

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7<sup>TH</sup> FEBRUARY 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 (Vice Chairman)  
Mrs V Jennings  
Mr C Litscher

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

**520. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Wakeling and Rivers, County Cllr Mrs Channer and District Cllr Ms White

### **521. 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 decision (Minute No.590 applies) as it is land he owns.

**522. PUBLIC QUESTION TIME:** the one Member of Public present did not wish to speak

**523. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 6<sup>th</sup> December 2017 and **MINUTES OF THE EXTRAORDINARY MEETING of the Parish Council** held on Wednesday 24<sup>th</sup> January 2018 were both approved as correct and signed accordingly.

**524. DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised the Members that MDC would be announcing the Council Tax on Thursday 8<sup>th</sup> February 2018.

**525. COUNTY COUNCILLOR REPORT:** Members had been supplied with a copy of a report from County Cllr Mrs Channer forwarded to the Clerk on 9<sup>th</sup> January 2018. Noted.

## **FINANCE**

### **Approval of Payments**

**526.** Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 3<sup>rd</sup> February 2018 £63.75. Cheque No.1610

**527.** Maria Dyer office expenses from 7<sup>th</sup> January to 2<sup>nd</sup> February 2018 £44.96 (£44.63 net). Cheque No.1611

**528.** DF Clark Contractors Ltd to Tree Surgery at Three Ashes Corner Invoice No.1794 dated 29<sup>th</sup> January 2018 £420.00 (£350.00 net). Cheque No.1612

**529.** DF Clark Contractors Ltd to Tree Surgery at Village Hall (Norway Spruce & Field Maple – August 2017) Invoice No.1795 dated 29<sup>th</sup> January 2018 £270.00 (£225.00 net). Cheque No.1612

530. DF Clark Contractors Ltd to Tree Surgery at Village Hall (Elder Tree) Invoice No.1820 dated 31<sup>st</sup> January 2018 £204.00 (£170.00 net). Cheque No.1612
531. Information Commissioner to Data Protection Registration Renewal Ref: Z767964 from 3<sup>rd</sup> March 2018. Invoice Reference No 00752eb020401 dated 19<sup>th</sup> January 2018 £35. Cheque No.1613. Members had been supplied with a copy of invoice which referred to the changes to the law re Data Protection (GDPR) and advised that there would be a change to the fee from 3<sup>rd</sup> March 2019, amount TBA. Noted.
532. E-on to electricity for street lights January 2018 Invoice No.HI5673A8D8 dated 1<sup>st</sup> February 2018 £80.21 (£76.39 net) would be taken by direct debit on 11<sup>th</sup> February 2018.

533. **Financial Statement**  
**Current balances:**

|  |          |                         |
|--|----------|-------------------------|
| <b>Barclays 10 Day Notice as at 3<sup>rd</sup> November 2017</b> | <b>£</b> | <b>576.47</b>           |
| <b>Santander as at 2<sup>nd</sup> January 2018</b>               | <b>£</b> | <b><u>19,921.83</u></b> |
|  | <b>£</b> | <b>20,498.30</b>        |

534. **Solar Panels at Village Hall:** Members were advised that the rebate for the latest quarter would be in the region of £200. Noted.
535. **Financial Regulations:** existing CNPC Regulations and NALC model – still to be reviewed  
**ACTION: MEMBERS/CLERK**
536. **Grants:** Members had been supplied with copies of the thank you letters received from St Stephens PCC and Essex & Herts Air Ambulance. Noted.

To note items below from January meeting that could not proceed due to not being quorate

537. **Clerks meeting with Director of Finance, MDC 6<sup>th</sup> December 2017:** with the January agenda Members had been supplied with a copy of the notes from this December meeting. Noted.
538. **Cllrs Register of Interest:** Members had been advised that Cllrs are required to check that their Register of Interest is still correct and had been emailed with the appropriate links to MDC to check and make any amendments if required. Noted.

#### VILLAGE HALL

539. **Report from VHMC:** Members were advised that there is a leak in the kitchen and that 4 contractors had been invited to quote for the works. Following discussion it was agreed that Tony Riley be appointed to carry out the works at a cost of £1,350.00 ex VAT.
540. **Car Park: installation of bollards:** Members had been advised that the Contractor had confirmed that the barrier would be Armco; therefore the order had been placed; awaiting date of installation. Noted.
541. **Trees:** Members had been advised that tree surgery had been completed to the Elder tree (felled and poisoned Ecoplug) on 26<sup>th</sup> January 2018. Noted.

#### HIGHWAYS AND ROAD SAFETY

542. **Speed Reminder Stickers:** Members had been reminded that these would be distributed with, where applicable, letters re vegetation and footways. Noted.
543. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891) Nothing to report.
544. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report.

