



**Minutes of the Annual Meeting of Great Notley Parish Council held on
14th October 2024 at the Community Centre Great Notley**

Meeting commenced at 7.30pm

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

24/93: Apologies

Apologies were received from Councillor Butland.

24/94: Declarations of Interest

Councillors Cunningham declared an interest as a member of Braintree District Council and Essex County Council.

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

Councillor Crawford declared a non-pecuniary interest in the planning application relating to 6 Chestnut Avenue.

**24/95: To consider and approve the Minutes of the meeting held on
2nd September 2024**

The minutes of the meeting held on 2nd September 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Pritchard and seconded by Councillor Cunningham, and the minutes were signed by the Chairman.

24/96: Public Question Time

No members of the Public were present.

24/97: Reports

24/97.1: Report from County Councillor

None owing to apologies.

24/97.2: Report from District Councillor

Councillor Ricci advised that the District Council will soon begin its cycle of budgeting with a final draft going to Cabinet in January 2025 and to full Council in February 2025. Councillors will be kept up to date with progress, though it was noted that due budget pressures nationally, Central Government has reached out to all Counties for expressions of interest regarding Devolution. Essex has submitted an expression of interest, which seems to have been well received by Central Government. Changes could be radical, with a promotion of economic prosperity.

24/97.3: Reports from Councillors attending external meetings

Councillor Crawford recently attended a Playgrounds course with EALC and said that he found it to be a useful refresher. Councillor Crawford also informed Council that he had attended the Patient Participation Group meeting on 24th September. At that meeting, there had been representatives from the NHS and City Council Planning and these representatives had given information on planning proposals for nearby Garden Developments. It was noted that Health appears to fall extremely low in the priority list. The PPG has decided that pressure ought to be put on local MPs to properly prioritise Health Services when planning proposals for new developments are submitted. Councillor Crawford advised that a 1 page summary will be drafted and circulated to residents via local Parish magazines.

Councillor Griffin informed Councillors of her intention to attend a forthcoming BALC meeting on 16th October.

24/98: Parish Clerk's Report

1. I am pleased to report that the Parish Council has now received its External Audit Report and Certificate of Conclusion from PKF Littlejohn (papers are presented to this October meeting for resolution). Copies of both documents are also published on our website.
2. I recently attended an online conference provided by Scribe called 'ScribeFest' in late September to learn more about the new Government changes to the 'Web Content Accessibility Guidelines 2.2' which take effect from October 2024. I also asked our Web Host, Myers Scott, to run testing on our website to ensure we remain compliant.
3. I also attended a 'Managing Sickness Absence' training course delivered by EALC on 9th October and am scheduled to attend another training course – 'Managing Grievances' – on 16th October 2024.
4. I recently received an email from Unity Trust Bank to inform us that they are reducing their Interest Rate from 2.75% to 2.60% across their accounts.
5. I was recently made aware that an attempt had been made to use our Council name and letter headings fraudulently. I reported the matter to the Police and was then advised to report the matter to Action Fraud UK, which I did. A detailed report has since been filed with the National Fraud Intelligence Bureau. Some information regarding this fraudulent activity was shared to our Facebook page to act as a future deterrent.
6. The new Electricity Meter (with Timer Switch) was installed to our Storage Units on Tuesday 8th October, following resolution at our last meeting.

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 work is scheduled

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

24/99: Financial Matters

24/99.1 Bank Reconciliations and Bank Statements

The bank reconciliations calculated to 31st August & 30th September 2024 respectively, and corresponding bank statements, were proposed to be approved by Councillor Cogswell, seconded by Councillor Ricci and **approved** by the Council.

24/99.2 Mid-Year Financial Reports

The six-monthly reports on Payments & Receipts and Annual Budgets were **accepted** by the Council. Councillor Cogswell observed that it would be useful for the Annual Budget report to also show expected year end figures. The Clerk & RFO confirmed that she would find out whether the Rialtas software could produce such reporting.

