

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 10TH APRIL 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr J. Archer
Professor L. Barclay (Vice Chairman)
Mrs V. Jennings
Mr C. Litscher
Mr P. Wakeling (Chairman)

In attendance: District Cllr Ms S. White (part)
Mr R. Wiseman
Mr P. Coulson
Mrs M. Dyer (Parish Clerk)

1. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Mrs S. Garnham and Mr S. Rivers
2. **DECLARATION OF INTERESTS:** Members were required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.
3. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 10th April 2013 were approved as correct and signed accordingly.

FINANCE

Approval of Payments

4. Roy Wiseman to village caretaker work £105.50. Cheque No.1179
5. Maldon District Council to Grass Cutting to 31st March 2013 Invoice no.COL58769556 dated 13th March 2013 £27.55 (£22.96). Cheque No.1180
6. Essex Wildlife Trust to subscription renewal to March 2014 £40. Cheque NO.1181
7. Copyright Reprographics Limited to stationery (3 x XL black ink cartridges, 2 x colour ink cartridges, 500 x DL envelopes and box of all-purpose A4 paper) £131.45 (£109.54 net). Cheque No.1182
8. LCR Magazine Subscription from June 2013 to May 2014 £16.00. Cheque No.1183
9. EALC to 2013/14 affiliation fee. Invoice No.3124 dated 1st April 2013. EALC (£238.71) and NALC (£47.70) based on electorate figures, total £286.41. Cheque No.1184
10. E-on to electricity for street lights February 2013 Invoice No.HE3CE0AF8 dated 1st March 2013. £42.32 (£44.30 net) taken by direct debit on 11th March 2013.
11. E-on to electricity for street lights March 2013 Invoice No.HE5FEB350 dated 1st April 2013. £42.32 (£44.30 net) will be taken by direct debit on 11th April 2013.
12. Essex Playing Fields Association to fee for Best Kept Playing Fields Competition 2013 £10. Cheque No.1185
13. Maria Dyer office expenses £35.37. Cheque No.1186

14. **Financial Statement**

Current balances:

Barclays 10 Day Notice as at 15th May 2012*	£	555.73
Santander as at 2nd March 2013	£	<u>11,144.71</u>
	£	11,700.44

* Barclays now only send a statement when there has been movement to the account.

15. **Notice of Annual Audit for the year ending 31st March 2013:** Members had been advised that this had been received and that the External Auditor had requested receipt of annual return by 10th June 2013. Noted.

With the agreement of the Members the Chairman brought forward the four following items (part of agenda item relating to the playing field, part of the agenda item relating to Footpaths, the District Councillor Report as District Cllr Ms White had another meeting to attend and school road safety) as these were topics which persons present at the meeting wished to speak about.

16. **OPEN SPACES: Playing Field: Swings and Skate Park Area:** Mr Wiseman had expressed concern that works to these two areas had not yet been authorised. Members confirmed that Clerk had relayed reports re these areas. It was agreed that the trees behind the swings should be removed and that the swing seats be removed by Mr Wiseman and Mr Litscher until the flooring had been replaced and that the gap in the flooring of the skate park ramp be urgently remedied. Clerk to organise further swing flooring quotes and obtain quotes for removal of the trees and to remedy the gap by the skate ramp.

**ACTION: MR LITSHER/
MR WISEMAN/
CLERK**

17. **PUBLIC RIGHTS OF WAY: Footpath 28: Proposed Reduction in Width:** The Chairman closed the meeting to allow Mr Coulson to speak. Mr Coulson handed out notes and photographs to Members and advised that whilst ECC had installed a larger replacement pipe and the Agricultural land Tribunal in 2010 had ruled that certain works be undertaken by a landowner that the drainage/flooding problem had not been resolved. The meeting was reopened and Members requested that Clerk contact ECC to request that the process to reduce the width of FP28 be halted until drainage matters are resolved.

