# **BLACK NOTLEY PARISH COUNCIL**

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY THE 28TH JUNE 2023 AT 7.30 PM AT THE PAVILION MEETING ROOM AT THE BLACK NOTLEY PLAYING FIELDS, BLACK NOTLEY.

IN THE CHAIR: CLLR. S. PEDDER.

PRESENT: CLLRS. M. FORD, J. SMITH, M. SIMMONS. A. WOOD, A. GEORGE,

 S. GOLDBERG.

PARISH CLLR’S APOLOGIES**:** -

Apologies for lateness received from Cllr Goldberg arrived 7.38pm.

Apologies received from District Councillor G Butland.

1486/23 DECLARATION OF INTERESTS.

None.

1487/23 PUBLIC QUESTION TIME.

5 members of the public present, 2 District Councilors and our County Councillor 1 member of the public interested in the Parish Councillor vacancy and a member of the public who raised her concerns regarding overgrown vegetation and uncut grass. The Chairman welcomed back the County Councillor and the District Councillors. A member of the public mentioned that the bank was not strimmed by the top path at Dewlands, the Clerk to speak to Braintree District Council. She also raised concerns again about the cherry tree branches overhanging the pathway cherries dropping and concerns of path lifting again, the Clerk to pass this information onto Essex County Council. She asked when would Essex County Council be cutting the footpaths around the fields. Cllrs Cunningham and Playle to look into this and let the Clerk know.

1488/23 REPORT FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS.

Report from Cllr Ricci, he said thank you for welcoming him back, topics now involved in economic growth and other investment area. Cllr Cunningham said thank you for welcoming him back also and advised of the BDC Community Grant scheme being open again. Cllr Playle spoke of the pot hole scheme which is open until 5th July he can submit 18 locations and needs photos and exact what 3 words locations. Pavements are a separate scheme. He spoke of the Local Highways Panel committee and will be asking if the speed surveys that the Clerks runs each month can be used as there is currently a delay in running speed surveys, could they be used to support traffic results instead.

1489/23 MINUTES OF THE MEETING ON THE 10TH MAY 2023.

Agreed as a true and accurate record of the meeting.

Proposed Cllr Smith Seconded Cllr Ford. Vote Unanimous

1490/23 CLERKS REPORT.

Circulated. Copy Cllr Smith.

1491/23 CO-OPTION OF THE TWO PARISH COUNCILLOR VACANCIES.

3 enquiries had been received, 1 person emailed and enquired but did not take the enquiry

any further 2 other applications had been received circulated and meet the Council and it was

agreed and proposed to co-opt onto the Council.

Proposed Cllr Ford Seconded Cllr Smith Vote Unanimous

1492/23 WAR MEMORIAL WOOD SURROUND IS ROTTEN AND NEEDS REPLACING.

It was agreed that as only a licence to plant had been received form Essex County Council therefore no digging aloud and currently the location of the war memorial might change in the future with a potential housing development so just to replace a like for like wood surround.

Proposed Cllr Ford Seconded Cllr Simmons Vote Unanimous

1493/23 REVIEW AND ELECTION OF REPRESENTATIVE POSTS AND THE SUB

COMMITTEE’S (NOT FILLED LAST MONTH).

Cllr Ferris would like to join the communication committee and Cllr’s George and Ferris would like to join the planning sub committee.

1494/23 CORRESPONDENCE.

\* Membership renewal due to Gleam (Green Lanes Environmental Action movement).

£15. It was proposed to renew this.

Proposed Cllr Smith Seconded Cllr Wood Vote Unanimous

\* Report from the Braintree Association of Local Councils recent meeting. – Cllr Wood.

Cllr Wood attended the recent meeting explained the price increase in subscription was due to they can’t currently get into the bank account and the Clerk needs insurance. She will keep us informed of any progress.

\* Reprinting of the Parish Map.

Cllrs Goldberg and Pedder to get quotes for 25 maps, agenda next month.

