

# COLD NORTON PARISH COUNCIL

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

### THOSE PRESENT:

### Councillors:

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

**In attendance:** County Cllr Mrs P Channer  
District Cllr Ms White  
Mrs M. Dyer (Parish Clerk)  
Plus 6 Members of the Public

421. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Mr Archer and Mr Litscher.
422. **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  
Mrs Jennings declared an interest in the item relating to Footpath 20 as this is on her land
423. **MINUTES OF ORDINARY MEETING of the Parish Council** held on Wednesday 1<sup>st</sup> October 2014 and **MINUTES OF EXTRAORDINARY MEETING** held on Wednesday 15<sup>th</sup> October 2014 were both approved as correct and signed accordingly.
424. **COUNTY COUNCILLOR'S REPORT:** County Cllr Mrs Channer updated/advised Members of a number of topics, including:
- ECC passed a motion to call to the Government to devolve more powers to ECC
  - Growth of jobs in the County 3,000 in the last 5 years
  - Essex means Business: ECC is listening to businesses, with Cabinet Ministers visiting businesses
  - Pot Holes: 80% reduction since June on main roads, down to 240 from 1,073 - priority 1 roads and priority 2 roads down to 333 from 2,590, but increase in problems/defects on minor roads, now up to 14,549 from 12,972
  - New Essex and China deal resulting in 150 jobs through a solar panel factory
  - Community Switch Campaign: to help residents make energy savings
  - A14 road improvements to start in 2016
  - Consultation re the County's ambitions – high level of agreement from respondents
  - There will be a permit scheme in place regarding road works; utilities, developers etc. will in future all need permission cannot just advise when they want to dig up a road
  - Healthier living initiative – 'Get Active Essex' encouraging people to participate in a variety of healthy activities

Additionally Cllr Mrs Channer updated Members regarding Broadband, advising that MDC had also contributed financially; also in relation to MDC spoke briefly re staffing, budgets and review of the corporate plan.

- 425. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White spoke to Members about the series of Winter Talks, the grant that Stow Maries Aerodrome had received and confirmed that enforcement was in hand regarding the mobile home in St Stephens Road.

## FINANCE

### Approval of Payments

- 426.** Roy Wiseman to village caretaker work from 22<sup>nd</sup> September to 27<sup>th</sup> October 2014 £155.88. Cheque No.1330
- 427.** Sue Lees Consultancy to maintenance fee for November 2014 Invoice No.0001790 dated 8<sup>th</sup> October 2014 £30.00. Cheque No.1331.
- 428.** Poppy Appeal to supply of 1 x C type wreath with Cold Norton Parish Council logo. Members had been advised that production cost for the wreath is £18.50, Members agreed to make a total donation of £30. Cheque No.1332.
- 429.** Cold Norton Parochial Church Council to use of The Beacon for Parish Council Reports to 30<sup>th</sup> March 2015. Invoice dated 2<sup>nd</sup> October 2014 £163.40. Cheque No.1333.
- 430.** Dengie Hundred Group of Parish Councils to affiliation fee to June 2015 £15.00. Cheque No.1334
- 431.** Copyright Reprographics Ltd to stationery (box of all purpose paper, 2 x large ink black cartridges, 1 x colour ink cartridge, staples for staple gun and large paperclips) Invoice No.83767 dated 14<sup>th</sup> October 2014 £89.22 (£74.35 net). Cheque No.1335
- 432.** CPRE to membership renewal to 31<sup>st</sup> October 2015. Cheque No.1336.
- 433.** Maldon District Council to Grounds Maintenance for period 1st July to 30<sup>th</sup> September 2014 Invoice No.COL58672409 dated 17<sup>th</sup> September 2014 £478.94 (£399.12 net). Cheque No.1337
- 434.** EALC to Election training day for Clerk Invoice No.4935 dated 24<sup>th</sup> October 2014 £60. Cheque No.1338
- 435.** E-on to electricity for street lights September 2014 Invoice No.H10911030A dated 1<sup>st</sup> October 2014 £45.34 £43.18 net) taken by direct debit on 11<sup>th</sup> October 2014.

