

COLD NORTON PARISH COUNCIL

ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7th MAY 2014, in The Norton Room of the Village Hall – commencing immediately after the Annual General Meeting

The attendance list is the same as for the Annual General Meeting.

77. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from, Mr S Rivers, Mr J Archer, Mr C Litscher and County Cllr Mrs P Channer.
78. **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. Professor Barclay advised that he wished to make an observation on a MDC Planning Decision relating to his neighbour's property.

79. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 2nd April 2014 were approved as correct and signed accordingly.

FINANCE

Approval of Payments

80. Copyright Repro Limited to supply of 2500 sheets all purpose paper, plus 2 x extra-large black ink cartridges and 1 x colour ink cartridge. Invoice No.75999 dated 14th March 2014 £80.60 (£67.17 net). Cheque No.1284
81. Essex Playing Fields Association to membership renewal to April 2015 £25. Cheque No.1286 (NB Cheque No.1285 Voided). (Members had been supplied with papers re benefits of membership and notification of increase to £30. Clerk submitted payment pre 1st May and was able to pay at previous rate. Response to short questionnaire was agreed. **ACTION: CLERK**
82. Sue Lees Consultancy to maintenance fee for May 2014 (advance monthly maintenance fee) Invoice No.0001597 dated 8th April 2014 £30.00. Cheque No.1287
83. Sue Lees Consultancy to hosting space at reduced rate from 1st May 2014 for one year Invoice No.1586 dated 1st April 2014 £25.00. Cheque No.1287
84. Roy Wiseman to village caretaker work 26th February to 4th April 2014 £87. Cheque No.1288
85. Maria Dyer office expenses £45.98 (£43.66 net). Cheque No.1289
86. Donation to Cold Norton Parochial Church Council to providing refreshments at the 2014 APM £25.00. Cheque No.1290
87. LCR Magazine Subscription from June 2014 to May 2015 £17.00. Cheque No.1291
88. EALC to 2014/15 affiliation fees for EALC (£239.59) and NALC (£48.62) based on electorate figures, total £288.21. Cheque No.1292
89. E-on to electricity for street lights March 2014 Invoice No.HFD9AD50A dated 2nd April 2014 £46.85 (£44.62 net) taken by direct debit on 12th April 2014.
90. Roy Wiseman to village caretaker work 11th April to 28th April 2014 £36.25. Cheque No.1288

91. **Financial Statement** **Current balances:**

Barclays 10 Day Notice as at 10 th April 2014*	£	564.24
Santander as at 3 rd February 2014	£	<u>14,312.53</u>
	£	14,876.77

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

92. **Cold Norton Parish Council Insurance Policy Review:** this had been deferred from the April meeting (Members had been checking/reviewing the items covered within the policy). Clerk had advised receipt of AON Insurance renewal from 1st June 2014 to 31st May 2015 Premium £797.50 plus 6% IPT (Insurance Premium Tax) £47.85 total £845.35. Clerk reminded Members that the premium was based on the fact that the PC had entered into a 3 year agreement with AON in May 2103 and that there would be a financial penalty if the PC withdrew at this point from the agreement. It was agreed that Mrs Garnham would consult an Insurance Broker, but that if a more favourable policy could not be sourced that the policy be renewed with AON.

**ACTION: MRS GARNHAM
CLERK**

93. **Maldon District Council Grounds Maintenance:** Members had been advised that changes to cutting schedule had been advised to MDC. Noted.
94. **Funds for Parish & Town Councils:** Members had been advised that support for proposal re business rates had been advised to Mr. Shaw at Local Works. Noted.
95. **New Employment Allowance:** for employers to save up to £2,000 per year re Class 1 NICs (national insurance contributions) Members had been advised that Parish Councils are excluded from this and had been supplied with copy correspondence. Noted by Members.
96. **14/15 Parish Precept & LCTS grant amounts:** Members had been supplied with details as notified by MDC emails dated 3rd April 2014. Noted.
97. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White reported that the LDP had been submitted and that a response is expected in September 2014; that there is to be a EU conference in Netherlands re Flood Management; that Brownstock Festival Organisers wish to increase the numbers permitted and that this will be considered by MDC, the Police and Highways etc.

With the agreement of Members the agenda items relating to MDC Planning Decisions was brought forward so that Members could discuss these and other planning related matters whilst District Cllr Ms White was still present at the meeting as Ms White had advised at the start of the meeting that she had another meeting to attend.

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

HOUSE/MAL/13/01181 Cold Norton

Replace existing fences with red brick walls and piers.

Ashmead Lodge 41 Stow Road Cold Norton Essex

(UPRN - 100090555898)

Mr Andrew Taylor

APPROVED

OUT/MAL/13/01078 Cold Norton

Outline planning application for residential development comprising six dwellings incorporating new access road, landscaping and rationalisation of existing car parking

Three Rivers Golf and Country Club Stow Road Cold Norton Essex

(UPRN - 200000916977)

Mr G Peachey

Three Rivers Golf & CC **REFUSED**

HOUSE/MAL/14/00151 Cold Norton

Modification of roof to existing building to include an enlarged first floor complete with rear dormer and balcony.

