

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> JUNE 2018 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 P Wakeling (Chairman)

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

- 154. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllr Mrs Jennings and Cllr Stewart, County Cllr Mrs Channer and District Cllr Ms White.
- 155. 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.
- 156. PUBLIC QUESTION TIME:** Two Members of the Public spoke. The first in relation to trees from the playing field overhanging the resident's garden (Members had been supplied with copy letter included on agenda under correspondence Minute No.203 applies). The resident showed photographs and produced samples of the catkin that was sticking to her washing and dogs' coats. Members were reminded that the PC had in the past cut back these trees for the same reasons. It was agreed that quotes be obtained to trim back the Willow Trees and also the Ash Trees that are overhanging the outdoor free flow play area from the VH used by Pre School. **ACTION: CLERK**  
The second resident reminded the Members that he had first raised the issue of VH car park users hitting his fence panels back in March 2017 and that whilst the PC had agreed to install a barrier, it has still not been installed. Apologies were expressed to the resident, but it was acknowledged that there had been a series of issues with contractors. This was discussed further later in the meeting (Minute No. 170 applies).
- 157. MINUTES OF THE AGM AND THE ORDINARY MEETING of the Parish Council** both held on Wednesday 11<sup>th</sup> April 2018 were both approved as correct and signed accordingly.
- 158. DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised Members that budget cuts were necessary at MDC involving at least 30 staff redundancies and that changes may be made at management levels.
- 159. COUNTY COUNCILLOR REPORT:** County Cllr Mrs Channer had supplied a report which the Chairman read out. Report covered the new Essex Planning Protocol; a consultation which had highlighted the need to upgrade a section of the A120 to a dual carriageway; 'Reading Well for Mental Health' booklist; the Queen's Awards for Enterprise; small charity week in June; Scams Awareness month (June) and Allergen Consume Awareness Event on 18<sup>th</sup> June at Broomfield Hospital. Hard copies of the report were supplied to Members.

## FINANCE

### Approval of Payments

160. Sue Lees Consultancy to maintenance fee for June 2018 Invoice No.3461 dated 8<sup>th</sup> May 2018 £30.00. Cheque No.1640
161. Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 31<sup>st</sup> May 2018 £60.00. Cheque No.1641
162. Maria Dyer office expenses from 6<sup>th</sup> May to 1<sup>st</sup> June 2018 £58.10 (no VAT). Cheque No.1642
163. Maldon District Council to independent playground inspection and report. Invoice No.COL58778017 dated 11<sup>th</sup> May 2018 £67.20 (£56.00 net). Cheque No.1643
164. BT to public pay phone at Village Hall. Line Rental 1<sup>st</sup> February to 31<sup>st</sup> April 2018 Invoice No.Q014V3 dated 13<sup>th</sup> February 2018 £57.60 (£48.00 net) was taken by direct debit on 27<sup>th</sup> February 2018. (NB omitted from March 2018 agenda/minutes).
165. BT to public pay phone at Village Hall. Line Rental 1<sup>st</sup> May to 31<sup>st</sup> July 2018 Invoice No.Q015ZQ dated 14<sup>th</sup> May 2018 £57.60 (£48.00 net) was taken by direct debit on 29<sup>th</sup> May 2018.

### 166. Financial Statement

#### Current balances:

Barclays 10 Day Notice as at 10 <sup>th</sup> April 2018	£	586.96
Santander as at 2 <sup>nd</sup> May 2018	£	<u>37,321.41</u> *
	£	37,908.37

\*includes precept payment of £27,000.00

167. **Solar Panels at Village Hall:** Mrs Garnham advised a FIT of £301.04. Noted
168. **Dengie Hundred Bus Users Group (DHBUG)** – in conjunction with information supplied to Members under the correspondence section of the meeting (Minute No.191 applies), Members considered and agreed to become a corporate member of this group at a cost of £5.