**436. Financial Statement**  
**Current balances:**

Barclays 10 Day Notice as at 10 <sup>th</sup> April 2014*	£	564.24
Santander as at 2 <sup>nd</sup> October 2014	£	<u>32,425.21</u>
	£	32,989.45

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

- 437. Requests for Grants from Cold Norton Parochial Church Council and Essex Air Ambulance.** Members had been supplied with copies. It was agreed to defer to the December meeting.  
**ACTION: CLERK**
- 438. ASAP Office Services (Internal Auditor):** Members had been supplied with details of increase to price from 1<sup>st</sup> October 2014 (first increase since January 2011). Noted by Members
- 439. Completion of Annual Audit for year ended 31<sup>st</sup> March 2014.** Members had been supplied with a copy of the Annual return form with signed audit certificate and advised that the only comment from the External Auditor was in relation to way Precept from MDC should have been shown on the return i.e. split as partially precept monies and partially a 'grant'. Noted by Members. Clerk will now display a copy of the audited return on the main Parish Council notice board (i.e. outside No.14 Latchingdon Road) for the required period.  
**ACTION: CLERK**

## PLANNING

- 440. Planning Applications received by the Parish Council:** Members had been advised that none had been received/notified as at 24<sup>th</sup> October 2014. Noted

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

**FUL/MAL/14/00574 Cold Norton**

Retrospective application for erection of temporary hanger (3 years) for storage and maintenance of historic aircraft

Stow Maries Aerodrome Hackmans Lane Purleigh Essex  
(UPRN - 010013997738)

The Trustees - Stow Maries Great War Aerodrome Ltd

**APPROVED**

**LBC/MAL/14/00575 Cold Norton**

Retrospective application for erection of temporary hanger (3 years) for storage and maintenance of historic aircraft

Stow Maries Aerodrome Hackmans Lane Purleigh Essex  
(UPRN - 010013997738)

The Trustees - Stow Maries Great War Aerodrome Ltd

**GRANT LISTED BUILDING CONSENT**

**COUPA/MAL/14/00843 Cold Norton**

Change of use of agricultural buildings to 3no. residential dwellings

Flambirds Farm, Hackmans Lane Purleigh Essex  
(UPRN - 100091256741)

Mr & Mrs Crosby **REFUSED**

442. **Local Development Plan: Examination in Public** – letter from Local Programmes Officer dated 7<sup>th</sup> October 2014. Copy had been supplied to Members. Noted
443. **Klenya, Latchingdon Road, Cold Norton - boundary fence:** Members had been reminded that this had been raised with Mr Lawrence at meeting on 2<sup>nd</sup> July 2014. Clerk to ascertain which Enforcement Officer is handling this. **ACTION: CLERK**
444. **Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** Members had been reminded that this had been raised with Mr Lawrence at meeting on 2<sup>nd</sup> July 2014. Clerk to ascertain which Enforcement Officer is handling this. **ACTION: CLERK**
445. **MDC Community Infrastructure Levy Charging Schedule: letter from MDC dated 1<sup>st</sup> October 2014.** Copy had been supplied to Members. Noted
446. **Affordable Housing – Tour of Schemes 7<sup>th</sup> October 2014:** Unfortunately Mr Litscher and Mrs Jennings were unable to attend, but Mrs Garnham and Mrs Jennings attended another RCCE session on 30<sup>th</sup> October when this subject was discussed. Considered under a later agenda item – see Minute No.482.
447. **Appeal Decision: Appeal Ref: APP/X1545/A/14/221973 Land adjacent to 7 Cherry Blossom Lane. Single storey bungalow and garage (100sqm and garage) Appeal allowed.** Members had been supplied with a copy of the full decision notice. Noted by Members.

At this point the Chairman closed the meeting to allow a Member of the Public to speak and ask questions in relation to this appeal decision. County Cllr Mrs Channer, District Cllr Ms White and the Chairman responded.

The meeting was then reopened.

448. **Chelmsford City Council: Publication of Planning Document for Consultation 9<sup>th</sup> October to 27<sup>th</sup> November 2014 – Employment Land Review – draft.** A copy had been supplied to Members. Noted.
449. **AGR/MAL/14/00210 Land at corner of St Stephens Road and Fambridge Road:** at the meeting Members were advised that a 'Stop Notice' had been issued by MDC Enforcement Officer in relation to the mobile home now on site.

At this point the meeting was closed to allow the owner of the land and mobile home to make a statement.

The meeting was then reopened.

- 450. Vehicle Accesses along St Stephens Road:** Members had been advised that ECC had confirmed that no vehicle crossings had been approved in the last 6 years other than two residential properties. Noted by Members
- 451. Blue Hoarding – Old Fire Station site:** Members had been advised that the Clerk has spoken to new Enforcement Officer re Untidy Land Act in relation to this site. Noted by Members

