



**Minutes of the Meeting of Great Notley Parish Council held on 28th
April 2025 at the Community Centre Great Notley**

Meeting commenced at 7.30pm

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

25/34: Apologies

Apologies were received from Councillors Butland, Cunningham and Ricci owing to a clash with a BDC meeting, which were accepted by the Council.

25/35: Declarations of Interest

None owing to apologies.

25/36: To consider and approve the Minutes of the meeting held on 31st March 2025

The minutes of the meeting held on 31st March 2025 were **agreed** by Councillors as a correct record, proposed by Councillor Pritchard and seconded by Councillor Cogswell, and these were signed by the Chairman.

25/37: Public Question Time

No members of the public were present.

25/38: Reports

25/38.1: Report from County Councillor

None owing to apologies.

25/38.2: Report from District Councillor

None owing to apologies.

25/38.3: Reports from Councillors attending external meetings

The Chairman informed Council that she had attended the online Police & Parish Partnership Forum this evening, prior to this meeting. It had been a very informative meeting, with several Councillors from other Parish Councils in attendance. Key points focused on the recent, successful arrests made in relation to some illegal cannabis farms in the District. Members of the public are encouraged to report any suspicious behaviour to the Police or Crimewatch and this can be done anonymously. Equally, if residents are bothered by the smell of cannabis from neighbouring houses then they may report it to Braintree District Council's Street Scene Team

for investigation. Another topic of discussion was speeding in local villages, with some parishes operating a 'Speed Watch' scheme, organised by local volunteers. Police said they need anyone who is affected by speeding to collect video evidence where possible. Those who remain affected by the speeding along A131 are asked to provide the Police with impact statements, so that a Public Space Protection Order can be applied for. This action was agreed following a recent meeting between the Police and Councillor Butland. The Clerk & RFO agreed to circulate this information on Facebook so that residents are aware of the process. The Police also referred to the '*Common Place Website*', which is an interactive website that allows any groups who feel unsafe within the area to highlight 'hotspots' on the map in the website, to inform Police which areas to concentrate on.

Councillor Crawford gave an update on the Patient Participation Group meeting and AGM, which took place on 23rd April 2025 at Great Notley Surgery. 4-5 members of the public attended and Dr Ramoo gave an interesting talk on the new way in which residents are now expected to make appointments. Cllr Crawford agreed to circulate some notes of the meeting for sharing with residents.

Action: The Clerk & RFO and Cllr Crawford

25/39: Parish Clerk's Report

Clerk's Report

1. I successfully closed down our 2024/25 accounts system with Rialtas using their closedown service on 2nd April 2025.
2. I met with Jenny Beck from BDC via Teams on 3rd April to discuss progressing delivery of allotments in the village. I will be providing an update of this meeting at our April Council meeting.
3. I met with Reverend Rachel and the Deputy Head of Notley Green School on 1st April to continue our plans for VE Day on 8th May 2025.
4. Our Internal Audit is scheduled for 6th May 2025 during which I will be spending the day with the Internal Auditor to satisfy the first stage of the Annual Governance & Accountability Return for 2024/25.
5. I am pleased to report that I, on behalf of the Council, submitted a VAT reclamation of £6,498.08 and this was received on 22nd April 2025.
6. I will be aiming to dispose of the Citroen Berlingo van through 'We Buy Any Car' during the week commencing 28th April, following my return to work from annual leave and our April meeting.
7. I have requested that two new litter bins are replaced by BDC following reports from one Councillor and our Litter Team (one along the footpath to the underpass leading to the Country Park and the other behind the park next to the Community Centre).
8. We recently received an email advising that a review of the LHP programme for 2025-26 is currently being undertaken. While this is ongoing all LHPs have been suspended and information on 2025/26 scheme delivery will be shared with the Chairs of each Panel.

