

# Cold NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2<sup>ND</sup> OCTOBER 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Professor L Barclay (Vice Chairman)  
Mr S Rivers (Chairman)  
Mr P Wakeling

**In attendance:** Mrs P Channer (County Councillor) - part  
Ms S. White (District Councillor) - part  
Mrs M. Dyer (Parish Clerk)  
Plus 3 Members of the Public

- 342. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Mr Archer, Mrs Garnham, Mr Litscher and Mrs Jennings.
- 343. 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.
- None were declared at this point, but Professor Barclay made a statement about the supply of incorrect paperwork in respect to the planning application for Valentine Cottage (considered by Members under minute No.357)
- 344. Revised Government Guidance on Declarations of Interest:** Members had been supplied with a copy. Noted by Members.
- 345. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 4<sup>th</sup> September 2013 were approved as correct and signed accordingly.

### FINANCE

#### Approval of Payments

- 346.** Sue Lees Consultancy to maintenance fee for October 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001316 dated 8<sup>th</sup> September 2013 £30.00. Cheque No.1229
- 347.** Roy Wiseman to village caretaker work 27<sup>th</sup> August to 23<sup>rd</sup> September 2013 invoice dated 23<sup>rd</sup> September 2013 £65.25. Cheque No.1230
- 348.** Cold Norton Parochial Church Council to supplying and serving refreshments at the Dengie Hundred Group of Parish Councils meeting on 18<sup>th</sup> September 2013 £25. Cheque No.1231
- 349.** Essex Air Ambulance to donation as agreed at the September 2013 meeting £100. Cheque No.1232
- 350.** Poppy Appeal to supply of 1 x C Type wreath with Cold Norton Parish Council logo. Members were advised that the wreath production cost is £19 and that last year the PC had given a total donation of £30. Members agreed to donate the same amount £30 Cheque No.1233
- 351.** Essex Digital Copiers to supply of one Canon IR1210 toner for PC Photocopier Invoice No.032950 £35.40 (£29.50 net). Cheque No.1234
- 352.** PKF Littlejohn to external audit Invoice No.SB20131409 dated 21<sup>st</sup> September 2013 £360.00 (£300 net). Cheque No.1235
- 353.** Maria Dyer office expenses £27.40. Cheque No.1236
- 354.** E-on to electricity for street lights August 2013 Invoice No.HFO15E243 dated 1<sup>st</sup> September 2013 £46.85 (£44.62 net) was taken by direct debit on 11<sup>th</sup> September 2013.

**355. Financial Statement  
Current balances:**

<b>Barclays 10 Day Notice as at 10<sup>th</sup> April 2013*</b>	<b>£</b>	<b>559.76</b>
<b>Santander as at 2<sup>nd</sup> September 2013</b>	<b>£</b>	<b><u>28,925.06</u></b>
	<b>£</b>	<b>29,484.82</b>

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

**356. Completion of Annual Audit for year ended 31<sup>st</sup> March 2013:** Members had been supplied with a copy of the Annual return form with signed audit certificate and advised that there were no comments from external Auditor and that the change of minute number had been noted by the External Auditor. Noted by Members.

**PLANNING**

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

Members viewed the paperwork and discussed the application and then the Chairman closed the meeting to allow the home owner of Valentine Cottage to speak. The meeting was then reopened for further discussion by the Members, who agreed unanimously a 'no objection' response.

**FUL/MAL/13/00380 Valentines Cottage, Crown Road, Cold Norton.** Alteration to dwelling (an amendment to FUL/MAL/04/00816). Week No.37 dated 13<sup>th</sup> September 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

One Member of the Public then left the meeting.

**HOUSE/MAL/13/00747 Norwendor, 26 St Stephens Road, Cold Norton.** Two storey rear and single storey side and front extension. First floor extension to front and side over garage, conservatory to rear, double garage to front of property. Removal of existing outer skin of brickwork and replace with new facing brickwork. Week No.37 dated 13<sup>th</sup> September.

Members discussed this application, and then the Chairman closed the meeting to allow the applicant to talk about the design and the reasons for the application and the proposed design. The meeting was then reopened; Members discussed the application further and agreed unanimously to object to this application for the reasons stated below:

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:

- This scale of the development
- The cohesion of the design
- The proposed installation of a garage at the front, and the size proposed – there are no garages present in this front position at any of the other properties on this side of the road.

A second Member of the Public then left the meeting.

