

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4TH OCTOBER 2017 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr J Archer
Mrs S Garnham
Mr B Haydon
Mr C Litscher
Mr S Rivers
Mr P Wakeling (Chairman)

In attendance: Mrs M. Dyer (Parish Clerk)
Plus three Members of the Public

- 303. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllr Mrs V Jennings, and District Cllr Ms S White
- 304. DECLARATION OF INTERESTS**
Members are 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
- 305. PUBLIC QUESTION TIME:** Issues raised included the overgrown hedge on Latchingdon Road and Junction Road reducing the width of the footway and that the poor condition of the footway on Latchingdon Road had caused his wife to have a fall. Resident was advised that this area had already been reported to ECC Highways but this incident would be included in the LHP application, Minute No.328 below applies. Another resident suggested a possible source of a contribution/donation towards costs of resurfacing Cherry Blossom Lane.
- 306. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Monday 4th September 2017 were approved as correct and signed accordingly.
- 307. DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer had nothing new to report.
- 308. COUNTY COUNCILLOR REPORT:** not available

FINANCE

Approval of Payments

- 309.** Sue Lees Consultancy to maintenance fee for October 2017 Invoice No.0003147 dated 8th September 2017 £30.00. Cheque No.1583
- 310.** The Royal British Legion Poppy Appeal to supply of one 'type C' Poppy wreath. Invoice No.66 received 21st September £19.00. Members discussed and were all in agreement to increase this donation by £31.00; total therefore £50.00. Cheque No.1584
- 311.** Campaign to Protect Rural England (CPRE) to subscription renewal to 31st October 2018. Members had been supplied with details of Membership and an 'invitation' to increase the current PC subscription of £36.00; Members discussed and agreed to leave the subscription this year at £36.00. Cheque No.1585

312. PKF Littlejohn LLP to external audit. Invoice No.SB02157 dated 21st September 2017 £240.00 (net £200.00). Cheque No.1586
313. Maria Dyer office expenses from 12th July to 3rd October 2017 £102.04 (£100.37)
314. Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 28th September 2017 £75.00. Cheque No.1588
315. E-on to electricity for street lights August 2017 Invoice No.HI4D5CDF7F dated 1st September 2017 £80.21 (£76.39 net) was taken by direct debit on 11th September 2017.

316. **Financial Statement**

Current balances:

Barclays 10 Day Notice as at 10th April 2017	£	576.47
Santander as at 2nd September 2017	£	<u>25,752.32</u>
	£	26,328.79

317. **Solar Panels at Village Hall:** Mrs Garnham handed over the statement for the quarter to end of June 2016 £628.74 and advised that the quarter to the end of September would yield a FIT payment of £548.62. Noted

318. **Financial Regulations:** existing CNPC Regulations and NALC model – still to be reviewed
ACTION: MEMBERS/CLERK

319. **AON Insurance Policy: change of broker:** Members had been supplied with copy letter dated 4th September 2017 from BHIB Insurance Brokers and a letter of support date 1st September 2017 from NALC. As agreed at last meeting alternatives would be researched for the PC Insurance Policy which runs out at the end of May 2018.
ACTION: CLERK

320. **MDC Public Consultation for Council Tax Support 2018-19:** closes on 27th October 2017. Members had been supplied with details. At the meeting it was agreed that all Cllrs should review this consultation to decide if a PC response should be submitted or if each Cllr should respond as an individual.
ACTION: ALL MEMBERS

321. **Completion of Annual Audit for year ended 31st March 2017:** Members had been supplied with a copy and advised that as required a copy of the audited return would be displayed on the main Parish Council notice board (i.e. outside No.14 Latchingdon Road). Members had been advised that the comment from the External Auditor is due to the fact that the return was signed after the notified date as pre advised to Cllrs at the time, as a meeting could not be called to approve the audit; there were no issues with the actual accounts. Noted.