#### **HIGHWAYS AND ROAD SAFETY**

- 452. Various issues with ECC for action:** Clerk following up **ACTION: CLERK**
- 453. Hackmans Lane:** Members had been reminded that concern had been expressed verbally to the Clerk re speed and accidents, damage to cars parked in layby and to walls of houses opposite (Clerk had requested this in writing, but had not received it to date); Member had been advised that one speed sign is down at moment, but that there has been some cutting back of vegetation on this section of road. Clerk to report sign. **ACTION: CLERK**
- 454. Highways Panel Minutes from September 2014 meeting:** these had been forwarded to Members by email. Noted by Members.
- 455. Cutting back from bridge to County Produce:** Members had been advised that the Clerk had requested that this is added to MDC Highways Rangers list for action later this month – awaiting confirmation. Mr Litscher had also advised that the hedge between Station Road and Junction Road had overgrown the footpath. **ACTION: CLERK**

#### **VILLAGE HALL**

- 456. Report from Village Hall Representative:** Members were advised that at the last meeting that fund raising had been one of the main topics. Noted.
- 457. Lunch Club for Elderly Residents:** Members were advised that the first lunch would be on 18<sup>th</sup> December 2014. Cllr Surgery would be also held that day. Noted **ACTION: MR RIVERS**
- 458. Parking at Village Hall:** Members were advised that the Clerk had made a provisional booking for Monday 10<sup>th</sup> November to meet with a local company who have the mats Mrs Garnham had suggested at the last meeting and would also be able to move play equipment. Members agreed that the meeting should proceed. **ACTION: CLERK**
- 459. Defibrillator:** training still to be undertaken, but Members had been advised that the VHMC had applied for a grant that if successful would cover all but £400 of the costs involved.
- 460. Essex Boys & Girls Club:** Members had been advised that the request in the October Beacon for help with initial research stage had not produced any offers of help, so the Clerk had put it into the November issue as one last try. Members suggested the Clerk talk to the Girl Guides re help. **ACTION: CLERK**

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

- 461. Climate Energy/Solar panels:** Mrs Garnham gave an update advising that two quotes had now been received and a third was awaited, and that the 'pay-back' tariffs would be reducing in January 2015 and March 2015. A Public Works Loan was discussed. Noted.
- 462. Toilets – renovation works:** Members had been reminded that a £10,000 grant had been awarded to the PC from EET, that the ECC CIF grant application had been submitted and that the CIF panel sits in November 2014. Noted
- 463. Energy Performance Requirements:** nothing to report. Clerk to follow up. **ACTION: CLERK**

464. **Canopy for Outdoor Play Area:** Members had been advised that Pre School were still to submit further details. Members requested this be taken off the agenda.

**ACTION: CLERK**

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

465. **Southminster Police Report:** Members had been supplied with the latest copy by email. Noted
466. **Street Meets:** Clerk had notified Members of this new initiative by email and advised that the Police support officer at Southminster had been contacted requesting more notice in future so that this could be 'advertised' to residents. No Members had been able to attend the first one on 30<sup>th</sup> October 2014. Noted.
467. **Parking in St Stephens Road:** Members had been supplied with a copy of email from a resident and advised that this had been reported to PC Sam Pateman who had advised that he would visit and also ask the community officers to attend at school times. Members requested that the Police are asked to make regular visits and to talk to ECC Highways re double yellow lines.

**ACTION: CLERK**

#### **OPEN SPACE**

468. **Cowpiece Nature Reserve:** Members had been reminded that the Clerk had researched the 'history' re fencing with adjoining land, and advised that this was still to be discussed with Mr Litscher as the Nature Reserve Representative.

At this point the Chairman closed the meeting for a Member of the Public to express his concern about the burning of green waste at the site.

The meeting was then reopened.

469. **Playing Field:** Members had been advised that the mats under swings had been temporarily re-laid, and that the Contractor had been due to carry out the permanent fixing in October, but had been unable to do so due to illness; re Independent Playground Inspection 2014 - actions agreed, being progressed; Sports Wall/Kickwall – nothing to report; Signing on outdoor play area – replacement required

Members were advised that in the Essex Best Kept Playing Fields Competition 2014, Cold Norton Parish council was awarded two certificates of merit, one for the children's playground and one for the playing fields in general and a Silver Award for the Football Pitch. Certificates to be framed and installed at the Village Hall.

**ACTION: CLERK**

470. **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: rubbed down handrails at the Village Hall; mowed "Alec's" garden; tended to brambles, weeded and cut back hedge at traffic lights; cut back overgrown shrubs and brambles at Green Trees Avenue.
471. **Allotments:** Members were advised that the Clerk had met with the Tree Officer re tree at site. Tree Officer had discussed with a resident in Victoria Road, whose property/garden is effected by one tree in the Allotment site owned by the Parish Council and one owned by Moat Housing, minimal, but appropriate works on both these trees.. Awaiting resident to contact the Clerk re works.
472. **Watercourse Mapping Project:** Mrs Garnham gave a brief report on the meeting she had attended with Mr Litscher with the ECC Flood Assets Officer earlier in the day, recommending that CNPC should participate in this pilot project and offering with Mr Litscher to carry out the surveys in Cold Norton, advising that where appropriate/necessary ECC would contact land owners for access to facilitate the surveys. There were no objections from the other Members.

