

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 11TH APRIL 2018 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mrs S Garnham
Mrs V Jennings
Mr S Rivers
Mr P Wakeling (Chairman) (delayed arrival)

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

1. **CHAIRMAN FOR MEETING:** as the Chairman Mr P Wakeling had been delayed and the Vice Chairman had already sent apologies, Mrs Jennings proposed that Mr Stewart chair the meeting until Mr Wakeling arrived, this was seconded by Mrs Garnham, all Members were in agreement, so Mr Stewart assumed the role.
2. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Archer and Haydon.
3. **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 are 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.
Members have dispensation to discuss and vote in respect of matters relating to the Precept.

Mrs Garnham declared an interest in the items relating to Allotments as she is an allotment holder.
4. **PUBLIC QUESTION TIME:** a Member of the Public raised a question re whether it is bollards or a barrier that is proposed at the VH car park as it was not clear from the agenda. The Clerk apologised for the error and it was confirmed that it is a barrier that has been ordered.
5. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 7th March 2018 were approved as correct and signed accordingly
6. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White advised that at the North West Planning Committee meeting the application relating to Pale Pitt Farm was approved as there were no grounds on which to refuse. The Maldon MAC (Multi Agency Centre) has been launched in April for a 6 month pilot scheme - mix of advisors available at same time once a month (first Thursday) at MDC offices – one stop drop in advice centre. Rest of dates for pilot scheme: 3rd May, 7th June, 5th July, 2nd August and 6th September. Clerk asked if the District Cllr had any news re the removal of the parish trigger and the supply of hard copies of planning applications which had been withdrawn, Ms White advised that she is supporting the reinstatement of the parish trigger and the supply of hard copies of plans to PCs.

Mr Wakeling arrived and took over chairing the meeting.
7. **COUNTY COUNCILLOR REPORT:** Members had been supplied with a copy of the report dated 11th March 2018 supplied by Mrs Channer. Mrs Channer further advised that part of the reason for the increase in ECC council tax is that monies are being channelled to Social Care – all authorities are suffering re budgets. Princess Anne had been present at the affordable housing launch at

Mackmurdo Place, Wickham Bishops– houses only available to local people. Mrs Channer advised that she will do a report for the APM, but is not sure if she will be able to attend as already booked to attend another meeting (as does Ms White).

District Cllr Ms White left the meeting.

FINANCE

Approval of Payments

8. Sue Lees Consultancy to maintenance fee for April 2018 Invoice No.3377 dated 8th March 2018 £30.00. Cheque No.1625
9. Sue Lees Consultancy to hosting for website for 1 year from 1st May 2018 (reduced rate). Invoice No.3406 dated 1st April 2018 £30.00. Cheque No.1625
10. Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 5th April 2018 £60.00. Cheque No.1626
11. Maria Dyer office expenses from 3rd March to 6th April 2018 £47.78 (£47.20 net). Cheque No.1627
12. Cold Norton Village Hall Management Committee to use of meeting room for January to March 2018 inclusive 7 hours. Invoice dated 12th March 2018 £52.50. Cheque No.1628
13. EALC to 2018/2019 Affiliation Fees for EALC (£257.92) & NALC (£62.36) Fees based on number of residents. Invoice No.9407 dated 1st April 2018 £320.28. Members had been supplied with copy letter and information re membership. Cheque No.1629
14. E-on to electricity for street lights March 2018 Invoice No.HI5A1CBBA2 dated 2nd April 2018 £80.21 (£76.39 net) would be taken by direct debit on 12th April 2018.
15. Essex Wildlife Trust Membership renewal £40 (no increase over previous year). Information on membership had been supplied to Members. Cheque No.1630

16. Financial Statement

Current balances:

Barclays 10 Day Notice as at 3rd November 2017	£	576.47
Santander* as at 2nd April 2018	£	<u>11,030.99</u>
	£	11,607.46

* Members had been supplied with information from Santander regarding Data protection Changes
PWLB balance outstanding as at 31st March 2018 over 2 loans £23,750.40 – copy email had been supplied to Members.

