

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 9<sup>TH</sup> JANUARY 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Mr J. Archer  
Prof L. Barclay (Vice Chairman)  
Mrs V. Jennings  
Mr S. Rivers  
Mr P. Wakeling (Chairman)

**In attendance:** Mrs M. Dyer (Parish Clerk)  
One Member of the Public

449. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Mr C Litscher, Mrs S. Garnham, County Cllr Mrs Channer and District Cllr Ms White.
450. **CODE OF CONDUCT:** prior to the meeting the Members had had a meeting with Mr Eric Whitfield, Monitoring Officer for MDC, to discuss the Code of Conduct and the requirement for a dispensation in relation to the setting of the precept. Cold Norton Parish Councillors had adopted the NALC Code of Conduct and completed the MDC Register of Interests. This minute is to record that Mr Whitfield advised that whilst the Members had not adopted the MDC Code of Conduct that adoption of the NALC was acceptable and that if the situation arose re a breach of the Code of Conduct that it would be adjudicated by MDC. Noted by Members.
451. **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 will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.
452. **DISPENSATIONS:** The Members agreed and passed the following resolution: The Parish Council grants Cold Norton Parish Councillors dispensation from the need to disclose a DPI (Disclosable Pecuniary Interest) in the matter of setting the council tax precept until May 2015. It was also agreed that Prof Barclay would redraft a general dispensation for consideration at the February meeting.  
**ACTION: PROF BARCLAY**
453. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 5<sup>th</sup> December 2012 were approved as correct and signed accordingly.

### FINANCE

#### Approval of Payments

454. Roy Wiseman to village caretaker work £36.25. Cheque No.1159
455. E-on to electricity for street lights November 2012 Invoice No.HDDC3FE60 dated 1<sup>st</sup> December 2012. £45.34 (£43.18 net) taken by direct debit on 11<sup>th</sup> December 2012.
456. PH Cote Ltd to replace lamp to light No.11 Invoice No.16478-276692 dated 30<sup>th</sup> November 2012 £89.40 (£74.50 net). Cheque No.1160 (Also see minute No. 464 below re this light)
457. Copyright Reprographics Limited to stationery (staples for heavy duty stapler for notice boards and 5 x pkts A4 paper) £16.20 (£13.50 net) Cheque No. 1161
458. Maldon Printing Company to artwork and print & production of 475 copies of Village Appraisal document as quoted. Invoice No.61113 dated 18th December 2012 £1,343. Cheque No.1162

459. Edward Dyer to delivery of village appraisals (except those on outskirts of village which were posted) £38. Cheque No.1163
460. Maria Dyer office expenses £34.49. Cheque No.1164
461. Cold Norton VHMC £300 as MDC in error did a BACs payment direct to CNPC bank account for use of the VH for the recent elections. Members had been supplied with a copy of the CNPC bank statement which showed the payment and a copy of the letter from MDC Accounts Department is attached to these minutes as Appendix 1. Cheque No.1166
462. E-on to electricity for street lights December 2012 Invoice No.HDF754376 dated 2<sup>nd</sup> January 2013. £46.85 (£44.62 net) taken by direct debit on 12<sup>th</sup> January 2013.

463. **Financial Statement**

**Current balances:**

<b>Barclays 10 Day Notice as at 15<sup>th</sup> May 2012*</b>	<b>£</b>	<b>555.73</b>
<b>Santander as at 2<sup>nd</sup> January 2013</b>	<b>£</b>	<b><u>14,616.70</u></b>
	<b>£</b>	<b>15,172.43</b>

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

464. **Street Light:** re faulty light No.11 lamp replaced (see minute No.456 above), but contractor had advised that it required replacement as existing head is full of water and has a broken diffuser – quoted £207.57 ex VAT. Members approved. **ACTION: CLERK**
465. **Cold Norton Parochial Church Council:** Members had been supplied with copy letter requesting a grant towards window stone work which had collapsed due to movement in the foundations. Members considered the request and agreed to a grant of £500 towards these works. Members requested that Clerk advise Cold Norton PCC that in future applications for grants will only be considered at the November Parish Council meeting and that due to the current financial climate that the PC will be reviewing the level of the grants budget. **ACTION: CLERK**
466. **Council Tax Reduction & Funding for Town/Parish Councils:** Members had been supplied with an e-mail from EALC dated 13<sup>th</sup> December 2012 and the briefing referring to this subject. Noted by Members.
467. **Council Tax Capping:** Members had been supplied with a copy of a notification Clerk had received on 20<sup>th</sup> December 2012 from the SLCC advising that Parish Councils would not be capped in the financial year 2013/14. Noted by Members.
468. **Localisation of Council Tax Support:** Members had been supplied with copy e-mail from EALC dated 20<sup>th</sup> December 2012, plus copy of the letter sent by EALC to Mr Eric Pickles. Members requested Clerk write similarly to both Mr John Whittingdale and Mr Eric Pickles. **ACTION: CLERK**
469. **Precept for 2013/14:** Members had been supplied with copy letter from MDC advising tax base taking into account change to Council Tax Benefit. At the meeting Members considered and discussed the revised figures amended as requested at the December meeting and having further cut the capital and maintenance budgets agreed a precept of £22,000, a 2% increase over the previous year. Clerk to advise MDC accordingly. **ACTION: CLERK**