ACTION: CLERK

18. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White reported to Members that re the Local Development Plan was being finalised and that new consultation paper was expected to be circulated in the Summer. Re the new Police and Crime Commissioner Members were advised that there is a public meeting on Monday 13th May 2013 to meet and talk to the Commissioner. District Cllr Ms White gave Members a brief report on Youth Strategy and youth groups that had benefitted from grant funds. Noted.

19. **HIGHWAYS & ROAD SAFETY: Cold Norton Primary School:** Members had been supplied with correspondence advising that the school had requested back in 2000 installation of railings outside the pedestrian gate to the school, but had been told that due to the width of the footway it was not possible. Due to an incident before the Easter break the School had again approached ECC Highways, to be advised that any request of this nature had to be made by the Parish Council. Members requested that the Clerk write to Highways pointing out that the request re railings had been made by the School Head Teachers and not residents as the Highways response inferred and to ascertain the current 'rules' re railings/footway width. Clerk to also write to the School re this entrance/exit and arrangements for parents delivering/collecting children to/from school and to Police Sargent Phil Morley re this area in relation to yellow lines and parental control and to request site visits.

ACTION: CLERK

District Cllr Ms White, Mr Wiseman and Mr Coulson then left the meeting.

PLANNING

20. **Planning Applications received by the Parish Council:** the following were considered and the responses were as indicated:

FUL/MAL/13/00142 PP-02458185 Chestnuts, 67 Latchingdon Road, Cold Norton. Garden of 67 Latchingdon Road to be split in two – the application is to build a detached 3 bedroom house on the land to the rear. There is existing access to this part of the property via an entrance from Station Road. Week No.12 dated 22nd March 2013:

Cold Norton Parish Council OBJECTS to the proposal contained within the above application and recommends that Maldon District Council REFUSE CONSENT.

The Parish Council's reasons for this recommendation are:

- It is outside the village development boundary
- It is a development of significant size

HOUSE/MAL/13/00248 PP-02509960 26 Station Crescent, Cold Norton. Reinstate open trellis over existing fence alongside Public Footpath on North West boundary and erect new fence along two separate sections of the Northern boundary facing Latchingdon Road. Week No.12 dated 22nd March 2013:

Cold Norton Parish Council OBJECTS to the second part of the proposal contained within the above application and recommends that Maldon District Council REFUSE CONSENT.

The Parish Council's reasons for this recommendation are:

- It is at the principal entrance to the village
- This is a visually important area of the village
- A very large number of comments received from village residents that this is inappropriate

The Parish Council would like the steel poles already erected to be removed.

The Parish Council would not object to the first part of the proposal i.e. trellis fencing on the Western side.

HOUSE/MAL/13/00202 3 Cherry Blossom Lane, Cold Norton. Proposed two storey extension to provide additional accommodation. Week No.12 dated 22nd March 2013:

Cold Norton Parish Council OBJECTS to the proposal contained within the above application and recommends that Maldon District Council REFUSE CONSENT.

The Parish Council's reasons for this recommendation are:

- It is over development of the site
- There would be no access to the rear as the application proposes building up to the boundary – full width of the site.

FUL/MAL/13/00299 Three Rivers Golf & Country Club, Stow Road, Cold Norton. Extend time limit for implementation of approval FUL/MAL/10/00161 (80 bedroom hotel, associated car parking, landscaping and revised access arrangements – variation to FUL/MAL/98/0120). Week 14 dated 5th April 2013:

Cold Norton Parish Council has NO OBJECTIONS to extending the time limit proposed within the above application.

FOR INFORMATION ONLY: NMA/MAL/13/00271 17 St Stephens Road, Cold Norton.

Application for non-material amendment following grant of Planning Permission for FUL/MAL/10/01098 (construction of a rear ground floor extension).

