



**Minutes of the Meeting of Great Notley Parish Council held on 24<sup>th</sup>  
February 2025 at the Community Centre Great Notley**

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Meeting commenced at 7.31pm

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

**25/12: Apologies**

Apologies were received from Councillors Butland, Cunningham, Cogswell & Ricci and these were accepted by the Council.

**25/13: Declarations of Interest**

None owing to apologies.

**25/14: To consider and approve the Minutes of the meeting held on  
20<sup>th</sup> January 2025**

The minutes of the meeting held on 20<sup>th</sup> January 2025 were **agreed** by Councillors as a correct record, proposed by Councillor Sheppard and seconded by Councillor Pritchard, and these were signed by the Chairman.

**25/15: Public Question Time**

No members of the public were present at the time of this session; however, 1 member of the public arrived at 19.42 and spoke in relation to item 25/19.4 regarding Allotments. The narrative of which is recorded in the related item below.

**25/16: Reports**

**25/16.1: Report from County Councillor**

None owing to apologies.

**25/16.2: Report from District Councillor**

None owing to apologies.

**25/16.3: Reports from Councillors attending external meetings**

None.

**25/17: Parish Clerk's Report**

Clerk's Report

1. Further to Councillors' agreement, we have pursued the add-on option of the heater and windscreen strip for the EUV. The vehicle was collected on 11<sup>th</sup> February and the modifications were carried out.
2. On 5<sup>th</sup> February 2025, Government confirmed that Essex County Council, Southend-on-Sea City Council and Thurrock Council have had their request to be part of the Devolution Priority Programme accepted. The Government has also confirmed that the elections scheduled for May this year for Essex County Council and Thurrock Council will be suspended.
3. The Chairman and I met with Rev' Rachel on 11<sup>th</sup> February to discuss possible arrangements for a joint event to honour VE Day 80 on 8<sup>th</sup> May 2025. NGCA confirmed that they will be offering some sessions earlier in that week to celebrate the occasion, though they will be looking to charge for those sessions.
4. Preparation for the 2024-25 AGAR is now underway and I have now agreed dates for the year-end Close Down service with Rialtas, which will take place on 2<sup>nd</sup> April, and the Internal Audit, which will take place on 6<sup>th</sup> May.
5. BDC recently granted us permission to restrict parking in the end two parking 'bays' in the overflow car park next to our storage unit to allow the team access to the unit and EUV. No parking signs have been erected and we will monitor the public's cooperation going forward.
6. The advert volunteers to assist with the White Court Hospital War Memorial was circulated on our Facebook page and we have received some initial interest.
7. I recently requested that Myers Scott Ltd carries out an annual 'Website Accessibility Test' to our website. I am pleased that our website continues to be compliant and that no issues were detected.
8. Chelmsford City Council circulated details of its Local Plan Consultation via email on 4<sup>th</sup> February 2025.

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
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
White Court Hospital War Memorial Volunteer Group	January 2025	Advertised periodically on Facebook
Defective Manhole Cover in Stanstrete Field has been reported to Essex Highways but remains in a poor state. Issue was reported to	January 2025	Escalated to County Councillors

us after resident expressed concern for public safety.		
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The report was **accepted**.

**25/18: Financial Matters**

**25/18.1 Bank Reconciliations and Bank Statements**

The bank reconciliations calculated to 31<sup>st</sup> January 2025 and corresponding bank statements were proposed to be approved by Councillor Sheppard, seconded by Councillor Crawford and **approved** by the Council.

**25/18.2 Payments & Receipts for Approval**

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

**January 2025**

**Direct Debits**

14/01/25	Radius Telematics (Tracker)	9.60
14/01/25	All Star Fuel Card	74.21
23/01/25	<u>Lloyds Card</u>	
	Tesco (Milk for Mtg)	1.15
	SLCC Membership Renewal	240.00
	Microsoft 360	1.99
	Monthly card fee	3.00
		<u>246.14</u>

**Online Payments January 2025 - Current Account (Unity)**

Salaries	December Salaries	4,944.60
Essex Pension fund	Pension (November) Contributions	1,415.78
HMRC Cumbernauld	December Tax and NI Contributions	1,035.05
Clerk	Expenses	13.06
Senior Litter Picker	Expenses – Van Clean	30.00
NGCA	December Hall Hire	113.00
Npower	Street Lighting	372.89
Electric Wheels	EUV Modifications	600.0

Howdens	EUV Insurance	567.92*
Unity Trust Bank	Monthly Service Charge	8.25
<b>Online Payments made/to be made in February 2025 - Current Account (Unity)</b>		
NGCA	January Hall Hire	13.00
Radius Telematics	Monthly Tracker Fee	9.60
All Property Care Ltd	Deep Clean of Hedges	328.80
Myers Scott Ltd	Website Hosting & Maintenance	103.19
Electric Wheels	Heater & Windscreen Strip for EUV	704.37
Lloyds Credit Card	Monthly Direct Debit	262.90
Clerk	Expenses	59.66

\*part payment – initial payment of £142 was paid by credit card. Total cost £709.92.

