



**Minutes of the Annual Meeting of Great Notley Parish Council held on
15th July 2024 at the Community Centre Great Notley**

Meeting commenced at 7.30pm

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

24/70: Apologies

Apologies were received from Councillor Butland.

24/71: Declarations of Interest

Councillor Ricci declared an interest as a member of Braintree District Council and its Planning Committee.

**24/72: To consider and approve the Minutes of the meeting held on
17th June 2024**

The minutes of the meeting held on 17th June 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Pritchard and seconded by Councillor Ricci, and the minutes were signed by the Chairman.

24/73: Public Question Time

No members of the public were present.

24/74: Reports

24/74.1: Report from County Councillor

None owing to apologies.

24/74.2: Report from District Councillor

Council will be aware that there has been a change of Government since our last meeting and the District Council has already felt its impact, particularly relating to Planning rules. Realigning the Planning Framework may be possible. The District Council is taking some time to reflect on these changes in line with its Local Plan review. It was advised that the change in Government shouldn't affect the Local Plan schedule and, generally, the change in power could have positive outcomes for the District Council.

24/74.3: Reports from Councillors attending external meetings

Councillor Crawford referenced a meeting he attended some months ago between the PPG and Local Surgeries. He reminded Council that the purpose of that meeting had been to understand the delay in allocating s106 funds, currently being held by the NHS and the ICB. Councillor Crawford advised that the local surgery is looking to bid for Beaulieu Park (2). The meeting had been attended by 5 or 6 other Parish Council representatives. It was advised that a further meeting has been scheduled for 24th September and all GNPC Councillors will be invited to attend.

24/75: Parish Clerk’s Report

1. Following our last meeting, I followed up on the ‘ongoing’ application 23/02551/TPO with BDC’s Planning Department; the tree in question is dead. Unless the Applicant withdraws the application, BDC has no current digital process to allow for the removal from the Planning Portal.
2. Further to the Council’s decision to award the restoration work to True Colours, the Village Sign has now been restored in line with the Council’s specification.
3. Whilst the Council recently approved the costings to replace all three signs at our play areas (the Play Park, the Skate Park and the RAFT), I am waiting for the company – Signs n Such – to carry out the work. We will be invoiced once the work has gone ahead; I will continue to chase this.
4. I was contacted by NGCA after it became clear that the recent reseeded works on the Green will impact the operational plans for the Great Notley Summer Fete on 13th July. I am told that the NGCA have been advised that the area must remain cordoned off until September and that NGCA must re-organise the stalls to accommodate this.
5. Following decision at our last meeting, I am pleased to report that our Redwood 1 Year Savings Bond account has been successfully opened and, by the time of our July Council meeting, we will have transferred £75k into that account as agreed to bring our Unity account under the protected limit when the second instalment of the Precept is received in the Autumn.
6. During our planning meeting for the forthcoming Remembrance Sunday event, the leader of the Scouts Group confirmed that they have a PA system which they would be able to loan to the Parish Council, in exchange for a small donation to the Group. This would be far more economical than hiring a PA system from Marks Tey Radio, as we have done in previous years.
7. Following a request from Cllr Crawford to investigate whether Wainwright Avenue falls within the Parish boundary, BDC confirmed that it does.
8. 8th May 2025 marks the 80th Anniversary of VE Day; Council is asked to consider whether it would like to organise something within the Community to honour this occasion.

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	January 2015	Cllr Butland advised at our April 2024 meeting that the

funding in financial year 2022 – 2023 at an estimated cost of £5,000		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**.

24/76: Financial Matters

24/76.1 Bank Reconciliations and Bank Statements

The bank reconciliations calculated to 30th June 2024 and corresponding bank statements were proposed to be approved by Councillor Ricci, seconded by Councillor Cogswell and **approved** by the Council.