17. **Solar Panels at Village Hall:** reading would be taken at the end of the month. Noted.
18. **Photocopier:** Members approved the purchase of a second hand b/w copier at a cost of £300 ex VAT.

VILLAGE HALL

19. **Report from VHMC:** Mrs Garnham reported that the VHMC had been successful in securing a grant towards the cost of new staging and had sold the old stage for £900; the kitchen had been redecorated.
20. **Car Park: installation of barrier:** Clerk updated Members and Mr Rivers offered to view the alternative to Armco proposed by the Contractor. Clerk to arrange date.

ACTION: CLERK

HIGHWAYS AND ROAD SAFETY

21. **Speed Reminder Stickers:** Members were advised that these would be being distributed with the APM notices. Noted.
22. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891) Nothing to report. Noted.

23. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report.
24. **Cherry Blossom Lane:** road surface: Quote awaited from contractor who had carried out works in Station Crescent. Noted.
25. **Parking outside school/Ferris Avenue Parking:** Members advised that as reported last month the situation at this point appeared to be better, but that there is still increased parking in Station Crescent. Noted.
26. **Corner of St Stephens Road/Fambridge Road:** reported again on 7th January 2018 as ECC 'report it' section of web site was saying there are no issues at this point. New reference No. is 2547397. Web site now saying again 'no issues at this point'. Details had been passed to County Cllr for investigation.
27. **Essex Highways Service Delivery Survey:** closed 6th April 2018. Members' responses had been collated and submitted as one CNPC response. Noted.
28. **Essex Highways Cllrs Briefing:** held on Monday 19th March 2018. As no Members had been able to attend, a copy of the presentation had been forwarded to Members by email. Noted.
29. **Road Closure Hagg Hill:** Members had been advised that Hagg Hill would be closed on 16th May 2018 for 2 days for surface dressing. Link to details: <https://roadworks.org?tm=105336904> Noted
30. **Road Closure St Stephens Road:** Members had been advised that St Stephens Road would be closed 28th – 29th August 2018 for surfacing works (changed from May). Link to details: <https://roadworks.org?tm=105241001>. Noted
31. **Radar Speed Sign:** Members had been supplied with details of a speed reading sign. No action required.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

32. **Dog Byelaw Sign for the Playground:** Clerk to source and check legal wording.
ACTION: CLERK
33. **Dog Fouling on Footpaths:** Members confirmed that this continues to have improved and that more signs have been installed. This item to be removed from the agenda for the time being.

OPEN SPACE

34. **Cowpiece Nature Reserve:** no report available from Cllrs. Members had been supplied with quote to have an independent report carried out at this site. Members approved the quote for £66.50 ex VAT from ROSPA Playsafety which would be carried out in May 2018. **ACTION: CLERK**
35. **Playing Field**
 - 35.1. **Independent Playground Inspection 2017:** Members had been reminded that Mr Cornell was undertaking the works required and that a quote for new bin would be obtained. Noted
ACTION: CLERK
 - 35.2. **Signage:** on outdoor play area & Fields in Trust, plus new signage re dog, still to be sourced
ACTION: CLERK
 - 35.3. **Safety matting:** Members had been reminded that with reference to the request from the contractor for CNPC to mark correct location on a plan, the contractor had been advised that this would not be feasible until the spring/first grass cut. Noted.
 - 35.4. **Skate Ramp:** details of style/type required requested.

