we have not been successful with our application due to the fund being "oversubscribed".

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 advised at our April 2024 meeting that the work is scheduled for implementation this year
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 provided an update at our April 2024 meeting - ongoing
Tree Warden – voluntary position continues to be advertised	September 2022	Remains vacant
Report on electric vehicles – awaited from Braintree District Council	October 2022	

The report was **accepted**.

#### **24/64: Financial Matters**

##### **24/64.1 Bank Reconciliation**

The bank reconciliations calculated to 31<sup>st</sup> May 2024 and corresponding bank statements were proposed to be approved by Councillor Ricci, seconded by Councillor Cogswell and **approved** by the Council.

##### **24/64.2 Payments & Receipts for Approval**

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

#### **Direct debits**

14/05/24	RAC All Star (Fuel Card)	38.46
23/05/24	<u>Lloyds Card</u>	

Argos (Ink)	53.38
B&Q (Bin Numbers)	66.00
Microsoft	1.99
Monthly fee	<u>3.00</u> 124.37

### Online Payments May 2024

Salaries		4,668.06
Essex Pension fund	Pension Contributions	1,124.15
HMRC Cumbernauld	April Tax and NI Contributions	943.92
NGCA	April Hall Hire	13.00
Clerk	Expenses	15.94
Rialtas Business Solutions	Year End Close Down	648.00
ICO	Data Protection Fee	35.00
Mortimer Contracts Ltd	Repairs to Levens Way Park	1266.00
NGCA	Grant: Summer Fete	1790.00**
Perspective Landscapes	12 <sup>th</sup> & 27 <sup>th</sup> April Grass Cutting	144.00
Ann Wood (LetchWood)	Internal Audit Fee	190.00
NGCA	Grant: Braintree Repair Café	750.00*
Community Action Suffolk	Parish Council Insurance 2024	1588.41

### Receipts in May 2024

Cowley Heating	GNT Advert for Summer Edt 59	160.00
HMRC	VAT 126 Reclamation 23/24	2353.99
Westgate Healthcare	GNT Advert for Summer Edt 59	160.00

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

RAC All Star	Van Fuel Card	45.01
--------------	---------------	-------

Lloyds Credit Card	Monthly Payment	19.14
NGCA	May Hall Hire	13.00
Perspective Landscapes	9 <sup>th</sup> & 23 <sup>rd</sup> May Grass Cutting	144.00
Green Flag	Breakdown Cover Renewal	95.00
Signs n Such	New Signs for Play Areas	312.00
Seagrave Inspection Services	Annual Inspection	164.40
Clerk	Expenses	30.35
Senior Litter Picker	Expenses (Van Clean)	30.00

**\*Power to spend – s137, LGA 1972**

**\*\*Power to spend – s144, LGA 1972**

#### **24/65: Annual Review of Policy Documents**

The Clerk had prepared several documents which were due for renewal and these were: Code of Conduct (new document issued by the District Council, intended to replace the old version); Financial Regulations (new document issued the National Association of Local Councils, intended to replace the old version); Risk Management Policy (new document not previously owned by the Council). In addition, some small changes were recommended to be made to the following documents: Standing Orders; Freedom of Information Act Scheme; Planning Policy and First Aid Needs Assessment. Amended copies had been presented to the Council for consideration.

Councillor Sheppard asked the Clerk for tracked changes of these documents. The Clerk advised that, whilst she could provide this for some of the documents which had previously been adopted by the Council, both the Code of Conduct and Financial Regulations were completely new documents which were distinct in design and therefore tracked changed copies could not be provided. The Clerk agreed to provide tracked changes to the copies that were available to edit in that way and to provide unedited 'model' templates for the Code of Conduct and Financial Regulations, together with the amended copies, so that Councillors could identify the suggested amendments. The policy documents will therefore be reviewed again at the next meeting in July.

Action: The Clerk

#### **24/66: Substantive matters for consideration**

**24/66.1: To agree on a bank account for the additional reserves account**

The Clerk had presented three bank savings accounts to the Council for consideration and these were for Redwood Bank ('The 1 Year Business Savings Bond'), Cambridge & Counties Bank ('1 Year Fixed Rate Business Bond') and Sensible Savings Bank (1 Year Fixed Rate Bond'). All three bank accounts were noted to yield similar interest rates and all three were protected by the FSCS scheme. The Clerk informed Councillors that Redwood Bank had recently been recommended to her by other Parish Council Clerks. After some discussion, the Council unanimously **agreed** to proceed with Redwood Bank.

Action: The Clerk

**24/66.2: To approve the quotation for the restoration works to the village sign**

Councillors considered the quote obtained from True Colours for the restoration work to the village sign, which included sanding down the wooden post and re-staining, as well as touching up the paint work on the sign head. Councillor Ricci proposed to approve the quotation, which was seconded by Councillor Butland and the quotation was **approved** by the Council.

Action: The Clerk

**24/66.3: To consider the Annual Inspection Report for Levens Way Play Park**

The Council discussed the results of the report and considered the highlighted risks. Councillor Crawford assured the Council that the recommendation for the higher risks outlined in the report was simply 'to monitor' at this stage. Councillor Crawford advised the Clerk that the concrete works to the bench base were yet to be completed. The Clerk advised that the Council had not yet been invoiced for the concreting to the bench base and that it had only paid for the work undertaken to date. The Clerk agreed to chase the matter with Mortimer Contracts. The Council **accepted** the Annual Inspection Report.

Councillor Crawford also referred to the overgrown vegetation at the skate park and RAFT. The Clerk advised that she had sent several emails to the District and County Councils recently regarding overgrown vegetation and that it seemed to be a prevalent issue across the District. The Clerk agreed to report the overgrown vegetation at the skate park and RAFT to the District Council.

