



**Minutes of the Meeting of Great Notley Parish Council held on 9<sup>th</sup>  
December 2024 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

**24/115: Apologies**

Apologies were received from Councillors Ricci, Butland, Cunningham and  
Crawford.

**24/116: Declarations of Interest**

None.

**24/117: To consider and approve the Minutes of the meeting held on  
18<sup>th</sup> November 2024 and the Extraordinary Meeting on 18<sup>th</sup> November  
2024**

The minutes of the meeting held on 18<sup>th</sup> November 2024 and the minutes of the  
Extraordinary Meeting also on 18<sup>th</sup> November 2024 were **agreed** by Councillors  
as a correct record, proposed by Councillor Sheppard and seconded by  
Councillor Cogswell, and both sets of minutes were signed by the Chairman.

**24/118: Public Question Time**

No members of the public were present.

**24/119: Reports**

**24/119.1: Report from County Councillor**

None owing to apologies.

**24/119.2: Report from District Councillor**

None owing to apologies.

**24/119.3: Reports from Councillors attending external meetings**

Councillor Griffin informed the Council that she had previously attended an  
online meeting of BALC (Braintree Association of Local Councils), at which  
she had been publicly berated for the Council's failure to pay its renewal  
fee, despite the fact that no renewal invitation had ever been issued to the  
Council for 2024. The meeting also seemed to consist of little positive action  
and the Chairman felt that the meetings serve no real purpose to the  
Council. The Chairman advised that, once the online meeting had ended,

she had written an email of complaint to the Chairman of BALC, who together with the Clerk of Association, had responded with an apology. The Chairman of the Council stated that she felt strongly that our membership with this Association should not be renewed.

## 24/120: Parish Clerk's Report

### Clerk's Report

1. I have recently completed the renewal form for the Rialtas close down service for 2024/25 and expect to have a date scheduled for this service soon.
2. I liaised with BDC to request that the pathways in the village are cleared from fallen leaves and this work has been confirmed to take place during the week commencing 2<sup>nd</sup> December.
3. Regarding the recent discussions at Shelduck Crescent, BDC has confirmed that it investigated the matter concerning the greensward and are content that there are no issues or rules being broken.
4. The fitting of both the vehicle tracker and data tag has had to be postponed whilst we await resolution of the EUV issues and re-delivery.
5. A Christmas hamper was donated last week to the Church in Great Notley's Tree Festival.
6. WINGS has asked me to look into whether it would be possible for poppies to be displayed on the village white gates for next year's Remembrance. I have advised that I will need to check with ECC regarding their regulations.
7. I chased Signs n Such to replace the new sign at Levens Way which they incorrectly printed as 'Place Area', not 'Play Area', and a new sign is being fitted to rectify this error.
8. Our community event 'Christmas Carols & Crafts' took place on 7<sup>th</sup> December; White Court School accompanied Bocking Brass Band to sing this year's Carols with residents.

| 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**.

## **24/121: Financial Matters**

### **24/121.1 Bank Reconciliations and Bank Statements**

The bank reconciliations calculated to 30<sup>th</sup> November 2024 and corresponding bank statements were proposed to be approved by Councillor Sheppard, seconded by Councillor Cogswell and **approved** by the Council.

### **24/121.2 Payments & Receipts for Approval**

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

#### **November 2024**

##### **Direct debits**

|          |                                  |               |
|----------|----------------------------------|---------------|
| 25/11/24 | <u>Lloyds Card</u>               |               |
|          | Microsoft 360                    | 1.99          |
|          | TikTok (Litter Picker PPE Boots) | 35.73         |
|          | Amazon (Cups – Remembrance)      | 33.19         |
|          | Tesco (Chocs – Remembrance)      | 13.50         |
|          | A Plan (Howden – Van Insurance)  | 685.59        |
|          | Monthly Fee                      | 3.00          |
|          |                                  | <u>773.00</u> |

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

|                      |  |          |
|----------------------|--|----------|
| Salaries             | November Salaries                          | 5,052.60 |
| Essex Pension fund   | Pension (October) Contributions            | 1,534.67 |
| HMRC Cumbernauld     | November Tax and NI Contributions          | 1,543.53 |
| Clerk                | Expenses                                   | 25.39    |
| Senior Litter Picker | Expenses – Van Clean                       | 30.00    |
| NGCA                 | October Hall Hire                          | 13.00    |
| EALC                 | First Aid & Playground Inspection Training | 678.00   |
| Electric Wheels      | Sign Writing for EUV                       | 306.00   |