**ACTION: CLERK**

## VILLAGE HALL

169. **Report from VHMC:** Mrs Garnham advised no issues to report re the VH, but advised that the seniors' coffee/lunch group would be going on an outing in July.
170. **Car Park: installation of barrier:** Clerk showed a picture of the barrier proposed by contractor, which was not ARMCO as requested by the PC. Clerk outlined research undertaken re cost of ARMCO and reminded Members of quote supplied by Bardwell in August 2017 for an ARMCO barrier. Whilst it was acknowledged that this quote was out of date it was agreed that as this project had taken such a long time that Bardwell be appointed to carry out these works on receipt of a revised quote, which would be circulated by email for approval.

**ACTION: CLERK**

## HIGHWAYS AND ROAD SAFETY

171. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891) Members had been advised that the information had been passed to MDC to ascertain if the MDC Localism Rangers could undertake this work. Plus see Minute No.177 below.
172. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report.
173. **Cherry Blossom Lane:** road surface: a further quote had been obtained and supplied to Members. Members discussed and agreed that a letter should be sent to residents and the business in this road advising that the PC was prepared to make a significant contribution and to ascertain if residents were prepared to contribute. Clerk to liaise with Chairman re letter

**ACTION: CLERK/MR WAKELING**

- 174. Parking outside school/Ferris Avenue Parking:** previously reported issue outside school/Ferris Avenue improved, but increased parking down Station Crescent. Cllrs advised the situation remains the same and requested that this be removed from future agendas for the time being.  
**ACTION: CLERK**
- 175. Corner of St Stephens Road/Fambridge Road:** vegetation obscuring sight line. ECC Highways Ref No. 2547397. On 20<sup>th</sup> April 2018 ECC had advised that it was in the process of contacting the landowner to undertake clearance works. Members had been advised that the Clerk had undertaken a site visit on 31<sup>st</sup> May 2018 (5 weeks later) and that as no works had been carried out, had requested Cllr Mrs Channer to investigate. Mr Wakeling advised that there had been a near accident at that point at 7am that morning.
- 176. Road Closure:** St Stephens Road 28<sup>th</sup> – 29<sup>th</sup> August 2018 for surfacing works (NB changed from May). Link to details: <https://roadworks.org?tm=105241001>. Noted
- 177. MDC Localism Rangers:** Members had asked if there was a cost to the Parish for works (highways related) by the Rangers and were advised that the response from MDC was: *“As far as I am aware, there is no cost involved; however, this does depend on the location of the works to be carried out.”* Plus see minute No.171 above. Noted

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

- 178. Dog Byelaw – Playground:** Clerk to source and check legal wording.  
**ACTION: CLERK**
- 179. Nuisance Dogs in Green Trees Avenue, Victoria Road and in Cow Piece Nature Reserve:** further information received from Mr Archer for conveying to MDC. Members were advised that MDC is undertaking a consultation re dogs – Minute No.204 applies. **ACTION: CLERK**

#### **OPEN SPACE**

- 180. Cowpiece Nature Reserve:** entrance overgrown as at 31<sup>st</sup> May 2018. Clerk to get a gardener to clear. Members advised that an Independent Assessment was carried in May - report awaited.  
**ACTION: CLERK**
- 181. Playing Field**
- 181.1. Independent Playground Inspection 2018:** findings to be actioned by local contractor and/or MDC
- 181.2. Signage:** on outdoor play area & Fields in Trust, plus new signage re dogs, still to be sourced. Members also asked that additional ‘No Parking’ signs be installed in the VH car park  
**ACTION: CLERK**
- 181.3. Safety matting:** Clerk has requested a site visit. Mr Haydon will attend.  
**ACTION: CLERK/MR HAYDON**
- 182. Car park Extension/New Play Equipment/Skate Ramp:** Mrs Garnham updated Members advising that the questionnaires are ready to go out. Members discussed and agreed a fee of £60 to put into envelopes/deliver the questionnaires and 25p per questionnaire collected back. It was hoped that questionnaires would be returned early July. Mrs Garnham will undertake analysis. Noted.
- 183. Village Caretaker work:** works being split as agreed. Report from Mrs Wiseman had been supplied to Members – it was agreed that Mr Cornell be asked to look at the picnic table top; Mr Haydon offered to trim vegetation covering the bench opposite Church. Clerk had advised that the PC Insurance only covers volunteers and that Public Liability Insurance appears to cost from c £56 Members agreed to cover this cost – Mrs Wiseman to be advised/obtain firm quote. Quote being obtained from gardener for various works.  
**ACTION: CLERK/MR HAYDON**