21. **MDC Planning Workshops:** Members were advised that Mr Wakeling and Mrs Jennings were now not available to attend either of the two sessions. Professor Barclay advised that he would attend one session. **ACTION: PROF BARCLAY**
22. **Maldon District Council Local Development Plan:** Members had been supplied with an extract from MDC minutes of Planning & Licensing Committee meeting held on 7th March 2013 relating to LDP. Noted by Members.
23. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:

HOUSE/MAL/13/00031 Cold Norton

To part demolish side garage/store, erect single storey side and rear extension and detached garage.

6A St Stephens Road Cold Norton Essex CM3 6JE

(UPRN - 100090555792)

Mr & Mrs Richardson **APPROVED**

HOUSE/MAL/13/00082 Cold Norton

New porch and canopy over existing bay window and conversion of existing garage to utility room and storage area.

17 Station Crescent Cold Norton Essex CM3 6HY

(UPRN - 100090555854)

Mr & Mrs Hine **APPROVED**

FUL/MAL/13/00092 Cold Norton

Vary conditions 13, 18 & 19 of approved application FUL/MAL/10/00161 (80 bedroom hotel, associated car parking, landscaping and revised access arrangements)

Three Rivers Golf and Country Club Stow Road Cold Norton Chelmsford

(UPRN - 200000916977) Three Rivers Golf & Country Club Ltd

Mr Peachey **APPROVED**

HOUSE/MAL/13/00116 Cold Norton

Two storey front extension incorporating existing smaller extension. Single storey rear extension to replace and enlarge existing conservatory.

15 Ferris Avenue Cold Norton Essex CM3 6HZ

(UPRN - 100090554766)

Mr Dean Conran **APPROVED**

HOUSE/MAL/13/00133 Cold Norton

Proposed two storey side extension.

Hillsborough 42 Latchingdon Road Cold Norton Essex

(UPRN - 100090555258)

Mr & Mrs J. Brunning **APPROVED**

24. **Notice of Appeal:** Appeal Ref No. APP/X1545/A/13/2193576 Application Ref OUT/MAL/12/00685. Site adjacent former Stow Bullocks Public House, The Street, Stow Maries. Outline application for 2 x 3 bedroom dwellings. Members had been supplied with a copy of the appeal notice and reminded of the Cold Norton Parish Council opinion re this application (had objected) At the meeting Members advised that no further comments be submitted to the Planning Inspectorate.
25. **Chelmsford CC: Publication of Planning Documents for Consultation 21st March to 2nd May 2013 Chelmsford Local Development Plan: Community Infrastructure Levy & Building for Tomorrow:** details had been forwarded to Members by e-mail. It was agreed that Members would review and respond as individuals.

HIGHWAYS AND ROAD SAFETY

26. **Surface water issues on Latchingdon Road adjacent to bridge, near 46 Latchingdon Road, on road near Thistledown, Latchingdon Road, on road near Burnham Avenue and by junction of Stow Road and Hagg Hill.** Members had been supplied with copies of letters received from Department of Transport and ECC following the Parish Council's letter to the Department of Transport relating to on-going problems not resolved by ECC Highways. Clerk to respond with thanks to Cllr Matthews and to update Cllr Mrs Channer also to ascertain ownership of the area of land by the gate opposite Country Produce. **ACTION: CLERK**
27. **Station Crescent: drain and damage to road** – reported to Highways/inspection has taken place. Waiting for update.
28. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface.** Nothing further to report.
29. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway Ref 2208812** Members were reminded that an e-mail dated 26th February 2013 had been received from Highways advising that an assessment will be made by a Highway Inspector. Nothing further to report.
30. **Maldon District Local Highways Panel:** Members had been supplied with minutes from the meeting held on 8th February 2013. Noted.

