

# COLD NORTON PARISH COUNCIL

## ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 13<sup>th</sup> MAY 2014, in The Les Barclay Room of the Village Hall – commencing immediately after the Annual General Meeting

The attendance list is the same as for the Annual General Meeting.

91. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Mrs Garnham and Mr Wakeling.

92. **Declaration of Interest:** 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 would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

No declarations were declared at this point.

93. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 1st April 2015 were approved as correct and signed accordingly.

94. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White gave a short report advising that the LDP had been found 'unsound' because of the traveller section and that The Norton Community Pub would be holding a beer festival over the bank holiday weekend. Noted by Members.

District Cllr Ms White then left the meeting.

95. **COUNTY COUNCILLOR REPORT:** Members had been supplied with a copy of Cllr Mrs Channer's annual report for 2014-2015. At the meeting County Cllr Mrs Channer advised Members that there had not been many meetings at ECC due to the elections and that meetings were just getting restarted. Noted by Members.

County Cllr Mrs Channer then left the meeting.

## FINANCE

### Approval of Payments

- 96. Roy Wiseman to village caretaker work to 1<sup>st</sup> May 2015 16.5 £127.75. Cheque No.1383
- 97. Sue Lees Consultancy to domain renewal for web site for 2 year (£10 per year, minimum 2 years - renewal date 26<sup>th</sup> April every other year) Invoice No.0002020 dated 26<sup>th</sup> March 2015 £20. Cheque No.1384
- 98. Sue Lees Consultancy to hosting for web site for one year at reduced rate; due on 1<sup>st</sup> May 2015. Invoice No.0002028 dated 1<sup>st</sup> April 2015 £25. Cheque No.1384
- 99. Sue Lees Consultancy to maintenance fee for May 2015 Invoice No.0002039 dated 8<sup>th</sup> April 2015 £30.00. Cheque No.1384
- 100. E-on to electricity for street lights March 2015 Invoice No.H11467EE04 dated 1<sup>st</sup> April 2015 £46.85 (£44.62 net) taken by direct debit on 11<sup>th</sup> April 2015.
- 101. Maria Dyer office expenses 2 months from 5<sup>th</sup> March to 6<sup>th</sup> May 2015 £123.30. Cheque No.1385
- 102. Haynes & Smith to Toilet and St Stephens Room renovation works part invoice No.IN115 dated 12<sup>th</sup> March 2015 £11,160.62 (£9,300.52 net). Cheque No.1382.
- 103. EALC to affiliation fees for EALC (£241.13) and NALC (£49.90) – based on electorate figures. Invoice No.5169 dated 1<sup>st</sup> April 2015 £291.03. Members had been supplied with details of services/support and training events. Noted by Members. Cheque No.1386

104. LCR Magazine Subscription from June 2015 to May 2016 £17.00. Cheque No.1387  
 105. Essex Arb Limited to tree works carried out to trees at rear of allotment site and Moat Housing (costs shared). Invoice No.1994 dated 7<sup>th</sup> May 2015 £360 (£300 net). Cheque No.1388  
 106. E-on to electricity for street lights March 2015 Invoice No.H1166B4592 dated 1<sup>st</sup> May 2015 £45.34 (£43.18 net) taken by direct debit on 11<sup>th</sup> May 2015.

107. **Financial Statement**  
**Current balances:**

<b>Barclays 10 Day Notice as at 10<sup>th</sup> April 2015*</b>	<b>£</b>	<b>568.77</b>
<b>Santander as at 2<sup>nd</sup> May 2015</b>	<b>£</b>	<b><u>39,189.52**</u></b>
	<b>£</b>	<b>39,758.29</b>

