

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2ND APRIL 2014 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Professor L Barclay (Vice Chairman)
Mr J. Archer
Mrs S Garnham
Mr C. Litscher
Mr S. Rivers (Chairman)

In attendance: Mrs M. Dyer (Parish Clerk)
Mrs J. Smallcombe

1. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from, Mrs V Jennings, Mr P Wakeling, District Cllr Ms S White and County Cllr Mrs P Channer.
2. **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.

Mrs Garnham declared an interest in Allotments as she is an allotment holder.

3. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 5th March 2014 were approved as correct and signed accordingly.

FINANCE

Approval of Payments

4. Sue Lees Consultancy to maintenance fee for April 2014 (advance monthly maintenance fee) Invoice No.0001556 dated 8th March 2014 £30.00. Cheque No.1278
5. Maria Dyer office expenses £47.61 (£46.28 net). Cheque No.1279
6. E-on to electricity for street lights February 2014 Invoice No.HFB7DE636 dated 1st March 2014 £42.32 (£40.30 net) will be taken by direct debit on 11th March 2014.
7. Edward Dyer. To delivery of APM notice to all residents (except those on outer edges which were posted) £38. Cheque No. 1280.
8. Essex Wildlife Trust to subscription renewal to March 2015 £40 (no increase and included in budget calculation for 2014/15 precept calculation). Cheque No.1281.
9. Cold Norton VHMC to hall hire February and March 2014 Invoice dated 1st April 2014 4 hours @ £6 per hour £24.00. Cheque No. 1282

10. Financial Statement Current balances:

Barclays 10 Day Notice as at 10 th April 2013*	£	559.76
Santander as at 3 rd February 2014	£	<u>17,051.94</u>
	£	17,611.70

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

11. **Cold Norton Parish Council Insurance Policy Review** - deferred to May meeting

12. **Maldon District Council Grounds Maintenance:** Members had been advised that MDC had been notified that CNPC wished to continue using their services. Members considered the current cutting schedule and agreed to remove location No.7 (Footpath Ferris Avenue to Latchingdon Road) and No.10 (grassed area at the village sign). Clerk to advise MDC accordingly.
ACTION: CLERK
13. **CPRE:** Members had been advised that there will be an increase in annual fees from October 2014 from £29 (figure since 2008) to £36. Members noted, but advised continued Membership will be considered at renewal time.
14. **Essex Wildlife Trust:** Members considered a request for a grant towards a new wetland at Fingringhoe Wick (Colchester), but agreed that they were unable to help at this time.
15. **Funds for Parish & Town Councils:** Members considered a request from Mr Steve Shaw, National Co-ordinator for Local Works to support the following proposal initiated by Sevenoaks Town Council "That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth." Members were all in agreement to support the proposal. Clerk to advise accordingly. **ACTION: CLERK**
16. **Consultation on a draft transparency code for Parish Councils with a turnover not exceeding £25,000:** Members had been supplied with details of this; at the meeting Members agreed the Parish Council response advising that they were actually 'happy with the current arrangement' and that they recommended 'that in years to come that the £25,000 figure should increase in line with inflation'. Clerk to respond accordingly. **ACTION: CLERK**
17. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised that work continues on the LDP.
18. **COUNTY COUNCILLOR REPORT:** Members had been supplied with a copy of County Cllr Mrs Channer's report. Noted by Members.

PLANNING

19. **Planning Applications received by the Parish Council:** the following were considered and the responses were as indicated:
- WTPO/MAL/14/00120 10 St Stephens Road.** T1 Horse Chestnut – reduce crown back to previous pruning points; T5 Field Maple – remove; T7 Field maple – reduce crown by 30% Week No.10 dated 7th March 2014:
- Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.
- FOR INFORMATION ONLY: AGR/MAL/14/00210 Land at corner of Fambridge Road and St Stephens Road.** Erection of barn for storage of hay and straw. Week No.11 dated 14th March 2014. (NB planning permission needed see decisions below). It was noted that a new entrance has already been created at this point.
20. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:
- FUL/MAL/13/01165 Cold Norton**
Convert garage into annex accommodation and alter front elevation
De Laches 60 Latchingdon Road Cold Norton Essex
(UPRN - 100090555267)
Mr Paul Guppy **APPROVED**
- OUT/MAL/13/01172 Cold Norton**
Single storey bungalow and garage.
Land Adjacent 7 Cherry Blossom Lane Cold Norton Essex
(UPRN - 010013998754)
Mr W Saint **REFUSED**

