



**Minutes of the Meeting of Great Notley Parish Council held on 22<sup>nd</sup>  
September 2025 at the Community Centre Great Notley**

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Meeting commenced at 7.30pm

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

**25/81: Apologies**

Apologies were received from Cllrs Butland, Cunningham, Ricci and Sheppard and these were **accepted** by the Council.

**25/82: Declarations of Interest**

None owing to apologies.

**25/83: To consider and approve the Minutes of the meeting held on 14<sup>th</sup> July 2025**

The minutes of the meeting held on 14<sup>th</sup> July 2025 were **agreed** by Councillors as a correct record, proposed by Cllr Pritchard and seconded by Cllr Crawford and these were signed by the Chairman.

**25/84: Public Question Time**

No members of the public were present.

**25/85: Reports**

**25/85.1: Report from County Councillor**

None owing to apologies.

**25/85.2: Report from District Councillor**

None owing to apologies.

**25/85.3: Report from Councillors attending external meetings**

None.

**25/86: Parish Clerk's Report**

Clerk's Report

1. I am pleased to advise that the manual roller shutters to the storage unit were replaced with electric shutters on 3<sup>rd</sup>-5<sup>th</sup> September. New keys have been handed to the Scouts & Football groups. This matter is on our September agenda for discussion re some installation issues.
2. I am also very pleased to advise that white village gates at Bridge End Lane were successfully replaced on 15<sup>th</sup> September and the new, composite gates offer a much smarter approach to the village.
3. As you will already be aware, Council successfully passed its External Audit on 11 August and the resulting paperwork has been published on our website and is also included in this September agenda for recording.
4. On 8<sup>th</sup> September, I chased progress of the work to be carried out to the Unity Hands Structure after I saw that the structure continues to be fenced off. I will provide an update on this as I receive it from BDC.
5. The 1 September Police & Parish Councils online meeting was unfortunately cancelled. The next meeting is scheduled for 29<sup>th</sup> September; Councillors are asked who is available to represent our PC at this meeting.
6. I attended a Supporting Communities meeting at Causeway House on 11 September, hosted by BDC and the various proposals for how the Country shall be grouped were highlighted.
7. A new obligation is being placed on Town & Parish Councils for next year's Audit, which is the new Assertion 10 requirement. Elements of this new requirement means Councils must now operate from a .gov or .org domain name and must have an IT policy. For this reason, I have added this as an item to this agenda for further discussion.
8. As per the agreed National Joint Council for Local Government Services pay scale increase for 2025/26, my hourly rate has been increased as per the point scale according to my employment contract. This was backdated to April 2025.
9. We have had some interest regarding the part-time litter vacancy; Cllrs are asked for their availability to carry out interviews.

Issue	First raised	Comment
Transfer of land between developers and Braintree District Council - <i>outstanding issue is the future of the Unity Hand sculpture which is still owned by Countryside, though BDC have progressed structural inspection (June/July 2025) as above.</i>	May 2012	Ongoing – awaiting the restoration works to the Sculpture to be completed.
Tree Warden – voluntary position continues to be advertised	September 2022	Remains vacant

The Clerk/RFO also informed Council that some boundary fencing to White Court School (which is situated behind the skate park and RAFT) had been damaged. The School was contacted and it was confirmed by the Head that the School is in the process of obtaining quotes for the repairs. The District Council was notified.

The report was **accepted** by Council.

## 25/87: Financial Matters

**25/87.1: Bank Reconciliations and Bank Statements**

The bank reconciliations calculated to 31<sup>st</sup> August 2025 and corresponding bank statements were proposed to be approved by Cllr Cogswell, seconded by Cllr Pritchard and **approved** by the Council.

**25/87.2: Payments for Approval**

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

**July 2025****Direct Debits**

14/07/25	Radius Telematics	9.60	
23/07/25	<u>Lloyds Card</u>		
	Braintree Services (Milk for Mtg)	1.25	
	Green Flag Renewal	95.00	
	Timpson (Spare EUV Keys)	79.95	
	Memorial Benches (Delivery)	10.00	
	Microsoft 360	1.99	
	Monthly card fee	3.00	
			<u>191.19</u>

**August 2025****Direct Debits**

14/08/25	Radius Telematics	9.60	
26/08/25	<u>Lloyds Card</u>		
	Viking Direct	40.40	
	Timpson (keys for unit)	9.00	
	Tesco (milk for mtg)	0.85	
	Canva Subscription	100.00	
	Microsoft 360	1.99	
	Monthly card fee	3.00	
			<u>155.24</u>

**Online Payments - Current Account (Unity) – calculated from 10<sup>th</sup> July to 4<sup>th</sup> September 2025**

Salaries	July & August Staff Salaries	9,181.62
Essex Pension Fund	June & July Pension Contributions	3,737.93
Perspective Landscapes	Grass Cutting 6 <sup>th</sup> , 9 <sup>th</sup> & 19 <sup>th</sup> June	168.00
Seagrave Inspection Services	May Annual Inspection	200.40

