



**Minutes of the Meeting of Great Notley Parish Council held on 18<sup>th</sup>  
November 2024 at the Community Centre Great Notley**

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Meeting commenced at 7.31pm

Present: Councillors Cogswell, Crawford, Pritchard, Sheppard and the Clerk & RFO

1 member of the public was also present for the duration of the meeting.

Councillors unanimously elected Councillor Sheppard to preside as Acting Chair for this meeting.

**24/104: Apologies**

Apologies were received from Councillors Griffin and Ricci.

**24/105: Declarations of Interest**

None.

**24/106: To consider and approve the Minutes of the meeting held on  
14<sup>th</sup> October 2024**

The minutes of the meeting held on 14<sup>th</sup> October 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Pritchard and seconded by Councillor Cogswell, and the minutes were signed by the Acting Chairman, subject to one minor typing amendment from the words 'Cuckoo Ward' to 'Cuckoo Way' on page 1594.

**24/107: Public Question Time**

1 member of the public attended to discuss Shelduck Crescent (agenda item 24/111.6). Council agreed to take this item under PQT to allow the resident to address her concerns, which were relating to both the inconsiderate parking on the grass verge opposite the houses on Shelduck Crescent and also regarding the somewhat unsightly frontages of some of the neighbouring houses. The resident reported that parking on the greensward has become very problematic and leaves the grass turned over in a terrible state. It seemed that visitors often park on the verge due to the lack of available parking on the road. The resident explained that she had been in contact with the Horticultural Team at the District Council to discuss the issue and to ask for bollards to be placed on the green to deter poor parking. BDC had advised her that they would consider it but said cost could be an issue. The Clerk advised that the Parish Council is not the legal landowner and therefore, nothing could be actioned by the Parish Council to resolve

this problem. The Clerk suggested that the resident contacts the North Essex Parking Partnership to report problematic parking as they have the power to investigate and sanction those found to be parking illegally. The Clerk confirmed that she would send the details of NEPP to the resident via email.

The second issue relating to the unsightly fronts of some of the neighbouring houses was discussed. Council heard that one house had a used toilet on display in their front garden with flowers planted in it. Another house had a skip permanently sat on the front and various trades' vehicles parked outside, causing difficulty with traffic flow. It seems that these actions are as a result of unrest between the neighbours. Councillors said whilst they sympathised with the resident, they explained that there was little the Parish Council could do to intervene, particularly if the toilet is placed in the owner's front garden. Though it was advised that it is not possible to permanently store a skip on a property and therefore the District Council's Planning Department should be contacted. The resident thanked Councillors for their time.

Action: The Clerk & RFO

## **24/108: Reports**

### **24/108.1: Report from County Councillor**

None owing to absences.

### **24/108.2: Report from District Councillor**

None owing to apologies.

### **24/108.3: Reports from Councillors attending external meetings**

Councillor Crawford recently attended the NGCA AGM & Committee meeting which took place thereafter. The AGM was fairly short, though the key point to note were that the takings of the Village Summer Fete had been £9k, with a profit of £7k (shared between NGCA & 1<sup>st</sup> Great Notley Scouts) – the Parish Council was thanked for its grant for the Fete. Also notable was that NGCA is currently in the process of recruiting for a new Manager to run the hall administration. It was not made entirely clear whether the new recruit would be an employee of NGCA or other (ie Contractor). A refreshed job description is currently being drafted and the recruitment process will commence in due course. It was also noted that there remain leaks in the roof, which are in need of repair.

## **24/109: Parish Clerk's Report**

1. Councillors will be aware that, following the Autumn Budget, the Council will be subject to the increased Employer National Insurance liability from April 2025.
2. I recently undertook online training with Rialtas regarding budget drafting for the accounting software on 4<sup>th</sup> November 2024.
3. We are scheduled to take delivery of the new Electric Utility Vehicle on 13<sup>th</sup> November 2024. I will endeavour to get it insured ASAP, as the registration plate will then be known. We then have to arrange for the onward sale of the Berlingo van, as agreed by Council.

