

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> FEBRUARY 2014 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Mrs S Garnham  
Mr S. Rivers (Chairman)  
Mr P Wakeling

**In attendance:** Mrs M. Dyer (Parish Clerk)  
Plus 2 Members of the Public  
(Mr Paul Guppy & Mr Keith Drewitt)

**605. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Professor L Barclay, Mr C Litscher, Mrs V Jennings, Mr J Archer, County Cllr Mrs P Channer and District Cllr Ms S White

**606. 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.

**607. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 8<sup>th</sup> January 2014 were approved as correct, subject to the removal of the word 'even' from Minute No.553; Mr Rivers duly made the amendment and signed accordingly.

### FINANCE

#### Approval of Payments

- 608.** Sue Lees Consultancy to maintenance fee for February 2014 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001469 dated 8<sup>th</sup> January 2014 £30.00. Cheque No.1263
- 609.** Roy Wiseman to village caretaker work invoice dated 29<sup>th</sup> January 2014 £61.63. Cheque No.1264
- 610.** The Information Commissioner to data control renewal from 3<sup>rd</sup> March 2014 to 2<sup>nd</sup> March 2015 e-mail dated 19<sup>th</sup> January 2014 £35. Cheque No.1265. Members had been requested to read the new description re nature of the 'business' submitted by The Information Commissioner - Members formally agreed this to be correct.
- 611.** Maria Dyer office expenses £28.85. Cheque No.1266

#### 612. Financial Statement Current balances:

Barclays 10 Day Notice as at 10 <sup>th</sup> April 2013*	£	559.76
Santander as at 2 <sup>nd</sup> January 2014	£	<u>19,430.94</u>
	£	19,990.70

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

**613. Council Tax Benefit Support Grant:** Members had been supplied with a further report from NALC received by the Clerk via EALC on 17<sup>th</sup> January 2014. Noted by Members.

614. **Staff Pensions:** Members had been supplied with NALC Legal Topic Note LTN79 revised January 2014 which indicates that CNPC's staging date is 1<sup>st</sup> February 2016. Noted by Members.
615. **Cold Norton Parish Council Insurance Policy:** Members were advised that a letter had been received from the Insurance Company advising they had corrected an administrative error and requested that the Council check the document. It was agreed that this would also be a good opportunity to check/review the items covered within the policy and values in preparation for policy renewal in June 2014. Mrs Garnham and Mr Wakeling offered to undertake this review.

**ACTION: MRS GARNHAM/  
MR WAKELING**

## PLANNING

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

Prior to consideration of this application the meeting was closed to allow Mr Guppy to speak about his application.

**FUL/MAL/13/01165 De Laches, Latchingdon Road.** Convert garage into annex accommodation and alter front elevation. Week No.2 dated 10<sup>th</sup> January 2014:

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

**HOUSE/MAL/14/00022 PP-03054331 6 Ferris Avenue.** Resubmission of application HOUSE/MAL/12/01069 – demolish existing garage and erect single storey side extension comprising of garage, dining room and conservatory. Week No.4 dated 24<sup>th</sup> January 2014:

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

THE FOLLOWING TWO APPLICATIONS HAD BEEN SUPPLIED TO THE PARISH COUNCIL FOR INFORMATION ONLY:

**LDP/MAL/13/01143 Little Canneys, Stow Road.** Claim for Certificate of Lawfulness: Proposed single storey side extension to existing dwelling house. Week No.2 dated 10<sup>th</sup> January 2014

**LDP/MAL/14/00028 Bay Lodge, 1 Newport Avenue.** Claim for Certificate of Lawfulness: Proposed conversion of loft to habitable room. Week No.4 dated 24<sup>th</sup> January 2014.

Clerk advised Members that application **HOUSE/MAL/14/00052 Tamina, 1 Latchingdon Road:** detached carport and boundary wall and railings had been received after the agenda was issued and that the Planning Officer had advised due to timings that the response date of 21<sup>st</sup> February 2014 given to CNPC could not be extended to the CNPC March meeting. It is not possible to call an extraordinary meeting, so Clerk will include on March agenda and the view of the Council will be submitted late.

**ACTION: CLERK**

With agreement of Members the agenda item relating to The Norton was brought forward

617. **THE NORTON:** the meeting was closed for Mr Guppy to update Members. Mr Guppy advised that building works are nearly complete, but that there has been a delay imposed by the Owner re the purchase of the pub by the Pub Consortium. As this 'right to buy' is part of the Unilateral Undertaking entered into by the Owner, the Enforcement Officer at MDC is looking into the matter. The meeting was then reopened and Members requested that the Clerk write to MDC re the Owner adhering to the terms of the UU.