CommunityAd Magazine	Issue 41 – Braintree CommunityAd	600.00
Affinia	External Payroll Services (Jan-Mar)	174.60
HMRC Cumbernauld	July & Aug Tax & NI Liabilities	2,800.26
Clerk	July & Aug Clerk Expenses	31.56
Unity Trust Bank	July & Aug Service Charges	17.70
NGCA	July Hall Hire & Electricity	23.01
JC Electrical	Repair to Electrical Socket in Unit	70.00
Affinia	External Payroll – Annual Leave Adjustment	18.00
Perspective Landscapes	Grass Cutting 2 <sup>nd</sup> , 16 <sup>th</sup> & 30 <sup>th</sup> July	234.00
PKF Littlejohn	External Audit Fee	504.00
Perspective Landscapes	Grass Cutting 13 <sup>th</sup> & 27 <sup>th</sup> Aug	168.00
Npower	Electricity	251.00
Seagrave Inspection	August Operational Inspection	192.00

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## **25/88 Substantive matters for consideration**

### **25/88.1 To receive the External Audit Report & Certificate of Conclusion from PKF Littlejohn**

The external audit report and certificate of conclusion for financial year 2024/25 was **accepted** by the Council. The Chairman extended her thanks, on behalf of the Council, to the Clerk/RFO for her efforts.

### **25/88.2 To consider the new Assertion 10 for the AGAR for 2025/26 and its implications for the Parish Council**

The Clerk/RFO had presented a short paper which summarised both the relevant paragraphs of the 'Practitioners' Guide 2025' and the areas which Council still needed to implement, in order to satisfy the new Assertion 10 for the audit process for 2025/26. Council agreed that the Clerk/RFO's email address needed migrating to a .org.uk domain, in line with new requirements. Councillors' email addresses and the Council's website domain are already compliant. Councillors were also advised that the Clerk/RFO had sought clarity from EALC regarding the date from which all publications on websites comply with the Freedom of Information Act 2000 and the Transparency Code, as many of the published documents currently on the Council's website are rated as requiring some investigation in order to comply with accessibility requirements. EALC had confirmed that all documents published after 23<sup>rd</sup> September

2018 must be fully accessible, which will considerably impact on the Clerk/RFO's immediate workload. Council asked the Clerk/RFO to determine the legal retention requirement for local authority websites. It was agreed to revisit this matter at the next meeting.

Action: Clerk/RFO

**25/88.3 To receive the draft action plan for Remembrance Sunday 2025**

The draft action plan was noted. Plans are firmly underway. Cllr Crawford confirmed that he would attend the American Hospital Memorial site at 11am to observe the national silence, together with Cllr Sheppard and the Bugler. An extra wreath will be ordered for this. Cllr Crawford also confirmed he would MC the service at midday.

Action: Clerk/RFO and Cllrs Sheppard and Crawford

**25/88.4 To receive the Operational Inspection Report for Levens Way Play Park**

The August Operational Report was **accepted** by Council. The wet pour remains in a state of repair; the Clerk/RFO confirmed that Mortimer Contracts had been booked on 15<sup>th</sup> July to carry out the repairs. The Clerk/RFO agreed to chase the matter. The high risk 'snapped goal post' was discussed and Cllr Crawford agreed to visit the skate park to assess the damage.

Action: Cllr Crawford

**25/88.5 To discuss the newly installed Electric Shutters at the Storage Unit**

The Clerk/RFO summarised the issues faced following installation of the electric shutters. Whilst some more minor installation issues had since been resolved by EDS, the key issue was the lack of back-up access in the event of power failure. Two subsequent quotes from EDS to rectify this issue have been received: a battery back-up system to be installed inside each of the units at a cost of £1,112.40 including VAT or an external manual override to each unit at a cost of £968.40 including VAT, though the latter would present a security risk as there would be a small hole in each unit where the manual handle fits. Council unanimously **agreed** to the battery back-up system as the preferred option, which was proposed by Cllr Crawford and seconded by Cllr Cogswell.

The quote to fit a lockable box over each of the external key units (at a cost of £500.40) was dismissed by Council as unnecessary. Similarly, it was agreed that it would not be sensible to re-fit the floor bolting system to the bottoms of the electric shutters, after EDS had advised that this often led to accidental damage to the motors when users forget to remove the padlocks before erecting the electric shutters. The Clerk/RFO had summarised the Scouts' concerns regarding some safety elements, most of which had since been addressed by EDS, and said that the shutters have now been adjusted

so that there is no longer any 'give' in them and no visible gaps at the bases present. The Clerk/RFO confirmed she would inform the insurance company of the changes to the unit.