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	Progressed as above – awaiting signage design to be approved and issued
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 us after resident expressed concern for public safety.	January 2025	Escalated to County Councillors
Request for Pedestrian/patrolled Crossing at Bridge End Lane opposite the school – for LHP consideration.	March 2025	Referred to Councillor Butland for LHP submission

During this item, the Clerk & RFO also verbally updated Council on one further arising matter, which was the scheduling of the Community Christmas Event for 2025. The Clerk & RFO advised that she had attempted today to book the main hall at the NGCA for a Saturday in December but had been informed by the Administrator that 6th December was already booked, leaving only 13th & 20th December as the available Saturdays. However, it had been advised that the Events Manager at NGCA may be looking to book a Christmas event on one of those two dates and she would be given first refusal. The Administrator had also questioned whether the Parish Council may wish to consider offering a joint event with NGCA, so that residents are not overwhelmed with social dates in December. The Clerk & RFO asked Council whether the preference was to keep the now established Community Christmas event separate or consider offering a joint venture for this year. Council agreed that, given NGCA’s event is likely to be a fundraiser for the Association, it seemed sensible to keep the Parish Council’s one separate. The Clerk & RFO said she would, in the meantime, see whether the hall at the Church was available for hire in December and the matter would be added to the next agenda for further consideration.

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

Action: The Clerk and RFO.

25/40: Financial Matters

25/40.1 Bank Reconciliations and Bank Statements

The bank reconciliations calculated to 31st March 2025 and corresponding bank statements were proposed to be approved by Councillor Cogswell, seconded by Councillor Crawford and **approved** by the Council.

25/40.2 Payments & Receipts for Approval

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

March 2025

Direct Debits

14/03/25	AllStar Fuel Card	65.48	
14/03/25	Radius Telematics (Tracker)	9.60	
24/03/25	<u>Lloyds Card</u>		
	Viking Direct (Stationery)	66.04	
	Microsoft 360	1.99	
	Monthly card fee	3.00	
			<u>71.03</u>

Online Payments March 2025 - Current Account (Unity)

Salaries	March Salaries	4,355.78
Essex Pension fund	Pension (February) Contributions	1,406.30
HMRC Cumbernauld	March Tax and NI Contributions	1,034.85
Clerk	Expenses	15.58
Senior Litter Picker	Expenses – Bulbs for Van	24.09
Lockout247	Replacement Lock for Notice Board	165.00
Unity Trust Bank	Monthly Service Charge	7.95

Online Payments made/to be made in April 2025 - Current Account (Unity)

Radius Telematics	Monthly Tracker Fee	9.60
Ernest Doe & Sons Ltd	Data Tag for EUV	180.00
Ernest Doe & Sons Ltd	PPE	15.79
NGCA	February Hall Hire & Month 1 Electricity	16.15
NGCA	March Hall Hire & Month 1 Electricity	15.11
Seagrave Inspection Services	February Operational Inspection	192.00
EALC	Clerk Training	96.00
Essex Pension Fund	March Pension Contributions	1,406.30
Npower	Street Lighting	388.59
National Allotments Society	Membership Renewal	84.00
NGCA	Grant Funding for Summer Fete	1,790.00
Evo Events Ltd	Hire of Generator for VE Day	100.00*
Affinia (previously R.Edwards)	External Payroll Services (Jan-Mar)	174.60
Chelmsford Safety Supplies	Litter Pickers	91.69
Clerk	Expenses	26.56
Lloyds Bank	Credit Card Direct Debit	350.27
HMRC	April Tax & NI Liabilities	1,474.52
Burt & Mee Catering	Café Plaza Cakes (For VE Day)	50.00*
Rialtas Business Solutions	Year End Close Down	692.40
EALC	EALC/NALC Affiliation Fees 2025/26	1,095.48

*Power to spend - LGA 1972, s138b

Receipts in March 2025 – Unity Trust Instant Access Account

Unity Trust Bank	Credit Interest	17.85
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Receipts in April 2025 – Unity Trust Current Account

Braintree District Council	Street Scene Agreement	10,139.68
Braintree District Council	April Precept Instalment	59,000.00
HMRC VTR	VAT Reclamation 24/25	6,498.08

25/40.3 Updated List of Regular Payments for approval

The updated list of regular payments for approval, as updated in April to include Radius Telematics, was proposed by Councillor Cogswell, seconded by Councillor Pritchard and **approved** by the Council.