Action: The Clerk & RFO

24/99.3 Payments & Receipts for Approval

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

September 2024

Direct debits

16/09/24	RAC All Star (Fuel Card)	61.19
23/09/24	<u>Lloyds Card</u>	
	DVLA Vehicle Tax	337.50
	Microsoft 360	1.99
	Currys Colchester (Laptop)	478.00
	ISquad (Data Transfer)	80.00

Tesco (Milk for Mtg)	0.85	
Monthly fee	3.00	<u>901.34</u>

Online Payments September 2024 - Current Account (Unity)

Salaries		4,891.28
Essex Pension fund	Pension Contributions	1,544.32
HMRC Cumbernauld	August Tax and NI Contributions	1,117.06
Clerk	Expenses	33.94
Perspective Landscapes	1 st & 29 th August Grass Cutting	144.00
Seagrave Inspections	Operational Inspection Report	156.00
Community Heartbeat Trust	Annual Support for Defibrillator	198.00
Signs n Such	New Signage for Play Areas	294.00
Unity Trust Bank	Quarterly Service Charge	25.80

Receipts in September - Current Account (Unity)

Braintree District Council	2 nd Precept Installment	57,877.00
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Receipts in September – Instant Saver Account (Unity)

Unity Trust Bank	Credit Interest	19.39
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Online Payments made/to be made in October 2024 - Current Account (Unity)

Myers Scott Ltd	Annual Web Host	143.86
Rialtas Business Solutions	Software Install to new Laptop	30.00
Chelmsford Safety Supplies	Hi-Vis PPE for Litter Team Member	54.12
EALC	Training Courses for Clerk (9 th & 16 th Oct)	192.00
Perspective Landscapes	12 th & 23 rd Sept Grass & Hedge Cutting	168.00
Npower	Street Lighting Electricity	288.57
PKF Littlejohn	External Audit 2023/24	504.00
JC Electricals	Meter Installation in Storage Unit	375.00

24/100: Substantive matters for consideration

24/100.1 To receive the External Audit Report & Certificate of Conclusion from PKF LittleJohn

The External Audit Report and Certificate of Conclusion was **accepted** by the Council.

24/100.2 To agree the proposed 2025 meeting dates for Parish Council meetings

The Clerk highlighted the three proposed dates where a clash with BDC meetings is likely. The Council accepted that these clashes were unavoidable and the proposed dates were **agreed**.

Action: The Clerk & RFO

24/100.3 To approve the appointment of the Internal Auditor, Ann Wood, for 2024/25 AGAR

The Council unanimously **approved** the appointment of the Internal Auditor for 2024/25 AGAR.

Action: The Clerk & RFO

24/100.4 To agree any changes to the Potential Open Space Improvements Planning Document

It was not clear to Councillors which Council, either the District or Parish, is responsible for the planned works as set out in the POSI document. The Clerk was asked to obtain further guidance from the District Council. It was noted that there is a deadline for January 2025 to action this document.

Action: The Clerk & RFO

24/100.5 To approve the quotation for the vehicle tracker for the new EUV

Quotations were provided from Radius and CarKey Solutions for a tracker for the new Electric Utility Vehicle. Both quotations covered live tracking, as well as the recall of historical travel & speed data. The Clerk advised that the subscription with Radius also allows for two years' of tracking data to be saved to Radius' cloud storage solution. The Council observed that the Radius subscription was both cheaper and more comprehensive. Councillor Ricci proposed Radius as the solution to purchase, which was seconded by Councillor Cunningham and the expenditure was **approved** by the Council.

Action: The Clerk & RFO

24/100.6 To discuss the Greensward Parking on Cuckoo Way

Councillor Cunningham informed the Council that he had been lobbied regarding some occasional problematic parking on the greensward situated on Cuckoo Ward. Councillor Cunningham advised that he had approached the North Essex Parking Partnership regarding the matter and that the

Council could pay for small signage to be erected on a post at the site to deter parking. Councillors discussed whether there is a real need to incur these costs and observed that the problematic parking is infrequent. After some discussion, Council **agreed** to ask NEPP to continue to monitor the issue, with a view to revisiting it at Council should there be a need.