## **25/19: Substantive matters for consideration**

### **25/19.1 To approve the Financial Risk Assessment 2024-25**

The updated Financial Risk Assessment for 2024-25 was unanimously **approved** by Council.

Action: The Clerk & RFO

### **25/19.2 To approve the Data Audit 2024-25**

The updated Data Audit for 2024-25 was unanimously **approved** by Council.

Action: The Clerk & RFO

### **25/19.3 To approve the Asset Register 2024-25**

The Clerk advised Council that a lot of work had been carried out to amend the Asset Register and to bring the document into full compliance after previous years' totals had included Insurance valuations, which should not have been included in box 9 of the Annual Governance & Accountability Return. Last year's asset register had been provided to Council for comparison. After some discussion, the updated Asset Register for 2024-25 was unanimously **approved** (subject to the date heading being added) by Council.

Action: The Clerk & RFO

### **24/19.4 To discuss the potential for the provision of Allotments**

The Chairman advised that, owing to apologies received from Cllr Ricci, there was no update to provide to Council. It was agreed that the matter would be added to the March agenda for discussion. The member of the public advised that his name had been added to the Allotments waiting list three years ago but that he had heard nothing since. The Clerk checked the waiting list and advised the resident that we now had the correct email address for him, after it had previously been recorded incorrectly. The resident asked Council why previously proposed sites had been rejected. Council explained that the reasons for those rejections had been due to contaminated soil samples, a lack of water resources, difficulties reaching the sites by pedestrians etc. It was explained to the resident that Council was equally frustrated by the ongoing delays to provide an adequate site and that it was the responsibility of the District Council, not the Parish Council, to propose as a suitable site as the legal landowner. The Chairman assured the resident that Council will continue to lobby BDC until a resolution is found and we remain hopeful that we are closer to this outcome.

Action: The Clerk & RFO

#### **24/19.5 To consider initial planning for Environmental Improvements within the locality**

The Clerk and RFO reminded Council that Cllr Butland had requested that this feature of the agenda and that, owing to his apologies, there was little information to provide at this time. The Clerk and RFO also reminded Council that this earmarked reserve does not become available to Council until the April 2025, when the budget for the next financial year becomes live. Therefore, there is some time to properly consider what areas could benefit from this reserve. The Litter Team have also been asked for their thoughts and it is hoped that their feedback will help shape proposals when we next consider it at the March Council meeting.

Action: The Clerk & RFO

#### **25/19.6 To discuss plans to mark 'VE Day 80' on 8<sup>th</sup> May 2025**

The Clerk and RFO advised Council that she and the Chairman had recently met with the Reverend of the Church in Great Notley to discuss possible plans to commemorate the occasion. It is proposed that Council holds a community event on the green opposite the Church (next to Notley Green School), subject to approval from Braintree District Council. The event could be set up in the style of a typical street party, with tables on loan from the Church (some members of the Church will be on hand to help). It is proposed, subject to an available power source or generator, that wartime music is played and residents will be invited along from 1-5pm to help honour the occasion. Light refreshments and cakes will be provided by the Council, to be locally sourced if possible to support local businesses, such as the two cafes in the village. Residents will also have the option to bring their own food, though there is also consideration being given to invite a fish & chips mobile van to attend throughout the day to offer the national dish to residents. It is recognised that this will be a standard working day for many,

though it is hoped that some residents will be able to attend. Both primary schools in the village are keen to be involved and the Reverend will lead a silence at 3pm. NGCA plans to hold their own ticketed event on Monday 5<sup>th</sup> May, which will serve as a fundraiser for NGCA. Council agreed to a modest budget to finance this commemoration on 8<sup>th</sup> May for the Parish, with a virement from either Grant Funding or the Christmas Community Event budget lines being an option (both of which are significantly under-spent for the current financial year). Planning will now continue with the Church and the Primary Schools. The Clerk and RFO advised Council that she will also look into whether the village has any veterans from the Second World War to invite along. The member of the public in attendance also suggested that the 8<sup>th</sup> American Air Force based in Ridgewell could attend. Councillors agreed to the planning of the event and said they would be able to lend their support on the day. The matter will also be added to the next agenda for a further update.

