

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4TH FEBRUARY 2015 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mrs S Garnham
Mrs V Jennings
Mr C Litscher
Mr S Rivers (Chairman)
Mr P Wakeling

In attendance: District Cllr Ms White (part)
Mrs M. Dyer (Parish Clerk)
Plus 2 Members of the Public

625. APOLOGIES FOR ABSENCE: apologies were received and accepted from Cllrs Professor Barclay and Mr Archer and County Cllr Mrs Channer.

626. 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 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

627. MINUTES OF ORDINARY MEETING of the Parish Council held on Wednesday 7th January 2015 were approved as correct and signed accordingly.

628. DISTRICT COUNCILLOR'S REPORT: District Cllr Ms White advised that she had attended some of the LDP hearings and reported that regarding Heybridge there is a query re the 'paperwork' for the proposed flood alleviation scheme for the allocated housing in Heybridge within the LDP that the Inspector had voiced his concerns advising that historical flooding issues cannot be funded by new housing. However MDC hopes that this can be overcome. In North Fambridge, the LDP originally allocated 70 houses in the village. 105 houses had recently gained planning approval, but that due to the high costs to install adequate infrastructure (i.e. sewage systems in the region of £2-2.5 million) that any additional housing and thus the allocated 70 houses were not a viable option and the inspector gave a steer that the allocation for North Fambridge should be removed.

Cllr Ms White advised Members that the LDP had been formulated using current housing numbers as laid down by the Government, but that in February 2015 new guidelines may be introduced which it is suspected could increase the number of houses required, therefore MDC would have to reassess their current numbers as relating to the LDP. Cllr Ms White concluded by saying that it is estimated that the Inspector will issue the report re the MDC LDP in May, after the Elections and that MDC is hopeful that the LDP will be approved.

District Cllr Ms White then left the meeting

629. COUNTY COUNCILLOR REPORT: not available

FINANCE

Approval of Payments

630. Saving Money Solutions Limited to Energy Performance Certificate for Village Hall. Invoice No.187 dated 28th January 2015 £420 (£350 net). Cheque No.1353
631. Roy Wiseman to village caretaker work 12th to 26th January 2015. Invoice dated 26th January 2015 £39.88. Cheque No.1354
632. Sue Lees Consultancy to maintenance fee for February 2014 Invoice No.0001909 dated 8th January 2015 £30.00. Cheque No.1355
633. E-on to electricity for street lights December 2014 Invoice No.H10E91BD6F dated 2nd January 2015 £46.85 (£44.62 net) taken by direct debit on 12th January 2015.
634. Maria Dyer office expenses from 1st to 30th January 2015 £23.86. Cheque No.1356
635. PH Coote Limited to works to street light No.10 (outside 33 Latchingdon Road) Invoice No.17734-27229a dated 20th January 2015 £97.33 (£81.11 net). Cheque No.1357
636. Information Commissioner to Data Protection Registration Renewal Ref: Z767964 from 3rd March 2015. Invoice Reference No 00752eb020104 dated 19th January 2015 £35. Cheque No.1358

637. Financial Statement

Current balances:

Barclays 10 Day Notice as at 10 th April 2014*	£	564.24
Santander as at 2 nd January 2015	£	<u>27,474.56</u>
	£	28,038.80

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

638. **Precept:** Members were advised that the form had been completed and duly submitted to MDC. Noted
639. **PWLB:** Chairman Cllr Stewart Rivers signed the application form approved by the Parish Council at the January meeting.
640. **Essex Wildlife Trust – grant request:** Members had been supplied with details of an appeal re land near Blue House Farm, North Fambridge, but as all the budget for grants for the current financial year had been allocated were unable to assist.

PLANNING

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

HOUSE/MAL/14/01125 The Rectory, Howe Green Road, Cold Norton. Front Porch extension and detached garage to front garden. Week No.2 dated 9th January 2015:

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

OUT/MAL/14/01165 PP-03809968 Land at Bencott, Newport Avenue, Cold Norton. Outline planning application for one dwelling. Week No.3 dated 16th January 2015:

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 and therefore contrary to the Parish Council's Planning Policy
- It is an 'alien' intrusion into the rural landscape and contrary to the views of village residents as expressed in the Village Survey
- If this application was permitted there would be the potential for the proliferation of development in this and other rural locations

HOUSE/MAL/15/00017 20 St Stephens Road, Cold Norton. Single storey rear extension with lean to roof continued over adjoining flat roof extension. Repositioning ground floor window. Week No.3 dated 16th January 2015:

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

- 642. Maldon District Council Decisions:** covering decisions advised from w/e 9th January 2015 to w/e 30th January 2015: a detailed list had been copied to Members, which is summarised below:

