



**Minutes of the Meeting of Great Notley Parish Council held on 14th
July 2025 at the Community Centre Great Notley**

Meeting commenced at 7.31pm

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

Also in attendance: Helen Popplewell from Safer Essex Roads Partnership

25/70: Apologies

Apologies were received from Cllr Ricci and these were **accepted** by the Council.

25/71 Declarations of Interest

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

**25/72: To consider and approve the Minutes of the meeting held on
16th June 2025**

The minutes of the meeting held on 16th June 2025 were **agreed** by Councillors as a correct record, proposed by Councillor Butland and seconded by Councillor Sheppard, and these were signed by the Chairman.

25/73: Public Question Time

Council resolved to move agenda item 25/77.9 'Safer Essex Roads Partnership' to PQT to allow the item to be taken earlier in view of having an external speaker in attendance. Helen Popplewell, a senior trainer for the Safer Essex Roads Partnership gave a short presentation about the work it does and the initiatives on offer to local residents. These included boosting confidence in drivers aged over 70, community speed watch groups and an 'extra eyes' scheme, which is a system that allows residents to upload incriminating dashcam footage of dangerous driving to a website to be reviewed by Essex Police. The latter can result in convictions for dangerous and irresponsible driving but only if users upload the footage within 14 days of the incident being filmed. Flyers were handed out to Councillors and the Clerk/RFO for wider distribution and Council was signposted to the SERP website for further information. The Clerk/RFO confirmed she would disseminate the information via Council notice boards and the Facebook page. The Chairman thanked Helen for giving up her time to attend and Helen then left the meeting.

Action: Clerk/RFO

25/74: Reports

25/74.1: Report from County Councillor

The recent footage of the dangerous driving along the A131, which was shared with the Parish Council by Essex Police, and which led to the successful prosecution of the driver was referenced. The conviction led to a 7.5 year driving ban and it is expected that further convictions will follow as Essex Police continue to focus on illegal racing within the locality.

25/74.2: Report from District Councillor

It is expected that there will be further progress on the Devolution and Local Government Reorganisation (LGR) at the end of the month.

25/74.3: Reports from Councillors attending external meetings

The Chairman recently attended the Police and Parish Councils' monthly online meeting. It was heard that several other local parish councils experience issues with speeding and many operate community speed watch groups. Black Notley seems to have a particular issue with motorbikes in the area. PC Draper advised the parish councils that Braintree is one of the safer districts within the County, as evidenced by an interactive map that is published on www.police.uk

25/75: Parish Clerk's Report

Clerk's Report

1. I am pleased to report that Cllr Ricci kindly removed the broken bench from Windermere Drive and the new, commemorative bench was installed on 8th July 2025. The previous bench had a memorial plaque/inscription on it and I have recently been contacted by a relative of that family and am liaising with them to get it returned to them.
2. As advised via email, we have now given instructions for the Redwood Bond Maturity as the account closed on 9th July. We transferred the interest back to the Unity current account and reinvested the original balance into another 1 year Bond offering 4.1% APR.
3. We have recently seen an increase in costs to some of our regular payments; Affinia (external payroll) has increased by £1.50p/m for payroll processing & £10 p/m for pension compliance, and NGCA has increased its hourly hire fee for the small hall by £1.50 p/h effective 1 August.
4. I have signed up to the professional yearly subscription of Canva (I had previously been using the free version but that had limitations on use) which costs £100. This enables the Council to properly design all posters, flyers, vacancies etc. We get a free trial for 1 month.
5. A letter was sent out to 8 companies which were due a refund, or partial refund, of their advertising space in the GNT magazine. To date, we have refunded 4 of those companies.
6. The Unity Hands Sculpture was assessed by BDC and fenced off on 4th July. BDC confirmed that the report recommends some welds on certain panels need to be redone. I am advised that Vistry will remove all panels and will resecure them with one continuous weld. I am awaiting a date for the work to take place. Residents will be kept informed.
7. Getting spare keys cut for the EUV for weekend staff has been somewhat problematic as Timpson has had difficulty in finding the correct key for it. Several have had to be ordered in to see what type actually works in the vehicle.

8. Content for Braintree CommunityAd magazine (Issue 41) has been supplied by the Parish and 3 community groups. As agreed, we will rotate the community groups for each issue going forward. We may have to pay for 3 pages, rather than the anticipated 2, as the magazine is in A5 format and therefore it is difficult to format three community groups' contributions on to one page but am currently waiting to hear back from the magazine's Editor regarding total cost.

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
Tree Warden – voluntary position continues to be advertised	September 2022	Remains vacant

The Clerk/RFO informed Council that, subsequent to publishing the report, it has become apparent that one of the electrical sockets in the unit needs replacing. The Electrician has been contacted and the work will be undertaken soon. It was also agreed that the Volunteer Working Group for the hospital memorial should proceed to paint the concrete base of the bench in the same masonry paint as used for the base of the memorial.