322. **Barclays Account:** Members had been supplied with copy letter dated 19th September 2017, regarding non usage of the Business Deposit Account and advising that Barclays planned to close the account on 15th December 2017 unless the PC advised that it wished to keep the account. At the meeting the Clerk advised that as interest rates were so very low it had not been worth moving monies from one account to another. However, as it is so difficult and time consuming to open a new Business Account, the Clerk recommended that this account was not closed, as a second account may be needed in the future. Members were all in agreement. Clerk advised this would involve a visit to a Barclays Bank.
ACTION: CLERK

VILLAGE HALL

323. **Report from VHMC:** Mrs Garnham advised that the VH roof above the kitchen is leaking again, but would be attended to as Mr Cornell was due to redecorate the kitchen during the half term break; thanks were expressed to the Guides who had planted shrubs at the VH; a £1,500.00 grant had been received through the Lottery 'Awards for All' scheme to purchase new mats for the Carpet Bowls Club.

324. **Car Park: installation of bollards:** alternative quotes still being sought. Noted

325. **Car Park Surface:** alternative quotes still being sought. Noted.

326. **Trees:** Members had been advised that an order had been placed as authorised by Chairman and Mrs Garnham to fell and poison (Ecoplug) the Elder which is impacting on the Village Hall roof and neighbouring property fence at a cost of £170.00 ex VAT. Noted.

HIGHWAYS AND ROAD SAFETY

327. **Speed Reminder Stickers:** Members had been reminded that these would be distributed with, where applicable, letters re vegetation and footways. Noted.
328. **Footway Latchingdon Road from bridge to Country Produce:** Members had been advised that this had been reported to Highways (2523891) and that as at 29th September 2017 the ECC system was reporting: *“Current status: Further investigation required. We have carried out an initial assessment of this issue which has highlighted that we require further information to determine what action, if any, action may be taken. Please continue to check for further updates.”* Local Highways Panel (LHP) application in hand. Noted.
329. **White Fingerpost from Corner of Howe Green & Hackman’s Lane:** nothing further to report.
330. **Cherry Blossom Lane:** alternative quotes being sought. Noted.
331. **Parking outside school/Ferris Avenue Parking:** Members had been supplied with a copy of the email from the School regarding this issue and a copy of the school newsletter addressing the matter. The Clerk had available to view at the meeting copies of photographs taken by Mr Litscher. In view of the verbal abuse from a parent suffered by a Cllr, Members had all been supplied with a copy of NALC Legal Topic Note LTN69 covering Anti-Social Behaviour and Harassment. Members had also been supplied with details of 3PR, a county initiative being launched to address the problem of school parking in residential areas; colour copies of the materials were available to view at the meeting. Members were advised that these materials are supplied to schools free of charge, but that the School has to be the body to make the application to ECC, which will initially involve a map of appropriate parking areas being created by ECC for parents etc. Clerk advised that information had been given to the school and at a further meeting had been advised that the school would like to follow this up. Clerk to provide further information to the school and Chair of the School Governors.
ACTION: CLERK
332. **Corner of St Stephens Road/Fambridge Road:** vegetation obscuring sight line reported to ECC Highways. Members had been advised that as at 29th September 2017 the Clerk had been unable to get an update on the reported number (2523892), but at that point for a different number it is stating: *“Current status: Inspection Outcome. This issue has been investigated, risk assessed and recorded 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 safety inspections.”* Members advised that vegetation is still an issue. Clerk to telephone ECC.
ACTION: CLERK
333. **ECC Highways Survey:** Members had been supplied with a copy to complete and bring to the meeting as only one response is permitted per Council; Clerk will collate responses and submit the CNPC response by extended close date of 15th October 2017. **ACTION: CLERK**
334. **Horse Warning Sign:** Members had been supplied with a request from a resident for the installation of these signs at either end of the village. Members discussed and requested that the Clerk refer the request to ECC.
ACTION: CLERK
335. **Village Gateways:** Members had been supplied with details of ‘Village Gateways’ (white open gate/fence type structures to denote entry to villages and to highlight the reduction in speed through the village). Members discussed, but were all in agreement that these would not be appropriate for Cold Norton, due to the location of the entry to the village (both ends).