HOUSE/MAL/14/01083 Cold Norton

Alterations to existing conservatory including the provision of a new roof and the erection of a link between the conservatory structure and existing swimming pool
Lone Pines 63A Latchingdon Road Cold Norton Essex
(UPRN - 100090555270)

Mr J Linford **APPROVED**

- 643. Local Development Plan:** Members had been reminded that the Examination hearings were ongoing to 4th February 2015. District Cllr Ms White had reported on the LDP earlier in the meeting Minute No.628 applies. Noted
- 644. Klenya, Latchingdon Road, Cold Norton - boundary fence:** in hand with MDC Enforcement Officer as advised. Noted
- 645. Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** in hand with MDC Enforcement Officer as advised. Noted
- 646. MDC Community Infrastructure Levy Charging Schedule:** Members had been reminded that CIL Examination Hearings were unlikely to commence before summer 2015, as linked with LDP. Members had been supplied with email dated 28th January 2015 from ECC regarding revising its Guide to Infrastructure contributions for Developers and advising that there is a consultation which opened on 20th January and closes on 3rd March 2015. Members noted but agreed not to comment.
- 647. Affordable Housing:** held in abeyance pending LDP. Noted.
- 648. AGR/MAL/14/00210 Land at corner of St Stephens Road and Fambridge Road:** at the meeting Members were supplied with copy letter from MDC advising that the owner was going to appeal and that any views the Parish Council wished to make must be with Planning Inspectorate by 9th March 2015. Members discussed points for inclusion in it submission to the Planning Inspectorate and it was agreed that the Clerk should prepare a draft for circulation to all Members for approval prior to submission.
ACTION: CLERK
- 649. Vehicle Accesses along St Stephens Road:** nothing to report. Clerk still to contact County Cllr Mrs Channer to assist
ACTION: CLERK
- 650. Blue Hoarding – Old Fire Station site:** Members were advised that new unpainted fencing and gates had now been installed. Noted.
- 651. Tree at Allotment:** Clerk showed plans and Title Deed of site at meeting. It was agreed that Mrs Garnham and Mr Wakeling would visit the site and report back to the Council at the March meeting. Clerk to obtain update from Moat Housing re works to the tree on Moat land.
**ACTION: MRS GARNHAM/
MR WAKELING/
CLERK**
- 652. MDC Planning Training Event:** awaiting date. Noted
- 653. Planning Committee Governance Arrangements:** letter from MDC dated 14th January 2015 had been supplied to Members. Noted.

HIGHWAYS AND ROAD SAFETY

654. **Various issues with ECC for action:** Clerk following up **ACTION: CLERK**
655. **Cutting back from bridge to County Produce:** Members had been reminded that MDC Highways Rangers had reported back that they had been unable to side right back as the area of footway closest to overgrowing vegetation was breaking up – requested MDC Rangers refer to ECC Highways. Members requested that Clerk further report that elderly residents are unable to walk to the Post Office as the footway is not wide enough and needs fully reinstating. Clerk was also asked to request a site visit from ECC Highways. **ACTION: CLERK**
656. **Vegetation:** Mrs Garnham advised that dead vegetation needs cutting back/removing just past the new entrance to the Bridleway. Clerk to report to ECC Highways **ACTION: CLERK**

VILLAGE HALL

657. **Report from Village Hall Representative:** Members were advised that the last VHMC meeting had been held on 12th January 2015 and that a major part of the meeting majored on the proposed toilet and St Stephens Room renovations and requesting that the start date of the works be put back by one week; this request had been arranged with no financial penalty from the Contractor. Members were also advised the VHMC had also applied for an Olympic Legacy Grant. Noted.
658. **Lunch Club for Elderly Residents:** Members were advised that the coffee mornings continued to be popular, that the next one would be on 5th February and the next lunch on 19th February. Noted.
659. **Parking at Village Hall:** nothing to report; held in abeyance pending works to toilets and installation of the Solar Panels. Noted
660. **Defibrillator:** Members were advised that the remaining £400 had now been sent off and delivery of the defibrillator is awaited; that training is still to be undertaken and that The Norton is now being considered as a possible site for the Defibrillator to be located rather than the Village Hall.
661. **Essex Boys & Girls Club:** Mrs Garnham advised that she is pursuing a possible cooking session which could be part of club activities. Clerk was requested to approach the Guides ASAP. **ACTION: CLERK**
662. **Climate Energy/Solar Panels/Energy Performance Requirements:** Members had been advised that the EPC had been carried out and that the VH is within the FIT requirements re Solar Panels; copy of the report and EPC had been forwarded to Members by email. At the meeting Members expressed their delight that the Village Hall had obtained a C Grade rating. Mrs Garnham advised that this may well have been higher if works to the lighting in the toilets and the St Stephens Room had already been undertaken. Due to a successful EPC it was agreed that a provisional booking be made with the Contractor pending the outcome of the PWLB application as it is critical that the solar panels are installed and notified to the Government before the end of March 2015 to obtain the FIT. **ACTION: MRS GARNHAM**
663. **Toilets/St Stephens Room Renovation Works:** Members were advised that these are scheduled to commence 23rd February 2015 and last 4 weeks. Members had been supplied with copy correspondence from/to Pre School and had been advised that all matters of concern would be reviewed at the Pre Contract meeting on 2nd February 2015 at which Mrs Garnham, Mr Skitmore (acting Chairman of VHMC) and the Clerk would be present. Details of the Pre contract meeting were reported to the Members at the PC meeting: in summary all matters of concern to Pre School had been resolved except Staff toilets arrangements, an option discussed to resolve this issue was a dedicated 'Portaloo' for Pre School Staff. The Contractor had duly costed this out and Members were advised that for a four week hire period the total cost would be £599.50 – the Members were in agreement that this was not an affordable option; alternative arrangements were discussed to be taken back to Pre School. **ACTION: CLERK**