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| Electric Wheels             | Balance for Electric Utility Vehicle | 24,402.00 |
| Lifestyle (Vision) Magazine | Distribution of GNT magazine         | 180.00    |
| Rialtas Business Solutions  | Budget Training                      | 168.00    |
| Paul Clark Printing         | Printing of GNT magazine             | 1,380.00  |
| Royal Mail Group            | Renewal of PO Box                    | 424.20    |
| Braintree District Council  | TEN Licence Fee                      | 21.00     |
| Royal British Legion        | Poppy Wreaths                        | 100.00    |
| Unity Trust Bank            | Monthly Service Charge               | 9.30      |

**Online Payments made/to be made in December 2024 - Current Account (Unity)**

|                            |   |         |
|----------------------------|---|---------|
| Ernest Doe & Sons Ltd      | Hand Sanitiser & Engine Lubrication       | 54.97   |
| Radius Telematics          | Tracker                                   | 42.08   |
| NGCA                       | November Hall Hire                        | 13.00   |
| RAC All Star               | Fuel Card for Van                         | 102.58  |
| Braintree District Council | Hire of Village Green for Christmas Event | 105.00* |
| NGCA                       | Christmas Event Hall Hire                 | 100.00* |
| NGCA                       | December Hall Hire (Council)              | 13.00   |
| Baker Ross                 | Craft Supplies for Christmas Event        | 47.92*  |
| Lidl                       | Choc Lollies for Christmas Event          | 17.90*  |
| Tesco                      | Choc Tubs & Batteries for Christmas Event | 17.35*  |
| Poundland                  | Craft Supplies for Christmas Event        | 6.00*   |
| The Works                  | Craft Supplies for Christmas Event        | 19.00*  |
| Tesco                      | Milk for November Meeting                 | 0.85    |
| Electric Wheels            | Steel Cage for EUV                        | 600.00  |

\*s145, LGA 1972 – Power to Spend

**24/121.3 To approve costings for deep clean of hedges**

Council was asked to consider approving expenditure for the annual deep clean of hedges. A quotation from existing contractor, All Care Property Ltd,

for £274+VAT was proposed by Councillor Cogswell, seconded by Councillor Pritchard and unanimously approved by the Council.

Action: The Clerk & RFO

**24/121.4 To note the cost of the Rialtas close down service for 2024/25**

The cost for the 2025 close down service with Rialtas of £577+VAT was accepted.

Action: The Clerk & RFO

**24/121.5 To consider renewing the Council's membership of SLCC**

The membership renewal fee for the Society of Local Council Clerks of £300 was considered. Councillor Pritchard proposed to renew the subscription, which was seconded by Councillor Cogswell and **approved** by the Council.

Action: The Clerk & RFO

**24/122: Substantive matters for consideration**

**24/122.1 To consider the second draft of the budget for financial year 2025/26**

The Clerk & RFO advised the Council that the District Council had now approved the Tax Base for 2025/26 and the approved figure is £2586.90. The Clerk & RFO had prepared a second draft of the budget, which included a proposed increase of £2k for legal services. The result equated to a proposed 8% Band D increase (£48.32 for 2025/26, against £44.70 for 2024/25). Councillor Sheppard strongly argued against an 8% increase, citing that the proposed £4k budget for legal services in 2025/26 was not necessary, as £0 had been spent on that budget line to date for 2024/25. The Clerk & RFO advised Councillor Sheppard that, whilst it is true that no expenditure for legal services has been incurred to date, we were recently close to requiring external legal advice, which would have cost significantly more than £2k, meaning that the current budget would not have sufficiently covered our costs. Councillor Sheppard argued that the Council has healthy reserves, which could cover any deficit. The Clerk & RFO advised that the Council would need to agree on drawing from reserves via virements to address an overspend on budget lines. Councillor Sheppard also debated the proposed figures for total donation expenditure and new play equipment, stating that according to projected year end figures for 2024/25, these figures are too high. Councillor Cogswell advised that, for many of the budget lines, including the grants/donations and new play equipment, a generic 3% increase had been applied in line with inflation. The Clerk & RFO pointed out that the new play equipment and grants/donations budget lines had not been amended from that which was presented at the November meeting, when the budget had been preliminarily approved subject to the District Council's published Tax Base for 2025/26.

