



**Minutes of the Meeting of Great Notley Parish Council held on 20<sup>th</sup>  
January 2025 at the Community Centre Great Notley**

\*\*\*\*\*

Meeting commenced at 7.30pm

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

**25/01: Apologies**

Apologies were received from Councillor Cogswell.

**25/02: Declarations of Interest**

Councillors Butland and Cunningham declared an interest as a member of Braintree District Council and Essex County Council. Councillor Cunningham also declared a non-pecuniary interest in the District Council's Waste Consultation.

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

**25/03: To consider and approve the Minutes of the meeting held on  
9<sup>th</sup> December 2024**

The minutes of the meeting held on 9<sup>th</sup> December 2024 were **agreed** by Councillors as a correct record, proposed by Councillor Sheppard and seconded by Councillor Pritchard, and these were signed by the Chairman.

**25/04: Public Question Time**

No members of the public were present.

**25/05: Reports**

**25/05.1: Report from County Councillor**

Councillor Butland advised that Councillors should now be aware that, on 10th January, Essex County Council (ECC), together with Southend on Sea City Council and Thurrock Council, requested inclusion on the Government's Priority Programme for Devolution. All local Parish Councils have now been made aware of the request for Devolution and Local Government reform. This request is likely to result in the May Elections not going ahead. If a new Unitary Authority is established then ECC will cease to exist after this time. More information will follow in due course. Cllr Butland also advised that he had recently received an email from Cllr Mary Cunningham regarding the ongoing racing along the A131 and into the Springwood Industrial Estate. There is anticipated to be a Police meeting

soon to discuss progression, with a proposal expected to resolve the matter. In the meantime, residents are urged to continue to report any racing to 101, quoting Operation VADAR.

#### **25/05.2: Report from District Councillor**

Councillor Cunningham thanked the Parish Council for circulating the District Council's Waste Consultation which is open to all members of the public to complete. There has been well over 5,000 responses to the consultation so far and it is not scheduled to close until 5<sup>th</sup> March 2025. Residents are strongly encouraged to respond to the consultation, if they have not already done so. Cllr Cunningham said the survey is very clearly written and it is designed to elicit honest responses from the public. Nothing has yet been decided regarding the Waste Consultation and all responses will help to shape a future decision. It was also reported that Full Council will meet in a few weeks to agree the budget for 2025/26. An emphasis of that budget will be allowing for more money to be allocated to 'Pride and Place', to keep things looking nice in the District. Individual Councillors will also be allocated £1,250 each to award grant funding for local projects.

#### **25/05.3: Reports from Councillors attending external meetings**

None.

#### **25/06: Parish Clerk's Report**

##### **Clerk's Report**

1. We came in significantly under budget for our Christmas Carols & Crafts community event in December 2024, with a total of £337.24 incurred for costs. I asked for BDC to waive the hire fee for the village green, due to Storm Darragh which meant we had to move it to a solely inside event, and BDC kindly agreed.
2. I am pleased to report progress has been made with the EUV; we recently received the V5 document from DVLA and modifications to the steel buck have been carried out. We are due to expect delivery within the next week or so, hopefully.
3. You will no doubt have seen that Essex County Council recently voted in agreement to write to the government to request inclusion on the government's Priority Programme for devolution. The postponement of Elections this May will also be requested in view of this decision.
4. NGCA has advised that it has recently employed an Events & Fundraising Coordinator to assist with the running of the Fete and other events. The post for Caretaker has not been filled and an advert will go back out shortly. The NGCA Administrator will reduce their working hours to Mon, Thurs & Fri (9am-12pm).
5. BDC has been very responsive to my latest reports of issues within the area, with fencing caused by storm damage recently being replaced, as well as fencing around the duck pond (intentionally damaged by individuals) also being replaced. Road signs and other smaller jobs were also dealt with efficiently.
6. Unity Trust Bank has advised that their interest rate on our bank account will soon be reducing, from 18<sup>th</sup> February 2025, to 2.5% (currently 2.6%).
7. Councillors are advised to note the following two consultations which could have an impact on the future of local Councils: 'Local Audit Reform: A Strategy For Overhauling The Local

Audit System in England’ (link to consultation - [Local audit reform: a strategy for overhauling the local audit system in England - GOV.UK](#)) and ‘Strengthening The Standards and Conduct Framework For Local Authorities in England’ (link to consultation - [Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#))

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
Report on electric vehicles – awaited from Braintree District Council	October 2022	

The Clerk also provided an oral update to Council regarding a recent email from PC Draper at Essex Police. The Police Service is aiming to schedule monthly meetings with all local Parish Councils to discuss any police matters or anti-social behaviour within the local areas. The Clerk advised that the intention is to hold them virtually on either the first or last Monday of each month. That could cause some issues were a meeting might clash with our Council meeting. Councillors agreed that representation at those meetings could be filled on a rotating basis.

