

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4<sup>TH</sup> JUNE 2014 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

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

**In attendance:** County Cllr Mrs Channer  
District Cllr Ms White  
Miss N China, Watercourse Regulation Officer, ECC  
Mrs M. Dyer (Parish Clerk)  
Six Members of the Public

**134. APOLOGIES FOR ABSENCE:** there were no apologies for absence.

**135. 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.

**136. MINUTES OF THE AGM AND THE ORDINARY MEETING of the Parish Council** both held on Wednesday 7<sup>th</sup> May 2014 were both approved as correct and signed accordingly.

With the agreement of Members the agenda order was altered to allow Miss China to speak first.

**137. WATERCOURSE MAPPING PROJECT:** Members had been supplied with details about a pilot project that ECC plans to initiate with selected Parish Councils to map ditches etc. At the meeting Miss China spoke in more detail about the proposed project which would involve volunteers from the villages undertaking the 'surveys' and 'recording' their findings on maps. Miss China advised that ECC might be able to assist with volunteers from a variety of sources, including the Fire Service PRow Officers and The Ramblers, that OS maps would be split into smaller 'parcels' of land to make the surveys manageable, Volunteers to record start (entry) and finish (exit) of the ditches and to take photos to support the recorded data. Miss China stressed that permission would be needed to go onto landowners property to map the ditches etc. There was open discussion with Miss China. Members advised Miss China that surface water is a particular problem in Cold Norton. Miss China advised that there is to be a focus group meeting at ECC with other potential pilot Parishes on Friday 20<sup>th</sup> June 2014 10am. Members to advise Clerk re attendance. **ACTION: ALL MEMBERS**

Miss China then left the meeting.

**138. AGR/MAL/14/00210 LAND AT CORNER OF FAMBRIDGE ROAD AND ST STEPHENS ROAD**

It had been hoped that the Head of Planning Services would be able to attend to discuss this matter, but due to a prior MDC meeting this was not possible, but Mr Lawrence had advised that he would attend a future meeting.

Members discussed at some length the above, with concerns being expressed with procedures and fairness re all planning applications and that there appeared to have been a trail of errors regarding Cold Norton Planning matters recently. District Cllr Ms White reminded Members that once planning permission has been granted it cannot be overruled and advised that she had a meeting scheduled with Mr Lawrence the following week. The meeting was closed to allow the landowner in question to speak and also the applicant of another recent AGR Planning application. It was agreed that in addition to the above details of other planning applications that the Members had concern with be notified to Mr Lawrence to research prior to his attendance at a future meeting.

**ACTION: CLERK**

**139. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White reported that there was a public Police meeting scheduled for 11<sup>th</sup> June 2014 6.30pm to 8.30pm and that there was nothing to report re the LDP which had been submitted. District Cllr Archer advised that the hearing re licence amendment for the Brownstock Festival had been adjourned to 27<sup>th</sup> June 2014.

**140. COUNTY COUNCILLOR REPORT:** County Cllr Mrs Channer reported that consultations are ongoing re 'Meals on Wheels' and 'Day Centres'; 'Active Essex' - grant opportunity for young people; 6 bus services are under review; there is a new fund of £1million for local voluntary organisations and changes to personnel at ECC including the appointment of Cllr Hume to role of Chairman of the Council.

County Cllr Mrs Channer and District Cllr Ms White then left the meeting.

## FINANCE

### Approval of Payments

- 141. Roy Wiseman to village caretaker work 4<sup>th</sup> May to 21<sup>st</sup> May 2014 £83.38, plus £4.95 for strimmer part £88.33 (£87.51 net). Cheque No.1294
- 142. Sue Lees Consultancy to maintenance fee for June 2014 Invoice No.0001620 dated 8<sup>th</sup> May 2014 £30.00. Cheque No.1295
- 143. Maria Dyer office expenses £30.24. Cheque No.1296
- 144. AON Insurance renewal from 1<sup>st</sup> June 2014 to 31<sup>st</sup> May 2015 Premium £797.50 plus 6% IPT (Insurance Premium Tax) £47.85 total £845.35. Cheque No.1297
- 145. BT to VH pay phone Invoice NO.QO55AJ dated 13<sup>th</sup> May 2014 £58.68 (£50.15 net).Cheque No.1298
- 146. Maldon District Council to independent play site inspection report April 2014 £66.00 (£55.00 net). Cheque No.1299
- 147. PH Coote Limited to repair to street light No.8 (opposite Old Post Office – entrance to Willow Court) Invoice No.16745-26626 dated 29<sup>th</sup> May 2014 £89.66 (74.72 net). Cheque No.1300
- 148. E-on to electricity for street lights April 2014 Invoice No.HFF8AC174 dated 2<sup>nd</sup> May 2014 £45.34 (£43.18 net) taken by direct debit on 12<sup>th</sup> May 2014.
- 149. HM Customs & Excise Tax/NI to 5<sup>th</sup> July 2014 NIL (for record purposes)
- 150. WPP Architects to professional services re VH Toilet and meeting room renovations. Invoice No.14.035/01 dated 4<sup>th</sup> June 2014 £1,749 (£1,457.50 net). Cheque No.1302.