Additional items discussed at the Pre Contract meeting were:

- i) To install a buffer rail in the St Stephens Meeting Room to protect the walls which will be plastered as part of the renovation works. The Contractor had advised costs of £275 ex VAT. Members were all in agreement for this additional item.

- ii) In the ladies and gents toilets to chase out & provide plastic conduit drop for possible future hand driers, make good and provide blanking plate for future spur outlet (Total 5Nr.) for a cost of £357.50 ex VAT. At the meeting Members were advised that there are two 'redundant' hand driers in the toilets off the hall which Pre School did not want to be operational. Members discussed and agreed to the additional costs, and requested that the hand driers are removed from the hall toilets and one each installed in the ladies and gents toilets, as this will ultimately cut down costs of paper towels/land fill and increase in electricity costs will be offset by the proposed installation of solar panels and the VH producing its own power. Cost to be obtained re relocation of hand driers.

ACTION: CLERK

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

- 664. Southminster Police Report:** to date no new report received
- 665. Street Meets:** in Cold Norton had been held on Saturday 24th January 2015. Clerk advised that the PCSO in attendance reported that 2 residents had spoken to him. As one of these two residents Mrs Garnham reported back to the Members. Clerk advised that the PCSO was flexible re date of the next Street Meet. Members suggested that this be held at one of the VH coffee mornings.
- ACTION: CLERK**
- 666. Parking in St Stephens Road:** Clerk updated Members of conversation with PCSO Tom Gowers who advised that the Police are aware of the problems and are still making ad hoc visits.

OPEN SPACE

- 667. Cowpiece Nature Reserve:** nothing to report
- 668. Playing Field:** Members had been advised no further updates from January meeting. Mr Litscher advised that following discussion/site visit with the Contractor that an additional drain was not recommended in the area in front of the enclosed younger children's play area, therefore it was decided to replenish the surface in this area with same product as previously installed, which is pram and wheelchair friendly.
- ACTION: CLERK**
- 669. 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: cleared leaves from car park and VH disabled access area, cleared broken glass from skate board area, weeded under 5's area and trimmed hedge on copse
- 670. Allotments:** Members were advised that an invoice re water usage had been raised. Noted
- 671. Watercourse Mapping Project:** Mrs Garnham advised that just one section remained to be mapped, but that surveys carried out to date had been handed over to Miss China at ECC. The Parish Council will receive a report from Miss China in due course.

PUBLIC RIGHTS OF WAY

- 672. Footpaths Map:** Mr Litscher advised that he had been unable to source an 'off the shelf' frame for these dimensions. Clerk has requested from Architect details of frame used for sponsors of the Village Hall Project.
- ACTION: CLERK**
- 673. Footpath 28 Proposed Reduction in Width/Footpaths 12/13 bridge brickwork/Footpath 19:** Nothing to report. Clerk to follow up
- ACTION: CLERK**
- 674. Bridleway 29:** Clerk advised that the PRow Officer's request for funding improvements and resurfacing had been approved. Re change to entry point for this bridleway – clarification

needed/details of land owner from ECC Officer to pass on PC thanks. Problem re water from St Stephens Road affecting bridleway surface had been reported to ECC Highways Ref: 'Essex Highways Drainage Problems - Enquiry 2374095'. Members had been advised that the update on ECC website dated 6th January 2015 stated: "Monitoring for deterioration we have reviewed/inspected a HIGHWAY DRAINAGE PROBLEMS at ST STEPHENS ROAD, COLD NORTON and at present this does not meet our criteria to be fixed. However, we will continue to monitor it during our routine inspections to assess any deterioration." Members requested Clerk contact ECC Highways again to check inspection was undertaken at correct point.