- 35.5. Car park Extension/New Play Equipment:** Proposals being prepared to present to residents at the Annual Parish Meeting. It was also agreed that the skate ramp agenda item be added to this item. Noted.
- 36. Village Caretaker work:** works being split as agreed. Mrs Wiseman had advised that the salt bin at Howe Green Road was totally overgrown. Role being 'advertised' but no enquiries re this role. Details had been passed to a particular person as requested, but no response. Members decided that a more permanent arrangement re the splitting of the villager caretaker tasks be investigated. Clerk to talk to the gardener who had carried our works last year re regular works to Cowpiece, Village Hall, Alec's garden and Howe Green Road (by salt bin) and Mrs Wiseman re continuing with playground checks and litter picking.
ACTION: CLERK
- 37. Allotments: Land adjacent to site:** Members had been reminded that costs were being investigated re possible transfer from MOAT Housing.
- 38. Three Ashes Corner as a Village Green:** nothing to report
- 39. Seat near allotments/bus stop:** still to be investigated
- 40. Additional Dog Bins:** work in progress

PUBLIC RIGHTS OF WAY

- 41. Footpaths 12/13 bridge brickwork:** bridge closed/diversion; enquiry via ECC re proposed works- to be followed up. Have sent an enquiry via the ECC 'report it' system ref No. is 2547383. System is stating: "*Current status: Awaiting inspection. This issue has been assigned to an inspector who will undertake an initial assessment which may include a site visit. The outcome of this assessment will determine what, if any, action may be taken*". No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted
- 42. Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk has reported to ECC Highways Ref 2523888. As at 6th January 2018 reference number still not 'recognised' so reported again – new reference No.2547396. System is now stating: *Current status: Awaiting inspection. This issue has been assigned to an inspector who will undertake an initial assessment which may include a site visit. The outcome of this assessment will determine what, if any, action may be taken.* No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted
- 43. Footpath 25:** reported by a resident to Clerk as the sign is messing; Clerk had reported to ECC Highways Ref 2523887. As at 6th January 2018 still reporting: "*This issue has been investigated in line with our Maintenance Strategy as not requiring immediate action at this time. This will be considered for inclusion in future planned works. At this stage no specific dates or timescales are available for future works at this location. This issue will continue to be monitored via our regular scheduled safety inspections. Please note that vegetation cutting on our PRow network is undertaken between April and October*". No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted
- 44. Footpath 26:** reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed; Clerk has reported to ECC Highways Ref 2523886. As at 6th January 2018 still reporting: "*This issue has been investigated in line with our Maintenance Strategy as not requiring immediate action at this time. This will be considered for inclusion in future planned works. At this stage no specific dates or timescales are available for future works at this location. This issue will continue to be monitored via our regular scheduled safety inspections. Please note that vegetation cutting on our PRow network is undertaken between April and October*" No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted
- 45. Purleigh Footpath 44:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk had reported to ECC Highways Ref 2524067 this now has ref 2530968 which as at 6th January 2018 is still stating: "*This issue has been investigated in line with our Maintenance Strategy as not requiring immediate action at this time. This will be considered for inclusion in future planned works. At this stage no specific dates or timescales are available for future works at this location. This issue will continue to be monitored via our regular scheduled safety inspections. Please note that vegetation cutting on our PRow network is undertaken between April and October*". No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted.

46. **Footpath 13:** St Stephens Road end gate out of ground. Reported to ECC Highways 7th January 2018 reference No. 2547385. *Current status: Awaiting inspection. This issue has been assigned to an inspector who will undertake an initial assessment which may include a site visit. The outcome of this assessment will determine what, if any, action may be taken.* No change as at 6th April 2018. Passed to County Cllr for investigation as requested. Noted
47. **EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced for May meeting,

TRAINING/CONFERENCES/MEETINGS

48. **Transport Representative Meetings:** Maldon District on Monday 19th March 2018. Members had been supplied with copy of a report from Mrs Allen who attended on behalf of the PC. A thank you letter had been sent. Noted
49. **NHS: "Your Voice" Open House Meeting:** Monday 12th March 2018. Report not available as no one had been available to attend.
50. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** held on Wednesday 21st March 2018. Report not available as no one had been available to attend. A copy of DHGPC 'Aims & Objectives' etc. had been forwarded to Members by email. Noted.
51. **Community Library Event:** Wednesday 28th March 2018. Report not available as no one had been available to attend.
52. **Clerks Forum March 2018:** Notes and presentations from this had been forwarded to Members by email. Noted.
53. **Dengie Hundred Bus Users Group (DHBUG):** AGM Wednesday 25th April 2018. No one available to attend. Clerk to approach Mrs Allen to see if she would be available and willing to attend. Details had been supplied to Members re this meeting and corporate membership of this group (fee £5). Members requested Clerk find out about the membership/obtain application form.
ACTION: CLERK
54. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** Wednesday 20th June 2018 7.30pm Parish Hall, Althorne. Will include a 'Cyber Security' Presentation. Members to check availability and advise Clerk.
ACTION: ALL MEMBERS