Action: The Clerk

**24/66.4: To consider supporting the ECC EV Strategy for Essex**

Councillor Cunningham left the room as this matter relates to his County Council portfolio. Councillors acknowledged that three known sites with flats were located in the village where such a scheme could benefit

residents. Councillor Crawford declared a non-pecuniary interest as the sole MD of the flats at Stanstrete Field. It was also noted that the Gridserve Electric Charging Station is reportedly currently underused. Having said that, Councillors could see merit in the scheme and therefore it was **agreed** to offer support.

Action: The Clerk

**24/66.5: To discuss the following anti-social behaviour in the village**  
Councillor Cunningham returned to the room.

**24/66.5.1: Theft & noise disturbances in and around Petworth Close**

The Council had been presented with a redacted chain of emails between a resident and the Chairman, in which the Chairman had invited the resident to attend this meeting.

Councillor Butland advised that the Council that he had also been contacted by the same resident and assured the Council that he was dealing with the matter. In summary, the resident was unhappy with allegedly numerous anti-social incidents which had occurred in their street. Councillor Butland had asked the resident to provide video evidence of the anti-social behaviour. Likewise, the resident was bothered by a number of recent thefts and wondered whether a gate at the entrance to the close would act as a future deterrent. Councillor Butland advised the Council that he had informed the resident that a gated entrance would be unlikely to be approved as it had obvious implications on access for blue light vehicles and refuse collections. It had also been suggested to Councillor Butland that a gate at the rear of Petworth Close, which leads to underpass, could be helpful. Again, Councillor Butland confirmed that a gate there would prove problematic with access rights as it would need to be staffed for someone to lock and unlock it each day. Councillor Butland did advise that the resident had also referred to a tarmacked public access footpath, which currently had two bits of wood missing at either side. The absence of the wood, according to the resident, meant that cars could be driven up it. Councillor Butland conceded that replacing the two wooden posts at either side of the footpath would return the pathway to pedestrian access only and this shall be a consideration for the Principal Authority.

Action: Councillor Butland

**24/66.5.2: Organised race meets within the village & on the A131**

The Council had been presented with a redacted chain of emails between a resident and the Clerk, in which the Clerk had invited the resident to attend this meeting. The Clerk had also asked Essex Police to attend to discuss the matter, though the Police Officer who usually attends was unable to do so on this occasion.

The Council heard that the resident had complained about the ongoing organised race meets. Councillor Butland advised that he suspected that

this was the same resident who had been invited to provide him with video evidence of the racing which he would have submitted to the Police on his behalf. To date, such video evidence has not been provided to Councillor Butland. The Council discussed this ongoing nuisance to residents and though it has sympathy with residents, there seems little else that the Council can do that it is not already doing or has tried to do. Sadly, this seems to an issue in other areas across the country. Councillor Ricci advised that the District Council had recently issued a Public Spaces Protection Order ('PSPO') covering the A131 to A414 over the 4-6<sup>th</sup> May Bank Holiday. It is possible for District Councils to issue permanent PSPOs, where necessary, but he did advise that PSPOs appeared to be more effective when issued for set periods of time. The Clerk was advised to respond to the resident and advise that he reports the racing to 101 if and when it next occurs.

Action: The Clerk

### **24/67: Planning applications, Tree Preservation Orders and other planning matters**

The following application, which was subsequently **withdrawn**, was noted:

24/00690/FUL - The Barley Barn Slamseys Farm Blackley Lane Great Notley CM77 8QF

Conversion & extension of commercial barn (class E(c)(iii) to 1 No. dwelling (class C3) & demolition of industrial building.

The following applications, which had been for **notification only**, were noted:

- 24/01036/LDOCC - Horizon 120 Business Park Off A131 London Road Great Notley  
Horizon 120 Business and Innovation Park Local Development Order 2021 (LDO) Compliance Checklist application (Schedule B Strategic Infrastructure)
- 24/01149/PLD - 17 Mallard Close Great Notley Essex CM77 7YD  
Application for a Certificate of Lawfulness for a proposed development – Single storey rear extension (**now granted**)

#### **24/67.1 New Applications within the Parish**

Councillor Ricci left the room.

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
24/01162/HH	5 Wood Way Great Notley Essex CM77 7JS - Single storey rear extension - Deadline 2 <sup>nd</sup> July 2024	Planned single rear extension to replace existing conservatory, which will be smaller than the conservatory if planning is permitted.



		<b>No objection</b>
--	--	---------------------

## 24/67.2 To note results of previous planning applications

The following results were **noted** -

<b>Application No.</b>	<b>Application</b>	<b>Result</b>
24/00917/TPO	3 Thirlmere Close Great Notley Essex CM77 7UL - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 10/10 G7 T1 - Lime - Crown lift and remove epicormic growth to 4m. Crown thin by volume - 30% - Deadline 31 <sup>st</sup> May 2024	Pending Consideration (determination deadline 24 <sup>th</sup> June 2024)
24/00442/FUL	Plot 5 Horizon 120 Business Park London Road Braintree Essex - Erection of an employment building comprising of uses falling within Use Classes E(g)(i, ii, iii) and B8 (or a combination of those uses) with associated access, service areas, parking and landscaping.	Pending Consideration (determination deadline 12 <sup>th</sup> July 2024)
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 (determination deadline was 13 <sup>th</sup> December 2023)

The Council expressed concerns that application 23/02551/TPO appeared to remain undetermined despite a deadline in December 2023. The Clerk confirmed that she had recently made enquiries with BDC's Planning Department but had not been given an answer.

Action: The Clerk

### 24/68: Matters for next agenda

Councillor Ricci returned to the room.

- Allotments – Councillor Ricci [Lead]

### 24/69: Chairman to close the meeting

The meeting was closed at 8.14pm.