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

\*\* **Includes Precept money received from MDC**

108. **Street Lighting: E-on change to contract rates on 1<sup>st</sup> May 2015:** Members were advised that quotes supplied so far were only valid for one day; Members agreed that Clerk did not have to bring quotes back to Council and that the Clerk be authorised to appoint supplier based on cheapest quote. **ACTION: CLERK**
109. **Council Insurance Renewal:** Members had been supplied with a copy of the renewal notice which because of changes made by AON that the long term agreement was no longer in force (was to remain until May 2016), but that the PC had the option to enter into a new 3 year agreement (until 2018) at the same rate as quoted on this renewal notice (same as previous premium). It was agreed that Mrs Garnham and the Clerk obtain comparative quotes. **ACTION: MRS GARNHAM/ CLERK**
110. **Precept payment from MDC:** Clerk advised that this had been received from MDC, but that the LCTS Grant was included twice in the amount paid; this had been queried with MDC, but the Clerk had been advised that the error could not now be rectified. Clerk will adjust the budget figures for 2015/16 accordingly to include the additional £1,010. **ACTION: CLERK**
111. **External Audit:** Members had been advised that notice of this and relevant papers had been received. Noted by Members.

**PLANNING**

112. **Planning Applications received by the Parish Council:** the following were considered and the responses were as indicated:
- HOUSE/MAL/15/00251 Glenalmond, 17 Hackmans Lane.** Temporary siting of a mobile home to be used as annexe for up to 2 years. Week No.16 dated 17<sup>th</sup> April 2015:
- Cold Norton Parish Council **OBJECTS** to the proposal contained within the above application and recommends that Maldon District Council **REFUSE CONSENT**.
- HOUSE/MAL/15/00305 Toad Hall, Station Road.** Single storey side extension with rooms in roof and linked to existing property (re-submission). Week No.15 dated 10<sup>th</sup> April 2015:
- Cold Norton Parish Council has **NO OBJECTIONS** to the works proposed within the above application.
- FUL/MAL/15/00340 New farm, Stow Road, Stow Maries.** Change of use of farm buildings and ground to commercial use. Removal of containers and erection of new unit in their place. Week No.19 dated 8<sup>th</sup> May 2015:
- Cold Norton Parish Council has **NO OBJECTIONS** to the works proposed within the above application.

**For information only: PDE/MAL/15/00415 High Upfold, 33 Latchingdon Road.** Single storey rear extension with flat roof and parapet walls which would extend beyond the rear wall of the original house by 5.515m, height to the eaves would be 3m and the maximum height would be 3.91m (glass lantern)

113. **Maldon District Council Decisions:** covering decisions advised from w/e 6<sup>th</sup> March 2015 to w/e 8<sup>th</sup> May 2015; a detailed list had been supplied to Members, which is summarised below:

**COUPA/MAL/15/00130 Cold Norton**

Prior approval of proposed change of use of agricultural buildings to three dwelling houses (Use Class C3)

Flambirds Farm, Hackmans Lane, Purleigh Essex  
(UPRN - 100091256741)

Mr & Mrs Crosby

**PRIOR APPROVAL IS REFUSED**

**HOUSE/MAL/15/00044 Cold Norton**

Extensions and alterations to existing dwelling

South View Station Road Cold Norton Essex  
(UPRN - 200000918313)

Mr & Mrs S Lee

**APPROVED**

**HOUSE/MAL/15/00069 Cold Norton**

Proposed single storey rear addition

34 The Fairways Cold Norton Essex CM3 6JJ  
(UPRN - 200000909879)

Mr & Mrs Mercer

**APPROVED**

**PDE/MAL/15/00216 Cold Norton**

Proposed single storey rear extension which would extend beyond the rear wall of the original house by 5.515m, height to the eaves would be 3m and the maximum height would be 3.91m.

33 Latchingdon Road Cold Norton Essex CM3 6JG  
(UPRN - 100090555245)

Mr & Mrs A Smith

**REFUSED EXTENSION GPD**

114. **Local Development Plan:** Interim findings received from the Inspector via MDC had been advised to Parishes on 12<sup>th</sup> May 2015 and had been forwarded onto Members by email. See Minute No.94 above. Noted by Members.
115. **Klenya, Latchingdon Road, Cold Norton - boundary fence:** Members had been reminded that as planting had not worked Enforcement Officer had written to advise Planning Permission was required. Nothing further to report. Noted by Members
116. **Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** in hand with MDC Enforcement Officer as advised. Nothing further to report.
117. **MDC Community Infrastructure Levy Charging Schedule:** Members were reminded that the CIL Examination Hearings are unlikely to commence before summer 2015, due to link with LDP. Noted

One Member of the Public left the meeting at this point.