CORRESPONDENCE/CONSULTATIONS

55. **Maldon District Council Corporate Plan 2015/19 – 2018/19 Update:** a copy had been supplied to Members. Noted.
56. **RCCE 2018 Essex Village of the Year Competition:** close date is 4th May 2018. Members were all in agreement not to enter the competition this year.
57. **ECC Home Quality Mark (HQM) Survey:** close date 14th April 2018. Link had been forwarded to Members by email. Members agreed not to respond as the PC. Members may respond as private individuals.
58. **Local Government Ethical Standards Survey:** close date is Friday 27th April 2018. Link had been forwarded to Members by email. Members agreed not to respond as the PC. Members may respond as private individuals.

BROADBAND:

59. **Presentation from Parish Engagement Event held in January:** had been forwarded again to Members. Noted.
60. **County Broadband:** it was noted that County Broadband had held a meeting in the village hall on 28th March 2018 to outline their proposed new fibre service. Noted.

PLANNING

61. **Planning Applications received by the Parish Council:** the following were considered and the responses were:

FUL/MAL/1800274 1 The Links Stow Road Cold Norton:

New detached three storey dwelling and garden room. Week No.10 dated 9th March 2018:

The Parish Council raised no objections and had no comments to make.

FUL/MAL/18/00297 New Farm Dwelling, Wayback Farm, St Stephens Road, Cold Norton:

Construction of an agricultural workers dwelling. Week No.11 dated 16th March 2018:

The Parish Council recommended refusal for the following reasons:

1. *It is outside the development boundary (Contrary to policy S8 of the Maldon District LDP – Settlement Boundaries and the Countryside)*
2. *It is against the results of the Village Survey which wants open rural space retained – LDP Policy N3 (Open Space & Leisure)*
3. *Economic viability that a farm unit of this size needs a home of this size – D1, D2 & H4*
4. *The PC is sceptical of the agricultural use of this land – believe that it is leading towards a request to build a residential property.*

FUL/MAL/18/00284 PP-06787925 The Old Fire Station, Latchingdon Road, Cold Norton:

Proposed 2 No. houses with integral garages. Week No.12 dated 23rd March 2018:

The Parish Council raised no objections and had no comments to make.

HOUSE/MAL/18.00301 PP-6797311 Honeywood Farm, Honeypot Lane, Cold Norton:

First floor extension, two storey front extension and front/side porch. Week No.12 dated 23rd March 2018:

The Parish Council raised no objections and had no comments to make.

FUL/MAL/18/00337 PP-06820843 Stow Maries Aerodrome, Hackmans Lane, Cold Norton

Removal of conditions 2, 3, 4, 5 and 6 on approved planning permission FUL/MAL/16/00306 (Change of use of buildings 3 and 4, vehicle workshop (for high performance engines) to museum and museum shop). Week No.13 dated 29th March 2018:

The Parish Council raised no objections and had no comments to make.

OUT/MAL/18/00367 PP-06814576 Land adjacent to Glen Foy, Latchingdon Road, Cold Norton:

Outline planning permission for 2 detached dwellings, with all matters reserved. Week No.13 dated 29th March 2018:

The Parish Council recommended refusal for the following reasons:

1. *It is outside the development boundary (Contrary to policy S8 of the Maldon District LDP – Settlement Boundaries and the Countryside)*
2. *It is against the results of the Village Survey which wants open rural space retained – LDP Policy N3 (Open Space & Leisure)*
3. *Linear expansion and infill development – LDP S3 Place Shaping & D1 Design Quality & Built Environment*

WTPO/MAL/18/00395 26 Station Road, Cold Norton:

T10 Ash – fell; T35 Ash – one limb to be cut to 3m and two limbs to be trimmed. Week No.14 dated 6th April 2018:

The Parish Council raised no objections, providing the works are in line with the MDC's Tree Officer's recommendations.