24/76.2 Payments & Receipts for Approval

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

–

Direct debits

14/06/24	RAC All Star (Fuel Card)		45.01
24/06/24	<u>Lloyds Card</u>		
	Tesco (Stationery)	14.15	
	Microsoft	1.99	
	Monthly fee	<u>3.00</u>	19.14

Online Payments June 2024 – Current Account (Unity)

Salaries	June 2024 Payroll	4,667.86
Essex Pension fund	Pension Contributions	1,124.15

HMRC Cumbernauld	June Tax and NI Contributions	914.72
NGCA	May Hall Hire	13.00
Clerk	Expenses	30.35
Senior Litter Picker	Expenses – Van Clean	30.00
Mortimer Contracts Ltd	Re-Concrete Bench (Play Park)	510.00
Perspective Landscapes	9 th & 23 rd May Grass Cutting	144.00
Seagrave Inspections Ltd	Annual Playground Inspection	164.40
Unity Trust Bank	Quarterly Service Charge	26.55

Receipts in June 2024 – Current Account (Unity)

Braintree District Council	Street Scene Agreement 24/25	9,844.35
----------------------------	------------------------------	----------

Receipts in June 2024 – Reserve Account (Unity)

Unity Trust Bank	Credit Interest	19.04
------------------	-----------------	-------

Payments made/to be made in July 2024 - Current Account (Unity)

RAC All Star	Van Fuel Card	59.00
Lloyds Credit Card	Monthly Payment	205.00
NGCA	June Hall Hire	13.00
Perspective Landscapes	7 th & 21 st June Grass Cutting	144.00
Chelmsford Safety Supplies	Litter Team PPE	48.60
NPower	Street Lighting Electricity (Apr-Jun)	302.59
True Colours	Restoration of Village Sign	650.00
Paul Clark Printing	Printing of GNT Summer Edt	1380.00
Vision Magazine	Distribution of GNT Summer Edt	180.00
Peter Willett	Editorial Work of GNT (Spring & Summer)	150.00

Payments made/to be made in August 2024 - Current Account (Unity)

Quest Motor Group	Van Service & MOT	412.00
Perspective Landscapes	July Grass Cutting	144.00

NGCA	July Hall Hire	13.00
Argos	Council Mobile Sim Free Handset	90.00*

***Power to spend – s111, LGA 1972**

24/77: Annual Review of Policy Documents

Councillors considered the policies which had been prepared by the Clerk and presented to them. The following policies were considered in turn and a separate vote to adopt was taken for each:

- *Standing Orders* – tracked-changed copy provided with suggested change for 2024 – **unanimously approved**
- *Financial Regulations* – tracked-changed NALC 2024 template - **unanimously approved**
- *Risk Management Policy* – new for 2024 - **unanimously approved**
- *Code of Conduct* – tracked-changed BDC Model template 2024 - **unanimously approved**
- *Freedom of Information Scheme* – updated for 2024 - **unanimously approved**
- *Planning Policy* – updated for 2024 - **unanimously approved**
- *First Aid Needs Assessment* – updated for 2024 - **unanimously approved**

Action: The Clerk

24/78: Substantive matters for consideration

24/78.1 Allotments Update

Councillor Ricci advised that a recent meeting with BDC regarding the provision of allotments had taken place, during which he had asked whether any land in Black Notley could be allocated to the residents of Great Notley. BDC indicated that some land earmarked for the Great Notley East development could be allocated for the use of allotments, although the planning application would require amendment to reflect this. Council would be required to formally approach Black Notley Parish Council to ask for consent to such an arrangement, as the land would technically fall under its ward. Written submission to BNPC for consideration at a future Council meeting would be needed. Nothing can proceed unless and until BNPC consents and planning is awarded. The Clerk agreed to draft a letter from the Chairman to BNPC.

Action: The Clerk

24/78.2 To consider the NGCA Community Hall Electrical Installation Condition Report

The report was considered. Council agreed to pay for the cost of the inspections and related tests for the Council's storage units, subject to receiving a separate invoice from the electrician. Councillor Ricci proposed

to approve the cost, which was seconded by Councillor Cogswell and the expenditure for this service was **approved**.

Action: The Clerk

24/78.3 To approve the purchase of a Council mobile sim-free handset

Councillors were advised that, until now, the Clerk has been using her own old mobile handset as the Council's business telephone (with a monthly pay-as-you-go sim card inserted). However, the screen of that old handset has cracked making it difficult to use. For continuity and ease of handover where a future change in Clerk may occur, it would be beneficial to the Council to purchase its own sim-free mobile handset. A basic Android handset which allows for emails, internet access and telephone calls was suggested at a cost of £90. Councillor Sheppard proposed to allow the purchase under s111 LGA 1972, which was seconded by Councillor Cogswell and this was **approved** by the Council.