**HOUSE/MAL/13/00792 PP-02841955 Sherae, Latchingdon Road, Cold Norton.** Proposed garage conversion and construction of a single storey, garden link to form a new annexe. Week No.39 dated 27<sup>th</sup> September 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

358. **MDC Planning Workshops (Only for Town, Parish and District Cllrs):** were held on 23rd and 25th September to discuss LDP. No Members of the Parish Council had been able to attend. Noted
359. **Maldon District Council Local Development Plan. Consultation period 28<sup>th</sup> August 2013 to 14<sup>th</sup> October 2013:** Members had been supplied with a copy of the consultation document by e-mail and had circulated their views prior to the meeting. At the meeting the Members agreed that the comments expressed by in the notes circulated by Professor Barclay and Mr Wakeling should be submitted to MDC, with the Clerk preparing a draft of the combined notes for approval by the three Members present at the meeting.

**ACTION: CLERK/  
MR RIVERS/  
PROF BARCLAY/  
MR WAKELING**

Members had been supplied with a copy of a letter from MDC dated 8<sup>th</sup> July 2013 which had been omitted from the September agenda re Affordable Housing and referring back to the Housing Needs Survey carried out by the RCCE in 2009. Noted by Members.

360. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:

**HOUSE/MAL/13/00623 Cold Norton**

Two storey extension to the side of the existing property.  
3 Cherry Blossom Lane Cold Norton Essex CM3 6JQ  
(UPRN - 100090554635)  
(ID Corcoran Building Contractors Ltd)  
Mrs B Corcoran **APPROVED**

**HOUSE/MAL/13/00613 Cold Norton**

Erection of a single storey extension to the cowshed, access to which will be through converting a previously approved window into a doorway, adding a window to the cowshed to a previously modernised section. Erection of a single storey cart lodge and adding a swimming pond to the front garden. Minor alterations to the main barn will involve moving a fireplace from the middle of the building to the far east side and moving the stairs to the left side of the landing. Changing the use of the downstairs rooms so that the current kitchen becomes a play room and the living room becomes the kitchen. The addition of three conservation grade, small, (300mm x 450mm) black roof lights to the entrance hallway, upstairs bathroom and dressing room.  
The Barn St Stephens Road Cold Norton Essex  
(UPRN - 010013995279)  
Mrs Vicki Coleman **APPROVED**

**LBC/MAL/13/00614 Cold Norton**

Erection of a single storey extension to the cowshed, access to which will be through converting a previously approved window into a doorway, adding a window to the cowshed to a previously modernised section. Erection of a single storey cart lodge and adding a swimming pond to the front garden. Minor alterations to the main barn will involve moving a fireplace from the middle of the building to the far east side and moving the stairs to the left side of the landing. Changing the use of the downstairs rooms so that the current kitchen becomes a play room and the living room becomes the kitchen. The addition of three conservation grade, small, (300mm x 450mm) black roof lights to the entrance hallway, upstairs bathroom and dressing room.  
The Barn St Stephens Road Cold Norton Essex  
(UPRN - 010013995279)  
Mrs Vicki Coleman **GRANTED LISTED BUILDING CONSENT**

**FUL/MAL/13/00695 Cold Norton**

Erection of 2 No. three bedroom dwellings and change of land use to C3  
Land between Koombora and Mansfield Victoria Road Cold Norton Essex  
(UPRN - 010013998579)  
Mr Scarrott & Mr Marno **REFUSED**

**HOUSE/MAL/13/00703 Cold Norton**

Two storey side extension and roof alterations to form rear dormer and front dormer  
Hillsborough 42 Latchingdon Road Cold Norton Essex  
(UPRN - 100090555258)  
Mr & Mrs J Brunning **APPROVED**

**FUL/MAL/13/00727 Cold Norton**

Extend time limit for implementation: Demolition of existing dwelling with replacement dwelling  
(FUL/MAL/10/00488)  
Blue House Farm Hagg Hill Purleigh Essex  
(UPRN - 100091256733)  
Mr John Campbell **APPROVED**

- 361. Kenya, Latchingdon Road, Cold Norton – boundary fence:** awaiting result of investigation by Planning Enforcement. Noted by Members.

With the agreement of Members the order of the agenda was altered as Cllr Ms White had another meeting to attend.

- 362. THE NORTON:** Members had been supplied with copy of a letter from MDC re nomination to list the property as an Asset of Community Value.

The Chairman closed the meeting to allow Mr Paul Guppy to speak about the conditions in the Unilateral Undertaking (UU) which formed part of the planning permission granted in relation to the building of houses on the site. Cllr Ms White also spoke about this. Meeting was then reopened and Members agreed that it had been their understanding that works on The Norton should be completed prior to commencement of the house building project. Clerk to clarify terms of UU.

**ACTION: CLERK**

Mr Guppy then left the meeting.

- 363. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White gave Members updates re the LDP and the Essex Flood Management Partnership, which will open up ditches. Regarding the 'ECC Flood Engagement Day' which had been held on 23<sup>rd</sup> September 2013 at which no CNPC Members had been able to attend Cllr Ms White offered to supply notes from this to the Clerk for circulation to Members.