Farthingale Farm Hackmans Lane Purleigh Essex

(UPRN - 100091256740)

Mr & Mrs Clive Sutton

APPROVED

HOUSE/MAL/14/00089 Cold Norton

Two storey side extensions. Replacement garage. Remodel front elevation and new porch. New rear conservatory. Replacement windows.

10 St Stephens Road Cold Norton Essex CM3 6JE

(UPRN - 100090555798)

Mr D Malone

REFUSED

WTPO/MAL/14/00120 Cold Norton

TPO 15/96 T54 (T1 on app) Horse Chestnut - Reduce crown back to previous pruning points. G1

(T5 on app) Field Maple - Remove. (T7 on app) Field Maple - Reduce crown by 30%.

10 St Stephens Road Cold Norton Essex CM3 6JE

(UPRN - 100090555798)

Mr Malone

APPROVED

Professor Barclay repeated his wish to comment one of the decisions, namely HOUSE/MAL/14/00089 submitted by his next door neighbour, advising that he couldn't understand why this application had been refused as most of the houses in this street had been developed. District Cllr Ms White suggested that the applicant appeal or resubmit.

Members then brought to the District Cllr's attention AGR/MAL/14/00210 which MDC had notified would need planning permission, advising that not only had a roadway entrance been created at the proposed site, but that there was also a sign up 'requesting hard core' before plans had even been circulated or therefore approved. Members reminded District Cllr Ms White of the wishes of the village residents as expressed in the Village Survey.

Members also asked District Cllr Ms White to raise the condition of the Old Fire Station site with MDC Planning Department as the Clerk has been told on several occasions that MDC cannot do anything. The Clerk advised that following research she had discovered a section of the Town & County Planning Act 1990 that covered 'untidy land' that might be applied to this property for action to be taken and would write accordingly to MDC. **ACTION: CLERK**

It was agreed that following the meeting the Clerk would email Ms White with details of above, including reminder of the outstanding issues re The Norton (UU, parking and Highways contact number). **ACTION: CLERK**

99. COUNTY COUNCILLOR REPORT: not available.

District Cllr Ms White then left the meeting.

PLANNING

100. Planning Applications received by the Parish Council: the following was considered and the response was as indicated:

HOUSE/MAL/14/00291 PP-03285474 1 Newport Avenue. Convert loft to habitable rooms. Addition of roof dormers. Week No.16 dated 17th April 2014:

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

101. Kenya, Latchingdon Road, Cold Norton - boundary fence: Members had been advised that there was nothing further to report from last 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.

102. Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access: Members had been advised that there was nothing further to report from last meeting i.e. the outbuilding needs planning permission or reducing in height as per permitted development rights: new access would need planning permission. Noted.

HIGHWAYS AND ROAD SAFETY

- 103. Various issues with ECC for action.** Noted by Members. At this point both Mr Wakeling and Mrs Garnham declared an interest in the issue relating to Station Crescent. Professor Barclay and Mrs Jennings requested that the Clerk write to Highways re works the residents are planning to undertake to rectify damage to this road initially due to failure of drains and that the subsequent drainage works carried out have not proved to be successful. **ACTION: CLERK**
- 104. Response received from ECC Highways with details of matrix for handling potholes etc. based on severity:** Members had been supplied with a copy of the letter received from Highways in response to the Parish Council's letter expressing concern at the length of time that it takes to undertake highways maintenance works i.e. 'coloured markers' appear to 'confirm' that ECC are aware of a problem e.g. pothole, but then there is a considerable time lapse before repairs are actually undertaken. The letter received gave details of a matrix for handling potholes etc. based on severity and location. Noted by Members.
- 105. Local Highways Panel:** minutes from 28th March 2014 meeting had been supplied to Members by email. Noted.

VILLAGE HALL

- 106. Report from Village Hall Representative:** Members were updated re alarm and hall insurance.
- 107. Lunch Club for Elderly Residents:** first fund raising coffee morning held on 24th April – an enjoyable session, next scheduled for 8th and 22nd May; lunch club to start in Autumn
- 108. Parking at Village Hall:** deeds re playing field being requested from Solicitor to ascertain extent of covenants re land usage. Members considered Mrs Garnham's proposal to extend the current car park by utilising some of the playing field. Members were all in agreement that more parking is required and requested that the Clerk obtain a budget price to create a car park in the area where the play equipment is currently sited and to move the play equipment to another part of the site. **ACTION: CLERK**
- 109. Defibrillator:** Members were advised that funds are now available for this item and that training is now to be organised.
- 110. Essex Boys & Girls Club:** Mrs Garnham considering next step
- 111. Climate Energy/Solar panels:** nothing to report
- 112. Toilets – renovation works:** Members had been advised that the specification was in hand with the Architect, that suggested contractors had been supplied to Architect and that the Clerk had submitted 'Expression of Interest' to EET re a grant. At the meeting the plans drawn up and specification produced by the Architect were available to view. Noted by Members.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

- 113. Southminster Police Article dated 3rd May 2014:** had been supplied to Members by email on 6th May 2014. Noted.

