

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 7TH MARCH 2018 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr J Archer
Mrs S Garnham
Mrs V Jennings
Mr S Rivers
Mr P Wakeling (Chairman)

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

- 599. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllr Haydon, County Cllr Mrs Channer and District Cllr Ms White.
- 600. 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.
- 601. PUBLIC QUESTION TIME:** the Members of Public present did not wish to speak
- 602. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 7th February 2018 were approved as correct and signed accordingly.
- 603. DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised Members that he had voiced his concerns to Maldon District Council regarding the removal of the Parish Trigger and that from April MDC would no longer be supplying hard copies of planning application to Parish Council.
- 604. COUNTY COUNCILLOR REPORT:** Members had been supplied with a copy of the report from County Cllr Mrs Channer dated 11th February 2018. Noted.

FINANCE

Approval of Payments

- 605.** Sue Lees Consultancy to maintenance fee for March 2018 Invoice No. 3332 dated 8th February 2018 £30.00. Cheque No.1615
- 606.** Mrs Tanya Wiseman to playground inspections and litter picking. Invoice dated 4th March 2018 £77.25 (£73.75 net). Cheque 1616
- 607.** Maria Dyer office expenses from 3rd February to 2nd March 2018 £68.38 (£65.89 net) (NB includes £25 SLCC Training Day fee). Cheque No.1617
- 608.** EALC to Data Protection Training Course for Clerk 25th January 2018. Invoice No.9103 dated 10th January 2018 £45 (regarding the Bursary applied for, this is apparently reimbursed after all courses completed – Members had been supplied with an information sheet). Cheque No.1618

- 609. PH Coote Limited to repairs to 3 x street lights (Light No.4 end of Hackmans Lane; Light No.5 end of Howe Green Road; Light No.13 outside 36 Latchingdon Road) Invoice No.3000 dated 8th February 2018 £273.31 (£227.76 net). Cheque No.1619
- 610. Samual Cornwall to supply of 2.5 tonnes shingle and installation at 'path' from bridge lights to Ferris Avenue. Invoice received 20th February 2018 £105.00. Cheque No.1620
- 611. Essex Playing Fields Association to annual membership renewal £30.00. Cheque No.1621
- 612. Essex Playing Fields Association Competition 2018 entry fee £10. Cheque No.1621
- 613. Copyright Repro Limited to supply of paper and black and colour ink cartridges. Invoice No.113119 dated 6th March 2018 £158.03 (£131.69 net). Cheque No.1622
- 614. T & R Roofing to works to kitchen roof at village hall. Invoice No.201199 dated 5th March 2018 £1,320.00 (££1,100.00 net). Cheque No.1624
- 615. E-on to electricity for street lights February 2018 Invoice No.HI5832DA7C dated 1st March 2018 £72.45 (£69.00 net) would be taken by direct debit on 11th March 2018.

616. Financial Statement
Current balances:

Barclays 10 Day Notice as at 3 rd November 2017	£	576.47
Santander as at 2 nd February 2018	£	<u>17,606.91</u>
	£	18,183.38

- 617. **Solar Panels at Village Hall:** Members were advised that the next reading would be taken at the end of the month. Noted.
- 618. **Financial Regulations:** It was agreed that no changes were required.

VILLAGE HALL

- 619. **Report from VHMC:** Members were advised that following works the kitchen roof appeared to be okay, but there is an issue with the drains that was being addressed. Noted.
- 620. **Car Park: installation of bollards:** Members had been advised the contractor had been chased for an installation date. Noted

HIGHWAYS AND ROAD SAFETY

- 621. **Speed Reminder Stickers:** Members had been reminded that these would be distributed with, where applicable, letters re vegetation and footways. Noted.
- 622. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891) Nothing to report. Noted.
- 623. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report.
- 624. **Cherry Blossom Lane - road surface:** Members had been advised that a quote is being obtained from the contractor who had carried out works in Station Crescent. Noted.
- 625. **Parking outside school/Ferris Avenue Parking:** Members advised that the situation at this point appeared to be better, but that there is increased parking in Station Crescent.
- 626. **Corner of St Stephens Road/Fambridge Road:** Members had been reminded that this issue (vegetation obscuring sight line) had been reported again on 7th January 2018 under new reference No. 2547397. Web site now saying again 'no issues at this point'. Members asked that County Cllr Mrs Channer be requested to look into this issue. **ACTION: CLERK**
- 627. **Public Consultation A127/A130 Fairglen Interchange:** Members had been supplied with details of link to proposed scheme plus copy of questionnaire and advised that the consultation closes on 20th March 2018. It was agreed that there would not be a CNPC response and that Members should respond as individuals if they wished to.