Action: The Clerk

24/78.4 To consider supporting the Parliamentary campaign on the safety of Lithium-Ion Batteries, E-Bikes and Scooters

The importance of the campaign was discussed and it was unanimously agreed that the Council should offer its support.

Action: The Clerk

24/78.5 To discuss the logistics of replacing the Parish Council Van with an Electric Vehicle and to consider the three quotations for an Electric Utility Vehicle

The three quotations were considered. Councillors agreed that the quotation from Electric Wheels seemed most appropriate for Council's specification and budget. The quote being for a 'Nipper Pro' at a cost of £20,395 +VAT (excluding delivery). The Clerk asked Councillors to consider the logistics of storing and charging an electric vehicle in the Council's storage unit, which would likely impact on the Buildings Insurance and electricity consumption. Currently, NGCA covers the nominal cost of the electricity supply for the storage unit, in exchange for litter clearance around the Community Hall and Car Park. Councillor Cogswell suggested installing a meter in the storage unit to determine the additional cost charging an electric vehicle might incur. Councillors agreed that this might be a necessary step in future, however the interim arrangement would be to fund the cost of the difference in electricity usage. Arrangements would also need to be made to sell the Citroen Berlingo van; it was noted that the van is booked for its annual service and MOT on 29th July 2024.

It was agreed that the following matters must be explored by the Clerk and results circulated by email to Councillors:

- Check the financial impact of storing and charging an electric utility vehicle on the Buildings Insurance and whether it would qualify under the current policy;
- Determine the cost and arrangements for vehicle insurance;
- Check whether Electric Wheels can sign-write the vehicle with the Council's logo and name and inquire about cost for this service;
- Check whether the time spent travelling to/from the storage unit to collect the vehicle would fall within the Litter Team's working hours from a legal standpoint;
- Approach NGCA about the electricity arrangements for the storage unit;
- Determine the cost of installing an electricity meter in the storage unit;
- Determine the cost to Data-Tag new vehicle;
- Advertise the current van for private sale for 1 month, after which We Buy Any Car or equivalent may be considered

Subject to the above conditional arrangements, the purchase of the Nipper Pro from Electric Wheels was proposed by Councillor Crawford, seconded by Councillor Pritchard and unanimously **approved** by the Council.

Action: The Clerk

24/79: Planning applications, Tree Preservation Orders and other planning matters

To Note:

- Great Bardfield Neighbourhood Plan – Pre-Submission Consultation (Regulation 14)

For Notification only (No Third-Party Comments sought):

- 24/01351/PLD - 22 Timbers Close Great Notley Essex CM77 7GZ
Application for Certificate of Lawfulness for a proposed development - Single storey rear extension

24/79.1 New Applications within the Parish

Councillor Ricci left the room.

Application No.	Application	Representations
24/01295/TPO	Rear Of 18 Tufted Close Great Notley Essex CM77 7YE - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO -	Oak tree is in obvious need of trimming back. No objection

	38/2001 T001-1No. Oak tree located closest the rear boundary of No.18 Tufted Close - Deadline 15 th July 2024	
24/01303/HH	5 Brancaster Drive Great Notley Essex CM77 7JR - Erection of a two storey and single storey rear extension – Deadline 23 rd July 2024	Building currently had a conservatory. Footprint of the planned extension would only go as far as the current conservatory. Neighbour's objection regarding restriction of light were noted. Extension would not adversely affect the street scene. No objection

24/79.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
24/01162/HH	5 Wood Way Great Notley Essex CM77 7JS – Single storey rear extension	Pending Decision (determination deadline 26 th July 2024)
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	Pending Consideration (determination deadline 30 th July 2024)
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 st May 2024	Remains Pending Consideration (determination deadline 24 th 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	Pending Decision (determination deadline 12 th July 2024)

	associated access, service areas, parking and landscaping.	
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	Tree is dead – Applicant must withdraw application for it to be removed from the Planning Portal

Councillor Ricci returned to the room.

24/80: Matters for next agenda

None proposed.

24/81: Chairman to close the meeting

The meeting was closed at 8.24pm.