62. **Maldon District Council Decisions:** covering decisions advised from w/e 16th March to w/e 6th April 2018; a detailed list had been supplied to Members, which is summarised below:
- FUL/MAL/17/01383 Cold Norton**
 Erection of grounds maintenance barn and workshop with associated yard, vehicle parking, storage of materials and landscaping
 Three Rivers Golf & Country Club Honeypot Lane Stow Maries Essex
 (UPRN - 010013993515)
 Mr G Peachey - Peachey's Retirement & Trust Scheme
APPROVED
- HOUSE/MAL/18/00172 Cold Norton**
 Proposed detached garage
 16 St Stephens Road Cold Norton Essex CM3 6JE
 (UPRN - 100090555804)
 Mr & Mrs J Hassler **APPROVED**
- HOUSE/MAL/18/00181 Cold Norton**
 First floor extension over garage & single storey front extension with enclosing of existing front door porch. Formation of linking pitched roof between new & existing roofs.
 16 St Stephens Road Cold Norton Essex CM3 6JE
 (UPRN - 100090555804)
 Mr & Mrs J Hassler **REFUSED**
63. **MDC Community Infrastructure Levy Charging Schedule (CIL):** awaiting information
64. **MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** nothing to report
65. **WINTER SALT BAG SCHEME 2017/2018:** Members had been advised that Mr Litscher is still prepared to assist with this. Noted.
66. **COLD NORTON POST OFFICE:** temporary closure – nothing to report. It was also noted that the shop within which the PO had been located was up for sale. Clerk was requested to look into the Community Asset Scheme. **ACTION: CLERK**
67. **GENERAL DATA PROTECTION REGULATIONS (GDPR):** Members had been supplied with details of the offer from MDC for support from and the services of the MDC Data Protection Officer. The annual subscription fee for Cold Norton would be £150, covering initial consultation and review and in-year review; there would be an additional fee of £50 per hour for any DPO work or requests. Members were all in agreement. Clerk to advise MDC accordingly. **ACTION: CLERK**
68. **COUNCILLOR RESIGNATION:** Members had been advised that the MDC Electoral Management Officer had not received any requests for an election therefore PC may co-opt. Clerk to now start advertising the vacancy. **ACTION: CLERK**
69. **CHANGES TO MOBILE LIBRARY SERVICES:** Members had been advised that the Cold Norton service had been cut to one stop at Village Hall, every 3 weeks on a Wednesday between 12.25pm to 12.55pm; next visit would be 18th April 2018 then every 3 weeks. Members had been supplied copy email from ECC detailing changes and reasons.

70. **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).

Thanks were conveyed to Mr Tim Dixon for works in the playing field.

Clerk advised that the web master was aware that the PC wanted the new site to go live asap, but the Clerk needed to supply some more information and this would be given priority after the APM.

71. To consider **DATES OF FUTURE MEETINGS in 2018**
Wednesdays: 9th May, 6th June, 4th July, 5th September, 3rd October, 7th November, 5th December
Annual Parish Meeting (APM): Wednesday 25th April

Mr Wakeling and Mr Rivers advised that they would not be available for the 9th May meeting.

72. **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

County Cllr Mrs Channer and the Members of the Public left the meeting

73. **VILLAGER OF THE YEAR:** Clerk advised Members of the names of the Villagers proposed via emails/phone calls. Members considered and a unanimous decision was reached. Clerk to arrange for the shield to be engraved accordingly for presentation at the APM.

ACTION: CLERK

There being no further business the meeting was closed at 8.57pm

Chairman.....

Date.....