\* Braintree Association of Local Councils – Subscription renewal due £48.00 per year. Agreed to renew this.

Proposed Cllr Wood Seconded Cllr Simmons Vote Unanimous

The Braintree Rainbow Unit enjoyed using the Playing field and play area and asked if they could use it on Monday July 17th 5.15 to 7.30 yes it was agreed to allow them.

1495/23 UPDATE FROM THE COMMITTEE’S –

a) Green Spaces update:- To include the review of the Terms of Reference.

At the end of May and at the beginning of June the village planters, raised beds and the war memorial were cleared and replanted. The update provided for the Website and Facebook asks for volunteers to help with the watering and maintenance of them.

Writtle Forest Consultancy identified a possible problem with one of the lime trees alongside Witham Road at the Pavilion when carrying out the initial survey of trees. They carried out an ultrasound on the tree last week and the results and possible further action is awaited.

The Terms of Reference for the Green Spaces Sub-Committee were reviewed and updated at their last meeting and these are to be considered and approved or amended by full Council at the June meeting. A follow up meeting with members of the Green Spaces with EWT (as part of the rewilding project the Black Notley Parish Council signed up to) has been arranged for Friday 4th August 2023. This is to review progress and to identify other opportunities to improve our green spaces. The position for the goal post to be erected on the playing field was agreed and this will be put up before the beginning of the school holidays. Due to holidays and other commitments the sub-committee will not be meeting in July.

b) Communications update:-

- Propose £10 monthly FB marketing to reach (up to) 1.4k (976-2.8k) more people.

Cllr Goldberg explained how to boast our posts, researching and reach more people viewing our posts, viewing is currently very low. £10 a month yes agreed to do it for a six month trial period.

Proposed Cllr Goldberg Seconded Cllr Pedder Vote Unanimous

1496/23 HIGHWAY / PUBLIC RIGHTS OF WAY ISSUES.

\* Circulation of the ‘data’ from the Speed Sign.

\* Discuss possibility of a speed/alert sign from the Witham direction.

Wait until speed surveys takes place via Cllr Playle.

Councillor Goldberg left the meeting at 8.38pm**.**

1497/23 FINANCE -

a) CIRCULATION OF FINANCE LIST.

|  |  |  |
| --- | --- | --- |
| D/D | Npower Business Solutions (street light supply)  | £68.61 |
| D/D | A & J Lighting Solutions Ltd (street light supply)  | £68.22  |
| D/D | EDF Energy (Pavilion) | £27.00  |
| D/D | British Gas Light Business (Pavilion) | £40.46 |
| D/D | BT for Pavilion Office | £42.85 |
| D/D | BT (for Parish Council mobile phone) | £10.80 |
| D/D | Wave (water and sewage at Pavilion Feb – May) | £59.25 |
|  |  |  |
| B/Trans | BHIB Insurance (paid on the 12th June 2023) | £417.00 |
| B/Trans | Helen Waterfield (salary) | £777.15  |
| B/Trans | Helen Waterfield (mileage £19.35+ elec £30.00, BT Broadband & calls £28.32 A3 Printer £179.99, marker pens and red pens £2.07, 2 keys cutting Notice Board £12.00, sign on village sign replace in arylic £53.05) | £324.78 |
| B/Trans | Martin Cudlip (salary + 11 hours overtime mowing strimming cutting back hedge near Coker Close, cutting path JRMG)  | £581.17  |
| B/Trans | Martin Cudlip (34 miles for the month)  | £15.30  |
| B/Trans | Richard Goodman (salary + 4 1/4 hours overtime grass cutting)  | £722.81 |
| B/Trans | Richard Goodman (fuel for mower) | £31.08 |
| B/Trans | James Todd & Sons (monthly wages service) | £39.60 |
| CQ 300041 | Jacky Smith (8 months copies of Braintree and Witham Times) | £27.75 |
| B/Trans | Ernest Does (14 bags compost, and 3.5kg grow more) | £107.60 |
| B/Trans | HMRC (quarterly Income Tax and NI) | £542.05 |
| B/Trans | A to Z Supplies (copy paper and blue roll for disabled toilet) | £89.98 |
| B/Trans | Defib World (defibrillator) | £1482.00 |
| B/Trans | ROSPA (playground and playing field safety inspection) | £192.60 |
| B/Trans | Lisa A West (internal auditor) | £200.00 |
| B/Trans | Olivers Plants (bedding plants for tubs, planters and 3 raised beds) | £462.42 |
| B/Trans | Braintree District Council (empty of Dog waste bins May – August) | £46.98 |
| B/Trans | Playquip Leisure (bearing on Cross trainer) | £322.68 |
|  |  |  |
|  | **TOTAL** | **£6,700.14** |