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

336. **Dog Byelaw – Playground:** new signs being researched. Noted

337. **Dog Fouling on Footpaths:** Members had been advised that an article had been included in Parish report in the October issue of The Beacon as requested, but the Clerk was still to speak to MDC Dog Warden for advice.
ACTION: CLERK

OPEN SPACE

338. **Cowpiece Nature Reserve:** At the meeting Members reported that there was no water in the pond. Whilst there is no Village Caretaker in post, the Members agreed that it was not necessary at this point to ask Mr Williams to return to keep the vegetation in check.
339. **Playing Field**
- Independent Playground Inspection 2017: quote for new bin to be obtained/other works required still to be undertaken.
- Signing on outdoor play area & Fields in Trust, plus new signage re dogs: work in progress
- Essex Playing Field Association Best Kept Playing Field Competition 2017: entry submitted
- Football Pitch/goalposts: still to be removed. Clerk to contact supplier by Mr Litscher
- Safety matting - replacement tiles: order placed; had been scheduled to be installed w/e 29th September 2017, but deferred, new date awaited.
- Skate Ramp: contacting resident re next step.
340. **Village Caretaker work:** works being split as agreed. Members had been supplied with a report from Mrs Wiseman. Members had been advised that there had been no enquiries yet re this role, but that an advertisement would be appearing in October Beacon and details would be posted on notice boards. Regarding the items reported by Mrs Wiseman: Mr Cornell to be asked to attend to the playground item; Mr Haydon offered to arrange removal of the old bench at Cowpiece; a new notice board to be researched to replace the one by the allotments; no action re weeds on the bridge and the footway to Country Produce has already been reported to ECC Highways.
ACTION: MR HAYDON/CLERK
341. **Allotments: Land adjacent to site:** investigating costs re possible transfer from MOAT Housing. At the meeting Mr Litscher reported back on his visit to the resident whose property backs onto the allotments and is concerned with overgrowing vegetation; part of the issue is within the strip that is neither part of MOAT land nor the allotment site, which should therefore be left as it is. Following discussion, and taking into account other works needed as identified in Minute No.340 above, the Clerk was asked to contact the Reparation Service to ascertain if they could assist with some/all of these works.
ACTION: CLERK
342. **Trees at Three Ashes Corner (corner of Hackmans Lane & Howe Green Rd):** Members had been reminded that the order had been placed for works to be undertaken, but as there are three phase electricity cables running through the ash trees a shut down from electrical board was required, the contractor, DF Clark, would organise this. Noted.
343. **Three Ashes Corner as a Village Green:** nothing to report
344. **Seat near allotments/bus stop:** still to be investigated
345. **Additional Dog Bins:** awaiting costs

PUBLIC RIGHTS OF WAY

346. **Footpaths 12/13 bridge brickwork:** bridge closed/diversion; enquiry via ECC re proposed works. Clerk to follow up.
ACTION: CLERK

- 347. **Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk has reported to ECC Highways Ref 2523888. As at 29th September 2017 it is still advising 'awaiting inspection'. Noted.
- 348. **Footpath 24:** Kits Hill end cropped/ overgrown and unwalkable – Clerk had spoken to landowner who was going to rectify. Members advised that this is now walkable. Noted.
- 349. **Footpath 25:** reported by a resident to Clerk as the sign is messing; Clerk had reported to ECC Highways Ref 2523887 and again on 2525955. Unable to get an update on either number from the system as at 29th September 2017. Noted.
- 350. **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 29th September 2017 it is still advising 'awaiting inspection'. Noted.
- 351. **Purleigh Footpath 44:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk has reported to ECC Highways Ref 2524067. Unable to get an update from the system as at 29th September 2017. Noted.
- 352. **EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced.