4. I recently attended a meeting on 3<sup>rd</sup> November 2024 with some members of WINGS to discuss planning of the Christmas event and planning is now well underway.
5. The Van Insurance was due for renewal on 10<sup>th</sup> November so whilst we await delivery of the new EUV, the insurance has been renewed and will either be cancelled during the cooling off period or transferred to the new vehicle.
6. NALC has confirmed that the NJC point pay scale increase (0.63p per hour) for Clerks & RFOs has now been published and the increased pay backdated to April 2024.
7. Annual Appraisals for the Litter Team were carried out on 6<sup>th</sup> November 2024. One member is on annual leave and his will be carried out upon his return to work.
8. The NALC Local Council Award Scheme classifications have recently changed. Our 'Quality' award has been re-classified as 'Silver' and is valid until December 2026. Therefore, I will update our website to reflect this re-classification, as well as any Council literature.
9. The Senior Litter Picker covered the weekend Litter Picker's work during his absence owing to annual leave during November.
10. Our community event 'Christmas Carols & Crafts' will be held on 7<sup>th</sup> December and Councillors are asked for their support.

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**.

## **24/110: Financial Matters**

### **24/110.1 Bank Reconciliations and Bank Statements**

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

## **24/110.2 Payments & Receipts for Approval**

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

### **October 2024**

#### **Direct debits**

14/10/24	RAC All Star (Fuel Card)	61.37	
23/10/24	<u>Lloyds Card</u>		
	Microsoft 360	1.99	
	Argos (Printer & Ink)	106.98	
	Post Office (Recorded Delivery) 8.35		
	Monthly fee	3.00	<u>120.32</u>

#### **Online Payments October 2024 - Current Account (Unity)**

Salaries		4,275.03
Essex Pension fund	Pension Contributions	1,544.32
HMRC Cumbernauld	August Tax and NI Contributions	1,136.22
Clerk	Expenses	20.35
Senior Litter Picker	Expenses – Reimbursement of Hub Caps	16.58
NGCA	September Hall Hire	13.00
JC Electricals	Meter Installation at Storage Unit	375.00
Electric Wheels	Deposit for Electric Utility Vehicle	2,672.80
Chelmsford Safety Supplies	Litter Team PPE	54.12
Npower	Street Lighting	288.57
AJ Lighting	Supply & Instal of LED Street Lamp Heads	4,884.00
Richard Edwards Group	External Payroll Services	198.60
Myers Scott LLP	Annual Web Host	143.86
Rialtas	Software Instal on new laptop	30.00

PKF Littlejohn LLP	External Audit Fee	504.00
EALC	Clerk Training Courses	192.00
Unity Trust Bank	Service Charge	7.50

**Receipts in October - Current Account (Unity)**

W Harris	GNT Advert	80.00
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**Online Payments made/to be made in November 2024 - Current Account (Unity)**

Royal British Legion	Poppy Appeal (wreaths)	100.00
Electric Wheels	Sign Writing for EUV	306.00
Electric Wheels	Balance Payment for EUV	24,402.00
Royal Mail	Annual PO Box Renewal	424.20
Ernest Doe & Sons Ltd	Data Tag for EUV	291.00
Ernest Doe & Sons Ltd	Hand Sanitiser & Engine Lubrication	54.97
Senior Litter Picker	Expenses – Van Clean (Oct)	30.00
EALC	First Aid & Playground Inspection Courses	678.00
Vision Magazine	Delivery of October GNT	180.00
Paul Clark Printing	Printing of October GNT	1,380.00
NGCA	October Hall Hire	13.00
Rialtas	Audit Training on Accounting Software	168.00
Howden	Van Insurance – Annual Renewal	685.59*
Lloyds Bank	Expected Monthly Card Charges	87.41**

\*Renewal was due on 10/11/24. I renewed on the basis that we will either cancel within the 14 day cooling off period or transfer policy to EUV once received.

\*\*Comprises £35.73 – TikTok Shop for Litter Team Reinforced Shoes; £33.19 – Amazon for Cups for Christmas Event; £13.50 – Tesco for Chocs for Remembrance Service; £1.99 – Microsoft 360; £3 Card Fee

**24/110.3 To Consider Provision of a Raffle Prize for the Christmas Tree Festival (s137)**

Council was asked to consider once again providing a raffle prize for the Church in Great Notley's Christmas Tree Festival. It was noted that a prize had been given in previous years. The Clerk & RFO advised the Council that, as it does not hold General Power of Competence, the appropriate power to spend in this case would be s137. Councillor Pritchard proposed the expenditure of up to £50 for this raffle donation, which was seconded by Councillor Cogswell and this was **approved** by the Council.