118. **Affordable Housing:** held in abeyance pending LDP
119. **AGR/MAL/14/00210 Land at corner of St Stephens Road and Fambridge Road:** subject to appeal. Awaiting outcome.
120. **Vehicle Accesses along St Stephens Road:** Members had been reminded that ECC are investigating and that County Cllr Mrs Channer was following up. Noted by Members.
121. **Blue Hoarding – Old Fire Station site:** Owners have replaced fencing and gate; Clerk contacting Owners re painting.  
**ACTION: CLERK**

122. **Tree at Allotment:** Members had been advised that three quotes had been received and that Essex Arb had been appointed at a cost of £600 ex VAT being shared equally between CNPC and MOAT Housing. Noted by Members.
123. **MDC Planning Training Event:** Members had been advised that the Clerk had attended this and reported that it had been a very useful session. Copy of agenda etc. had been supplied to Members and plus a copy of slide presentation had been emailed to Members.
124. **Land adjacent to Cowpiece:** condition reported to MDC. Nothing to report.
125. **Town & Country Planning Act 1990 (as amended) – Planning appeal against refusal of a householder application.** Appeal by Mr & Mrs Edmonds, 19 St Stephens Road. Application reference No: HOUSE/MAL/14/01163 Appeal Ref No.APP/X/1545/D/15/3007618. Proposed new detached garage. Appeal start date: 29<sup>th</sup> April 2015. Members had been supplied with a copy of the appeal notice. Noted by Members.
126. **The Town & Country Planning (General Permitted Development) (England) Order 2015:** on 15<sup>th</sup> April 2015 this replaced the previous order (1995 as amended). Copy of letter dated 15<sup>th</sup> April 2015 from MDC detailing this had been supplied to Members. Noted by Members.
127. **14 Green Trees Avenue:** Enforcement Officer had advised that property had been reported re untidy state – investigation in hand. Nothing further to report. Noted.
128. **Cherry Blossom Lane – installation of gate by playing field:** Enforcement Officer had looked into, but had closed the case, to be clarified re location investigated.  
**ACTION: CLERK**
129. **Highbury Manor:** Members had been reminded that the resident had submitted a planning application, but this had been returned to applicant for resubmission as it could not be validated. Nothing further to report. Noted.

#### HIGHWAYS AND ROAD SAFETY

130. **Various issues with ECC for action.** Clerk following up **ACTION: CLERK**
131. **Cutting back from bridge to County Produce:** nothing to report
132. **ECC notification of Public Notice re various road works in Maldon District:** details had been supplied to Members. Noted.
133. **Three Ashes Corner/Howe Green Road:** copy email from a resident re parking on green/verges had been supplied to Members. Members discussed and requested Clerk report this to ECC Highways.  
**ACTION: CLERK**

#### VILLAGE HALL

134. **Report from Village Hall Representative:** Members were advised that the Broadband aerial had been installed at the Village Hall.
135. **Lunch Club for Elderly Residents:** the coffee mornings and lunch sessions continue to be very popular and well attended.
136. **Parking at Village Hall:** nothing to report
137. **Defibrillator:** there are now two in the village, but training is still to be undertaken
138. **Essex Boys & Girls Club:** due to lack of volunteers coming forward Clerk to contact EB&GC organiser for advice.  
**ACTION: CLERK**
139. **Solar Panels:** these are working well

140. **Toilets – renovation works:** Members had been advised that works/snagging issues had been completed and that the retention/snagging period is 12 months. Members were advised that there is a problem with the flushing system with the urinals, which apparently is not covered as this was not part of the refurbishment programme. Clerk to clarify with Architect