**PLANNING**

470. **Planning Application received by the Parish Council:** the following was considered and the response was as indicated:

**HOUSE/MAL/12/01008 PP-0232929 Great Canney Farm, Hackmans Lane, Cold Norton.**  
Alterations, remodelling and extensions consisting of mainly first floor additions to existing bungalow. Week No.49 dated 7<sup>th</sup> December 2012:

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

471. **MDC Planning Workshops:** Members had been advised of the dates that had been set for winter and spring sessions, and that the subjects for the winter sessions would be: Economic Prosperity Heritage Crime, Proposed Changes to Permitted Development and Local Plan Update. Mr Rivers agreed to attend the winter session in Burnham. **ACTION: MR RIVERS**

472. **Maldon District Council Local Development Plan:** Clerk advised that responses were still being analysed and that a time plan for the next stages may be available at the end of January.

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

**FUL/MAL/12/00831 Cold Norton**

Demolish existing redundant workshop and erection of one pair of semi-detached cottages and associated external works

Land Adjacent To Thistledown Latchingdon Road Cold Norton Essex  
(UPRN - 100091256857)

Mr & Mrs Surridge **REFUSED**

**FUL/MAL/12/00953 Cold Norton**

Demolition of existing dwelling and double garage and erection of replacement dwelling with attached garage

Woodcote Station Road Cold Norton Essex  
(UPRN - 200000909851)

Mr Clive Burrell **APPROVED**

474. **Palepit Farm:** at the meeting Members were supplied with a copy of the 'Withdrawal of enforcement notice' re waste materials. Noted by Members

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

475. **Surface water on Latchingdon Road adjacent to bridge/on Latchingdon Road near junction with St Stephens Road/on road near Thistledown, Latchingdon Road/on road near Burnham Avenue.** Members had been advised 'nothing to report at present' and were referred to an EALC e-mail which had a reference to '*Flood Resilience Community Pathfinder Scheme*' which the Clerk was looking into. At the meeting Members were given a letter relating to surface water at Hagg Hill.

The Chairman closed the meeting to allow the writer of the letter to speak. The Gentleman outlined the history of this road and flooding problems. The Chairman then reopened the meeting and Members requested that the area on Stow Road by Hagg Hill be added to the surface water problem list. **ACTION: CLERK**

476. **Station Crescent: drain and damage to road** – reported to Highways/inspection has taken place.

477. **Overgrown vegetation from bridge to Country Produce and Palepit Roundabout:** Members had been reminded that Highways advised in November 2012 that an inspector had made a site visit and noted the vegetation had been cut; Clerk had advised Highways that the total area had not been cut and had requested a site visit. Nothing heard by time of meeting, Clerk to chase. **ACTION: CLERK**

478. **Stow Maries – restricted road and 40mph speed limit:** Members had been supplied with a copy of the public notice and the plan was shown at the meeting. Members had no comments to make.

479. **MDC Local Highways Panel:** Members had been supplied with copy minutes from meeting held on 7<sup>th</sup> December 2012. Noted by Members.

480. **Local Highways Panel – Potential Schemes:** Members had been supplied with letter dated 14<sup>th</sup> December 2012 and form and advised that schemes for consideration needed to be advised to ECC by 18<sup>th</sup> January 2013. It was agreed that the areas identified previously to the LHP be referred again, plus the additional surface water problems identified. **ACTION: CLERK**

481. **Buses - Real Time Passenger Information System:** Members had been supplied with details of improvements to this system from June 2013. Noted by Members.

#### VILLAGE HALL

482. **Report from Parish Council Representatives:** Members were advised that a VHMC had taken place on 7<sup>th</sup> January 2013, and that quotes re the toilets would be supplied next month. Noted by Members.
483. **Village Hall Project:** nothing to report and this item may now be removed from the agenda
484. **VANDALISM/POLICE MATTERS:** nothing to report
485. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised a 76% increase on DART service, MDC budget setting in process, reduction in reserves and 'fishing wars' at Farnbridge continued. Mr Wakeling commented that empty shops in Maldon were being re-let in the main by fast food companies or hairdressers, i.e. as Mrs Jennings pointed out businesses/services that could not be provided on line.
486. **COUNTY COUNCILLOR REPORT:** had been supplied to Members by e-mail. Noted.

