

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6TH DECEMBER 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 (Vice Chairman)
Mrs V Jennings (part)
Mr S Rivers

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

- 431. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Wakeling and Litscher, County Cllr Mrs Channer and District Cllr Ms White
- 432. 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 and Mr Archer declared an interest in the agenda item relating to a planning appeal (Minute No.500 applies) as it is land he owns.
- 433. PUBLIC QUESTION TIME:** five Members of the Public had attended the meeting in response to the Parish Council letter relating to repairs to the road surface of Cherry Blossom Lane, in which they reside. Considerable time was allowed for all the residents present to express their views, which have been duly noted by the Members.
- 434. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 1st November 2017 were approved as correct and signed accordingly.
- 435. DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer had nothing to report.
- 436. COUNTY COUNCILLOR REPORT:** not available.

FINANCE

Approval of Payments

- 437.** Sue Lees Consultancy to maintenance fee for December 2017 Invoice No.0003233 dated 8th November 2017 £30.00. Cheque No.1595
- 438.** Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 2nd December 2017 £56.25. Cheque No.1596
- 439.** Maria Dyer office expenses from 29th October to 30th November 2017 £64.23 (£62.23 net). Cheque No.1597
- 440.** Cold Norton Parochial Church Council to grant as agreed at November 2017 meeting Minute No.386 applies £500.00. Cheque No.1598
- 441.** Essex Air Ambulance to grant as agreed at November 2017 meeting Minute No.386 applies £50.00. Cheque No.1599

442. Society of Local Council Clerks (SLCC) to membership renewal for 2018 £115. Cheque No.1600. (Members had been supplied with full details and advised that the Clerk would personally pay the additional £30 membership fee for ALCC – trade union for people working in local council sector.)
443. Cold Norton VHMC Invoice dated 17th November 2017 to hire of Les Barclay Room for PC meetings September to December 2017 8 hours @ £7.50 = £60.00. Cheque No.1601
444. Maldon District Council to grass cutting from w/c 3rd April 2017 (Week 14) to w/c 26th June 2017 (Week 26) Invoice No.COL58677336 £816.76 (£680.63 net). Cheque No.1602
445. Maldon District Council to grass cutting from w/c 3rd July 2017 (Week 27) to w/c 25th September 2017 (Week 39) Invoice No.COL58677337 £399.25 (£332.71 net). Cheque No.1602
446. Essex Digital Copiers (EDC) Invoice No.41906 dated 28th November 2017 to toner for photocopier £18.00 (£15.00 net). Cheque No.1603. Note on invoice: “EDC advised that when this toner is finished it is recommend that the PC considers upgrading the copier as it is now difficult to get toner and parts for this machine”. Members noted this and requested that Clerk investigate costs for a replacement copier so that it could be budgeted for in the 2018/19 precept.

ACTION: CLERK

447. E-on to electricity for street lights October 2017 Invoice No.HI511D23C2 dated 1st November 2017 £80.21 (£76.39 net) was taken by direct debit on 11th November 2017.
448. BT to public pay phone at Village Hall. Line Rental 1st November to 31st January 2018 Invoice No.Q013RH dated 13th November 2017 £57.60 (£48.00 net) was taken by direct debit on 27th November 2017.
449. NWG Business to water at allotments – charging period from 30th April to 29th October 2017. Invoice No.4424973 dated 31st October 2017 £38.96 (fixed charge for 183 days and 12 units of water - meter read 30th October 2017). Taken by direct debit 20th November 2017.

450. **Financial Statement**
Current balances:

| | | |
|--|---|------------------|
| Barclays 10 Day Notice as at 3 rd November 2017 | £ | 576.47 |
| Santander as at 2 nd December 2017 | £ | <u>20,763.38</u> |
| | £ | 21,339.85 |

451. **Solar Panels at Village Hall:** Members were advised that the next reading was due to be taken at the end of December. Noted.
452. **Financial Regulations:** existing CNPC Regulations and NALC model – still to be reviewed
ACTION: MEMBERS/CLERK
453. **Royal British Legion:** Poppy Appeal: Members had been supplied with a copy of the ‘thank you’ email received for the donation. Noted.
454. **Barclays Bank:** Members had been advised that a £10 cash deposit (claimed as part of Clerk’s office expenses) had been made to keep this account active. Noted.
455. **PWLB Loans Amended:** Members had been supplied with copy email from PWLB regarding an overpayment which had now been reimbursed. Noted.
456. **MDC Request for 2018/19 Parish Council Precept:** Members had been supplied with information received from MDC regarding the tax base/precept form to be returned by 12th January 2018. Noted.
457. **Smaller Authorities Audit Appointments:** Members had been supplied with a copy of the notification of external auditor for 2017/18. Noted.
458. **Precept 2018/19:** Members had been supplied with details of spend to 1st December 2017 and estimated budgets for 2018/19 to consider. Members discussed. Clerk to update sheets for the January meeting including revised figures of payments to that point and amend budget figures as discussed
ACTION: CLERK