**ACTION: CLLR MS WHITE**

- 364. COUNTY COUNCILLOR REPORT:** County Cllr Mrs Channer talked about the following topics: 'Your Essex is Changing' - budget reductions generally and in relation to Home to School Transport; Broadband – by 2016 65% of county should have; Community Reuse Scheme; Silver Sunday; Essex Record Office; Stansted Expansion; Street Lighting Turn-Off; Cloth Nappies Event; Cold Callers to Households.

Cllr Ms White then left the meeting.

**HIGHWAYS AND ROAD SAFETY**

- 365. Surface water issues on Latchingdon Road adjacent to bridge:** awaiting details of works carried out by ECC Highways
- 366. Surface water issue by junction of Stow Road and Hagg Hill:** Members advised that Highways Liaison Officer at ECC had passed this again to ECC Highways Customer Service team for investigation.
- 367. Station Crescent: drain and damage to road –** reported to Highways/inspection has taken place. Waiting for update.

368. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** Members reminded that Highways Rangers would undertake clearing vegetation, but renewal of footway surface had not been put forward for a reconstruction scheme, but would be inspected every 3 months by Highways.
369. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway Ref 2208812** Members were reminded that ECC had advised that this had been assessed by ECC and did not meet its investigatory levels and that more information had been requested.

## VILLAGE HALL

370. **Report from Parish Council Representatives:** Professor Barclay advised Members that there had been a VHMC meeting on 9<sup>th</sup> September 2013, reporting that finances were an issue, that Panda Club and the Line Dancing Club had both closed, toilet project costs were still to be obtained and that there had been damage to both the roof of the VH (anti climb paint was being considered) and side door. In terms of fund raising events there would be a Train Event in 2014 but that it would be based in St Stephens Road, not the hall. The Clerk then gave a report about the bin at the VH and the problems at present re 'incorrect' items being deposited in the bin and the Refuge Vehicles being unable to empty it.
371. **Storage of village documents/photographs:** Mrs Garnham organising.
372. **Village Hall RCCE Conference Saturday 12<sup>th</sup> October 2013:** Members had been supplied with details of this event. It was agreed that it was more appropriate for the VHMC to attend.
373. **MDC Draft Licensing Policy 2014 – carried over from September PC meeting:** it was agreed that the Clerk would look into this to establish impact on VH **ACTION: CLERK**
374. **PRS/PPL Music Licencing Consultation:** Members had been supplied with details. It was agreed that Professor Barclay would complete the survey/questionnaire on behalf of CNPC.  
**ACTION: PROF BARCLAY**

## POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

375. **Neighbourhood Policing:** copy of the latest report received by the Clerk on 26<sup>th</sup> September 2013 had been e-mailed to Members. Noted
376. **Public Meetings with the Police & Crime Commissioner/Rural Crime Forum:** Members had been advised that the next one was on Thursday 3<sup>rd</sup> October 2013 5.30pm to 7.30pm at Ormiston Academy Burnham and that attendance could just be for part of the forum – people may come and go within the two hour session. Noted by Members.

## OPEN SPACES

377. **Cowpiece Nature Reserve:** Clerk advised Members that the Village Caretaker had reported a wasp nest at the site.
378. **Playing Field:** Members had been advised/reminded that:  
Improvement to skate ramps – nothing further to report  
Football – Second Shed now installed. First home game was on 29<sup>th</sup> September 2013.  
Pre School outdoor play area – Signage inside hall and external sign to combine usage and acknowledgement to grant funders – still to be actioned.  
Playground inspection 2013: wooden bridges, bolt on slide, drainage outside enclosed play area and surface near skate ramp area – works all completed. Mr Wiseman undertaking other jobs, some materials/parts to be purchased – awaiting update. Re the bark in the enclosed area Mr Wiseman

had 'redistributed' it around the enclosed play area – may need to purchase more – TBA. Poplar trees/new flooring – TBA.

Mound slide – Mr Wiseman still to install additional panels between top step and slide platform area.

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

Fields in Trust – application being processed, delay had been due to trying to locate title deeds re playing field, but details of other deeds now advised by new Solicitor and passed to FIT.

Essex Playing Fields - Best Kept Playing Field Competition 2013. At meeting Members were advised that Clerk had been notified that CNPC had won an award which would be presented at the AGM at Essex County Cricket Club on Thursday 24<sup>th</sup> October 2013 8pm – Mr Rivers to advise availability to attend.  
**ACTION: MR RIVERS**

- 379. 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: spread bark in enclosed play area, weeding, removing stones and other debris; rubbed down damaged hand rail at VH to remove risk of splinters
- 380. Allotments:** Formal agreement for holders being considered by Mr Wakeling, Mr Litscher has passed on his comments. Members reminded that Clerk has visited the allotments and met with Sue Kielty re the possible site for the orchard – it is believed that this land is Housing Association land – to be clarified. But please note this is not a project that the current allotment holders are able to take on.
- 381. Notice Board near Charter Cottages:** Clerk had advised members that there had been no communication from the Housing Association therefore this item will now be removed from future agendas/minutes.