Action: The Clerk & RFO

**24/111: Substantive matters for consideration**

**24/111.1 To consider the first draft of the budget for financial year 2025/26**

The Clerk & RFO advised the Council that the District Council has not yet published its approved Tax Base for year 2025/26, though it was expected that this would be confirmed by the next Council meeting on 9<sup>th</sup> December. For the purpose of the first draft, and having discussed the matter with the Accountant at BDC, the Clerk & RFO has used the current year's tax base on which to calculate the proposed Precept demand for 25/26. Councillors were also advised that, in line with advice given by the Internal Auditor this year, the Clerk & RFO had added a new budget line for s137 expenditure. Increases to Employers' National Insurance contributions, as well as another member of staff joining the pension scheme have meant that staffing costs for next year have increased. The first draft of the budget was unanimously **accepted** by the Council, though it was explained that a second and final draft of the budget would be presented to the Council on 9<sup>th</sup> December for approval. Councillor Cogswell was thanked for his help with the first draft.

Action: The Clerk & RFO

**24/111.2 To receive an update on the provision of Allotments**

Councillor Crawford had asked for this item to be added to the agenda as he had been researching alternative options for allotments, following the recent unrest over allotments in Bristol and alternative approaches using top soil provision. Councillor Crawford referenced a company called 'Roots' which has 6 branches nationwide, including one at Galleywood. Councillor Ricci had helpfully provided the Clerk with an emailed update, which the Clerk read aloud to the Council. The email from Councillor Ricci had advised that there had been development at BDC level, with a new Commercial/Project Manager recently recruited whose primary task is to deliver in partnership with the Parish Council a site for allotments. The email went on to advise that the District Council's lead option is a site at the Skyline development and a proposal for this is anticipated soon. The Clerk had been informed that she should be contacted by the new Project Manager by mid-December. Councillors were very reassured to hear that this matter may now finally be moving forward positively.

### **24/111.3 To discuss Remembrance Sunday 2024 & the American Hospital War Memorial**

The Clerk asked for feedback on the Remembrance Service held on 10<sup>th</sup> November 2024. Councillors agreed that the service had gone very well and seemed to be well received by those in attendance. Many residents had taken the time to tell Councillors that they appreciated the Parish Council's efforts. The Clerk then advised the Council that there had been some discussion on the Parish Council's facebook page recently regarding the American Hospital War Memorial, specifically that a few residents felt unhappy that the Parish Council no longer holds the service there and that they feel that the memorial has been left uncared for. The reasons for deciding to move the service from the memorial at White Court to the Village Green was revisited and it was agreed that the key reason was for safety; Councillors felt that memorial site at White Court had become unmanageable with larger crowds attending, especially as the Parish Council was not allowed to close the road for the service. Even with some Councillors attempting to slow passing traffic, there had been some cars beeping horns during the two-minute silence and this also added to the reason for the location change. The Clerk explained that one resident had suggested that a compromise might be for the Parish Council to invite residents to attend a two-minute silence at the national time of 11am on Remembrance Sunday and then to re-locate to the village green for midday where the rest of the Service could then be carried out at its normal time. Councillors discussed this approach and agreed that it could be a suitable compromise and, given the Scouts/Brownies parades will remain on the village green, it would likely not result in huge crowds forming at the memorial. A Parish Council presence would need to be at the two-minute silence, though it was agreed that the Reverend would continue to be invited to attend the Service at the Village Green. Councillors committed to attending the two-minute silence on behalf of the Council.

The matter of the American Hospital War Memorial itself was then discussed, specifically its current state and who is responsible for its ongoing maintenance. The Clerk & RFO advised that she had attempted to find out which organisation was charged with its responsibility. The District Council had confirmed that it did not own the memorial. Likewise, it is not a listed asset owned by the Parish Council. It seems that, historically, the memorial was founded and maintained by a volunteer group of residents, most of whom (if not all) are sadly no longer with us. Councillor Crawford advised that, interestingly, the American Hospital War Memorial, whilst listed a memorial by the Imperial War Memorial, is not officially recognised as a War Memorial. Councillors were informed that Fred Illman had kindly offered his service in a voluntary capacity to tend to the memorial and flags, providing that the Parish Council covers the cost of repairs. It was agreed that the Parish Council could reasonably be charged with the expenditure to maintain the memorial. It was also agreed that a volunteer working group should be formed, with residents invited to join Fred, to help to maintain the memorial; a Facebook notice inviting residents to volunteer will be posted on the Parish Council's page.