25/41: Substantive matters for consideration

25/41.1 To receive an update on the provision of Allotments

The key points arising from a Teams meeting between the Clerk & RFO and Jenny Beck at BDC on 3rd April had been summarised for Council. Later emails sent on 23rd April from JB with some further information had also been shared. BDC had highlighted that a significant amount had been incurred with historical surveys conducted, meaning that £20k had already been exhausted. The Parish Council had been asked to confirm how much it would be contributing to the project and the Clerk & RFO had reiterated that the earmarked reserve of £20k remained in budget. The proposal is for the original site at Skyline to be utilised, with raised beds to address the issues relating to the contaminated soil. Specifically, the site would be located to the rear of the Sports Ground, where currently there is no footpath. Costs involving many further surveys, ecology reports, as well as installing a footpath and satisfying both wheelchair access & biodiversity net gain aims (that is, to improve the area by a minimum 10%) would be incurred. Councillors expressed serious concern that the money left will not cover all the work needed to successfully deliver allotments at this site and wished to invite Jenny Beck to attend the Parish Council meeting on 16th June (as it had been made clear that BDC would not know much more until Mid-May, when the Ecology report is expected). In the meantime, it would be helpful for this item to feature on the next agenda, to allow the District Councillors an opportunity to offer further thoughts.

Action: The Clerk & RFO

25/41.2 To continue to consider the future of the GNT magazine

The Council received an update from the Clerk & RFO, after she had sought to obtain some estimated costs for editorial work from freelance Editors, as well as contacting Braintree CommunityAd Magazine to enquire about its services. Councillors learned that Spotty Dog Creative could offer its support to edit the magazine, with estimated costs of £150 per publication. Another quote obtained was vastly outside of budget, with an estimated cost of £2,500 presented. Braintree CommunityAd Magazine had advised that it could offer its services in 3 possible ways: to provide full editorial support and distribute the magazine (a quote for this would need to be provided based on further information, should that be a consideration); distribution of the magazine only, at an estimated cost of £65 per 1000 copies; or accept editorial content from the Parish Council for inclusion in their own magazine, at a cost of £250 per page. After some discussion, Councillors agreed that the matter should be deferred to the next meeting, when all Councillors shall be present. This will also allow for the Clerk & RFO to gain a better

understanding of the costs involved in option 1 from Braintree CommunityAd.

Action: The Clerk & RFO

25/41.3 To approve the Budget Strategy Statement for 2025-26

Aside from a small amendment to the grammar in statement 7 relating to the police meetings, the Budget Strategy Statement was unanimously **approved** by Council.

Action: The Clerk & RFO

24/41.4 To approve the Internal Control Procedures for Financial Year 2025-26

The Internal Control Procedures for 2025-26 were unanimously **approved** by the Council.

24/41.5 To approve the renewal quotation for Parish Council Insurance for June 2025

The quotation for insurance, due for renewal on 1st June 2025, as part of our three-year LTU with Community Action Suffolk was proposed by Councillor Cogswell, seconded by Councillor Crawford and **approved** by the Council.

Action: The Clerk & RFO

25/41.6 To receive the quotation for repair/replacement Junior Springer at Levens Way Play Park

The quotation from Mortimer Contracts to replace the Junior Springer at a cost of £425+VAT was proposed by Councillor Crawford, seconded by Councillor Pritchard and **approved** by the Council.

Action: The Clerk & RFO

25/42: Planning applications, Tree Preservation Orders and other planning matters

25/42.1 New Applications within the Parish

Application No.	Application	Representations
25/00738/HH	20 Tufted Close Great Notley Essex CM77 7YE - Proposed single storey side extension	Large side extension planned but unlikely to see from the roadside due to it being hidden by the driveway/garage. No

	– Deadline 30 th April 2025	neighbour opposition has been recorded. No objection.
25/00852/TPO	15 Ellen Way Great Notley Essex CM77 7UU – Notice of intent to carry out works to tree protected by Tree Preservation Order 10/2010 Scots Pine (T1) Fell & replace with a Birch tree in a similar location – Deadline 12 th May 2025	Have sympathy with this application as the tree is obviously straggly and branches have fallen into neighbouring properties. The Council, however, is not qualified to make a judgment on whether the plan to replace the Scots Pine with a Birch Tree is suitable. Aside from the concerns about the replacement offering, a no objection view is presented.
EN0110021	Application by Hedgehog Grove Solar Farm Ltd (the applicant) for an Order granting Development Consent for the Hedgehog Grove Solar Farm (the proposed development) – Deadline 21 st May 2025	Noted. Not the Consultee so no need to record a view.

25/42.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
25/00406/HH	2 Tufted Close Great Notley Essex CM77 7YE - Proposed link extension between the main dwelling and garage.	Granted
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	Granted

	both trees back to previous pruning points by 1m width.	
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

25/43: Matters for next agenda

- Allotments
- GNT Magazine
- Community Christmas Event
- Community Library [Lead: Chairman]

25/44 Chairman to close the meeting

The meeting was closed at 8.51pm.