### 151. Financial Statement

#### Current balances:

<b>Barclays 10 Day Notice as at 10<sup>th</sup> April 2014*</b>	<b>£</b>	<b>564.24</b>
<b>Santander as at 2<sup>nd</sup> May 2014</b>	<b>£</b>	<b><u>36,488.73</u> **</b>
	<b>£</b>	<b>37,052.97</b>

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

\*\* Precept money of £23,000 was paid in on 30<sup>th</sup> April 2014

**152. Cold Norton Parish Council Insurance Policy:** Members were advised that Mrs Garnham had consulted an Insurance Broker to review the PC Insurance Policy, but that a change at this point was not recommended. Noted by Members.

## PLANNING

153. **Planning Applications received by the Parish Council:** there were no applications for the Members to consider at this meeting.
154. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:
- HOUSE/MAL/14/00291 Cold Norton**  
Convert loft to habitable rooms. Addition of roof dormers.  
1 Newport Avenue Cold Norton Essex CM3 6NR  
(UPRN - 100091446709)  
Mr & Mrs Brown **APPROVED**
155. **Local Development Plan:** nothing to report
156. **Kenya, Latchingdon Road, Cold Norton - boundary fence:** Members had been advised no change from previous meeting i.e. the planting that has been undertaken is not addressing the problem; therefore the Enforcement Officer will be pursuing the matter further. Noted by Members.
157. **Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** Members had been advised no change from previous meeting i.e. the outbuilding needs planning permission or reducing in height as per permitted development rights: new access would need planning permission. Noted by Members.
158. **Appeal by Three River Golf & Country Club:** Application Ref: OUT/MAL/13/01078. Appeal Ref No: APP/X1545/A/14/2218409 Outline planning application for residential development comprising six dwellings incorporating new access road, landscaping and rationalisation of existing car parking. Members had been advised that the PC's original letter re this application would be forwarded to the Planning Inspectorate. The Members agreed that they did not wish to amend or submit any further comments.
159. **Brownstock Festival in Stow Maries:** Members had been advised that the hearing by Members of the Licensing Sub Committee of MDC had been scheduled for 29<sup>th</sup> May 2014 re new license for extended capacity, but at the meeting District Cllr Archer advised this had been adjourned to 27<sup>th</sup> June 2014 (see Minute No.139). Noted by Members.

## HIGHWAYS AND ROAD SAFETY

160. **Various issues with ECC for action:** nothing to report
161. **Stow Maries new 30mph speed limit:** Members discussed briefly, noting the article in the local press reporting that local residents are disappointed that it is not being adhered to.

## VILLAGE HALL

162. **Report from Village Hall Representative:** Saturday 7<sup>th</sup> June 2014 is the major fund raising event for the VHMC this year.
163. **Lunch Club for Elderly Residents:** fortnightly coffee mornings are continuing to raise funds towards this new club and have attracted a regular group of 'clientele'.
164. **Parking at Village Hall:** Members had been supplied with one budget price for extending the car park into the playing field. Clerk stressed that this does not include all the costs involved in moving the play equipment, new safety surfaces etc.

It was noted that the VH car park is being used more now that the parking at The Norton is restricted by parents dropping off children at the primary school. Members commented that as this is a District/County Primary School and now only c40 out of the c155 pupils are resident in the village, that ECC should be approached for financial support towards the PC's plan to expand the VH car parking facilities.

**ACTION: CLERK**

165. **Defibrillator:** held in abeyance
166. **Essex Boys & Girls Club:** held in abeyance
167. **Climate Energy/Solar panels:** Members has been supplied with response to initial enquiry and copies of the presentations made at recent seminar that VHMC and PC members were unable to attend. Clerk to ascertain if an expert can be approached to review the VH and give a recommendation.  
**ACTION: CLERK**
168. **Toilets – renovation works:** Members had been supplied with details of tenders submitted and Haynes and Smith was selected as the preferred Contractor, project to commence when sufficient funds are available. Members were advised that a grant application had been submitted to EET and that an application would be prepared for submission to Awards for All. Noted by Members.  
**ACTION: CLERK**
169. **Energy Performance Requirements:** Members had been supplied with details. Clerk to ascertain from the Architect if the Village Hall falls within the size/new requirements.  
**ACTION: CLERK**

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

170. **Vandalism/break-ins:** Members had been advised that there had been a series of incidents advised to Clerk which had occurred weekend of 24<sup>th</sup>/25<sup>th</sup> May in Cold Norton: at playing field attempted break in to football shed (badly damaged); shed in Cherry Blossom Lane also broken into; lawn mower stolen from shed in Latchingdon Road; attempted break in at property in Hackmans Lane. At the meeting one Member advised that there had also been thefts from two cars in Station Road. Noted by Members
171. **Police and Crime Commissioner Public Meeting Wednesday 11<sup>th</sup> June 2014 6.30pm to 8.30pm Maldon Town Hall:** details has been supplied by email in May, no one was available to attend

