



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

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Meeting commenced at 7.31pm

Present: Councillors Cunningham, Cogswell, Pritchard, Ricci, Sheppard  
and the Clerk/RFO

**25/45: To Elect the Chairman for the Civic Year (and for the Elected  
Chairman to sign the Declaration of Acceptance)**

No votes for self-nomination were presented. Cllr Ricci proposed that Cllr Griffin retains office as Chairman, which was seconded by Cllr Sheppard and this was unanimously **agreed** by the Council. Cllr Griffin will sign the Declaration of Acceptance prior to the next meeting.

**25/46: To Appoint the Vice-Chairman for the Civic Year**

Cllr Cunningham proposed that Cllr Ricci retains office as Vice-Chairman, which was seconded by Cllr Cogswell and this was unanimously **agreed** by the Council.

**25/47: Apologies**

Apologies were received from Cllrs Griffin, Butland & Crawford and these were accepted by the Council. In the absence of the Chairman, Council unanimously **agreed** that Cllr Ricci should take the role as acting Chairman for this meeting.

**25/48: Declarations of Interest**

Councillor Cunningham declared an interest as a member of Braintree District Council and Essex County Council.

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

**25/49: To consider and approve the Minutes of the meeting held on  
28<sup>th</sup> April 2025**

The minutes of the meeting held on 28<sup>th</sup> April 2025 were **agreed** by Councillors as a correct record, proposed by Councillor Cogswell and seconded by Councillor Pritchard, and these were signed by the acting Chairman.

**25/50: Public Question Time**

No members of the public were present.

**25/51: Reports**

### **25/51.1: Report from County Councillor**

None owing to apologies.

### **25/51.2: Report from District Councillor**

Cabinet meeting next Monday to consider implementation of the new waste consultation. 8,000 responses to the consultation were received and it is anticipated that there will be a radical change to the way waste is collected. Cllr Cunningham confirmed that he will be able to report, in more detail, at the next meeting.

### **25/51.3: Reports from Councillors attending external meetings**

None.

### **25/52: Parish Clerk's Report**

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

1. I disposed of the fuel van with We Buy Any Car on 4<sup>th</sup> May 2025 for £4,621.60 with agreement from the Chairman and Vice-Chairman to proceed with the sale. A partial rebate on both the vehicle tax and motor insurance will be due to the Council.
2. I am very pleased to advise that our VE Day went ahead successfully and was extremely well-received by all those who attended. I would like to offer my particular gratitude to the Chairman for attending all day and for her speech during the service, in addition to my gratitude to Cllr Sheppard for his help on the day.
3. Our 4<sup>th</sup> Employee joined the Pension Scheme in April 2025 after his extra summer hours meant he auto-enrolled to the scheme.
4. I noticed that one of the white gates at Bridge End Lane is tipping forward and that one of its footings appears to be lifted out of the ground. Quotes to re-bed the footing and make the gate secure are presented to Council at this meeting for consideration.
5. I noticed that we were recently charged for two vehicle tracking devices this month, despite only having one. The first, incorrect, tracker has been returned to Radius. I called to complain and have been assured that we will be credited for the extra charges to Council and that one device has now been removed from our account.
6. I am pleased to advise that our Internal Audit was carried out successfully on 6<sup>th</sup> May 2025 and no issues were detected, though I have been given a few minor items to note for this next Civic year.
7. I reported a rotting wooden bench (located at the entrance to Windermere Drive) to BDC as it does not appear to be a PC owned bench. BDC has advised that it does not own the bench and is now in the process of trying to find out who does. As it is causing a potential risk to safety, BDC may have to remove it and, if it does, it may not be prepared to replace it as it did not install it. The Parish Council is asked by BDC for its thoughts on the matter.
8. BDC has confirmed that it will replace the damaged bin (located on the footpath which leads to the underpass through to the Country Park) at no cost to the Parish Council.