TRAINING/CONFERENCES/MEETINGS

- 353. **Bradwell LCLC Meeting 21st June 2017:** minutes for this meeting and ONR report April to June 2017 had been supplied to Members by email; plus a hard copy detailing new security arrangements had been supplied to Members. Noted.
- 354. **Dengie Hundred Group of Parish Councils Meeting:** Wednesday 20th September 2017 at the Village Hall, Bradwell on Sea. Members had been advised that apologies had been sent as no one had been available to attend. Noted.
- 355. **Bradwell Annual Public Meeting Tuesday 10th October 2017 Mersea Island:** Members had been supplied with details. No one available to attend.
- 356. **Remembrance Sunday 12th November 2017:** service at 10.30am at St Stephens Church. Clerk brought wreath to meeting. Mr. Wakeling to attend the service and lay the wreath on behalf of the village.
ACTION: MR WAKELING
- 357. **Dengie Hundred Group of Parish Councils Annual quiz:** Wednesday 22nd November 2017 at Southminster Bowls Club. Deferred to next agenda.
- 358. **Dengie Funding Fair: Thursday 5th October 2017:** Mrs Garnham advised that she planned to attend this. Noted.

CORRESPONDENCE/CONSULTATIONS

- 359. **Heating Oil Club:** Members had been supplied with details of this oil club. Following brief discussion of similar clubs/groups Members requested that Clerk include details of these in the next PC report in The Beacon,
ACTION: CLERK
- 360. **Essex Wildlife Trust: Newsletter Autumn 2017:** copy supplied to Members. Noted.
- 361. **MDC Monitoring Officer Support:** Members had been supplied with copy email dated 13th September 2017 from MDC Legal and Democratic Services Manager updating contact details for this department. Noted.
- 362. **RCCE Newsletter 'Warbler' September 2017 issue:** copy had been supplied to Members. Noted.

BROADBAND:

363. **ECC Superfast Broadband:** a copy of a press release dated 20th September 2017 re Phase 4 plans had been supplied to Members. Noted. Members commented that the planned Fibre works to the Purleigh Exchange in 2019 may hopefully have a positive effect for parts or all of Cold Norton.

PLANNING

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

OUT/MAL/17/01045 PP-06022447 Land West of Crown Road, Cold Norton:

Residential development comprising 4 bungalows. Week No.38 dated 22nd September 2017:

Two of the Members abstained from the decision process for this planning application.

The Parish Council recommended refusal of this application, citing the following reasons:

1. *S2 – outside the development boundary (Contrary to policy S2 of the Maldon District Replacement Local Plan plus S8 of the Maldon District LDP)*
2. *It is against the results of the Village Survey which wants open rural space retained – LDP Policy N3 (Open Space & leisure)*

OUT/MAL/17/00918 PP-063008051 Land South of Nathilda, Purleigh Grove, Cold Norton:

Erection of two single storey dwellings. Week No.39 dated 29th September 2017:

The Parish Council recommended refusal of this application, citing the following reasons:

1. *S2 – outside the development boundary (Contrary to policy S2 of the Maldon District Replacement Local Plan plus S8 of the Maldon District LDP)*
2. *It is proposing backland development ref Policy H4 of the Maldon District LDP Effective use of Land*

FUL/MAL/17/01006 PP-06360421 30 St Stephens Road, Cold Norton:

Reconfiguration of existing layout and first floor extension. Week No.39 dated 29th September 2017:

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

FUL/MAL/17/00988 PP-06340251 Land adjacent 7 Cherry Blossom Lane Cold Norton:

Construction of a detached 3 bedroom bungalow with associated vehicular access, hardstanding and landscaping. Week No.39 dated 29th September 2017:

The Parish Council raised no objections, but the following comments were included:

This is outside the development boundary which is against the Parish Council's Planning Policy, but an earlier similar application on this site refused by MDC was then allowed on appeal. However, the Parish Council would like to point out that Cherry Blossom Lane is in a very poor condition and as the construction of another property with the inherent vehicles associated with the new build will damage it further, the Parish Council would ask that a condition of the permission (if granted) is that the road leading to the new property is made up to an acceptable standard.