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

25/76: Financial Matters

25/76.1 Bank Reconciliations and Bank Statements

The bank reconciliations calculated to 30th June 2025 and corresponding bank statements were proposed to be approved by Councillor Cogswell, seconded by Councillor Pritchard and **approved** by the Council.

25/76.2 Payments & Receipts for Approval

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

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June 2025

Direct Debits

23/06/25

Lloyds Card

Argos (Laminator)	29.98
Braintree Services (Milk for Mtg)	0.99
Argos (Printer Ink)	19.49
Amazon (Printer Ink)	39.98
Microsoft 360	1.99

	Monthly card fee	3.00
		<u>92.43</u>

Online Payments - Current Account (Unity) – up to 9th July 2025

Salaries	June Staff Salaries	4,639.49
Essex Pension Fund	May Pension Contributions	1,780.88
Royal British Legion	Commemorative Bench	855.00
NGCA	April Hall Hire & Month 1 Electricity	19.22
Perspective Landscapes	Grass Cutting 2 nd & 16 May	132.00
Myers Scott Ltd	Website Maintenance	43.20
Rialtas	Annual Support & Maintenance	243.60
HMRC Cumbernauld	June Tax & NI Liabilities	1,481.35
Clerk/RFO	Reimbursement of Expenses	25.98
Cowley Heating	Refund of GNT Advertising	80.00
W Harris	Refund of GNT Advertising	80.00
Westgate Healthcare	Refund of GNT Advertising	80.00
True Colours	Repaint of Village Sign & Tesco Gate	635.00
Unity Trust Bank	Manual Credit Handling Charge	0.30
Unity Trust Bank	Monthly Service Charge	9.15
Affinia	Payroll – Jan to Mar 2025	174.60
True Colours	Refund of GNT Advertising	10.00
NGCA	June Hall Hire & 1 Month Electricity	24.32

All Receipts – Calculated up to 9th July 2025

Unity Trust	Instant Access Account Credit Interest	16.69
Redwood Bank	Bond Account – 1 Yr Interest	3,607.60

25/76.3 Quarterly Finance Report

The Council agreed that it would be useful to have a narrative to support the report going forward. The quarterly finance report calculated to 30th June 2025 was otherwise **accepted** by the Council.

Action: Clerk/RFO

25/77: Substantive matters for consideration

25/77.1 Review of Standing Orders and Financial Regulations Document

Both documents were presented to Council with latest updates from NALC. Council unanimously **agreed** to accept both revised documents, save for retaining the £30k threshold for the contracts tender process under para 5.6 of the Financial Regulations.

Action: The Clerk/RFO

25/77.2 To receive an update on the provision of Allotments

Cllr Ricci had, through the Clerk/RFO and Chairman, provided a brief, written update for Council in his absence. The Council heard that there is a meeting scheduled for 24th July between Cllrs Ricci, Butland and Officers at Braintree District Council to look again at all available areas where a site for allotments may be achieved. Cllr Ricci remains committed to securing an agreement between the Parish and District Councils.

Action: Cllrs Ricci and Butland

25/77.3 To discuss plans for Remembrance Sunday 2025

Council discussed early initial plans for Remembrance Sunday on 9th November 2025. As agreed last year, Council would offer the chance for some residents to observe the national silence at 11am at the American Hospital Memorial site in White Court, as well as continue to provide the official Parish Council service at 12noon on the same day on the Village Green. The Clerk/RFO informed Councillors that the Bugler had kindly advised she could sound the start & end of the silence at White Court at 11am, as well as attending the service at 12noon to do the same. Cllr Sheppard committed to attending at 11am to observe the silence at White Court on behalf of the Council. Full action plan will follow in September.

Action: The Clerk/RFO and Cllr Sheppard

25/77.4 To receive the quotation to replace the White Gates at Bridge End Lane

Cllr Cunningham proposed to approve the quotation from JACS UK to supply two composite white gates with new signage (that complies with road regulations) and for Relay Ltd to install them. This motion was seconded by Cllr Sheppard and **approved** by the Council.

Action: The Clerk/RFO

25/77.5 To receive the quotation to replace the wet pour at Levens Way Play Park

Cllr Crawford proposed to approve the quotation from Mortimer Contracts, which was seconded by Cllr Cogswell and **approved** by the Council.

Action: The Clerk/RFO

25/77.6 To approve the quotation to install Motorised Shutters to the Storage Unit

Council had recently been asked by the Clerk/RFO, via email under delegated authority, to approve the quotation from Essex Doors & Shutters Ltd to replace the manual roller shutters with motorised shutters in order to comply with current legislation. Council recognised this work was essential to ensure the safety of its employees and therefore approved the work to go ahead. There had been a brief delay in ordering materials by EDS, which allowed for Council to formally ratify the decision at a meeting. This motion was proposed by Cllr Cogswell, seconded by Cllr Sheppard and unanimously **approved** by Council.