**ACTION: MRS GARNHAM/  
MR LITSCHER**

## **PUBLIC RIGHTS OF WAY**

- 473. Footpaths Map:** Mr Litscher sourcing frame for installation at Village Hall.  
**ACTION: MR LITSCHER**
- 474. Footpath 28 Proposed Reduction in Width:** awaiting update/Clerk to follow up  
**ACTION: CLERK**
- 475. Footpath 20 (Crown Road):** gate now in position
- 476. Footpaths 12/13 bridge brickwork:** awaiting update/Clerk to follow up.  
**ACTION: CLERK**
- 477. Footpath 19:** Clerk to follow up  
**ACTION: CLERK**
- 478. Bridleway 29:** awaiting confirmation re PRow Officer's request for funding improvements and resurfacing.
- 479. Footpaths 14 and 19:** Members had been supplied with copy email from the ECC Public Rights of Way Officer regarding the ploughing of the cross field path 19 and part 14 advising that he had visited the site and that the land owner had followed the correct procedures following ploughing. Noted by Members.
- 480. EMERGENCY PLANNING/PROCEDURES:** Mr Rivers is writing a plan  
**ACTION: MR RIVERS**

## **TRAINING/CONFERENCES/MEETINGS**

- 481. Autumn Parish Transport Meeting:** Members had been supplied with minutes from the 16<sup>th</sup> October 2014 meeting and a copy of the strategic proposals. Regarding the extension of the DART 5 service proposed at the 16<sup>th</sup> October meeting Clerk to ascertain progress.  
**ACTION: CLERK**
- 482. RCCE Active Communities Coffee Morning Thursday 30<sup>th</sup> October 2104:** Mrs Garnham and Mrs Jennings attended and gave a brief report. Regarding Affordable Housing and an offer from the RCCE to carry out another survey, Members were reminded of the results of the previous survey and the PC decision in 2009 not to proceed further until the Local Development Policy review was completed. Members agreed that another survey was not required and, as previously agreed, affordable housing would be 'revisited' once the LDP was completed, which is expected in 2015. Clerk to advise the RCCE.  
**ACTION: CLERK**
- 483. Dengie Hundred Group of Parish Councils Annual Quiz:** 12<sup>th</sup> November 2014 – no one available to attend. Clerk to advise DHGPC Clerk.  
**ACTION: CLERK**
- 484. LCLC (Bradwell Site):** next meeting 3<sup>rd</sup> December 2014 – Mr Rivers, Professor Barclay and Mr Litscher to attend. Clerk to advise accordingly  
**ACTION: CLERK**
- 485. Dengie Hundred Group of Parish Councils:** Wednesday 21st January 2015 (not 3<sup>rd</sup> Jan as previously advised). Noted by Members.

## **CORRESPONDENCE**

- 486. EALC – email dated 13<sup>th</sup> October 2014 Maldon Standards Committee:** copy supplied to Members advising that Cllr Lawrence Cooper from Purleigh would be the new representative. Noted.
- 487. NALC update October 2014:** copy had been supplied to Members. Noted

488. **Letters from several residents received on 1<sup>st</sup> November 2014 regarding the election process:**  
Clerk to respond accordingly. **ACTION: CLERK**
489. **THE NORTON:** nothing to report
490. **WINTER SALT BAG SCHEME:** Members were advised that the salt has now been delivered and that a new volunteer come forward from Willow Court. **ACTION: CLERK**
491. **STOW MARIES AERODROME:** Members advised that they had had a very enjoyable and interesting tour on 4<sup>th</sup> October 2014. Clerk to send letter of thanks. Members had been supplied with an Invitation to a Remembrance Sunday Service at the Aerodrome – no one available to attend. **ACTION: CLERK**
492. **BROADBAND:** had already been covered under the County Cllr's report minute No.424 applies
493. **STANDING ORDERS:** amendment required to incorporate changes re photographs/recordings etc. Clerk to prepare for a future meeting. **ACTION: CLERK**
494. **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 Stewart Rivers will lay the poppy wreath at Church on Sunday on behalf of village residents.
- Mrs Jennings commented that the Village Hall building does not have a name sign and most other do.
495. To consider **DATES OF FUTURE MEETINGS**
- Provisionally scheduled for 2014: Wednesday 3rd December  
Provisionally scheduled for 2015: Wednesdays 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 2<sup>nd</sup> April

There being no further business the meeting was closed at 9.20pm

Chairman.....

Date.....