#### OPEN SPACES

487. **Cowpiece Nature Reserve:** nothing to report
488. **Playing Field:** Members had been advised/reminded that:
- Improvement to skate ramps – nothing further to report
- Football; nothing to report
- Pre School outdoor play area – fault re gate, awaiting report from Pre School on work carried out. Signage inside hall and external sign to combine usage and acknowledgement to grant funders – still to be actioned.
- Playground inspection – some works have been carried out. Poplar Trees to be removed per MDC Tree Officer – quote to be obtained to remove trees, subject to situation re swings.
- Mound slide – Me Wiseman has repaired, but will be installing additional panels between top step and slide platform area.
- Swings – remedial work carried out to matting. Relocation of swings being investigated.
- Quote being obtained for a self-closing gate for the entrance to the playing field.
- Nets for the basketball/netball posts – order to be placed.
- Fields in Trust – application being processed (Clerk to supply deeds) Photos still required of field  
Mr Wakefield offered to take these. **ACTION: MR WAKEFIELD/  
CLERK**
489. **Village Caretaker work:** Members had been advised that Mr Wiseman had continued to carry out this work, and that in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out the following maintenance work: cutting back tree over disabled access to VH and filling in rabbit hole at Three Ashes Corner. Noted by Members.
490. **Allotments:** nothing to report

491. **Notice Board near Charter Cottages:** Clerk to arrange disposal of main body of board and return and storage of header with PC name.  
**ACTION: CLERK**

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

492. **Footpaths Map** – work in progress. Will be given priority now as P3 grant is only valid until end of March 2013. Noted.
493. **Footpath 14/Footpath 19:** Members had been reminded that gate is inoperable and as a temporary measure it is now propped open. PRow Officer has been chased.
494. **Purleigh Byway 32 (Howe Green Road):** Members had been reminded that this in the process of being downgraded to a bridleway, ECC Legal Department progressing. Noted by Members
495. **EMERGENCY PLANNING/PROCEDURES:** Members had been supplied with letter re contact names needed. Mr. Wakeling & Professor Barclay to be the contacts for the PC.  
**ACTION: CLERK**

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

496. **Dengie Hundred Group of Parish Councils:** Members had been supplied with copy minutes from September 2012 meeting, plus agenda for next meeting on Wednesday 16<sup>th</sup> January 2013. No one available to attend the January meeting.
497. **EALC Training Sessions 2013:** Clerk had highlighted useful sessions; Members approved Clerk attending the Allotments (whole day) and Funding (half day) training sessions and Mr. Rivers attending the Chairman's Day 1, having already attended Days 2 & 3.  
**ACTION: CLERK**

#### **CORRESPONDENCE**

498. **EALC Strategic Plan & Action Plan** received 6<sup>th</sup> December 2012 had been supplied to Members by e-mail and advised that consultation feedback was required by 21<sup>st</sup> March 2013. Members agreed to defer to next meeting.
499. **NALC 1<sup>st</sup> Draft Corporate Communications Strategy and Implementation Plan** received 13<sup>th</sup> December 2012 had been supplied to Members by e-mail and advised that views needed to be conveyed to EALC by 21st January 2013 or Members could complete the NALC on line survey. Members decided not to participate.
500. **Environment Agency:** Members had been supplied with copy of the update received 13<sup>th</sup> December 2012. Noted by Members
501. **Essex Replacement Minerals Local Plan Public Engagement January 2013:** Members had been copied with details supplied by the ECC Parish Information Coordination Officer (e-mail dated 14<sup>th</sup> December 2012). Noted by Members
502. **ECC Community Building/Volunteering Initiative** (received 3<sup>rd</sup> January 2013): Members had been supplied with details of Lent Invest. Member considered and requested that Clerk include details in report for February 'Beacon' report and write to Rev Manley to ascertain involvement and anything further that CNPC can do.  
**ACTION: CLERK**
503. **THE NORTON:** nothing to report and this item may now be removed from the agenda.
504. **VILLAGE SURVEY:** Clerk confirmed that a copy of the survey was delivered to all village residents before Christmas. Noted by Members.
505. **WINTER SALT BAG SCHEME:** Members had been advised that Mr Litscher had delivered to volunteers and Mr Wiseman has access to remaining stock; a new volunteer had come forward.  
**ACTION: CLERK**

**506. STANDING ORDERS/RISK ASSESSMENT/FINANCIAL REGULATIONS:** Members were reminded that Mr Rivers is reviewing risk assessment and financial regulations; Clerk advised that publication of NALC's 2<sup>nd</sup> edition of Standing Orders will be in Autumn 2013 – review of Standing Orders will be undertaken on receipt of this 2<sup>nd</sup> edition. Noted by Members

**507. JUBILEE MUGS:** Members had been reminded that 188 had been given to the VHMC and that they are having a meeting next week and will consider how they will use them. Clerk still has 15 – some earmarked for parents who submitted forms but have not yet collected their children's mugs. Noted by Members.

**508. 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.)

Members had been supplied with information relating to "Time off for Public Duties".

**DATES OF FUTURE MEETINGS**

Provisionally scheduled for 2013: Wednesdays: 6<sup>th</sup> February, 6<sup>th</sup> March, 10<sup>th</sup> April, 1<sup>st</sup> May (also AGM), 5<sup>th</sup> June, 3<sup>rd</sup> July, 4<sup>th</sup> September, 2<sup>nd</sup> October, 6<sup>th</sup> November and 4<sup>th</sup> December.

Preferred date for the 2013 APM Wednesday 24<sup>th</sup> April – Clerk to check hall availability with VHMC

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

Chairman.....

Date.....