Action: Councillor Cunningham and The Clerk & RFO

24/100.7 To approve the budget expenditure for the Community Christmas Event

The Clerk & RFO reminded Council that a budget of £1,000 had been agreed for a Christmas event for 2024. The Clerk & RFO asked Councillors to approve an initial expenditure similar to that which was incurred last year, which was £600. Councillors unanimously **approved** the £600 base expenditure for this year's Community Christmas Event under power to spend LGA 1972, S145.

Action The Clerk & RFO

24/100.8 To receive an oral update on the purchase of the EUV

The Clerk & RFO provided an oral update on the process of purchasing the Nipper Pro (Electric Utility Vehicle) as previously agreed by the Council. The vehicle is being custom built and delivery was expected within 1-2 weeks. The Clerk & RFO advised the Council that the company, Electric Wheels, had asked for a full transfer of funds prior to delivery of the vehicle but that she had asked for the option for the Council to pay a percentage deposit with final balance to be paid on delivery. Councillor Ricci proposed a maximum 50% deposit, which was seconded by Councillor Cunningham and this was **approved** by the Council.

Action The Clerk & RFO

24/101: Planning applications, Tree Preservation Orders and other planning matters

24/101.1 New Applications within the Parish

Councillor Ricci left the room and Councillor Crawford did not take part in any conversation relating to 6 Chestnut Avenue.

Application No.	Application	Representations
24/01950/HH	1 Burghley Close Great Notley Essex CM77 7WY -	Planning does not change the footprint at all and is not intrusive.

	First floor front extension – Deadline 14 October 2024	No objection
24/01886/HH	6 Chestnut Avenue Great Notley Essex CM77 7YJ – Single storey rear extension – Deadline 14 October 2024	Planning proposes to replace the current rear structure with a bigger rear extension and is not intrusive or problematic. No objection
24/01941/FUL	The Barley Barn Slamseys Farm Blackley Lane Great Notley Essex CM77 7QW – Conversion & extension of commercial barn (class E(c)(iii) to 1 No. dwelling (class C3) & demolition of industrial building. Proposed outbuilding – Deadline 14 October 2024	It is noted that planning was previously submitted, refuted by Natural England and later withdrawn. This application now omits the elements of the previous application which were contested. Natural England states that subject to some conditions, the application can permitted. No further objection
24/02019/HH	15 Bridge End Lane Great Notley Essex CM77 7GN – Installation of an air sourced heat pump – Deadline 17 October 2024	It is not clear why planning permission is sought for a floor standing pump under a rear window, which is not seen by the roadside. It is noted that the next door neighbour supports the application. No objection
24/02086/TPO	The Oaks 26 Buttermere Great Notley Essex CM77 7UY – Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 11/2010 -G4 6 no. Oak trees. Crown reduction of 2m and removing dead wood – Deadline 24 October 2024	Application is problematic as there is no detail relating to it, save for an aerial photo. Cannot comment unless further information is given
24/01149/PLD	10 Tailors Close Great Notley Essex CM77 7GB - Proposed	It is noted that the work has already gone ahead and that the Unitary Authority has

	single storey rear addition – Deadline 5 November 2024	already granted a Certificate of Lawfulness. No need to provide a comment
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24/100.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
24/01649/HH	3 Sorrel Grove Great Notley Essex CM77 7ZR - Conversion of garage into habitable rooms	Granted
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)
24/01295/TPO	Rear of 18 Tufted Close Great Notley CM77 7YE Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 38/2001	Granted
24/01303/HH	5 Brancaster Drive Great Notley Essex CM77 7JR - Erection of a two storey and single storey rear extension	Granted

Councillor Ricci returned to the room.

24/102: Matters for next agenda

- Allotments – Councillor Ricci (lead)

24/103: Chairman to close the meeting

The meeting was closed at 8.26pm.