**ACTION: CLERK**

The meeting was closed again to allow Mr Drewitt to speak: Mr Drewitt spoke about boundary changes between Stow Maries and Cold Norton. Mr Drewitt was thanked and the meeting was reopened.

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

**LBC/MAL/13/01043 Cold Norton**

Convert garage into annex accommodation and alter front elevation  
De Laches 60 Latchingdon Road Cold Norton Essex  
(UPRN - 100090555267)  
Mr Paul Guppy **LISTED BUILDING CONSENT GRANTED**

It was noted that LBC was granted on 16<sup>th</sup> January 2014 prior to the close date of 17<sup>th</sup> January 2014 given for the submission of any comments from CNPC and prior to 22<sup>nd</sup> January 2014 the close date for responses shown on one of the site notices. Clerk to write to MDC regarding this.

**ACTION: CLERK**

**AGR/MAL/13/01126 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 Pharoah **REFUSED**

**AGR/MAL/13/01132 Cold Norton**

Steel portal framed building for storage of hay  
Land South East Of 51 To 57 St Stephens Road Cold Norton Essex  
(UPRN - 010013998745)  
Mr Mark Bardwell **PRIOR APPROVAL IS NOT REQUIRED**

In regards AGR/MAL/13/01132 Members were disappointed at this result and requested that the Clerk write to MDC to express concern re possible future activity at this site.

**ACTION: CLERK**

619. **Maldon District Council LDP:** Members had been forwarded details of the Pre Submission document consultation etc. and a hard copy was in circulation amongst Members. At the meeting Members were advised that the Consultation had now been extended to Wed 12<sup>th</sup> March 2014. It was agreed that a response to the Consultation would be discussed and agreed at the March meeting.

**ACTION: ALL MEMBERS**

620. **Maldon District Council Community Infrastructure Levy:** details of this consultation had been supplied to Members. It was agreed that a response to the Consultation would be discussed and agreed at the March meeting.

**ACTION: ALL MEMBERS**

621. **Kenya, Latchingdon Road, Cold Norton – boundary fence:** nothing to report. Noted

622. **Hillsborough 42 Latchingdon Road:** unauthorised outbuilding and access – investigation by Planning Enforcement has commenced. Nothing further to report. Noted.

623. **ECC Minerals and Waste Planning Team’s new website:** details had been supplied to Members. Noted.

**HIGHWAYS AND ROAD SAFETY**

624. **Surface water issues on Latchingdon Road adjacent to bridge:** nothing to report

625. **Surface water issue by junction of Stow Road and Hagg Hill:** nothing to report

626. **Station Crescent: drain and damage to road:** nothing to report

627. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** nothing to report

628. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway:** nothing to report

- 629. **Footway outside School:** nothing to report
- 630. **Woodham Road:** some remedial work was carried out pre Christmas
- 631. **Green Trees Avenue:** nothing to report
- 632. **Speed Limit on Fambridge Road** (section from Pale Pit Roundabout to Lower Burnham Road): nothing to report
- 633. **Water on pavement near 48 Latchingdon Road:** nothing to report
- 634. **Pot hole on Hagg Hill previously repaired has returned:** nothing to report
- 635. **Latchingdon Road** (pot hole near The Norton car park entrance): has been repaired
- 636. **Latchingdon Road** (pot hole near Post Box/Old Post Office): to be reported to Highways
- 637. **St Stephens Road** (collapsed drain/gulley outside No.18): to be reported to Highways
- 638. **Palepit Roundabout and drain by Little Wood Place Fambridge Road (towards Maldon)** (blocked drain/surface water): has been reported to Highways by a resident, to be followed up.
- 639. **Hackmans Lane** (water leak on pavement just near Mr Brennan's place): had been reported to Highways by a resident and some works had been carried out, but problem still remained, to be followed up.

Mr Drewitt left the meeting at this point.

#### VILLAGE HALL

- 640. **Report from Village Hall Representative:** Mrs Garnham gave a short report advising that the main fund raising event would be held on 7<sup>th</sup> June along St Stephens Road. Support for this event was expressed by Members
- 641. **Lunch Club for Elderly Residents:** Mrs Garnham advised that grants were being investigated and fund raising planned.
- 642. **Parking at Village Hall:** Clerk was requested to investigate land to provide additional parking  
**ACTION: CLERK**
- 643. **Defibrillator:** nothing to report
- 644. **Essex Boys & Girls Club Meeting:** date TBA
- 645. **Climate Energy/Solar panels:** TBA
- 646. **Toilets – renovation works:** it was agreed that Clerk would contact the Architect on the VH project to discuss specification produced for these works  
**ACTION: CLERK**
- 647. **POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR:** nothing to report
- 648. **DISTRICT COUNCILLOR'S REPORT:** Clerk relayed to Members brief telephone report from District Cllr Ms Sue White regarding North Fambridge building development and infrastructure.
- 649. **COUNTY COUNCILLOR REPORT:** not available