FOR INFORMATION ONLY: NMA/MAL/17/01013 61 Latchingdon Road, Cold Norton:

Application for non-material amendment following grant of Planning Permission of

HOUSE/MAL/16/01268 (2 storey side and rear extension and a single storey rear extension).

Amendment sought: double doors and Juliet balcony added to bedroom1, render changed to an off white, windows changed to a grey UPVC casement, side reveals to entrance porch changed from glazing to brickwork to match existing. Week No.37 dated 15th September 2017. Noted by Members.

- 365. Maldon District Council Decisions:** covering decisions advised from w/e 8th September to w/e 29th September 2017; a detailed list had been supplied to Members, which is summarised below:
- FUL/MAL/16/01044 (Appeal Ref: APP/X1545/W/17/3167028)**
 Honeywood Farm - Honeypot Lane - Purleigh
 Removal of condition 3 (agricultural occupancy condition) on approved planning permission
 FUL/MAL/82/00003
APPEAL ALLOWED
DECISION LEVEL: Committee (as per Officer recommendation) 4 September 2017
- FUL/MAL/17/00675 Cold Norton**
 Construct 2No. new 5 bedroom detached houses with 4No. new parking spaces.
 The Old Fire Station Latchingdon Road Cold Norton Essex
 (UPRN - 010000236331)
 Purkiss Homes **REFUSED**
- LDP/MAL/17/00867 Cold Norton**
 Claim for lawful development certificate for proposed orangery to rear of existing dwelling
 26 Station Crescent Cold Norton Essex CM3 6HY
 (UPRN - 100090555861)
 Mr & Mrs Hartland **APPROVED**
- NMA/MAL/17/00894 Cold Norton**
 Application for non-material amendment following grant of Planning Permission of
 HOUSE/MAL/16/00492 (Demolish existing annex and create double side extension, with
 reconfiguration of existing layout and cladding of existing structure) Amendment sought: Building over
 existing footprint of building rather than demolishing and re-building.
 30 St Stephens Road Cold Norton Essex CM3 6JE
 (UPRN - 100090555820)
 Mr Lee Stentiford **REFUSED**
- COUPA/MAL/17/00816 Cold Norton**
 Notification for prior approval for a proposed change of use of a building from office use (ClassB1(a))
 to a dwellinghouse (Class C3)
 Nash House Hackmans Lane Cold Norton Essex
 (UPRN - 010013997577)
 Mr G Stripe **PRIOR APPROVAL REFUSED**
- HOUSE/MAL/17/00711 Cold Norton**
 Alterations to doors and windows of existing outbuilding. Use of outbuilding as garage.
 Cranswick Lodge Victoria Road Cold Norton Essex
 (UPRN - 100091257349)
 Mr K. Campbell **APPROVED**
- 366. MDC Community Infrastructure Levy Charging Schedule (CIL) –** awaiting information as LDP has now been approved.
- 367. Affordable Housing:** had been held in abeyance pending LDP outcome; Cllrs to discuss in relation to the housing needs survey undertaken in Cold Norton in 2009 at a future meeting.
- 368. Planning Permission for land (field) by Cowpiece:** referred to MDC for confirmation re planning permissions granted.
- 369. WINTER SALT BAG SCHEME 2017/2018:** Members had been reminded that the Parish Council is to participate, but no salt was required. Clerk to contact current salt team members re remaining on team/paperwork/salt requirements. **ACTION: CLERK**
- 370. MOBILE LIBRARY SERVICE: Public Consultation on proposed changes to the Mobile Library Service:** closes on 6th November 2017. Members had been supplied with the link to the consultation and current and potential stops in Cold Norton. Noted.

371. 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.

372. DATE OF NEXT MEETING:
Wednesday 1st November 2017.

There being no further business the meeting was closed at 9pm

Chairman.....

Date.....