The report was **accepted**.

## **25/07: Financial Matters**

### **25/07.1 Bank Reconciliations and Bank Statements**

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

### **25/07.2 Payments & Receipts for Approval**

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

## **December 2024**

**Direct Debits**

04/12/24	Radius Telematics (Tracker)	42.08
16/12/24	All Star Fuel Card	102.58
16/12/24	Radius Telematics (Tracker)	9.60
23/12/24	<u>Lloyds Card</u>	
	Tesco (Milk for Mtg)	0.85
	Braintree DC (TEN for Christmas Event)	35.73
	Amazon (Christmas Event)	36.99
	Baker Ross (Crafts – Christmas Event)	47.92
	Poundland (Crafts – Christmas Event)	6.00
	The Works (Crafts – Christmas Event)	19.00
	Lidl (Chocs – Christmas Event)	17.90
	Boots (Hamper – Church Donation)	36.95
	Microsoft 360	1.99
	Amazon (Christmas Event)	6.53
	Tesco (Food – Christmas Event)	17.35
	Amazon (Christmas Event)	4.99
	Amazon (Cups – Christmas Event)	20.95
	M&S (Food – Christmas Event)	51.00
	Google One	24.99
	Tesco (Food – Christmas Event)	45.12
	Monthly card fee	3.00
		<u>362.53</u>

**Online Payments December 2024 - Current Account (Unity)**

Salaries	December Salaries	4,229.64
Essex Pension fund	Pension (November) Contributions	1,953.54
HMRC Cumbernauld	December Tax and NI Contributions	1,047.50
Clerk	Expenses	22.42
Seagrave Inspection Services	Operational Playground Inspection	156.00
NGCA	November Hall Hire	13.00
1 <sup>st</sup> Great Notley Scouts	PA Hire (for Remembrance) Donation	100.00*
Ernest Doe & Sons	PPE	54.97
Unity Trust Bank	Monthly Service Charge	8.55

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

NGCA	December Hall Hire	13.00
NGCA	Hall Hire for Christmas Event	100.00
RAC All Star	Fuel Card for Van	74.21
Electric Wheels	Steel Cage for EUV	600.00
Radius Telematics	Monthly Tracker Fee	9.60
Npower Business Solutions	Street Lighting	372.89

\*s145, LGA 1972 – Power to Spend

**25/07.3 Quarterly Finance Report**

The report was **accepted** by the Council.

**25/08: Substantive matters for consideration****25/08.1 To approve the final draft of the budget for financial year 2025/26**

The Clerk advised Council that two versions had been presented to Council, as requested at the last meeting. Version 2 was the draft which was considered at the December meeting with a suggested 8% increase to the Precept & Band D and version 3 represented a 5% increase to the Precept, as requested by Councillor Sheppard at the last meeting. The difference between those two budget drafts being a reduction of £2k to the proposed Legal Services budget line and a £1k reduction to Grants. Councillors discussed the two versions at length. The matter of new play equipment was raised and it was agreed that the proposed £4k could be reduced to £500, in light of Councillor Crawford's assessment of the last play inspection report. Two Councillors proposed the Legal Services budget line at £2k and two Councillors proposed it be £4k. After some discussion, particularly on prudence and the reasons for general reserves, it was agreed that the budget line for Legal Services should be £2k, on the proviso that Council revisits the budget in September/October to properly assess expenditure, in order to help shape the next budget drafting exercise. Councillor Sheppard proposed this motion, which was seconded by Councillor Pritchard and **approved** by the Council. Councillor Butland highlighted his concerns about the proposed £62k budget for next year's General Reserves and suggested that £16k should be moved to Earmarked Reserves for 'Environmental Improvements' within the village during 2025/26. Councillors unanimously agreed to this approach and this was **approved** by the Council.

Action: The Clerk & RFO

#### **25/08.2 To approve the proposed Precept demand for financial year 2025-26**

Councillor Cunningham proposed a Precept of £118,000 for 2025/26 (this represents a £45.61 Band D contribution – 2% increase on 2024/25), which was seconded by Councillor Sheppard and this was unanimously **approved** by Council. The Precept Form, for onward submission to the Unitary Authority, was duly signed by the Chairman and Clerk to that effect.

Action: The Clerk & RFO

#### **25/08.3 To receive an update on the Electric Utility Vehicle**

The Clerk advised Council that the additional work to the steel buck had been completed and Council had been invoiced accordingly. Agricultural Insurance was quoted by Howden Insurance Brokers at £709.92 for fully comprehensive cover. Councillor Cunningham proposed to approve the insurance quote, which was seconded by Councillor Ricci and this was **approved** by the Council.