- 545. Cherry Blossom Lane condition of road surface:** Following discussion at December meeting copy of letter handed over from one resident and copy of letter received from another resident had both supplied to Members with January agenda. Noted.
- 546. Parking outside school:** with reference to email dated 20<sup>th</sup> December 2017 from the Head Teacher (supplied to Members with January agenda) Members had been advised that the resident had been written to requesting that their builders make alternative arrangements regarding parking. Noted.
- 547. Corner of St Stephens Road/Fambridge Road:** Members had been advised that this issue (vegetation obscuring sight line) had been reported again on 7th January 2018 as ECC 'report it' section of web site is saying there were no issues at this point. New reference No. is 2547397.
- 548. Local Highways Panel:** minutes from December 2017 meeting, plus details of programmes had been forwarded to Members by email. Noted.
- 549. 'Village Hall' Signage outside Old Fire Station Site:** Mrs Garnham advised that this sign was 'slipping' down the post. Clerk to report to ECC Highways. **ACTION: CLERK**

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

- 550. Dog Byelaw – Playground:** information regarding signage to be passed to Mrs Garnham. **ACTION: CLERK**
- 551. Dog Fouling on Footpaths:** nothing to report

#### **OPEN SPACE**

- 552. Cowpiece Nature Reserve:** nothing to report
- 553. Playing Field**
- 553.1. 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**
- 553.2. Signage:** on outdoor play area & Fields in Trust, plus new signage re dogs: information to be passed to Mrs Garnham **ACTION: CLERK**
- 553.3. Football Pitch/goalposts:** Members had been advised that these had now been removed. Thanks were expressed to Cllr Mrs Jennings for organising this. Noted.
- 553.4. Safety matting:** Clerk advised Members that the contractor now wanted the correct location marked on a plan – it was agreed that this was not feasible until the spring/first grass cut. Clerk to advise the contractor accordingly. **ACTION: CLERK**
- 553.5. Skate Ramp:** details of style/type required had been requested. Nothing to report.
- 553.6. Car park Extension/New Play Equipment:** Mrs Garnham and Mr Haydon reported back on the RCCE meeting they had attended. Proposals will be prepared to present to residents at the APM. Clerk to supply plans of field to Mrs Garnham/Mr Haydon. **ACTION: CLERK**
- 554. Village Caretaker work:** Role being 'advertised' but no enquiries yet re this role. Works being split as agreed. Mrs Wiseman had reported that: *"the footway from Latchingdon Road bridge traffic lights into unmade road is unpleasant to walk along due to the mud (this is well used by the children going to the bus) and would benefit from some hard-core or stone being put down. Side of Village Hall near oil tank is extremely overgrown. Fly tipping St Stephens Road"* Mr Litscher advised that shingle would cost in the region of £30 per tonne and two tonnes would be needed. Members were all in agreement that this should be purchased and installed on the footway. Members requested further information re the village hall vegetation. Clerk would liaise with MDC re the fly tipping. The current list of caretaker duties to be supplied to Members for consideration. **ACTION: MR LITSCHER/CLERK**

555. **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.
556. **Trees at Three Ashes Corner** (corner of Hackmans Lane & Howe Green Rd): Members had been advised that the works had been completed on 26<sup>th</sup> January 2018. Noted
557. **Three Ashes Corner as a Village Green:** nothing to report
558. **Seat near allotments/bus stop:** still to be investigated
559. **Additional Dog Bins:** work in progress
- 559a. **Noticeboard by Allotment:** repair or replacement to be investigated.  
**ACTION: CLERK**

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

560. **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.
561. **Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk has reported to ECC Highways Ref 2523888. As at 6<sup>th</sup> January 2018 reference number still not 'recognised' so reported again – new reference No.2547396.
562. **Footpath 25:** reported by a resident to Clerk as the sign is missing; Clerk had reported to ECC Highways Ref 2523887. As at 6<sup>th</sup> 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"*
563. **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 6<sup>th</sup> 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"*
564. **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 6<sup>th</sup> 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"*
565. **Footpath 13:** St Stephens Road end gate out of ground. Reported to ECC Highways 7<sup>th</sup> January 2018 reference No. 2547385
566. **Footpath at Bradwell on Sea:** Members had been advised that Bradwell PC was appealing for walkers who use this path to complete the necessary paperwork so that it becomes a recognised PRow; Clerk has put up posters and would be sending details to The Norton walking group. Noted.  
**ACTION: CLERK**
567. **EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced.