Action: The Clerk/RFO

**25/88.6 To discuss the cycle hoops outside Panners Coffee Shop**

The Council considered the email sent by Essex Highways in the summer. Cllr Cunningham had advised the Clerk/RFO that he would follow this matter up with the Officer who sent the email to the Parish Council.

Action: Cllr Cunningham

**25/88.7 To consider a Resident's complaint concerning the Shell Garage on London Road**

Council heard the redacted complaint concerning the high volume of traffic leading to the garage from London Road and the congestion (and sometimes anti-social behaviour) that this brings. There seems very little that can feasibly be done about this. However, it is not a matter for GNPC to consider, as it is within the boundary of Black Notley. Council advised that the resident ought to report the matter to both Black Notley Parish Council and Essex Highways.

Action: The Clerk/RFO

**25/88.8 To consider the ECC's consultation on Essex Transport Strategy**

Council agreed it was too difficult to present a collective view as the views may differ from some residents. Instead, it was agreed that Councillors should submit their individual responses to the consultation.

**25/88.9 To receive an update on the provision of Allotments**

In readiness of his apologies, Cllr Ricci submitted a summary to the Clerk/RFO concerning the current position. The Council heard that the District Council had met on 24<sup>th</sup> July at which it was agreed that the Country Park remained the most viable site for plots. Cost estimates for the designed work are currently being sought by the District Council, with the process ending on 3<sup>rd</sup> October. Once costs are obtained, they will need to be considered as part of BDC's budget setting process for financial year 2026/27. It remains the intention to seek some contribution from the Parish Council. It is anticipated that this site would develop 14 plots for use. Many surveys and ecological reports need to be obtained, as well as planning permission. So it remains that much work still needs to happen. A further update post 3<sup>rd</sup> October is expected from BDC.

Council agreed to add the matter to the next agenda and expressed concern that the expected substantial costs seemed not to justify the small number of plots on offer to residents.

Action: Clerk/RFO

## 25/89 Planning Applications, Tree Preservation Orders and other Planning Matters

Applications for which the deadline has already passed:

- 25/01573/TPO - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO 11/2010 -G4 T1 Oak - Crown reduction by 2.5 to 3 m back to previous pruning points - 18 Buttermere Great Notley Essex CM77 7UY
- 25/01756/HH - Conversion of carport to habitable accommodation & alteration to fenestration - 26 Cuckoo Way Great Notley Essex CM77 7YG
- 25/01747/FUL – Proposed single storey flat roof extension – White Court Primary School Ennerdale Avenue Great Notley Essex CM77 7UE
- 25/01855/TPO – Notice of intent to carry out works to trees protected by Tree Preservation Order TPO 10/10 Pollard 1 No. Lime Tree by 2 to 2.5 mtrs to previously agreed growth points.

### 25/89.1 New Planning Applications within the Parish

Application No.	Application	Representations
25/01936/TPO	Public Amenity Woodland Windermere Drive Great Notley Essex - Notice of intent to carry out works to trees protected by Tree Preservation Order TPO 25/2010 - W1: – Deadline 25 <sup>th</sup> September 2025	Expectation that a qualified tree surgeon carries out the necessary works.  <b>No objection.</b>
25/02040/TPO	14 Derwent Way Great Notley Essex CM77 7UH – Notice of intent to carry out works to tree protected by Tree Preservation Order 10/10 T7 Lime Tree - All epicormic growth at the base of the tree to be cut back to ground/stem. A 3 m stem clean/crown lift. To include all 5 – Deadline 7 <sup>th</sup> October 2025	Expectation that a qualified tree surgeon carries out the necessary works.  <b>No objection.</b>

### 25/89.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
25/01100/FUL	Verge Adjacent A131 London Road Great Notley Essex –	Application Withdrawn

	Proposed construction and operation of a micro energy storage project – Deadline 18th June 2025	
25/01315/ADV	7 The Square Notley Green Great Notley Essex CM77 7WT – Signage to include: 2no. Internally illuminated fascia signs – Deadline 14th July 2025	Granted
25/01370/TPO	21 Langdale Great Notley Essex CM77 7XA – Notice of intent to carry out works to trees protected by Tree Preservation Order 11/2010 -G4 T1 & T2 Oak - Crown reduce back by 2m on footpath side. Prune back from property and pathway – Deadline 17th July 2025	Application Pending Consideration
25/01338/TPO	25 Langdale Great Notley Essex CM77 7XA – Notice of intent to carry out works to trees protected by Tree Preservation Order 11/2010 -G4: T1 Lime tree-removal of growth on stem & re pollard back 3 metres – Deadline 29th July 2025	Application Pending Consideration
25/01501/HH	8 Great Notley Avenue Great Notley Essex CM77 7UW – Proposed single storey rear extension & insertion of new side window – Deadline 5th August 2025	Granted

#### **25/90 Matters for next agenda**

- Allotments
- Assertion 10
- Pond at Panners

#### **25/91 Chairman to close the meeting**

The meeting was closed at 8.38pm.