But, after much debate, as half our Councillors were in other meetings, it was decided to defer until January so that his concerns and any others could be addressed by the full Council before full agreement of such an important document. The Clerk & RFO reminded the Council that January's meeting would be the last meeting at which the budget could be discussed, as the deadline for submitting the Precept demand to the District Council is 31<sup>st</sup> January 2025. The Clerk & RFO also took the opportunity to invite Councillor Sheppard to take part in the budget drafting next year for 2026/27, alongside Councillor Cogswell. Councillor Sheppard said he was willing to assist the drafting process.

Action: The Clerk & RFO

**24/122.2 To approve the proposed Precept demand for financial year 2025-26**

Council was unable to reach agreement on the Precept for 2025/26 at this time. The Precept will be agreed at the next meeting in January 2025.

**24/122.3 To receive an update on the provision of allotments**

The Clerk advised that, sadly, there was no update to provide. Councillor Ricci had previously advised her that she should hear from the new Projects officer at the District Council by mid-December. The Clerk & RFO advised Council that she had informed Councillor Ricci today that she was yet to hear from BDC; Councillor Ricci said he would try to prompt contact.

Action: Councillor Ricci

**24/122.4 To receive an update on the Electric Utility Vehicle**

The Clerk & RFO explained that Councillors were now aware that Electric Wheels had proposed a resolution, which was for them to refit the vehicle with a larger, tipping bed buck. There had also been a proposal to replace the current steel locking enclosure with a steel cage, which would allow for a greater capacity. This would be at an additional cost of £500+VAT (Electric Wheels had offered a reduced rate from £795+VAT as a gesture of goodwill). Council had unanimously agreed that it was more pertinent to incur minimal expenditure on reaching a suitable resolution, than to incur greater costs by fighting it legally with Electric Wheels. Electric Wheels will invoice for the additional cost and the matter of road registration can now be expedited. The vehicle will remain left-hand drive, which is standard for all utility vehicles. The Litter Team have accepted that the vehicle will be left-hand drive.

Action: The Clerk & RFO

**24/122.5 To discuss parking on Cuckoo Way**

Councillor Sheppard raised the matter of problematic parking along a section of Cuckoo Way, specifically between numbers 27-35. There is a resident who appears to be conducting his business from home, which is causing a high number of vehicles (including vans, trucks and cars) to be constantly parked along the roadside, with the occasional trans-shipping of

goods from one vehicle to another, making it difficult both for other residents to park and for all road-users to pass. Councillors agreed that, whilst that would be frustrating to live near to, cars are permitted to park legally alongside any roadside provided that the vehicle are road-compliant. Councillor Sheppard questioned whether it was legal for a business of that nature to be operating from a residential address. Councillors agreed that the nature of the business and whether it is correctly registered with the District Council for its business rates should be investigated. The Council also noted NEPP's recent emailed response advising that it could not commit to a regular inspection of the area. It was agreed by Councillors that the verge had not been damaged by those parking on the greensward.

Action: The Clerk & RFO

#### **24/122.6      To consider BDC's Potential Open Spaces Improvements plan**

Council heard that Braintree District Council had clarified that the purpose of this document was for Parish and Town Councils to highlight any areas within their parish which could benefit from improvements by the District Council. Council reviewed the stated areas within Great Notley according to the draft document. Council agreed that the areas stated and the areas of improvement were needed and should remain in the document. Council also agreed that the 'restoration of all posts and rails around the village' should be added to the document.

Action: The Clerk & RFO

#### **24/122.7      To consider a resident's redacted letter re ECC's Bus Schedule**

The Council received a redacted letter from an elderly gentleman who was raising the issue of a lack of public transport available to him to allow him to travel to and from the Farleigh Hospice Charity Shop, where he and his wife are unpaid Volunteers. The resident said that Digigo appeared to be too difficult for him to contact, as he does not have access to the internet or apps and that their telephone line is never answered. He also advised in his letter that he had not had success contacting Essex County Council about the lack of bus provision in the area and that he had been added to a long waiting list for Braintree Community Transport, meaning his options had been exhausted. Council sympathised with the resident but said, as had been previously advised to him by the Clerk, that ECC was responsible for the provision of buses. The Chairman said she would be happy to meet with the resident to show him how to load and use apps if he had a smart phone. Councillors agreed that recent changes to some forms of communication by Councils ignored a demographic of people who are not IT proficient. The Clerk advised that she would try to contact Braintree Community Transport to see if there was anything the Council could do to assist this resident.