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</i>	May 2012	Ongoing

<i>sum. Only outstanding issue is the future of the Unity Hand sculpture</i>		
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
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

The Clerk/RFO drew Council's particular attention to point 7 of the report and advised that BDC has since advised that, as it appears that it does not own the bench (or the land on which it sits), it is likely to be minded not to replace the faulty bench. Council **agreed** that it would be minded to cover the cost to replace the bench and the Clerk/RFO was asked to obtain comparative quotes for a standard wooden bench and a memorial bench.

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

Action: The Clerk/RFO

## **25/53: Financial Matters**

### **25/53.1 Bank Reconciliations and Bank Statements**

The bank reconciliations calculated to 30<sup>th</sup> April 2025 and corresponding bank statements were proposed to be approved by Councillor Cogswell, seconded by Councillor Sheppard and **approved** by the Council.

### **25/53.2 Payments & Receipts for Approval**

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

#### April 2025

##### **Direct Debits**

14/04/25	Radius Telematics (Tracker)	9.60
23/04/25	<u>Lloyds Card</u>	
	Argos (Pressure Washer for EUV)	115.00
	Amazon (Hose for Pressure Washer)	18.79
	Microsoft 360	1.99
	Tesco (Refreshments for APM)	15.05
	Amazon (Bunting for VE Day)*	38.97
	Amazon (VE Day Decorations)*	33.96
	Baker Ross (VE Day Crafts)*	123.51
	Monthly card fee	3.00
		<u>350.27</u>

### **May 2025**

#### **Direct Debits**

06/05/25	Radius Telematics (Tracker)	5.27~
12/05/25	Information Commissioners Office	47.00
14/05/25	Radius Telematics (Tracker)	19.20~

~ - as per Clerk's Report, £5.27 + £9.60 – total £14.87 to be credited back to Council for wrongful charging.

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#### **Online Payments April 2025 - Current Account (Unity)**

Salaries	April Salaries	4,600.99
Essex Pension fund	Pension (March) Contributions	1,406.30
HMRC Cumbernauld	April Tax and NI Contributions	1,474.52
Clerk	Expenses	26.56
Unity Trust Bank	Monthly Service Charge	7.80
Ernest Doe & Sons Ltd	Data Tag for EUV	180.00
Ernest Doe & Sons Ltd	PPE	15.79
NGCA	March Hall Hire & Month 1 Electricity	15.11
Seagrave Inspection Services	February Operational Inspection	192.00
EALC	Clerk Training	96.00
NGCA	February Hall Hire & Month 1 Electricity	16.15
Evo Events Ltd	Hire of Generator for VE Day	100.00*
NGCA	Grant Funding for Summer Fete	1,790.00

National Allotments Society	Membership Renewal	84.00
Npower	Street Lighting	388.59

*\*Power to spend - LGA 1972, s138b*

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**Online Payments made in May 2025 calculated up to 19<sup>h</sup> May 2025**

Chelmsford Safety Supplies	Litter Pickers	91.69
EALC	EALC/NALC Affiliation Fees 2025/26	1,095.48
Rialtas Business Solutions	Year End Close Down	692.40
Affinia (previously R.Edwards)	External Payroll Services (Jan-Mar)	174.60
Essex Pension Fund	April Pension Contributions	1,794.52

**Receipts in May 2025 – Unity Trust Current Account – Calculated to 19<sup>th</sup> May 2025**

We Buy Any Car	Sale of Citroen Berlingo	4,621.60
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**25/53.3 To record the VAT reclamation for Financial Year 2024-25**

The VAT reclamation for 2024-25 was accepted by Council.

**25/54: To review and agree year end documents**

**25/54.1: To consider and agree the Accounts for Financial Year 2024-25**

The receipts and payments for yearend 31<sup>st</sup> March 2025 were proposed by Cllr Cunningham, seconded by Cllr Cogswell and unanimously **approved** by the Council.

**25/54.2: To consider the Internal Audit Report for 2024-25**

Councillor Sheppard proposed to approve the internal audit report, which was seconded by Councillor Cogswell and the report was unanimously **approved** by the Council.