VILLAGE HALL

459. **Report from VHMC:** Mrs Garnham advised Members about a grant for a new demountable stage and that 27 people had booked for the Christmas lunch. Noted.
460. **Car Park: installation of bollards:** Members were advised that the Clerk was still awaiting a response from contractor. Clerk will continue to pursue and if necessary contact the alternative contractor.
ACTION: CLERK
461. **Car Park Surface:** Members had been advised that the Clerk was still awaiting response from Contractor, but Members were in agreement that in view of Mrs Garnham's proposal re extending the car park (see Minute No.474.7 below) that repair works would not be undertaken at this point.
462. **Trees:** Members had been reminded that the tree work at Village Hall would be carried out at the same time as the tree work at Three Ashes Corner, but that the contractor was still awaiting date from electric company. The Clerk had asked the contractor to contact electric company again.

HIGHWAYS AND ROAD SAFETY

463. **Speed Reminder Stickers:** Members had been reminded that these would be distributed with, where applicable, letters re vegetation and footways. Noted.
464. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891); Members had been supplied with copy email from ECC Highways to County Cllr Mrs Channer advising that regarding cutting back the vegetation the matter had been passed to Enforcement as the landowner had not undertaken these works and whilst it had been noted that due to the condition of the footway a resident had fallen, the inspector did not consider there to be any issues with the footway that warranted urgent works, but that Latchingdon Road would continue to be inspected on a quarterly basis and also separate inspections would be undertaken if particular issues are reported by Members of the Public. Noted.
465. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report.
466. **Cherry Blossom Lane:** Members had been advised that a letter (copy supplied to Members) had been hand delivered to all homes. At the meeting the Clerk advised that only one written response had been received prior to the meeting. At the meeting one Resident handed over his letter. However at Public Question Time (Minute No.433 applies) some Residents from Cherry Blossom Lane had voiced their reasons for not wishing to contribute towards works to the road surface in this road as they considered the condition of the road was due to traffic to the Village Hall and parking by parents of school children. Members agreed that further consideration needs to be given to this matter.
467. **Parking outside school:** Members had been supplied with details of the proactive measures the Head Teacher had taken (including applying to participate in the ECC 3PR scheme) and were advised the action taken by 'School Mums' and Mr Litscher to stop inconsiderate parking and cone off the top of Ferris Avenue. Noted.
468. **Corner of St Stephens Road/Fambridge Road:** nothing further to report
469. **Local Highways Panel:** minutes from September 2017 meeting had been forwarded to Members by email. Noted.
470. **Highways Briefing to EALC 3rd November 2017:** as no Members of CNPC had been able to attend a copy to the presentation had been forwarded to Members by email. Noted.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

471. **Dog Byelaw – Playground:** information regarding signage to be passed to Mrs Garnham.
ACTION: CLERK

472. Dog Fouling on Footpaths: nothing to report. Members were advised that there had been incidences of fouling in the Village Hall Car Park. Noted.

OPEN SPACE

473. Cowpiece Nature Reserve: Members advised that this area had been inspected and was okay. Noted.

474. Playing Field

474.1. Independent Playground Inspection 2017: Members had been advised that Mr Cornell was undertaking the works required and that a quote for new bin would be obtained. Noted
ACTION: CLERK

474.2. Signage: on outdoor play area & Fields in Trust, plus new signage re dogs: information to be passed to Mrs Garnham
ACTION: CLERK

474.3. Essex Playing Field Association Best Kept Playing Field Competition 2017: nothing received. Noted.

474.4. Football Pitch/goalposts: Mrs Jennings very kindly offered to remove these.
ACTION: MRS JENNINGS

474.5. Safety matting: replacement tiles are to be relaid. Mrs Garnham advised that Sovereign operative had not made contact Clerk to look into.
ACTION: CLERK

474.6. Skate Ramp: details of style/type required requested

474.7. Car park Extension/New Play Equipment: Members had been supplied outline proposal from Mrs Garnham. Members discussed and agreed that this four stage project should be researched and put forward at the APM to gauge residents' opinion. Mr Haydon offered to assist. It was proposed that a budget category for this should be included in the 2018/19 precept. All Members were in agreement
**ACTION: MRS GARNHAM/
MR HAYDON**

475. Village Caretaker work: works being split as agreed. Mrs Wiseman had reported concern with the old goal posts – action taken – see Minute No.474,4 above. Role being 'advertised' but no enquiries yet re this role. Noted.