**ACTION: CLERK**

#### **POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR**

141. **Southminster Neighbouring Policing Newsletter ‘Let’s Work Together’:** last one had been received in March.
142. **Street Meets: last ‘meet’ held on Tuesday morning 14<sup>th</sup> April 2015:** report was not available as Members present at this meeting had been unable to attend the ‘Street Meet’. As agreed the Police are to be asked to tie-in the next ‘Street Meet’ with one of the Seniors Coffee Morning sessions. Mrs Jennings confirmed that these will be held every fortnight from 14<sup>th</sup> May. Clerk to pass details onto Police.
143. **Parking in St Stephens Road:** nothing to report
144. **Essex Police: ECM (Essex Community Messaging):** Members had been supplied with details of how to sign up and advised that Clerk would put details on the village notice boards.

**ACTION: CLERK**

**ACTION: CLERK**

#### **OPEN SPACE**

145. **Cowpiece Nature Reserve:** Mr Litscher advised Members that this area is ‘looking good’
146. **Playing Field:** Members had been advised that the Independent Playground Inspection 2015 had been undertaken on 13<sup>th</sup> April 2015 and that all items identified by the Inspector were either low or very low risk, with just one moderate risk which the Village Caretaker would be asked to rectify ASAP; a full copy of report had been emailed to Members. At the meeting a hard copy was handed over to Mr Litscher. A meeting is to be arranged with the village caretaker, Mr Litscher and the Clerk to discuss works to be taken/parts to be ordered.
- Sports Wall/Kickwall: letter to be sent as agreed
- Pre School BBQ and camp out: confirmed will now be on the weekend of 26<sup>th</sup>/27<sup>th</sup>/28<sup>th</sup> June 2015; copy emails had been supplied to Members. Noted.
147. **Village Caretaker work:** Mr Wiseman continued to carry out this work – in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out the following maintenance work: removed rubbish from Allotments; mowed ‘Alec’s Garden’ and footpath to Ferris Avenue; in St Stephen’s Road: mowed around bench, verge to layby and verge to Church and to footpath opposite Church, trimmed back overhanging branches; at Cowpiece: mowed roadside verge, entrance and paths and partly around pond, cut back overhanging branches, emptied bin and litter picked. Noted by Members.
148. **Allotments:** Members had been advised that the Village Caretaker had undertaken clearance work requested by Allotment holders.
149. **Watercourse Mapping Project:** Mr Litscher advised Members that the report had not yet been supplied by ECC and that the ECC Contact at ECC had now changed departments. Clerk to contact ECC for a copy of the report.

**ACTION: CLERK**

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#### **PUBLIC RIGHTS OF WAY**

150. **Footpaths Map:** nothing to report
151. **Footpath 28 Proposed Reduction in Width:** Members had been supplied with a copy of the Order Plan and Map from the Definitive Map Officer re implementing above now that the requested drainage works relating to flooding issues had been carried out. Members advised that they now had no objections to this order proceeding.

**ACTION: CLERK**

152. **Footpaths 12/13 bridge brickwork:** nothing to report
153. **Footpath 19:** nothing to report
154. **Bridleway 29:** Members had been advised that the works had now been completed.
155. **Footpath 20:** It was reported that grass cuttings were being fly tipped on this footpath. Clerk to report to the PRow. **ACTION: CLERK**
156. **EMERGENCY PLANNING/PROCEDURES:** details of workshops in June to assist in writing an emergency plan had been supplied to Members. Mr Rivers advised that as this had been covered in a previous session he had attended it was not necessary for CNPC to attend either of these sessions. Clerk to advise MDC accordingly. Mr Rivers will prepare a plan for consideration by Members at a future meeting. **ACTION: CLERK/  
MR RIVERS**