Action: The Clerk & RFO

**25/19.7 To consider a grant application from NGCA for the Summer Fete**

The Clerk and RFO advised Council that, to date, no application has been received. NGCA advised that there has been some delay in submission and it is expected that an application will be submitted in time for the March meeting.

**25/19.8 To discuss Document Retention with the Essex Records Office**

Council heard the many Parish Councils securely store their historical signed minutes at the Essex Records Office based in Chelmsford, though this Parish Council currently does not. Councillors agreed that it would be better to store these securely at the ERO. The Clerk and RFO advised that she had made some enquiries regarding the process and that it seems that there is no charge for this service. Council unanimously **agreed** to send historical signed minutes to the ERO for safe storage.

Action: The Clerk & RFO

**25/19.9 To discuss GNT arrangements for the next edition of the magazine**

Council discussed the options for Council for the next edition of the magazine, in light of the unfortunate and unavoidable delay in production. Council unanimously **agreed** to defer publication to the next scheduled date in June 2025, with a view to possibly seeking an alternative Editor if necessary. The Clerk and RFO agreed to circulate the deferment on social media and to inform advertisers that their subscriptions would auto-roll for 1 more edition.

Action: The Clerk & RFO

**25/19.10 To consider BDC's PPOSS Parish and Town Council Survey**

Council considered the survey but agreed that it has limited involvement because the Council does not own any land. Council also briefly discussed Braintree District Council's Local Plan Review 2041 Update, which was circulated to Council today after it was realised by the Clerk and RFO that the email had not reached Councillors earlier. Council recognised that no decision could be taken at this meeting because the matter had not been allocated to this agenda but noted the deadline for responses was 7<sup>th</sup> March. The Chairman advised that Councillors ought to consider the email circulated to them by the end of this week, with a view to deciding whether an extraordinary meeting needed to be scheduled next week to deal with the matter. The Clerk and RFO agreed to send an email at the end of the week to find out how Councillors wished to proceed.

Action: The Clerk and RFO

## **25/20: Planning applications, Tree Preservation Orders and other planning matters**

### **25/20.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
25/00225/TPO	55 Windermere Drive Great Notley Essex CM77 7UB -  Notice of intent to carry out works to trees protected by Tree Preservation Order TPO 11/2010 G1- 2no. Oak Trees - Crown reduction of 1.5m both trees back to previous pruning points by 1m width.  – Deadline 10 <sup>th</sup> March 2025	The application is requesting to cut back the tree to where it originally was, which seems sensible. However, in the absence of a Tree Warden, the Council is unable to offer any tangible view.  <b>No comment.</b>
25/00305/HH	Penteira Queenborough Lane Braintree Essex CM77 7QD –  Partial two storey extension, single storey rear extension, alterations to roof, front porch and internal alterations.  - Deadline 18 <sup>th</sup> March 2025	Council acknowledges that an application for this property was recently refused. Changes to this latest application include the removal of the planned Juliet balconies and change to roof design. Council offered a 'no comment' response to the previous application; now that this application appears to take account of the Planning Officer's recommendations,

		Council cannot offer any other view.  <b>No comment.</b>
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## 25/20.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
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	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	Remains Pending Decision (determination deadline 20 <sup>th</sup> November 2024)
24/02445/TPO	Area To The Front Of Anjuna House 15 Crummock Close Great Notley Essex CM77 7UP - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO - 25/2010-G1 034f - Oak; Crown reduction, re-reducing lateral branches on all sides by up to 1m beyond previous reduction points. Reason: To maintain trees canopy spread, removing potential deadwood and/or weakened branches from falling on adjacent driveway	Pending Decision (determination deadline 9 <sup>th</sup> January 2025)
24/02526/HH	Penteira Queenborough Lane Braintree Essex CM77 7QD – Partial two storey extension, single storey rear extension, alterations to roof, front porch and internal alterations	Refused
24/02444/FUL	Plots 6-8 Horizon 120 London Road Great Notley Essex – Employment buildings comprising up to 12,300sqm (GIA) of floorspace for uses falling within Use Classes E(g)	Pending Decision (determination deadline 28 <sup>th</sup> February 2025)



**25/21: Matters for next agenda**

- VE Day 80
- Allotments [Lead Cllr Ricci]
- Environmental Spending

**25/22 Chairman to close the meeting**

The meeting was closed at 8.24pm.

DRAFT