476. Allotments: Land adjacent to site: Members had been reminded that costs were being investigated re possible transfer from MOAT Housing. Re clearance works at site Clerk had made contact with Reparation Service and was waiting for RS to make an appointment to carry out risk assessments re the works required. Noted.

477. 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; DF Clark is chasing electric company. Noted

478. Three Ashes Corner as a Village Green: nothing to report

479. Seat near allotments/bus stop: still to be investigated

480. Additional Dog Bins: awaiting costs

Mrs Jennings left the meeting.

PUBLIC RIGHTS OF WAY

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

- 482. Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk had reported to ECC Highways Ref 2523888. As at 1st December 2017 reference number not 'recognised'. Clerk to follow up
ACTION: CLERK
- 483. 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. Under ref 2523887 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"*. Noted.
- 484. Footpath 26:** reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed; Clerk had reported to ECC Highways Ref 2523886. 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"*. Noted
- 485. Purleigh Footpath 44:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk had reported to ECC Highways Ref 2524067. Unable to get an update from the system as at 29th September 2017 under this number. As at 1st December this footpath now has ref 2530968 which is 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"*. Noted.
- 486. EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced.

TRAINING/CONFERENCES/MEETINGS

- 487. Essex Police 'Fighting Rural Crime' 16th November 2017:** no one had been able to attend.
- 488. Bradwell LCLC Community Event Tuesday 5th December 2017 6-8pm:** no one had been able to attend.
- 489. Bradwell LCLC Meeting Wednesday 6th December 2017 9.30am:** some papers had already forwarded to Members, additional papers were forwarding by email and Members had been supplied with a copy of the newsletter about the proposed new nuclear reactor at Bradwell. Apologies had been sent for CNPC as no one was available to attend. Noted.
- 490. Dengie Hundred Group of Parish Councils Meeting Wednesday 17th January 2018 7.30pm Southminster:** Mr Wakeling plans to attend. Regarding topic for discussion, Members requested that the 'Parish Trigger' and 'New Bradwell' be forwarded to DHGPC.**ACTION: MR WAKELING/CLERK**

CORRESPONDENCE/CONSULTATIONS

- 491. Essex Lottery:** Members had been supplied with copy email from Cllr Mrs Channer dated 21st November 2017. Noted
- 492. National Health Mid & South Essex Consultation:** had been forwarded to Members by email; consultation runs to 9th March 2018. Members to review to establish if there should be a PC response or if Members should respond as individuals. To be brought back to the January meeting.
ACTION: ALL MEMBERS/CLERK

BROADBAND:

493. **Programme Update from Superfast Essex:** dated 30th November 2017 had been forwarded to Members by email. Noted.

PLANNING

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

FUL/MAL/17/01128 PP-06291462 Land East of Bradwell Power Station, Downhall Beach, Bradwell-on-Sea: Application to carry out preliminary ground investigations & associated works in connection with a potential new Nuclear Power Station at Bradwell-on-Sea, use existing building as core storage area & form site compound with associated parking area. Week No.42 dated 20th October 2017:

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

HOUSE/MAL/17/01274 South View, Startion Road, Cold Norton:

Proposed new front boundary post and rail, fence and gates. Week No.45 dated 10th November 2017:

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

HOUSE/MAL/17/01256 PP-06505905 11 Victoria Road, Cold Norton: Garage conversion, side extension and attached double garage with storage above. Week No.45 dated 10th November 2017:

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

COUPA/MAL/17/01307 Nash House, Hackmans Lane, Cold Norton:

Notification for prior approval for a proposed change of use of a building from office use (Class B1[a]) to a dwelling house (Class C3). Week No.47 dated 24th November 2017:

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

FUL/MAL/17/01317 PP-06536023 Great Canney Cottage, Hackmans Lane Cold Norton:

Demolition of existing dwelling and erection for placement dwelling. Week No.48 dated 1st December 2017:

The Parish Council recommended the refusal of planning permission 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 proposed that this new dwelling is to replace an existing dwelling, but the Members are asking the question: 'Has Great Canney Cottage ever been a dwelling/'human' residence with its residents paying Council Tax?*

FUL/MAL/17/01335 2 The Links, Cold Norton: New dwelling – amendments to approved scheme 16/00884 (detached three storey dwelling). Week No.48 dated 1st December 2017:

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

495. **Maldon District Council Decisions** covering decisions advised from w/e 3rd November to w/e 1st December 2017; a detailed list had been supplied to Members, which is summarised below:

FUL/MAL/17/00988 Cold Norton

Construction of a detached 3 bedroom bungalow with associated vehicular access, hardstanding and landscaping.