#### TRAINING/CONFERENCES/MEETINGS

157. **Transport Representative Group (Maldon) Meeting 10<sup>th</sup> March 2015:** minutes from this meeting had been supplied to Members. Noted.
158. **Dengie Hundred Group of Parish Councils Meeting 18<sup>th</sup> March 2015:** in relation to issues raised at this meeting, Members had been supplied with a copy of the response from County Cllr Spence. Noted.
159. **Bradwell LCLC Meeting:** Members had been advised that this had been confirmed as Wednesday 3<sup>rd</sup> June 2015 9.30am at Mundon Victory Hall and the NDA Monthly Update for April 2015 and letter re relicensing had been sent to Members by email. Mr Rivers advised he may be able to attend this meeting TBC **ACTION: MR RIVERS**
160. **Proposed Solar Farm Meeting Wednesday 27<sup>th</sup> May 2015 4pm:** details had been forwarded to Members by email. At the meeting Clerk was advised that no Members were available to attend. **ACTION: CLERK**

#### CORRESPONDENCE

161. **EALC Legal Update April 2015:** a copy had been supplied to Members. Noted,
162. **NALC Legal Briefing LO1-11 1<sup>st</sup> April 2011 updated 25<sup>th</sup> March 2015 The Code of Recommended Practice on Local Authority Publicity (England):** Members had been supplied with a copy. Noted.
163. **NALC Legal briefing LO2-15 30<sup>th</sup> March 2015 Introduction of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 - transparency for parish council with an annual turnover not exceeding £25,000 (England only):** Members had been supplied with a copy. Noted
164. **Maldon District Council Corporate Plan 2015/19:** a copy had been supplied to Members.
165. **Maldon District Council – A Record, Assessment and Celebration of 40 Years 1974 to 2014:** Members had been advised that one copy of this had been received and that further copies were available from MDC at £2.75 each. It was agreed that this copy should be passed to Mrs Garnham by Mrs Jennings, to be stored with other historical papers. **ACTION: MRS JENNINGS/  
MRS GARNHAM**

166. **Rayne Village against School Transport Cuts:** Member had been supplied with copy email dated 4<sup>th</sup> May 2015 requesting support. Noted.
167. **THE NORTON:** Members had been advised that in respect of the new houses and non-compliance with conditions in planning permission, that the new owners had now been contacted by the Enforcement Officer. Noted
168. **WINTER SALT BAG SCHEME:** Members had been advised that this will operate for winter 2015/16
169. **STOW MARIES AERODROME:** Members had been supplied with copy email from the Trustees requesting support for a CIF Grant application and an offer to update the Parish Council; Members had been advised that the Clerk had emailed to ascertain if the Trustees would be pursuing the proposed 2016 joint activity originally suggested by Russell Savory. Members discussed the request for CIF Grant support and queried this application in view of successful funding from other sources – Clerk to obtain further information. Members agreed that an update of Aerodrome plans/progress be considered for the next APM.  
**ACTION: CLERK**
170. **BROADBAND:** Information re County Broadband Service had been emailed to Members on 27<sup>th</sup> April 2015 and Members had been advised that the aerial had been installed on VH roof on 6<sup>th</sup> May 2015. Noted by Members
171. **STANDING ORDERS:** re change re photographs/recordings etc. Clerk to prepare for future meeting.  
**ACTION: CLERK**
172. **2015 ESSEX VILLAGE OF THE YEAR & BEST KEPT VILLAGE COMPETITION:** Members had been advised that the entry had been submitted. Noted.
173. **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.)
- Members were advised that Professor Barclay had moved and that the Clerk had details of the new address.
- It was reported that MDC evening meetings and many Parish Council meetings start at 7.30pm.
174. **DATES OF FUTURE MEETINGS** scheduled for 2015: Wednesdays 3<sup>rd</sup> June, 24<sup>th</sup> June (to approve accounts/audit) and 1<sup>st</sup> July.  
No scheduled meeting in August (unless extraordinary meeting/s needed re planning or other urgent matters).  
Provisionally scheduled: Wednesdays 2<sup>nd</sup> September, 7<sup>th</sup> October, 4<sup>th</sup> November and 2<sup>nd</sup> December.

There being no further business the meeting was closed at 9.24pm

Chairman.....

Date.....