## TRAINING/CONFERENCES/MEETINGS

568. **EALC Calendar of Events 2018:** Members had been supplied with details. Members to advise Clerk if they wish to attend a course or require information. **ACTION: MEMBERS**
569. **Maldon & District Community Voluntary Service AGM/Essex Joint Health & Welling Being Consultation:** Wednesday 21<sup>st</sup> February 2018 1pm to 3.30pm. Details had been supplied to Members. Mrs Garnham and Mrs Jennings advised they would attend. Clerk to book accordingly. **ACTION: CLERK**
570. **Transport Representative Meetings:** Maldon District on Monday 19th March 2018. Members had been supplied with details and advised that Mr Rivers as the CNPC Transport Representative was unable to attend due to a prior engagement. As no other Members are available, it was agreed that the Clerk could approach a resident who may be interested/available to attend. **ACTION: CLERK**

## CORRESPONDENCE/CONSULTATIONS

Minute Nos 571 to 576 inclusive were on the January agenda and relevant papers already supplied – for Members to note.

571. **PH Coote – Electrical Contractors (CN street lighting) letter dated 1<sup>st</sup> December 2017:** copy letter had been supplied to Members advising that they would no longer be able to carry out maintenance works after 1<sup>st</sup> February 2018. Clerk investigating alternative contractors for consideration. Noted. **ACTION: CLERK**
572. **NDA (Nuclear Decommissioning Authority) December 2017 update:** supplied to Members. Noted.
573. **Rural Services Network Survey:** Clerk to complete as applicable. **ACTION: CLERK**
574. **MDC Schedule of Meetings May 2018 to April 2019:** copy supplied to Members. Noted.
575. **Bradwell LCLC: Environment Agency Consultation on Magnox's permit application.** Details had been forwarded to Members by email. Noted
576. **Essex Wildlife Trust Newsletter Winter 2017-18:** copy had been supplied to Members. Noted.

New correspondence

577. **Office for Nuclear Regulation Quarterly Site Report for Bradwell 1<sup>st</sup> October to 31<sup>st</sup> December 2018:** copy had been supplied to Members. Noted.
578. **NDA (Nuclear Decommissioning Authority) January 2018 update:** copy had been supplied to Members. Noted.
579. **Bradwell LCLC GDF Consultations:** Members had been supplied with details and advised that the Consultations run to 19<sup>th</sup> April 2018. Noted
580. **UK Government Smart Meters:** email dated 2<sup>nd</sup> February 2018. Members had been supplied with copy email, but were all in agreement that no action should be taken.
581. **ECC Local Service Fund Improving Local Places:** Members had been supplied with a copy of the January 2018 update. Clerk to clarify with EALC if the car park project would qualify. **ACTION: CLERK**
582. **BROADBAND:** Mr Haydon reported back on the ECC Broadband meeting he had attended, which he had found very interesting and advised that he had brought up the situation in the village with fibre and County Broadband and was told that the fibre cabinet is due to be installed at Three Ashes Corner by the end of 2018, which should enable residents to be able to then subscribe to a fibre service.

## PLANNING

583. **Planning Applications received by the Parish Council for consideration at the scheduled January meeting which had to be cancelled due to not being quorate:**

**FUL/MAL/17/01383 PP-06020054 Three Rivers Golf & Country Club, Stow Road, Cold Norton:**  
Erection of grounds maintenance barn and workshop with associated yard, vehicle parking, storage of materials and landscaping. Week No.50 dated 15<sup>th</sup> December 2017

**FUL/MAL/17/01407 PP-06582509 Honeywood Farm Honeypot Lane, Cold Norton:**  
Removal of condition 1 on approved planning permission FUL/MAL/16/01044 allowed on appeal APP/X1545/W/17/3167028 (Removal of condition 3 (agricultural occupancy condition) on approved planning permission FUL/MAL/82/00003). Week No.50 dated 15<sup>th</sup> December 2017

**FUL/MAL/17/01456 PP-06610245 Building 30, Stow Maries Aerodrome, Hackmans Lane, Cold Norton:** Proposed change of use from vacant building to B1 office use, Stabilisation works, replacement metal framed windows and demolition of existing non-original timber framed extension. Week No.51 dated 22<sup>nd</sup> December 2017.

**LBC/MAL/17/01457 PP-06610245 Building 30, Stow Maries Aerodrome, Hackmans Lane, Cold Norton:** Proposed change of use from vacant building to B1 office use, Stabilisation works, replacement metal framed windows and demolition of existing non-original timber framed extension. Week No.51 dated 22<sup>nd</sup> December 2017.

To formally record that due to cancellation of the January 2018 meeting, no responses could be submitted to MDC for the planning applications listed under Minute No.583 above. Noted.