OPEN SPACE

- 114. Cowpiece Nature Reserve:** nothing to report
- 115. Playing Field:** Members had been advised that the football season ends in May.
- Regarding the trees near the swings Members had been supplied with a further copy of the report from MDC Tree Officer with a recommendation for works that should be undertaken, plus a very simply diagram detailing locations/species of trees in this area. At the meeting the Clerk presented costs to carry out the recommended tree works and works to the safety tiles under the swings. Members agreed to SES being appointed to carry out works to two trees nearest to the swings and for AA Windsor to undertake the repair works to the safety tiles. **ACTION: CLERK**

Members had been advised that the Independent Playground Inspection had taken place in April, organised by MDC, through the The Play Inspection Company for the same fee as last year i.e. £55; report was now awaited. Noted.

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

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

- 116. 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: removed fallen branches at Three Ash Corner and Playing Field and taken to Cowpiece to burn; removed broken glass in Cherry Blossom Lane; 'creosoted' around base of posts of playing field gates, base of village sign and traffic bollards at St Stephens Road; trimmed bushes to footpath entrance opposite Church; litter picked, tidied paths and checked decking at Cowpiece; swept bridge; cut grass at junction of Green Trees Avenue and Latchingdon Road including 'repair' re wheel ruts left by lorry. Noted by Members. Mrs Garnham pointed out that visibility into the copse at the rear of the playground area needed to be improved by some taking out some of the low level growth and undergrowth. Clerk to brief Mr Wiseman. **ACTION: CLERK**

- 117. Allotments** – oil leak being monitored. Noted.

PUBLIC RIGHTS OF WAY

- 118. Footpaths:** nothing to report

- 119. EMERGENCY PLANNING/PROCEDURES:** Re Emergency Planning Contacts Mr Wakeling agreed to be the second contact (Mrs Garnham had agreed to be one at the April meeting).

TRAINING/CONFERENCES/MEETINGS

- 120. WPP Architects Evening Reception:** Friday 16th May 2014 5.30pm onwards. No one available to attend. Clerk to advise. **ACTION: CLERK**

- 121. ECC Essex Green Transport Conference:** Tuesday 20th May 2014 9.30am. No one available to attend.

- 122. EALC Planning Day:** Thursday 5th June 2014 – details supplied with April agenda/deferred from April meeting. It was agreed that a CN Cllr would not attend.

- 123. LCLC (Bradwell Site):** Wednesday 11th June 2014 at the Minerva Centre, Mundon. Minutes from December meeting had been supplied to Members. Professor Barclay may attend, to be confirmed. **ACTION: PROF BARCLAY**

- 124. Dengie Hundred Group of Parish Councils:** Wednesday 18th June 7.30pm in Knightswood Day Care Centre, Steeple Road, Southminster. Deferred to next meeting. **ACTION: CLERK**

CORRESPONDENCE

- 125. Essex Playing Fields Association Spring 2014 Newsletter:** copy had been supplied to Members. Noted

- 126. MDC Promenade Park Survey:** details had been supplied to Members. It was agreed that Members should reply individually if they wished to. **ACTION: ALL MEMBERS**

127. **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.

Regarding the concern raised at the April meeting re parking at the new houses on this site, Members had been advised that the Clerk had spoken to the Planning Dept. at MDC and had supplied relevant papers/plans etc. to Members, confirming that parking is to the front of the dwellings. Clerk advised that the Planning Enforcement Officer was looking into parking and had advised Clerk to also contact Highways (Cllr Ms White to advise contact details at ECC).

128. **WINTER SALT BAG SCHEME:** letters still to be sent to salt team members re storage.

129. **STOW MARIES AERODROME:** Members were advised that at the APM the Trustees had offered to arrange an evening visit for Cllrs. Members advised that they would welcome a visit. Clerk to follow up. **ACTION: CLERK**

130. **COLD NORTON WEB SITE:** minutes page is now up to date, other pages being updated.

131. **ANNUAL PARISH MEETING:** Members briefly discussed.

132. **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.

133. **DATES OF FUTURE MEETINGS**

Scheduled for 2014: Wednesday 4th June; provisionally scheduled: Wednesdays 2nd July, 3rd September, 1st October, 5th November, 3rd December.

There being no further business the meeting was closed at 9.30pm

Chairman.....

Date.....