- 184. Allotments: Land adjacent to site:** Members had been reminded that costs were being investigated re possible transfer from MOAT Housing. Members were advised that this piece of land had recently been cleared  
**ACTION: CLERK**
- 185. Three Ashes Corner as a Village Green:** nothing to report
- 186. Seat near allotments/bus stop:** still to be investigated
- 187. Additional Dog Bins:** at the meeting Members were advised that MDC can install/empty dog waste bins at the two locations (Honeypot Lane and Howe Green Road) at a cost of £171.66 ex VAT each and a new litter bin in the playground at a cost of £167.66 ex VAT. Members were all in agreement to purchase these 3 bins.  
**ACTION: CLERK**
- 188. Noticeboards:** it was noted that renovation work or a new noticeboard is needed by the allotments and at the school.  
**ACTION: CLERK**

## **PUBLIC RIGHTS OF WAY**

- 189. Footpaths 12/13 bridge brickwork:** ECC Highways Ref.2547383. New PRoW has advised: "*I inspected the footbridge 18.05.18 and have had it closed off until I can get someone to assess the subsidence issue.*" Noted
- 190. Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; ECC Highways Ref. 2547396. New PRoW has advised: "*I inspected this PROW 23.05.2018 having cleared the footbridge which was a little overgrown I found that it is in poor repair and will need replacing. The rest of the route was available and even mowed at the Lower Burnham Road end (all be it around the headland instead of across the field). The resident's gate at the exit onto Lower Burnham Road is looking a bit tired too.*" Noted
- 191. Footpath 25:** reported by a resident to Clerk as the sign is messing; ECC Highways Ref 2523887. New PRoW has advised: "*I inspected this on 23.05.2018 and have noted the defect and it will be addressed.*" Noted
- 192. Footpath 26:** reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed; ECC Highways Ref 2523886. New PRoW has advised: "*This is yet to be inspected but will be addressed along with the other issues in the vicinity.*" Noted
- 193. Purleigh Footpath 44:** reported by a resident to Clerk as being overgrown and unwalkable; ECC Highways Ref 2530968. New PRoW has advised that this is yet to be inspected. Noted
- 194. Footpath 13:** St Stephens Road end gate out of ground. ECC Highways Reference 2547385. New PRoW has advised: "*I inspected this 13.05.2018; the gate was removed and left by the hedge. I'm happy to leave the gap without a gate as access is easier. The gate is actually the landowner's responsibility to maintain.*" Noted
- 195. Footpaths 3 and 5 Cold Norton & Footpath 11 Purleigh:** temporary closures on 21<sup>st</sup> July and 22<sup>nd</sup> July re fly-ins and air displays at Stow Maries Aerodrome. Noted
- 196. Footpath 28:** Members advised that this is overgrown with nettles. Clerk to advise PRoW.  
**ACTION: CLERK**
- 197. Footpath 24:** Clerk was requested to contact landowner to reinstate this cross field footpath.  
**ACTION: CLERK**
- 198. EMERGENCY PLANNING/PROCEDURES:** Clerk was unable to access pdf document, awaiting Cllr return.  
**ACTION: MR RIVERS**