LDP/MAL/14/00028 Cold Norton

Claim for Lawful Development Certificate: Proposed conversion of loft to habitable room.
Bay Lodge 1 Newport Avenue Cold Norton Essex
(UPRN - 100091446709)
Mr & Mrs Brown **APPROVED**

NMA/MAL/14/00144 Cold Norton

Application for non-material amendment following grant of Planning Permission
HOUSE/MAL/13/00031 (To part demolish side garage/store, erect single storey side and rear extension and detached garage.) To increase the depth and height of the proposed detached garage.
To amend plans and elevations to suit the internal layout changes.
6A St Stephens Road Cold Norton Essex CM3 6JE
(UPRN - 100090555792)
Mr & Mrs Richardson **APPROVED**

HOUSE/MAL/14/00022 Cold Norton

Demolish existing garage and erect single storey side extension comprising of garage, dining room and conservatory.
6 Ferris Avenue Cold Norton Essex CM3 6HZ
(UPRN - 100090554757)
Mr Williams **APPROVED**

HOUSE/MAL/14/00052 Cold Norton

Detached carport and boundary wall and railings.
Tamina 1 Latchingdon Road Cold Norton Essex
(UPRN - 100090555210)
Mr A Pearman **REFUSED**

FUL/MAL/13/00380 Purleigh

Alteration to dwelling to continue the use of the garage as an annex and erect a conservatory and link to connect the dwelling to the annex (An amendment to FUL/MAL/04/00816 erect dwelling house and garage)
Valentines Cottage Crown Road Cold Norton Essex
(UPRN - 100091256517)
Mr Ewers/Mrs Jennings **APPROVED**

AGR/MAL/14/00210 Cold Norton

Erection of barn for storage of hay and straw.
Land at Corner of Fambridge Road and St Stephens Road Cold Norton Essex
(UPRN - 010013998744)
Miss Anne-Marie Pharoah
PRIOR APPROVAL IS REQUIRED

A response had been received from MDC re dates for submission for comments relating to recent De Laches application and copied to all Members. Noted by Members

21. **Maldon District Council LDP:** Members were advised that CNPC response as agreed had been submitted. Members had been supplied with a letter from the Dengie Hundred Group of Parish Councils proposing a meeting on 6th May 2104. Professor Barclay advised he may be able to attend – to be confirmed. **ACTION: PROF BARCLAY**
22. **Maldon District Council Community Infrastructure Levy:** Members were advised that CNPC response as agreed had been submitted.
23. **Klenya, Latchingdon Road, Cold Norton - boundary fence:** Members had been advised that the planting that had been undertaken was not addressing the problem; therefore the Enforcement Officer would be pursuing the matter further. Noted by Members.
24. **Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** Members had been advised that the outbuilding needs planning permission or reducing in height as per permitted development rights and that a new access would need planning permission. Noted by Members.

25. **NW Planning Area Planning Committee:** Members were advised that will decide on 31st March 2014 the Planning Committee refused permission for OUT/MAL/13/01078 Three Rivers Golf & Country Club (outline app re 6 dwellings). Noted by Members
26. **Appeal by Mr & Mrs Kirk, Land rear of Impscamp, Purleigh Grove, App Ref No: FUL/MAL/13/01119 Appeal Ref No: APP/X/1545/A/14/2214714 (application for a new dwelling, open carport/garden store and access):** Members agreed that they did not wish to submit any further comments.
27. **Planning Council Representations on Planning Applications:** Members considered the proposed changes put forward by Mr Derek Lawrence, Head of Planning Services and agreed that if there is no alternative to this new system then they would comply in order for the PC's view to be considered, but will require full updated details of all the relevant policies with reference numbers etc. Clerk to respond accordingly.
ACTION: CLERK
28. **Old Fire Station:** Members considered that the condition of this site has deteriorated further and requested that it be referred to MDC Head of Planning as a Health & Safety issue.
ACTION: CLERK