Action: The Clerk & RFO

## **24/122.8 To receive the latest Operational Playgrounds Inspection Report**

The Council noted the report and the areas which are slowly becoming an increased risk to users. These include some loose fixings on pages 6 and 7. Council unanimously agreed to go ahead with the repair or replacement of the loose fixings identified in the report. The Clerk & RFO advised that she would contact Seagrave to see if they were able to carry out the necessary repairs.

Action: The Clerk & RFO

## **24/123: Planning applications, Tree Preservation Orders and other planning matters**

### **24/123.1 New Applications within the Parish**

| <b>Application No.</b> | <b>Application</b>   | <b>Representations</b>   |
|------------------------|--|--|
| 24/02445/TPO           | Area To The Front Of Anjuna House 15 Crummock Close Great Notley Essex CM77 7UP -<br><br>Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 25/2010-G1<br>034f - Oak; Crown reduction, re-reducing lateral branches on all sides by up to 1m beyond previous reduction points.<br>Reason: To maintain trees canopy spread, removing potential deadwood and/or weakened branches from falling on adjacent driveway – Deadline 16 <sup>th</sup> December 2024 | Note that previous work of the same nature has been undertaken.<br><br><b>No objection</b>   |
| 24/02526/HH            | Penteira Queenborough Lane Braintree Essex CM77 7QD –<br><br>Partial two storey extension, single storey rear extension, alterations to roof, front porch and internal alterations – Deadline 25 <sup>th</sup> December 2024   | Large extension but does not seem to affect the street scene. It is noted that a neighbour has objected to the planning application.<br><br><b>No comment.</b> |
| 24/02444/FUL           | Plots 6-8 Horizon 120 London Road Great Notley Essex –   | <b>No objection</b>  |



|              |  |                     |
|--------------|--|---------------------|
|              | Employment buildings comprising up to 12,300sqm (GIA) of floorspace for uses falling within Use Classes E(g)(i) Office E(g)(ii) Research and Development E(g)(iii) Industrial Process or B8 (Storage or Distribution) (or a combination of those uses) with associated offices, accesses, service areas, parking, boundary treatment, landscaping and earthworks. – Deadline 30 <sup>th</sup> December 2024                                    |                     |
| 24/02546/FUL | Plots 1-5 Horizon 120 London Road Great Notley Essex –<br><br>Change of use of employment buildings (EOS, Plots 1 to 5) from Use Classes E(g)(i) Office, E(g)(ii) Research and Development, E(g)(iii) Industrial Process to Use Classes E(g)(i) Office, E(g)(ii) Research and Development, E(g)(iii) Industrial Process and (B8) Storage or Distribution (or a combination of those uses) and associated development – Deadline 1 January 2025 | <b>No objection</b> |

## 24/123.2 To note results of previous planning applications

The following results were **noted** -

| Application No. | Application   | Result                |
|-----------------|---|-----------------------|
| 24/02254/T56    | T-Mobile Site 21437 Telecomms Mast On Land Adjacent Avenue East Skyline 120 Great Notley Essex CM77 7AH - Replacement of a 14.85m Phase 3 streetworks pole with a 20m high Phase 7 Mk2 Pole | Pending Consideration |
| 24/02272/HH     | 17 Charlecote Road Great Notley Essex CM77 7YQ - First floor rear extension   | Pending Consideration |

|              |  |   |
|--------------|--|---|
|              |  |   |
| 24/02407/HH  | 15 Long Meadow Great Notley Essex CM77 7WD - Single storey porch extension with hipped roof to match existing  | Pending Consideration   |
| 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 <sup>th</sup> June 2024)     |
| 24/01886/HH  | 6 Chestnut Avenue Great Notley Essex CM77 7YJ - Single storey rear extension   | Granted   |
| 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. | Refused   |
| 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       | Remains Pending consideration (determination deadline 20 <sup>th</sup> November 2024) |
| 24/02124/HH  | 10 Tailors Close Great Notley Essex CM77 7GB - Proposed single storey rear addition  | Granted   |

#### **24/124: Matters for next agenda**

- Final budget draft
- Approval of Precept for 2025/26
- Parking on Cuckoo Way

#### **24/125 Chairman to close the meeting**

The meeting was closed at 9.22pm.