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

- 382. Footpaths Map:** Members had been advised that sponsorship money had been received from Three Rivers and that the Map side was still to be framed for installation at Village Hall. Noted.
- 383. Purleigh Byway 32 (Howe Green Road):** in process of being downgraded to a bridleway ECC Legal Department processing. Nothing further to report
- 384. Footpath 28: Proposed Reduction in Width:** will not proceed until drainage problems are resolved Halt in process confirmed by ECC. PRoW has with volunteers have successfully cleared this path, waiting for report re Agricultural Land Tribunal works.
- 385. P4:** being researched. Mr Wakeling has now supplied to the Clerk outline of the proposed project to be included in the expression of interest form. Expression of Interest Application to be made.
- 386. Footpath 20 (Crown Road):** gate at entrance needs rehangng/advised by a resident. Reported to Highways.
- 387. EMERGENCY PLANNING/PROCEDURES:** awaiting details of possible further training

#### **TRAINING/CONFERENCES/MEETINGS**

- 388. Dengie Hundred Group of Parish Councils meeting:** held on 18<sup>th</sup> September 2013 in Cold Norton Village Hall. Members had been advised that at this meeting there had been a

presentation from Drakes Trust Alms Houses which appears to be an alternative to affordable housing as Alms Houses do not have to be only for senior citizens and are only rented, so always remain within the control of the Trust/Parish Council and the Trust's 'rules'..

At this point Cllr Mrs Channer expressed an interest due to her connection to this particular Trust and left the meeting.

Members noted what had been advised, but no action was agreed.

- 389. Autumn Parish Transport Meeting:** Members had been advised that the Maldon meeting is scheduled for Thursday 3<sup>rd</sup> October 2013 at 2pm and that Professor Barclay plans to attend. Members had also been supplied with details of other meetings, plus details of a Local Bus and School Transport Strategy Review (consultation closing in December 2013) and the October 'Transport & Travel Update'. Noted.
- 390. Silver Sunday:** starts Sunday 6<sup>th</sup> October 2013, details supplied to Members. Noted.
- 391. Local Community Liaison Council (Bradwell):** details of a visit to Bradwell's Interim Storage Facility on Monday 14<sup>th</sup> October had been supplied to Members, plus minutes from the last meeting held on 15<sup>th</sup> May 2013. Noted by Members.
- 392. 'The New Shape of Public Health & Wellbeing':** new proposed date was advised as Wednesday 6<sup>th</sup> November 2013 7pm in Feering; RCCE have advised this will only proceed if there are sufficient numbers. No one present at the meeting wished to attend (this date also clashed with the November CNPC meeting).
- 393. CPRE Events on 5<sup>th</sup> October and 28<sup>th</sup> November 2013:** Members had been supplied with details. Noted.

## CORRESPONDENCE

- 394. London Southend Airport Airspace Change Proposal:** details had been supplied to Members who were advised that the consultation closes on 13<sup>th</sup> December 2013 and that a response or 'no comment' is requested. Deferred to the November meeting.
- 395. EALC had moved offices to:** 42B High Street, Great Dunmow, Essex CM6 1AH. Phone number remains as before i.e. 01371 879722. Noted.
- 396. RCCE 2013 Best Kept Village Competition:** in which Cold Norton won a merit award. Members were supplied with copy of the judging sheet from visit which is part of the judging process. Noted
- 397. WINTER SALT BAG SCHEME:** Members had been advised that CNPC had 'joined' scheme for 2013/14 and was now awaiting delivery of salt. Noted
- 398. STANDING ORDERS:** Members had been reminded that as agreed review of Standing Orders would await publication of NALC's 2<sup>nd</sup> edition (Autumn 2013).
- 399. WW1 Centenary:** Clerk to write to Stow Maries Aerodrome and suggest that as there are already plans for three major events in Cold Norton in 2014, namely Cold Norton Village School's Centenary, Pre School Event in May and a major VHMCA Event in June and that the Stow Maries Aerodrome did not commence operations until 1916, that 2016 be considered as an appropriate year to hold an event.  
**ACTION: CLERK**
- 400. COLD NORTON WEB SITE:** Clerk working with new web master to bring current format up to date. Quotes needed for new format. Noted by Members.

**401. 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.)

Mr Rivers will lay the Poppy Wreath on behalf of the Village

**402. DATES OF FUTURE MEETINGS**

Provisionally scheduled for 2013: Wednesdays: 6<sup>th</sup> November and 4<sup>th</sup> December.

There being no further business the meeting was closed at 9.33pm

Chairman.....

Date.....