HIGHWAYS AND ROAD SAFETY

29. **Various issues:** Members had been advised that these are being resubmitted for updates and that a letter had been sent to Cllr Bass as requested. Noted by Members.
30. **Speed Checks:** Members had been advised that PC Pateman notified the Clerk that some speed checks had been carried out on Latchingdon Road on the Friday 14th March 2014 between 12noon and 1pm near Cherry Blossom Lane, that 100 vehicles had been checked and that the highest speed recorded was 33. Noted by Members.
31. **Cherry Blossom Lane Potholes:** Members had been supplied with copy emails and advised that the Clerk had also had a phone call from Highways regarding this, but that due to Data Protection ECC/MDC cannot confirm that it is the same person or where they live. Noted by Members.
32. **Traffic Lights at Bridge:** Members reported that these are out of synchronisation.
ACTION: CLERK

VILLAGE HALL

33. **Report from Village Hall Representative:** Members were advised that insurance cost has been reduced significantly and that the Chairman of the VHMC had resigned.
34. **Lunch Club for Elderly Residents:** scheduled to start in Autumn. Fund raising coffee money scheduled for 24th April 2014.
35. **Parking at Village Hall:** Members had been advised that Pre School have been experiencing difficulties at VH; at the meeting the Clerk updated Members re conversation with land owner re availability of nearby land for additional parking and asked if a formal letter should be sent. Members advised that they did not wish to pursue this piece of land further. Clerk to contact PC Solicitor re use of section of Playing Field as additional parking i.e. in regards to limitations due of possible covenants etc.
ACTION: CLERK
36. **Defibrillator:** funds are still required to progress this
37. **Essex Boys & Girls Club:** Mrs Garnham considering next step
38. **Climate Energy/Solar panels:** nothing to report
39. **Toilets – renovation works:** Members had been supplied with Architect's response re fixed fee. Following discussion it was agreed to proceed with WPP Architects at the revised fees/terms.
ACTION: CLERK

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

40. **Southminster Police Article:** Copies of the latest article had been emailed to all Members on 22nd March 2014. Noted by Members.
41. **Vandalism:** Members had been advised that vandalism had occurred at the allotments and at FP19. At the meeting Mrs Garnham gave details advising that the poly tunnel had been completely ruined and would cost £200 to replace. The meeting was closed for Mrs Smallcombe to talk about the damage at FP19 where local residents (the Mannings & Smallcombes) had created a 'French Drain' to stop this footpath and nearby properties from flooding – this had been vandalised and filled with bottles and rubbish. The meeting was reopened and it was agreed that re FP19 the PRoW be contacted and a site meeting arranged. **ACTION: CLERK**

OPEN SPACES

42. **Cowpiece Nature Reserve:** nothing to report
43. **Playing Field:** Members had been advised that re Woodham Radars that both teams that play their home games here will be moving from 7v7 a side to 9v9, which would necessitate the pitch being slightly bigger with larger goals. Members considered a request from the club to store these goals in the space between the two sheds. Members agreed to this request providing the goals are secured. **ACTION: CLERK**

There was nothing further to report on other matters pertaining to the playing field. Noted by Members.

44. **Village Caretaker work:** Mr Wiseman continued to carry out this work, but details of work in addition to regular litter checks and safety checks had not yet been advised. Noted by Members.
45. **Allotments:** oil leak being monitored

PUBLIC RIGHTS OF WAY

46. **Footpaths:** nothing to report
47. **EMERGENCY PLANNING/PROCEDURES:** Members had been supplied with a letter requesting details of two Emergency Planning Contacts required. Mrs Garnham agreed to be one, second required. **ACTION: ALL MEMBERS/CLERK**