Action: The Clerk & RFO

**24/111.4 To consider Braintree District Council’s Design Code consultation**

Councillors were informed that the District Council is consulting on its Design Code, as part of the Levelling Up and Regeneration Act 2023. Town & Parish Councils have been asked to respond to a short four-page questionnaire. Council completed the online questionnaire during the meeting as it felt strongly that a response should be submitted to show commitment to future engagement with the District Council.

**24/111.5 To consider NALC’s Remote Meetings consultation**

The Councillor agreed that face-to-face meetings are far more productive and also encourage members of the public to attend. Online meetings did not seem to work particularly well during Covid and the Council felt strongly that face-to-face meetings should remain. Councillors agreed that it did not want to support a move to online meetings.

**24/111.6 To discuss concerns from a resident regarding Shelduck Crescent**

This item was taken under Public Question Time.

**24/111.7 To approve expenditure for the Rialtas Close Down for 2024/25 and training of the process for the Clerk for the subsequent year**

The Clerk & RFO advised the Council that, whilst the intention for this item had been to ask the Council to approve the purchase of a close down service for 2024/25 with Rialtas, she had realised recently that Council had already previously approved the option for ‘Gold Membership’ with Rialtas, which ties the Council into a three-year contract for a close down service from 2023/24. Therefore, Council is already committed to the close down service with Rialtas for 2024/25, though Rialtas has not yet published its prices for this (expected within the next week or so). The Clerk & RFO also advised that she would look into training options so that, once the three year contract expires, she is able to take this forward herself.

**24/112: Planning applications, Tree Preservation Orders and other planning matters**

**24/112.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
24/02254/T56	T-Mobile Site 21437 Telecomms Mast On Land Adjacent Avenue East	The planned works are to extend the mast to meet current infrastructure.  <b>No objection</b>



	<p>Skyline 120 Great Notley Essex CM77 7AH</p> <p>Replacement of a 14.85m Phase 3 streetworks pole with a 20m high Phase 7 Mk2 Pole with wraparound cabinet, the removal and replacement of 1 no. existing equipment cabinet with 2 no. equipment cabinets, and ancillary development thereto including the installation of 1 no. GPS node. – Deadline 18 November 2024</p>	
24/02272/HH	<p>17 Charlecote Road Great Notley Essex CM77 7YQ –</p> <p>First floor rear extension – Deadline 25 November 2024</p>	<p>Two letters of objection have been submitted by 74 Cuckoo Way. Whilst you would not be able to see the extension from either Charlecote Road or Cuckoo Way, given the opposition from another resident, it is felt that there should be a ‘no comment’ response.</p> <p><b>No comment</b></p>
24/02407/HH	<p>15 Long Meadow Great Notley Essex CM77 7WD -</p> <p>Single storey porch extension with hipped roof to match existing – Deadline 11 December 2024</p>	<p>Planned submissions are likely to improve the house condition and are therefore in keeping with the street scene.</p> <p><b>No objection</b></p>

#### 24/112.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
24/01950/HH	1 Burghley Close Great Notley Essex CM77 7WY - First floor front extension	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	Remains Pending Consideration (determination deadline 24 June 2024)
24/01886/HH	6 Chestnut Avenue Great Notley Essex CM77 7YJ - Single storey rear extension	Remains Pending Decision (determination deadline 7 November 2024)
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.	Remains Pending Decision (determination deadline 7 November 2024)
24/02019/HH	15 Bridge End Lane Great Notley Essex CM77 7GN - Installation of an air sourced heat pump	Granted
24/02049/PLD	9 Peshurst Place Great Notley Essex CM77 7YL - Application for Certificate of Lawfulness for a proposed development - Demolition of a bay window and erection of a rear extension	Granted
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	Pending consideration
24/02124/HH	10 Tailors Close Great Notley Essex CM77 7GB - Proposed single storey rear addition	Pending consideration

**24/113: Matters for next agenda**

- Allotments
- Final budget draft
- Parking on Cuckoo Way (lead – Councillor Sheppard)

**24/114: Chairman to close the meeting**

The meeting was closed at 8.36pm.