**25/54.3: To consider and agree the Annual Governance Statements (Section 1) on the Annual Governance and Accountability Review Form 3 for 2024-25**

Councillor Cogswell proposed to approve the Annual Governance Statement, which was seconded by Councillor Cunningham and this was unanimously **approved** by the Council. The Annual Governance

Statement (Section 1, page 4 of the form) was then signed by the acting Chairman and the Clerk/RFO.

**25/54.4: To consider and agree the Accounting Statements (Section 2) on the Annual Governance and Accountability Review Form 3 for 2024-25**

Councillor Sheppard proposed to approve the Accounting Statements, which was seconded by Councillor Cogswell and this was unanimously **approved** by the Council. The Accounting Statements (Section 2, page 5 of the form) were then signed by the acting Chairman and the Responsible Financial Officer (the Clerk).

**25/54.5: To agree the proposed dates for the Exercise of Public Rights 2024-25**

The dates for the 'Exercise of Public Rights', as recommended by the External Auditor (PKF Littlejohn), were **agreed** by Council to be **3<sup>rd</sup> June 2025 to 14<sup>th</sup> July 2025**.

**25/55: Substantive matters for consideration**

**25/55.1 Annual Review of Policy Documents**

The Clerk/RFO advised Council that the Policy Documents would be finalised and presented to Council for review at the next meeting in June 2025. Due to the time commitments relating to VE Day, as well as recent Yearend & the Internal Audit, it had not been possible to review these documents in time for this meeting. Council **agreed** to defer the item to the next meeting.

Action: The Clerk & RFO

**25/55.2 To receive an update on the provision of Allotments**

The Clerk/RFO advised that the project lead for BDC, Jenny Beck, has now confirmed that she will be attending the next Council meeting on 16<sup>th</sup> June, to enable a full and open dialogue between her and Councillors to take place. Council is hopeful that there is scope for BDC to increase its funding to address a possible shortfall and remains optimistic that the project can be successfully achieved. The item will therefore return for June's agenda.

Action: The Clerk & RFO

**25/55.3 To continue to consider the future of the GNT magazine**

Council received costings from Braintree CommunityAd magazine, as requested at the last meeting, to design, print & distribute the magazine or design & distribute the magazine. The costings were £1908 and £1158 respectively. Council had, at its last meeting, been advised that there was another option for it to take out a page (or two) in Braintree CommunityAd's own magazine, at a cost of £250 per page.

After some discussion, Council **agreed** to trial the option to take out 2 pages in Braintree CommunityAd's own magazine, at an expected cost of £500 per publication, with 1 page being offered to regular contributors to the GNT (ie the WI, Scouts etc).

Action: The Clerk & RFO

#### **25/55.4 To receive an update on the early plans for the Community Christmas Event**

The Clerk/RFO confirmed that hall hire for Saturday 13<sup>th</sup> December 2025 has now been secured. Planning will commence in due course.

#### **25/55.5 To discuss a Community Library project**

Council considered a request from a resident to start a 'free little library' project in the village. It was noted that Tesco operates a community bookstand at its store and that Essex Libraries offers a mobile library which stops at Derwent Way once every 3 weeks. The Clerk/RFO suggested that a suitable location for the 'free little library' could be outside the Church, under the building's front canopy. Council asked the Clerk/RFO to contact the Church. It was noted that the resident is offering to manage the library.

Action: The Clerk & RFO

#### **25/55.6 To consider the quotations to re-bed the village gate at Bridge End Lane back into the ground**

Three contractors were contacted to quote for the repair work. Two companies responded, one did not. Of the two that responded, one provided a quotation to replace the post & bed into the ground and repair the rotting wood on the gate, the other company had said it is rotten & in need of replacement. Council **agreed** to seek quotations to replace the gate with composite materials, rather than to repair and make good of the existing gate.