VILLAGE HALL

31. **Report from Parish Council Representatives:** Members were advised that a VHMC meeting had taken place the previous Monday and that there are very few committee members. However, a series of events are planned for the year, but that events at the hall are affected by those held at The Norton. There will shortly be a detailed hourly 'diary' on the VH noticeboard of regular classes/activities/clubs. Quotes still to be obtained for toilet refurbishment. Noted.
32. **Storage of village documents/photographs – Lottery Grant:** Members were advised that the VHMC have advised that the most suitable place for this would be in the attic area. Costs to be obtained for storage units, table etc.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

33. **Neighbourhood Watch:** Members had been advised that a request for new co-ordinator had been included in PC report in April issue of The Beacon and that this had brought forward a possible replacement. Noted
34. **COUNTY COUNCILLOR REPORT:** not available

OPEN SPACES

35. **Cowpiece Nature Reserve:** nothing to report
36. **Playing Field:** Members had been advised/reminded that:
Improvement to skate ramps (i.e. new equipment): nothing to report
Football: Woodham Radars Youth Team due to play game(s) on Saturday 6th April.
Pre School outdoor play area –. Signage inside hall and external sign to combine usage and acknowledgement to grant funders – still to be actioned.
Mound slide – Mr Wiseman had repaired, but would be installing additional panels between top step and slide platform area.

Swings – see minute No.16 above

Members had been advised that one company had quoted for a self-closing gate for the entrance to the playing field, namely £910 for wooden and £1289 for yellow as playground gates and that comparative quotes were awaited. Members advised that given that other more urgent works are required in this area that based on this first quote it was unlikely that this work could be carried out at the moment.

Nets for the basketball/netball posts – order to be placed.

Fields in Trust – application being processed (Clerk has given reference nos re deeds to FIT who will obtain copies and liaise with Clerk re area. Mr Wakeling had taken photos which had been forwarded to FIT)

Pre School – are considering a summer camp out in July – awaiting details/formal request

Essex Playing Fields – Best Kept Playing Field Competition 2013 - entry to be submitted (see minute No.12 entry fee cheque raised)

Playground Inspection 2013 will be taking place later this month.

- 37. Village Caretaker work:** Members had been advised that Mr Wiseman had continued to carry out this work, and that in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out the following maintenance work: cut back bushes at Green Trees Avenue and taken fly tipped materials to the public tip. Noted by Members who requested that Clerk advise Mr Wiseman that fly tipping should be notified/actioned by MDC.
ACTION: CLERK
- 38. Allotments:** drafts for formal agreements still to be supplied to Mr Wakeling, Mr Litscher and Mrs Garnham.
ACTION: CLERK
- 38. Notice Board near Charter Cottages:** Members suggested that if the header is still at Housing Association depot that Mr Wiseman be asked to collect.
ACTION: CLERK

PUBLIC RIGHTS OF WAY

- 38. Footpaths Map** – work in progress; it is planned to have a proof at the APM
- 39. Footpath 14/Footpath 19:** Members had been advised that: one of our new* PRow Officers made a site visit and has advised that: *“A new post has been fitted in the churchyard and the gate opens without difficulty .On the cutting back it is normal practice to leave arising on site (unless they are going to present an obstruction to users which is not the case in this instance). (*NB two part time PRow Officers will now be responsible for CN footpaths, but one is currently still on maternity leave).* Noted by Members.
- 40. Purleigh Byway 32 (Howe Green Road):** in process of being downgraded to a bridleway ECC Legal Department processing. Nothing further to report
- 41. Footpath 28: Proposed Reduction in Width:** Details of proposal by ECC had been e-mailed to Members **and Members had been advised that a response was required**, but now see Minute No.17 above.
- 42. P4:** being researched/Mr Wakeling preparing copy for expression of interest section.
ACTION: MR WAKELING
- 43. New Interactive Public Rights of Way Map:** Members had been supplied with briefing note for Councils. Noted.