Action: The Clerk & RFO

#### **24/08.4 To approve the costs for minor repair works at Levens Way Play Park**

Councillor Crawford advised Council that the, upon his assessment of the latest play area inspection report, the repairs are not yet necessary and should only be noted at this time. The alleged 'missing' part from the activity climber unit is low risk. Likewise the replacement of the swing set is deemed low risk, with a rating of 8; anything over 13 is deemed high risk. Similarly, the skate park does not yet require attention. It is only rated high risk due to its recreational nature and isn't a reflection of its current state. Council **agreed** to not go ahead with the repairs.

#### **24/08.5 To consider Braintree District Council's Waste Review Consultation**

Councillor Cunningham declared a non-pecuniary interest and left the room for this discussion. Councillor Crawford said he had already completed the survey as a resident and, whilst the principle was admirable, the reality is that the proposal to move to a three-weekly collection will result in more wheelie bins per household. Many houses simply do not have the capacity to store this number of bins. Councillor Butland explained that all Councils will be required to provide glass recycling, though he did acknowledge that a three-weekly collection could present some issues with soiled goods such as nappies and sanitary waste becoming rather decomposed over that time. Clearly, the District Council will need to explore the impact of that in much more detail and it is for reasons like this that all residents are urged to respond to the consultation. Additionally, if the collection schedules are to be changed, then clear communication with printed calendars should be made available to all households. The Clerk was asked to respond to the consultation on behalf of the Parish Council.

Action: The Clerk & RFO

**25/08.6 To discuss the American Hospital War Memorial Volunteering Group**

Council received a draft copy of an advert for circulation on the Council's Facebook page to recruit volunteers to help with the ongoing maintenance of the memorial. The draft advert was approved, subject to the word 'chores' being changed to 'activities'. Council was also advised by the Clerk & RFO that Community Action Suffolk, the Parish Council's Insurer, had confirmed that the Public Liability cover would protect the Council sufficiently in the event of injury to a volunteer.

Action: The Clerk & RFO

**25/08.7 To discuss the Great Notley Times Magazine publication for Spring 2025**

The Council learned that there may be an unavoidable delay with the next publication of the magazine, owing to available resources. The Spring edition is typically published in February; however, the Clerk & RFO said that the next magazine may not be published until March. Council **agreed** to the deferment. Council was also asked to approve a change to distributor, as it had recently become clear that Vision Magazine had not been distributing to some roads in Great Notley. Council **approved** the trial of 'Leaflet Distribution Services' with a cost of £420+VAT.

Action: The Clerk & RFO

**25/08.8 To discuss the ongoing parking problems along Cuckoo Way**

Council heard the redacted email sent by a resident to the Clerk in January regarding the difficulties with parking along Cuckoo Way. The resident queried the legality of commercial parking outside a domestic dwelling. Councillors advised that the resident should report the problematic parking to the District Council so that the Council can be made aware of commercial activity along that road.

Action: The Clerk & RFO

**25/08.9 To discuss possible plans for VE Day 80 on 8<sup>th</sup> May 2025**

Council was asked to consider whether there may be provision to organise a community event to honour the 80<sup>th</sup> anniversary of VE Day on 8<sup>th</sup> May. Council suggested that the Clerk reaches out to NGCA and the Church in Great Notley to see what plans they may be considering. It is possible that the Council could offer small financial support by grant funding. It was agreed that this matter be added to the February agenda for continued discussion.

Action: The Clerk & RFO

**25/09: Planning applications, Tree Preservation Orders and other planning matters**

### 25/09.1 New Applications within the Parish

Application No.	Application	Representations
24/02706/HH	30 Rydal Way Great Notley Essex CM77 7UG -  Proposed first floor front extension. Replacement windows throughout. Replacement roof covering – Deadline 6 <sup>th</sup> February 2025	The proposed extension would face away from the public road. The proposed footprint would not be significantly different to the current one. Would not affect the street scene.  <b>No objection</b>

### 25/09.2 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	Prior Approval Required and Given
24/02272/HH	17 Charlecote Road Great Notley Essex CM77 7YQ - First floor rear extension	Granted
24/02407/HH	15 Long Meadow Great Notley Essex CM77 7WD - Single storey porch extension with hipped roof to match existing	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 <sup>th</sup> June 2024)
24/02086/TPO	The Oaks 26 Buttermere Great Notley Essex CM77 7UY - Notice of intent to	Remains Pending Consideration (determination



	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 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 Consideration (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	Pending Consideration (determination deadline 21 <sup>st</sup> January 2025)
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 Consideration (determination deadline 28 <sup>th</sup> February 2025)
24/02546/FUL	Plots 1-5 Horizon 120 London Road Great Notley Essex – Change of use of employment buildings	Pending Consideration (determination deadline 28 <sup>th</sup> February 2025)

#### **25/10: Matters for next agenda**

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

#### **25/11 Chairman to close the meeting**

The meeting was closed at 9.19pm.