#### OPEN SPACES

- 650. **Cowpiece Nature Reserve:** nothing to report

- 651. Playing Field:** Members had been advised/reminded that:  
Improvement to skate ramps – nothing further to report
- Football – regular play has been interrupted by the inclement weather which has made play inadvisable on the pitch
- Pre School outdoor play area – Signage inside hall and external sign to combine usage and acknowledgement to grant funders – work in progress
- Works from Playground Inspection 2013/Poplar trees removal/new flooring/Mound slide – work in progress
- Nets for the basketball/netball posts – order to be placed/lines still to be reinstated. Spoke to resident who kindly offered to reinstate lines and he hoped to do shortly.
- Fields in Trust: nothing to report
- Essex Playing Fields – Best Kept Playing Field Competition 2013 – certificates to be framed
- Park Watch and Brimston Butterflies/Buckthorn Plants: nothing to report
- 652. 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: scrubbed the benches at St Stephens Road and at Three Ash Corner clean of moss and algae, plus cleaned street signs.
- 653. Allotments:** Members were advised that an oil tank had leaked onto the site. Clerk to contact Mrs Kielty for full details . **ACTION: CLERK**

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

- 654. Footpaths Map** – Map side to be framed for installation at Village Hall.
- 655. Footpath 28 Proposed Reduction in Width:** awaiting update
- 656. P4:** All funds have been allocated – trying to establish if there is another grant source
- 657. Footpath 20 (Crown Road):** gate moved to side to facilitate access; landowner will be reinstating gate ASAP. NB no livestock currently in adjacent fields
- 658. Footpath/Bridleway 29:** Members were advised that works had now been completed at the entrance to this footpath and bridleway and that more works are proposed further along the bridleway subject to budget availability in new financial year
- 659. Footpaths 12/13 bridge brickwork:** awaiting update
- 660. EMERGENCY PLANNING/PROCEDURES:** awaiting details of possible further training

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

- 661. Dengie Hundred Group of Parish Councils:** Members were reminded that the last meeting was held on 15<sup>th</sup> January 2014 attended by Professor Barclay and Mr Litscher who will report at next meeting. **ACTION: PROF BARCLAY/ MR LITSCHER**
- 662. Passenger Transport Liaison Meetings:** Spring Area Review Meeting on Thursday 27<sup>th</sup> February 2014 (Professor Barclay plans to attend and will report at the March meeting); Spring Parish Transport Meeting will be on Thursday 5<sup>th</sup> June 2014. Noted. **ACTION: PROF BARCLAY**

663. **RCCE Active Communities Thursday 27<sup>th</sup> March 2014:** details had been supplied to Members. No one available to attend.
664. **ECC Choral Evensong Sunday 30<sup>th</sup> March 2014 6pm at Chelmsford Cathedral** (invitation to Chairman and guest). At the Meeting Mr Rivers advised he is unable to attend. Mrs Garnham and Mr Wakeling advised that were also unavailable to attend. Clerk to check availability with other Cllrs.  
**ACTION: CLERK**

**CORRESPONDENCE**

665. **Environment Agency 'Regulators start generic design assessment on new nuclear reactor'**. E-mail report received 6<sup>th</sup> January 2014: copy had been supplied to Members. Noted.
666. **WINTER SALT BAG SCHEME:** nothing to report
667. **STANDING ORDERS:** Members considered first draft prepared by Mr Rivers; Mr Rivers to redraft for consideration/adoption by Members at the March meeting. **ACTION: MR RIVERS**
668. **WW1 Centenary:** awaiting response re letter sent to Stow Maries Aerodrome
669. **COLD NORTON WEB SITE:** work in progress
670. **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.)

There were no matters reported.

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

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

**ANNUAL PARISH MEETING:** Wednesday 9<sup>th</sup> April 2014 VH booked (plus APM will be preceded by VHMC AGM at 7.30pm). Members were advised that Professor Barclay cannot attend. At this point Members only requested the following quest speakers: County Cllr, District Cllr and Police.

672. **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.

Mr Guppy then left the meeting

- 673 **VILLAGER OF THE YEAR:** Clerk advised details of nominations received. Members discussed and agreed who this should be given the title. Clerk to arrange engraving of shield for presentation at the APM.  
**ACTION: CLERK**

There being no further business the meeting was closed at 9.15pm

Chairman.....

Date.....