Land Adjacent 7 Cherry Blossom Lane Cold Norton Essex

(UPRN - 010013998754)

Mr Saint

APPROVED

OUT/MAL/17/00918 Cold Norton
Erection of two single storey dwellings
Land South Of Nathilda Purleigh Grove Cold Norton Essex
(UPRN - 010014001661)
Mr Luke Hardy **REFUSED**

HOUSE/MAL/17/00939 Cold Norton
Proposed porch and two storey rear extension for family wheelchair use
18 Victoria Road Cold Norton Essex CM3 6JD
(UPRN - 100090556204)
Mr & Mrs Morton **APPROVED**

HOUSE/MAL/17/01006 Cold Norton
Reconfiguration of existing layout and first floor extension
30 St Stephens Road Cold Norton Essex CM3 6JE
(UPRN - 100090555820)
Mr Lee Stentiford **APPROVED**

OUT/MAL/17/01045 Cold Norton
Residential development comprising 4 bungalows
Land West Of Crown Road Cold Norton Essex
(UPRN - 010000236603)
Suffolk Life **REFUSED**

496. **MDC Local Development Plan:** a copy of the presentation to Clerks on 8th November 2017 had been forwarded to Members. Noted,
497. **MDC Community Infrastructure Levy Charging Schedule (CIL) –** awaiting information. Clerk to make enquiries. **ACTION: CLERK**
498. **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.
499. **Planning Appeal: Stow Maries Aerodrome, Hackmans Lane, Cold Norton.**
Application No: FUL/MAL/16/01142 PP-05539026; Appellants Name: The Trustees - Stow Maries Great War Aerodrome Trust; Appeal Ref: APP/X/1545/17/3182321; Planning Application for operational arrangements for the use of the Airfield at Stow Maries Great War Aerodrome including hours of operation, restrictions on the number of take_offs and landings, and arrangements for Special Public Event days. Proposal: Planning Application for operational arrangements for the use of the Airfield at Stow Maries Great War Aerodrome including hours of operation, restrictions on the number of take_offs and landings, and arrangements for Special Public Event days. The arrangements to be as follows: The airstrip to be used by fixed wing and propeller driven aircraft; helicopters, apart from emergency services machines, may only use the site in the event of emergency or during Public Event days. Take offs and landings only after 08.00 hours and no later than either 20.00 hours, or sunset whichever is earlier. In the Winter months (November to April inclusive) there shall be no more than 25 landings and 25 take offs per day. In the Summer months (May to October inclusive) there shall be no more than 25 landings and 25 take offs on weekdays. In the Summer months (May to October inclusive) there shall be a maximum of 50 landings and take offs per day at weekends and bank holidays apart from Special Public Event Flying days when maximum landings and take offs are increased to 75 take offs and 75 landings per day
APPEAL WITHDRAWN BY THE APPELLANT 13TH NOVEMBER 2017 details had been supplied to Members. Noted
500. **Planning Appeal: Land North of 29 Green Trees Avenue. Application Ref: OUT/MAL/17/00137 PP-05819865; Appellants Name: Mr & Mrs J Archer; Appeal Ref: APP/X1545/W/17/3184004;** Proposal: Outline planning application with all matters reserved for the construction of 3 single storey dwellings with associated off-street parking; Appeal start date: 14th November 2017. Members (excluding Mr Archer) agreed that no further comments need to be submitted.

- 501. Environment Act 1995 Section 97 Hedgerow Regulations 1997. Land East of Lords Acre Nursery, Lower Burnham Road. Hedgerow Notice Ref: HRepN/17/00181; Appellants Name: Mr R. Lyon; Appeal Ref: APP/HGW/17/506;** Appeal start date: 13th Nov 2017. Contravention alleged: removal (without notifying the Council of the intention to do so by the submission of a formal hedgerow removal notice) of 700m of rural hedgerow in contravention of Regulation 5(1). Details had been supplied to Members. Noted.
- 502. MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** Members had been supplied with copy letter dated 13th November 2017 from MDC, plus various extracts of correspondence amongst Clerks etc. plus copy of the article that appeared in the Maldon Standard Newspaper. Members requested that Clerk write to MDC expressing the CNPC opposition to this.
ACTION: CLERK
- 503. Chelmsford City Council – Draft Local Plan:** letter dated 16th November 2017 had been forwarded to Members by email. Noted.
- 504. 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
- 505. COLD NORTON POST OFFICE:** temporary closure – copy of letter from the Post Office had been supplied to Members. Clerk to obtain more information
ACTION: CLERK
- 506. 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.
- 507. DATES OF FUTURE MEETINGS in 2018**
Wednesdays: 10th January, 7th February, 7th March, 11th April, 9th May, 6th June, 4th July, 5th September, 3rd October, 7th November, 5th December

There being no further business the meeting was closed at 9.37pm

Chairman.....

Date.....