44. **EMERGENCY PLANNING/PROCEDURES:** nothing to report

TRAINING/CONFERENCES/MEETINGS

45. **EALC Training Sessions 2013:** Session to be booked (when booking form issued): Chairman's Day 1 whole day Wed 26th June Fee £67 (for Stewart – has completed Days 2 & 3). Noted.
46. **CPRE (Campaign to Protect Rural England) Essex Events 2013:** dates/brief details had been supplied to Members. Noted
47. **Community Led Planning Network Workshop:** Monday 13th May 2013, details had been supplied to Members. Noted.
48. **Bradwell Local Community Liaison Council:** Members had been advised that the meeting scheduled for June would now be on Wednesday 15th May 2013 at 10am at Three Rivers Golf & Country Club (brought forward because Nuclear Decommissioning Authority is planning a national waste management consultation in May – full details will be presented at the 15th May meeting.) Professor Barclay, Mr Archer and Mr Litscher indicated that they would like to attend (now awaiting formal invitation/booking form)
49. **RCCE/EALC Village Halls Workshop:** Wednesday 22nd May 2013. Members had been supplied with details. No one from CNPC to attend.

CORRESPONDENCE

50. **Dengie Hundred Group of Parish Councils:** Members had been supplied with minutes from January meeting and advised that the next meeting is on 19th June 2013. Noted.
51. **Mid Essex PCT e-mail dated 19th February 2013 Clements House Surgery consultation.** Members had been advised that with reference to details supplied with March agenda that the close date for feedback had been extended to 19th April 2013. Noted by Members.
52. **EALC Executive:** Members had been advised that *“Following the sad death of Cllr Kevin Ascott in February the Dengie Group of Parishes require a new EALC Executive Member. Professor Lew Schnurr, who is a Councillor at Heybridge Parish Council, has offered to take this role. I am therefore asking if your Council would like to endorse this proposal. He has also offered to sit on the Standards Committee as Kevin’s replacement. Could you also let me know if this meets with your Councils approval before 17th May 2013.”* At the Meeting Members were advised that the Dengie Hundred Group of Parish Councils, whilst acknowledging that Cllr Schnurr is a very good and learned man who does a lot within the District for residents, he lives in Heybridge and is not familiar with our problems within the communities, and will therefore not be suitable to report in full on matters and concerns within the Dengie. For that reason Cllr Bryan Ledger, Chairman of Dengie Hundred Group of Parish Councils advised that he is willing to put himself forward as Kevin’s replacement. Members proposed that CNPC support Cllr Ledger.
53. **WINTER SALT BAG SCHEME:** nothing to report

- 54. **STANDING ORDERS/RISK ASSESSMENT/FINANCIAL REGULATIONS:** Members had been advised that Mr Rivers had reviewed the Risk Assessment and Financial Regulations and did not recommend any changes. Members were all in agreement. As agreed review of Standing Orders would await publication of NALC's 2nd edition in Autumn 2013.
- 55. **JUBILEE MUGS:** Members had been reminded that 188 had been given to the VHMC and that they will consider how they will use them. Clerk still has 15 – some earmarked for parents who submitted forms but have not yet collected their children's mugs. Final report still to be prepared. Noted by Members.
- 56. **COLD NORTON WEB SITE:** Members had been advised of delay re New Web Master commencing work on the Parish web site. Noted
- 57. **MATTERS TO REPORT** (Members are reminded that no decisions may lawfully be made under this agenda item - however matters may be discussed which involve exchanges of information only.)

No matters were reported.

DATES OF FUTURE MEETINGS

Provisionally scheduled for 2013: Wednesdays: 1st May (also AGM), 5th June, 3rd July, 4th September, 2nd October, 6th November and 4th December.

APM Wednesday 24th April 2013

- 58. **EXCLUSION OF PRESS & PUBLIC**
In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.
- 59. **VILLAGER OF THE YEAR:** Member considered nominations from Parish Councillors and village residents. A unanimous decision was reached. Clerk to arrange for shield to be engraved accordingly, for presentation at the APM. **ACTION: CLERK**

There being no further business the meeting was closed at 9.35pm

Chairman.....

Date.....