#### **OPEN SPACE**

172. **Cowpiece Nature Reserve:** Members had been supplied with details of recent projects undertaken by The Conservation Trust (TCV), who had carried out some work at the Reserve some time ago. Noted by Members.
173. **Playing Field:** Members had been advised that the football season had now ended, that there was wasps nest in the playground, but that a pest controller had been booked to remove on 5<sup>th</sup> June at a cost of £50 ex VAT. The Tree Surgeon was booked to remove the two trees near swings on 5<sup>th</sup> June 2014 and that a revised quote was awaited from Mr Windsor re relaying of play surface.

Members had been advised that the Independent Playground Inspection had taken place in April and a copy of the report had been emailed to all Members. A site meeting would be organised with Mr Litscher, Mr Wiseman and the Clerk and Whizz to go through findings agree action/person, but it was noted that findings were mainly low risk or very low risk, of the two moderate risks the one relating to the safely flooring under the swings was already being addressed and the second relating to the skate ramp would be addressed. Noted by Members.

Essex Playing Fields Competition 2014: Members were reminded that the entry had been submitted. Noted.

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

174. **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: weeded play area, respread chippings, treated weeds around fence line, strimmed top of Green Trees Avenue and footpath to Ferris Avenue, plus litter picked, strimmed

around village sign, cleaned bench. Clerk requested clarification re tending to green areas immediately outside Village Hall – Members confirmed that Mr Wiseman should carry out these works.

175. **Allotments:** oil leak being monitored. Noted.

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

176. **Footpaths:** nothing to report

177. **EMERGENCY PLANNING/PROCEDURES:** Details of Emergency Planning Contacts advised. Noted.

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

178. **Spring Parish Transport Meeting:** Thursday 5<sup>th</sup> June 2014 - Professor Barclay to attend.  
**ACTION: PROF BARCLAY**
179. **LCLC (Bradwell Site):** Wednesday 11<sup>th</sup> June 2014; letter and agenda had been supplied to Members. Professor Barclay to attend.  
**ACTION: PROF BARCLAY**
180. **Dengie Hundred Group of Parish Councils:** Wednesday 18<sup>th</sup> June 2014 Mr Rivers and Mrs Jennings to attend.  
**ACTION: MR RIVERS/  
MRS JENNINGS**
181. **Essex Wildlife Trust AGM and Members Day:** Saturday 21<sup>st</sup> June 2014; details, agenda and minutes from 2013 AGM had been supplied to Members. Members to advise Clerk if available.  
**ACTION: ALL MEMBERS**
182. **EALC & ECC Making the Links Annual Conference:** Thursday 18<sup>th</sup> September 2014 12 noon. Details had been supplied to Members. Deferred to June meeting.  
**ACTION: CLERK**

#### **CORRESPONDENCE**

183. **Cleaner Essex Campaign:** email dated 13<sup>th</sup> May 2014 from MDC Waste Education and Promotions Officer had been forwarded to all Members. Noted.
184. **Anniversary of the Commencement of the Great War:** letter from MDC Cemeteries Officer dated 8<sup>th</sup> May 2014 had been supplied to Members. Noted.
185. **Flooded Gardens in Victoria Road:** Members had been supplied with details; Clerk advised update at meeting. Meeting was closed for Landowner to speak.
186. **THE NORTON:** Members had been reminded that re the UU that MDC was taking legal advice and advised that there was nothing to report at this time. Members were advised that the Planning Enforcement Officer was looking into the Members' parking concern re the three new houses and supplied with a copy of the letter from the Officer. Noted.
187. **WINTER SALT BAG SCHEME:** letters still to be sent to salt team members re storage
188. **STOW MARIES AERODROME:** nothing further to report re an evening visit for the Cllrs  
**ACTION: CLERK**
189. **COLD NORTON WEB SITE:** Members were advised that the minute and news pages were up to date. Noted.

190. **SUPERFAST ESSEX:** Members had been supplied with the latest report. Professor Barclay advised that he had looked this up and found that Cold Norton will not get an upgrade. Noted

191. **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 Wakeling commented on the recent excellent Cold Norton Primary School Centenary Anniversary Celebration, but expressed disappointment that it was held on a week day and not a Saturday when more could have attended and enjoyed the event. Members were advised that it is hoped that the exhibition produced for the Centenary would be on display in the Village Hall in October.

192. To consider **DATES OF FUTURE MEETINGS**

Provisionally scheduled for 2014: Wednesdays 2nd July, 3<sup>rd</sup> September, 1<sup>st</sup> October, 5<sup>th</sup> November, and 3rd December.

Members were advised that there will need to be an extraordinary meeting called to approve the accounts on Monday 30<sup>th</sup> June 2014 as this is the final day on which accounts can be approved – the Clerk had had an extension granted from the external auditor.

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

Chairman.....

Date.....