Action: The Clerk/RFO

25/77.7 To continue Essex Police's ANPR Consultation

The Council was asked for feedback on the consultation by 31st July. Cllrs noted the intention to install ANPR at specified points on local A-roads and agreed this may helpfully serve to reduce criminal activity on the roadways.

25/77.8 To continue to consider the Duck Feeds Initiative

The Clerk/RFO updated Council advising that BDC had asked several questions concerning the scheme. Most of which had been easily answered though one key question had been whether the Parish Council intended to take full responsibility of the unit if installed. Council also heard that BDC needed to check whether any planning application would need to be made. After some discussion, which resulted in concerns that the unit would take custom from the local store that sells duck feed, Cllr Cunningham proposed to suspend the plan to install a unit. This was seconded by Cllr Crawford and unanimously **refused** by Council.

Action: The Clerk/RFO

25/77.9 To receive an update from Safer Essex Roads Partnership

Taken during Public Question Time.

25/77.10 To discuss Chelmsford City Racecourse & its impact on local roads

The recent events at the Racecourse, which saw three different entertainment acts perform at the racecourse across three consecutive days, led to a written complaint to the Parish Council concerning the impact these large scale events have on local roads. Council acknowledged that the racecourse is the responsibility of Chelmsford City Council ('CCC') and

therefore the City Council should be lobbied to take appropriate action. It was unanimously **agreed** that the Clerk/RFO should write to the relevant Officer at CCC to invite them to attend a future Parish Council meeting in view of the ongoing impact events at the venue have on local roads and traffic. Black Notley Parish Council and White Notley Parish Council will be informed of this action.

Action: The Clerk/RFO

25/78: Planning applications, Tree Preservation Orders and other planning matters

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

25/01439/NMA - Non-Material Amendment to permission 25/00305/HH granted 10.06.25 for: Partial two storey extension, single storey rear extension, alterations to roof, front porch and internal alterations. Amendment would allow: Replacement of two existing windows with a single Juliet balcony on the first floor rear elevation. - Camellia House Queenborough Lane Braintree Essex CM77 7QD

25/78.1 New Applications within the Parish

Application No.	Application	Representations
25/01315/ADV	7 The Square Notley Green Great Notley Essex CM77 7WT – Signage to include: 2no. Internally illuminated fascia signs – Deadline 14 th July 2025	Plan to replace signage with similar to previously there. No objection.
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 17 th July 2025	Council notes that it is very overgrown and in need of attention. No objection.

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 29 th July 2025	Agreed that the work is necessary and cannot see any reason for it not to go ahead. No objection.
25/01501/HH	8 Great Notley Avenue Great Notley Essex CM77 7UW – Proposed single storey rear extension & insertion of new side window – Deadline 5 th August 2025	Planned side window does not overlook anything. No neighbouring objection submitted. Does not affect street scene. No objection.

25/78.2 To note results of previous planning applications

The following results were **noted** -

Application No.	Application	Result
25/01130/TPO	6 Notley Green Great Notley Essex CM77 7US - 50 Skiddaw Close Great Notley Essex CM77 7UN - Notice of intent to carry out works to tree protected by Tree Preservation Order 10/2010 Oak Tree G1- 2.5 - 3 m over all reduction & a 5 m crown lift	Pending Consideration – determination deadline 14 th July 2025
25/00911/REM	Land West Of Horizon 120 Phase 2 Horizon Boulevard Great Notley Braintree Essex – Application for Approval of Reserved Matters pursuant to the Outline element of the Hybrid planning consent 23/02807/OUT (granted 31.07.2024)	Pending Consideration – determination deadline 19 th August 2025
25/01100/FUL	Verge Adjacent A131 London Road Great Notley Essex – Proposed construction and operation of a micro energy storage project	Pending Consideration – determination deadline 14 th July 2025

25/01132/TPO	48 Skiddaw Close Great Notley Essex CM77 7UN – Notice of intent to carry out works to tree protected by Tree Preservation Order 10/2010 Oak Tree G1- Reduce overhanging branches by approximately 2 m to previous pruning points to help maintain the tree and increase longevity. Oak tree at 46 Skiddaw Close - cut back over extending limbs to appropriate pruning points to reduce end weight approximately 2-3 m to help prevent failure over and increase longevity of tree	Pending Consideration – determination deadline 15 th July 2025
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25/79: Matters for next agenda

- Allotments

25/80 Chairman to close the meeting

The meeting was closed at 8.46pm.