ACTION: CLERK

In addition it was reported that there are tree branches that require cutting back on this bridleway

ACTION: CLERK

- 675. EMERGENCY PLANNING/PROCEDURES:** Members advised that they did not wish to have the presentation again at this point. Mr Rivers and Mrs Garnham offered to be the contact points for information sharing re potential emergencies from the Emergency Planning Officer at MDC.

ACTION: CLERK

TRAINING/CONFERENCES/MEETINGS

- 676. Dengie Hundred Group of Parish Councils:** Members had been supplied with minutes from the September 2014 meeting plus agenda for the January 2015 meeting, which Mrs Jennings had attended and would report back to Members at the PC meeting. At the meeting Mrs Jennings gave a brief report on the January meeting, advising that she had brought up the subject of the minimal bus service through Cold Norton and that to get to Chelmsford now required travel via Maldon for the connection. At the meeting Clerk advised that minutes for the January DHGPC meeting had now been received and copies were circulated to Members. The agenda for the March meeting was also circulated. Member(s) to attend the March meeting TBA

ACTION: ALL MEMBERS

- 677. Dengie Hundred Bus Users Group:** Wednesday 18th February 2015 12.45pm details had been supplied to Members, who had been advised that posters had been put on all the village notice boards and that an article was in the February issue of The Beacon. Mrs Garnham plans to attend.

ACTION: MRS GARNHAM

- 678. Transport Representative Meetings:** Maldon meeting Tuesday 10th March 2014 10.30am. Details had been supplied to Members. Professor Barclay may be able to attend, but other Members to check diaries.

ACTION: ALL MEMBERS

- 679. Local Council Police Partnership Conference:** Wednesday 25th March 2015 9.30am to 4.15pm Great Dunmow £20 fee (subsidised by Police & Crime Commissioner). Details had been supplied to Members. Mr Rivers offered to attend; attendance fee was approved by Members.

ACTION: MR RIVERS

- 680. EALC Training Calendar for 2015:** details had been supplied to all Members. To be reviewed after Elections in May.

- 681. Maldon District Council Schedule of Meetings 2015/16** (from 4th May 2105); copy supplied to Members. Noted.

CORRESPONDENCE

- 682. EALC letter dated 16th January 2015 re ECC CIF:** copy supplied to Members. Clerk to write to Cllr Finch accordingly.

ACTION: CLERK

- 683. Active Essex Inter-Community Games** received 17th January 2015: details had been supplied to Members. Clerk was requested to forward to the Guides.

ACTION: CLERK

- 684. RCCE re DEFRA Funding** email dated 27th January 2015 advising that DEFRA will fund Rural Community Councils for 2015/16. Copy supplied to Members. Members welcomed this good news.

685. **Consultation on ECC Equalities Strategy** email dated 28th January 2015: details had been forwarded to Members, who agreed that a PC view would not be submitted, Members to participate as individuals (close date 2nd March 2015) **ACTION: ALL MEMBERS**
686. **THE NORTON:** nothing to report
687. **WINTER SALT BAG SCHEME:** nothing to report
688. **STOW MARIES AERODROME:** nothing to report
689. **BROADBAND:** it was noted that a meeting has been arranged in the Village Hall re the upgrade of broadband in the village on 10th February 2015 at 8pm.
690. **STANDING ORDERS:** to be reviewed/updated prior to Elections.
691. **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.)
- It was reported that gates had been installed down Cherry Blossom Lane by the Playing Field. As playing field rep, Mr Litscher to inspect and report back **ACTION: MR LITSCHER**
692. **DATES OF FUTURE MEETINGS**
- Scheduled for 2015: Wednesday 4th March; provisionally scheduled: Wednesdays 1st April and 13th May (May meeting delayed one week from usual first Wednesday as 6th May is day before Elections)
- Annual Parish Meeting: preferred options: Tuesday 24th March or Wednesday 25th March. Clerk to liaise with VHMC and VH Booking Clerk **ACTION: CLERK**
693. **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
694. **VILLAGER OF THE YEAR**
- Clerk advised Members of the names of the Villagers proposed via emails/phone calls. Members considered and a unanimous decision was reached. Clerk to arrange for the shield to be engraved accordingly for presentation at the APM. **ACTION: CLERK**

There being no further business the meeting was closed at 10pm

Chairman.....

Date.....