## TRAINING/CONFERENCES/MEETINGS

199. **Dengie Hundred Bus Users Group (DHBUG):** AGM Wednesday 25<sup>th</sup> April 2018. Members had been supplied with notes from the AGM and directed to the web site <http://dhbug.org.uk/> for information/updates re what the group had done/plan to campaign for, to aid Members' decision re joining as a 'corporate member (see Minute No.168 above). Noted.
200. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** Wednesday 20<sup>th</sup> June 2018 7.30pm, will include a 'Cyber Security' Presentation. Mr Haydon to attend, plus Clerk hopes to also attend; Clerk to contact Mr Rivers re attendance. Members had been supplied with minutes from the last meeting held on 21<sup>st</sup> March 2018. Noted. **ACTION: CLERK/MR HAYDON/ MR RIVERS**
201. **Transport Meeting 19<sup>th</sup> March 2018:** Members had been supplied with notes from this meeting. Noted.
202. **MDC Rural Housing Week: Monday 2<sup>nd</sup> July 2018 (provisional date):** Community Led Housing Schemes: details had been supplied to Members. Noted.

## CORRESPONDENCE/CONSULTATIONS

203. **Letter received 31<sup>st</sup> May 2018 from resident re trees in playground:** had been supplied to Members – see Minute No.156 above.
204. **MDC Consultation re Dog Control:** link had been forwarded to Members by email; consultation closes 13th July 2018. It was agreed Members should complete as individuals.
205. **EALC Legal Update:** had been forwarded to Members by email. Noted
206. **EALC CIL Survey:** had been forwarded to Members by email; consultation closes 29<sup>th</sup> June 2018. It was agreed Members should complete as individuals.

## BROADBAND:

- 207 **Superfast Essex Programme Update May 2018 News:** a copy had been supplied to Members. Noted.

## PLANNING

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

**18/00523/HOUSE PP-06924983 Cranswick Lodge, Road, Cold Norton:** Alterations to doors and windows of existing outbuilding. Use of outbuilding as garage. Week No.20 dated 18<sup>th</sup> May 2018:

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

**18/00523/LBC De Laches, 60 Latchingdon Road, Cold Norton:** remedial and restoration works to Grade II listed building. Week No.20 dated 18<sup>th</sup> May 2018:

The Parish Council raised no objections, but made the following comment:

*"The PC has no objections in so far as it was able to view the plans: there was insufficient information set before the Cllrs to be able to make informed comments (due to the new system of not supplying hard copies of plans etc. to Parish Councils and the PC not having the technology available to view or print the plans in a size that would show details). However, as this is a LBC the Members believe the works should be under the guidance of the MDC Conservation/LBC Officer."*

**18/00597/FUL Honeywood Farm, Honeypot Lane, Cold Norton:** replacement dwelling. Week No.21 dated 25<sup>th</sup> May 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. *Significant increase of scale and bulk. The proposed development would be contrary to policies D1 (Design Quality and Built Environment), D2 (Environmental Impact of New Development) and H4 (Effective use of Land) of the MDC LDP*

**18/00538/HOUSE Toad Hall, Station Road Cold Norton:** Two storey side extension.  
Week No.22 dated 1<sup>st</sup> June 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. *Significant increase of scale and bulk. The proposed development would be contrary to policies D1 (Design Quality and Built Environment), D2 (Environmental Impact of New Development) and H4 (Effective use of Land) of the MDC LDP*

Comment: *extremely difficult plans to view due to only being able to view in A4 size due to non-supply to Parish Council of larger size plans as supplied by architect to MDC (Cllrs had to view using a magnifying glass)*

Letter to be sent to MDC advising that the PC had only been able to make limited comments on 2 out of the 4 planning applications due to non supply of paper plans. **ACTION: CLERK**

Mr Archer left the meeting at this point

- 209. Maldon District Council Decisions:** covering decisions advised from w/e 11<sup>th</sup> May to w/e 1<sup>st</sup> June 2018; a detailed list had been supplied to Members, which is summarised below:

**FUL/MAL/18/00284 Cold Norton**

Proposed 2No. houses with integral garages  
The Old Fire Station Latchingdon Road Cold Norton Essex  
(UPRN - 010000236331) **APPROVED**  
Mr S Hawkins – Hoe Mill Developments Ltd

**HOUSE/MAL/18/00301 Cold Norton**

First floor extension, two storey front extension and front/side porch  
Honeywood Farm Honeypot Lane Purleigh Essex  
(UPRN - 100091256780)  
Mr & Mrs Brown **REFUSED**

**OUT/MAL/18/00367 Cold Norton**

Outline application for 2 detached dwellings, with all matters reserved.  
Land Adjacent To Glen Loy Latchingdon Road Cold Norton Essex  
(UPRN - 010014002526)  
Mr Ted Law **REFUSED**

- 210. MDC Community Infrastructure Levy Charging Schedule (CIL):** Members had been advised that as the original CIL is now outdated, MDC is working to get a new CIL. It will be out for consultation at a later date and is still going through the complex legal regulations. Noted. Members requested that this be taken off the agenda for the time being.
- 211. MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** Members had been advised that a meeting had been held on 30<sup>th</sup> May 2018 for Parish Councils to discuss both these issues – about 12 PCs were represented (no one was CNPC was available to attend); all present at the meeting were in support of reversing these decisions. Notes from meeting to come but it is understood that the plan is to write a letter for all PCs to sign. Noted.
- 212. Planning Appeals:** Members had been advised of the following:

**Application Ref: 17/00918/OUT PP-06308051 Land South of Nathilda, Purleigh Grove,**  
Erection of two single storey dwellings. Appeal ref: APP/X1545/W/18/3199192.  
Appeal start date: 23rd May 2018

**Application Ref: 17/01045/OUT PP-06022447 Land West of Crown Road, Cold Norton.**  
Residential development comprising 4 bungalows. Appeal Ref: APP/X1545/W/17/3191345.  
Appeal start date: 22<sup>nd</sup> May 2018.

**Application Ref: 17/01129/OUT PP-06335685 Land at Pine Lodge, Junction Road, Cold Norton**  
Erection of two bungalows. Appeal Ref: APP/X1545/W/18/3198105  
Appeal start date: 22<sup>nd</sup> May 2018.

- 213. WINTER SALT BAG SCHEME 2018/19:** Members had been advised that this had now been launched and that participation had to be advised to ECC by 22<sup>nd</sup> July 2018. Noted
- 214. COLD NORTON POST OFFICE:** temporary closure. Re shop: Community Right to Bid information forwarded to Members 8<sup>th</sup> May 2018 – Members to discuss next step at a future meeting.
- 215. GENERAL DATA PROTECTION REGULATIONS (GDPR):** Members had been supplied with a copy of Data Protection Fees NALC LO5-18 dated April 2018 and advised that CNPC had been paying £35 and that this would be £40 in the future. Noted.
- 216. COUNCILLOR VACANCY:** Members had been advised that this was being advertised (The Beacon, local press and posters) and that applications would be considered at the July meeting. Noted.
- 217. QUESTIONS/ISSUES RAISED AT APM:** nothing further to report (it had been agreed earlier in the meeting to put up more signage in the VH car park re unauthorised parking (Minute No.181.2. applies).
- 218. WEB SITE:** Clerk and Web Master working on to make new site live ASAP. Clerk to forward draft to Members.  
**ACTION: CLERK**
- 219. 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).  
  
No matters were reported.
- 220. DATES OF FUTURE MEETINGS in 2018**  
Wednesdays: 4<sup>th</sup> July, 5<sup>th</sup> September, 3<sup>rd</sup> October, 7<sup>th</sup> November, 5<sup>th</sup> December

There being no further business the meeting was closed at 9.17pm

Chairman.....

Date.....