Action: The Clerk & RFO

#### **25/55.7 To consider quotation to repair the roller shutter to the storage unit**

Council was asked to consider a quotation to repair the roller shutter to the unit, after it was damaged when it fell down on the EUV whilst it was being reversed into the unit. Essex Doors and Shutter Ltd provided two quotations for consideration: one to repair the shutter and another to service all three manual roller shutters after it was advised that Council should be doing this legally each year. Cllr Cogswell proposed to accepted both quotations, which was seconded by Cllr Sheppard and these were **approved** by the Council. The Clerk/RFO was asked to remind all members of the Litter Team to keep to the speed limit around the village when driving the EUV.

Action: The Clerk & RFO

### **25/55.8 To consider installation of the ‘Feed Ducks Initiative’ Duck Feeder on the green next to the duck pond**

The Clerk/RFO presented Council with this initiative for consideration. Over 100 Town & Parish Councils have signed up to the scheme, which is free to install and yields a 10% return to Community Funding. Braintree District Council must first be asked whether this can be placed on its land. Subject to consent from BDC, Council **agreed** to pursue this initiative, which would help to reduce the over-feeding of ducks and prevent water contamination, often a result from bread and other food being thrown into the water.

Action: The Clerk & RFO

### **25/56: Planning applications, Tree Preservation Orders and other planning matters**

Cllr Ricci leaves the room. Cllr Sheppard chairs this item only.

The following applications were noted (no comments were sought from Council):

25/00846/PLD - Application for Certificate of Lawfulness for proposed development - Proposed fencing around perimeter of car park - Parc Essex Great Notley Garden Village London Road Great Notley Essex CM77 7FS

25/01072/HHPA - Erection of single storey rear flat roof extension. Extension will extend beyond rear wall of the original house by 5.5m, with a maximum height of 3.2m to the eaves and 3.47m to the top of glazed lantern - 1 Langdale Great Notley Essex CM77 7XA

#### **25/56.1 New Applications within the Parish**

<b>Application No.</b>	<b>Application</b>	<b>Representations</b>
25/00941/HH	6 Notley Green Great Notley Essex CM77 7US - Proposed single-storey side extension and partial garage conversion, insertion of 2No. Skylights to side elevation – Deadline 5th June 2025	Cannot see any issue with the planned extension.  <b>No objection.</b>
25/01021/TPO	90 Skiddaw Close Great Notley Essex CM77 7UR – Notice of intent to carry out works to trees protected by Tree Preservation Order 10/2010/TPO - G5 T1 & T2- Oak in rear garden along boundary line - reduce overall crown by	Notes the seemingly substantial reduction to the crown.  <b>No comment.</b>



	approximately 6-8 meters – Deadline 5th June 2025	
25/00965/SCO	Hedgehog Grove Solar Farm South Of The A120 Between Bannister Green And Bartholomew Green Fentons Road Rayne – Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) Regulations 10 and 11, Scoping Consultation regarding an 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 20th May 2025	<b>No objection.</b>

## 25/56.2 To note results of previous planning applications

Cllr Ricci returned to the room.

The following results were **noted** -

Application No.	Application	Result
25/00738/HH	20 Tufted Close Great Notley Essex CM77 7YE - Proposed single storey side extension – Deadline 30th April 2025	Pending Consideration – determination deadline 26th May 2025
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 12th May 2025	Pending Consideration – determination deadline 9th June 2025
25/00738/HH	20 Tufted Close Great Notley Essex CM77 7YE - Proposed single storey side extension – Deadline 30th April 2025	Pending Consideration – determination deadline 26th May 2025

**25/57: Matters for next agenda**

- Allotments
- Quotations to replace the White Gate at Bridge End Lane
- Quotations to repaint the White Gate at Tesco & Village Sign
- Quotation to replace the wooden bench at the entrance to Windermere Drive
- Annual Review of Policy Documents

**25/58 Chairman to close the meeting**

The meeting was closed at 8.19pm.