Proposed Cllr Simmons Seconded Cllr Ford Vote Unanimous

b) AUTHORISATION AND SIGNING OF THE YEAR END ACCOUNTS MARCH

2023:-

c) ANNUAL GOVERNANCE STATEMENT.

d) ACCOUNTING STATEMENTS.

e) CIRCULATION OF THE INTERNAL AUDITORS REPORT.

The Council agreed the year end accounts and the Chairman and the Clerk signed the paperwork.

Proposed Cllr Pedder Seconded Cllr Ford. Vote Unanimous

f) SUGGESTION OF QUICK BOOKS OR SIMILAR ACCOUNTING PACKAGE.

The way VAT is claimed is changing Cllr Wood to find some more information and packages and forward onto the Clerk, suggestion of trialing a package to see what is most suitable to Parish Councils.

1498/23 PLANNING.

**23/01132/FUL** W Martin and Son, Row Green, Bakers Lane, Black Notley, CM77 8QS.

Construction of animal by-product handling and sorting facility (Sui generis use). Comments returned the Parish Council have no objection to the construction of this building which is to further an existing business already in operation.

**23/01222/HH** The Gables, Church Road, Black Notley, Essex CM77 8LG. First floor rear extension. Comments returned the Parish Council have no objection to this application.

**23/01368/VAR** Three Wheels, 223 Witham Road, Black Notley, CM77 8NQ. Variation of Condition 2 (Approved Plans) and removal of condition 8 (Protecting trees) of approved application 22/03035/FUL granted 21/02/2023 for: Demolition of existing dwelling and erection of two-storey 4-bedroom replacement dwellinghouse, detached garage/cartlodge with first floor accommodation and associated outbuilding. Variation would allow: - Condition 2 - Revised site plan to include 3No. additional trees. Removal of condition 8 required as no trees remain on site. Comments returned the Parish Council agree with the additional trees on site, however feel that further consideration should be sought from the BDC Tree Warden on the variety of tree chosen.  Betula Silver Birch has failed at the previous 2 developments in the Parish at the Reindeer Car Park Witham Road and Crest Nicholson London Road. Climate change could have some bearing on this. Cllr Smith explained the process of visiting and responding in between the monthly meetings.

Future training course to be run by Cllr Wood on roles and responsibilities of Councillors. To be arranged for the autumn.

1499/23 PLAYING FIELD – a) ROSPA report.

The report was discussed and areas highlighted as low/medium mainly shrinkage of the wood surrounds / wetpour to be monitored on the weekly inspection’s carried out by the Caretaker.

b) Purchasing of a water pump to assist with the watering of the raised beds and flower boxes.

Bosch Garden Pump £150 and water container prices to be obtained.

Proposed Cllr Smith Seconder Cllr Simmons Vote Unanimous

1500/23 MOVING FORWARD THE COUNCIL – Cllr Ford. Circulate information from the ‘Good Councillors’ guide, he said what do we want to see happen in the next 4 years in the village? How do we promote the Parish Council?. Agenda item again in August.

1501/23 DATE OF THE NEXT MEETING WEDNESDAY THE 26TH JULY 2023

Meeting closed 9.30 pm

CHAIRMAN………………………………………….. DATE …………………………