584. **Planning Applications received by the Parish Council:** the following was considered and the response was:

**FUL/MAL/17/01475 PP-06582860 The Stable at Pale Pitt Farm, Latchingdon Road, Purleigh:**  
Conversion of existing building to dwelling. Week No.3 dated 19<sup>th</sup> January 2018:

The Parish Council recommended the refusal of planning permission for the following reason:

*It is outside the development boundary (Contrary to policy S8 of the Maldon District LDP – Settlement Boundaries and the Countryside)*

585. **Maldon District Council Decisions:** covering decisions advised from w/e 8<sup>th</sup> December 2017 to w/e 2<sup>nd</sup> February 2018; a detailed list had been supplied to Members, which is summarised below:

**OUT/MAL/17/01129 Cold Norton**  
Erection of two bungalows  
Land at Pine Lodge Junction Road Cold Norton Essex  
(UPRN - 010014002161)  
Mr F Bruschweiler **REFUSED**

**HOUSE/MAL/17/01274 Cold Norton**  
Proposed new front boundary post and rail fence and gates.  
South View Station Road Cold Norton Essex  
(UPRN - 200000918313)  
Mr & Mrs Lee **APPROVED**

**HOUSE/MAL/17/01256 Cold Norton**  
Garage conversion, side extension and attached double garage with storage above  
11 Victoria Road Cold Norton Essex CM3 6JD  
(UPRN - 100090556200)  
Mr & Mrs R Lovett **REFUSED**

**FUL/MAL/17/01120 Cold Norton**  
Retention of temporary hanger for display, storage and maintenance of historic aircraft  
Stow Maries Aerodrome Hackmans Lane Cold Norton Essex  
(UPRN - 010013997738)  
The Trustees Stow Maries Great War Aerodrome **APPROVED**

**LBC/MAL/17/01121 Cold Norton**

Retention of temporary hanger for display, storage and maintenance of historic aircraft  
Stow Maries Aerodrome Hackmans Lane Cold Norton Essex  
(UPRN - 010013997738)

The Trustees - Stow Maries Great War Aerodrome **GRANT LISTED BUILDING CONSENT**

**COUPA/MAL/17/01307 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)

Nash House Hackmans Lane Cold Norton Essex

(UPRN - 010013997577)

Mr G Stripe **REFUSED**

**FUL/MAL/17/01335 Cold Norton**

New Dwelling - Amendments to approved scheme 16/00884 (detached three storey dwelling)

2 The Links Purleigh Essex CM3 6FR

(UPRN - 010014001546)

Mr Peter Booker **APPROVED**

**FUL/MAL/17/01317 Cold Norton**

Demolition of existing dwelling and erection of replacement dwelling.

Great Canney Cottage Hackmans Lane Purleigh Essex

(UPRN - 010014000390)

J Stripe **APPROVED**

586. **MDC Local Development Plan: nothing to report.** To be removed from the agenda
587. **MDC Community Infrastructure Levy Charging Schedule (CIL) –** awaiting information
588. **Affordable Housing:** to be removed from the agenda
589. **MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** nothing to report re this, but Clerk advised that it had been reported to the Clerk that there was no longer a dedicated Tree Officer at MDC. Noted
590. **Planning Appeal Decision: 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. The appeal was dismissed. Details had been supplied to Members.
591. **Maldon District Council Renewable and Low Carbon Technologies Supplementary Planning Document:** consultation runs to 9<sup>th</sup> March 2018. Members had been supplied with details. Deferred to March meeting. **ACTION: MEMBERS/CLERK**
592. **Publication of Chelmsford Pre-Submission Local Plan Consultation document (Publication Draft Regulation 19), its accompanying Sustainability Appraisal and Habitats Regulations Assessment. Consultation closes 14th March 2018.** Members had been supplied with details. At the meeting the Clerk handed over to Mr Haydon a hard copy for circulation amongst all Members prior to the March meeting. Deferred to March meeting to agree comments to be submitted. **ACTION: MR HAYDON/  
ALL MEMBERS**
- Below for noting from January agenda
593. **ECC & Southend-on-Sea Adoption of joint prepared Waste Local Plan** (strategy and policies for waste development until 2032 - replacing the 2001 plan) had been forwarded by email with January agenda. Noted.
594. **WINTER SALT BAG SCHEME 2017/2018:** Parish Council participating.

595. **COLD NORTON POST OFFICE:** temporary closure. Nothing to report

596. **GENERAL DATA PROTECTION REGULATIONS (GDPR).** Information had been supplied to Members which the Clerk had received from MDC's Principle Advisor for GDPR, also supplied legal briefings from NALC. Noted.

597. **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 by Members

598. **DATES OF FUTURE MEETINGS in 2018**

Wednesdays: 7<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May, 6<sup>th</sup> June, 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

Re Annual Parish Meeting (APM) Clerk was requested to check availability of hall for a Wednesday in April 2018. **ACTION: CLERK**

There being no further business the meeting was closed at 9.23pm

Chairman.....

Date.....