TRAINING/CONFERENCES/MEETINGS

48. **Dengie Hundred Group of Parish Councils:** minutes from meeting held on 15th January 2014 had been supplied to Members, but minutes from the 19th March 2014 were still awaited. Noted by Members.
49. **EALC Training for Councillors:** Members had each been supplied with a copy of this leaflet. Noted by Members.
50. **EALC Planning Day:** Thursday 5th June 2014. Members had been supplied with details of this, who requested that discussion re attendance at this be deferred to the May meeting. **ACTION: CLERK**

51. **MDC Clerks Forum:** Members were advised that the last one had been held on 12th March 2014 and Members had been supplied with copy minutes. The Clerk had advised Members that at this Forum there was a presentation from Mr Derek Lawrence, Head of Planning Services at MDC re PC responses to planning applications (as per minute No.27). Clerk advised that there was also a presentation re trees and Parish Council responsibility and that is something that CNPC needs to consider and address. Clerk pointed out other items (elections, dog fouling, communications with MDC generally and specifically with Planning Enforcement) that the Members would find of interest and advised that the Clerks had requested attendance from ECC Highways at a future Clerks Forum to discuss communications and maintenance issues. Noted by Members.
ACTION: ALL MEMBERS

CORRESPONDENCE

52. **SE Essex Organic Gardeners:** Members had been advised that the CNPC decision re the "Safeguard our Soils" petition had been advised to this organisation. Noted by Members
53. **UK Power Networks Council's Newsletter:** Members had been advised that Mr Hawes would include the article in a future edition of The Beacon (awaiting b/w version). Noted by Members.
54. **2014 Essex Village of the Year and Best Kept Village Competition:** Members had been advised that past entries had been supplied to Mr Wakeling to consider if CNPC should enter this year. Noted by Members
55. **Dengie Hundred Group of Parish Councils:** Members considered the letter received re attendance at the Annual Quiz in terms of should it be limited to just Cllrs, Clerks and partners or should it be extended to other family members and friends. Members were in agreement that they had 'no opinion'. Clerk to respond accordingly. **ACTION: CLERK**
56. **NALC Bulletin of 14th March 2014:** hard copies had been supplied to Members. Noted by Members
57. **THE NORTON:** Clerk advised Members that regarding the Unilateral Undertaking that MDC are taking legal advice. Noted by Members.
Members discussed/queried location of parking spaces at the houses under construction at this site and expressed concern re reversing out onto the main road/proximity to the traffic lights/bridge. There was also concern generally re parking of vehicles near the pub on the main road.
ACTION: CLERK
58. **WINTER SALT BAG SCHEME:** letters still to be sent to salt team members re storage. Mr Litscher advised the Clerk that one member of the salt team had now moved out of the village. Noted by Members. **ACTION: CLERK**
59. **STANDING ORDERS:** Members discussed and agreed the one remaining element deferred from the March meeting. With this agreed Members formally agreed to adopt the new Standing Orders. Clerk will prepare hard copies for each Member. **ACTION: CLERK**

STOW MARIES AERODROME

60. **Hanger/WW1:** Members were advised that a letter of support had been sent and that the grant application had been successful. Noted by Members.
61. **Presentation from Trust Director:** Members were advised that Mr Lucas (Chair of Trustees) was confirmed to speak at APM and that Cllrs from Stow Maries would be invited to attend this presentation. Noted by Members.
62. **COLD NORTON WEB SITE:** work in progress

63. **ANNUAL PARISH MEETING:** Wednesday 9th April 2014. Members had been supplied with a copy of the agenda and advised that District Cllr Ms White and County Cllr Mrs Channer had both confirmed their attendance; Sergeant Morley had made arrangements for a PCSO to attend and give a report. As per Minute No.61, guest speaker would be Mr Lucas re Stow Maries Aerodrome. Villager of the Year Shield to be engraved. **ACTION: CLERK**

64. **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.)

The Clerk advised Members that Mr Brennan Senior was now out of hospital

65 **DATES OF FUTURE MEETINGS**

Scheduled for 2014: Wednesday 7th May (and AGM); provisionally scheduled: Wednesdays 4th June, 2nd July, 3rd September, 1st October, 5th November, 3rd December.

There being no further business the meeting was closed at 9.45pm

Chairman.....

Date.....