628. **Essex Highways Service Delivery Survey:** closes 6th April 2018. Members had been supplied with a copy of the questionnaire to complete. Clerk will now collate responses and submit for the PC as a body. **ACTION: CLERK**
629. **Essex Highways Cllrs Briefing:** Monday 19th March 2018 7pm at MDC offices. Details had been supplied to Members. No one available to attend. Clerk to advise MDC. **ACTION: CLERK**

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

630. **Dog Byelaw – Playground:** signage still to be sourced **ACTION: CLERK**
631. **Dog Fouling on Footpaths:** Members advised that this seemed to have reduced

OPEN SPACE

632. **Cowpiece Nature Reserve:** report not available
633. **Playing Field**
- 633.1. **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**
- 633.2. **Signage:** signage still to be sourced **ACTION: CLERK**
- 633.3. **Safety matting:** with reference to the request from the contractor for CNPC to mark correct location on a plan, contractor has been advised that this would be feasible until the spring/first grass cut. Noted
- 633.4. **Skate Ramp:** details of style/type required requested. Nothing to report
- 633.5. **Car park Extension/New Play Equipment:** Proposals being prepared to present to residents at the APM in April. Noted.
- 633.6 **Speed Bump:** Mrs Garnham advised that this would need to be removed prior to the start of grass cutting. Mr Dixon offered to remove.
634. **Village Caretaker work:** Role being 'advertised' but no enquiries yet re this role. Works being split as agreed. Mrs Wiseman had reported that: *"the overgrown vegetation is behind the gate that has the anti-climb sign – not a major issue at present but could embed in guttering if left"*. Members had been supplied with details of caretaker jobs for review. Clerk to approach the person suggested by Members regarding the Caretaker role. **ACTION: CLERK**
635. **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 still waiting for RS to make an appointment to carry out risk assessments re the works required. Due to works recently undertaken at the site by local contractor, RS involvement no longer required.
636. **Three Ashes Corner as a Village Green:** nothing to report
637. **Seat near allotments/bus stop:** still to be investigated
638. **Additional Dog Bins:** work in progress

PUBLIC RIGHTS OF WAY

- 639. Footpaths 12/13 bridge brickwork:** Members had been advised that regarding the bridge being closed/diversion an enquiry had been lodged via the ECC 'report it' system ref No. is 2547383. System was 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."* At the meeting Members were advised that there is now a sign up stating it is closed for 6 months. Members requested that the County Cllr Mrs Channer be asked to obtain more information. **ACTION: CLERK**
- 640. Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; Clerk had 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.* Noted.
- 641. Footpath 25:** reported by a resident to Clerk as the sign is missing; 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 2nd March 2018. Noted.
- 642. 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 2nd March 2018. Noted.
- 643. 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 2nd March 2018. Noted.
- 644. 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.* Noted.
- 645. EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced for consideration at the May meeting. **ACTION: CLERK**

TRAINING/CONFERENCES/MEETINGS

- 646. Maldon & District Community Voluntary Service AGM/Essex Joint Health & Wellbeing Consultation:** Wednesday 21st February 2018. Mrs Garnham and Mrs Jennings attended this meeting and reported back that it was interesting and centred on the focus of efforts, but that there is no budget available. Noted.
- 647. Transport Representative Meetings:** Maldon District meeting on Monday 19th March 2018. Mrs Garnham advised that as no Cllrs were available to attend, as a bus user Mrs Allen had very kindly agree to attend on behalf of the PC. Noted.

648. **NHS: “Your Voice” Open House Meeting:** Monday 12th March 2018 2pm. Details had been supplied to Members. Noted.
649. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** Wednesday 21st March 2018 7.30pm Southminster. Details had been supplied to Members. Noted.
650. **Community Library Event:** Wednesday 28th March 2018 7pm to 9pm Maldon Library. Members had been supplied with details of the event in this district, plus details of those in other districts which could be attended if more convenient. Noted.

CORRESPONDENCE/CONSULTATIONS

651. **Essex Playing Fields Association:** Spring 2018 newsletter had been supplied to Members by email. Noted.

BROADBAND:

652. **Presentation from Parish Engagement Event held in January:** had been forwarded to Members by email. Noted.
653. **Programme Update February 2018:** Members had been supplied with a hard copy. Members requested enquiries be made re when the recently installed ‘Green Cabinet’ in Howe Green Road would go ‘live’.
ACTION: CLERK

PLANNING

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

HOUSE/MAL/18/00172 16 St Stephens Road, Cold Norton:

Proposed detached garage. Week No.6 dated 9th February 2018:

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

HOUSE/MAL/18/00181 16 St Stephens Road, 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 and existing roofs. Week No.7 dated 16th February 2018:

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

655. **Maldon District Council Decisions:** covering decisions advised from w/e 9th February to w/e 2nd March 2018; a detailed list had been supplied to Members, which is summarised below:

FUL/MAL/17/01407 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)

Honeywood Farm Honeypot Lane Purleigh Essex
(UPRN - 100091256780)

Mr A Brown **APPROVED**

FUL/MAL/17/01456 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.

Building 30 Stow Maries Aerodrome Hackmans Lane Cold Norton

(UPRN - 010014002419)

Mr Michael Pudney - Stow Maries Great War Aerodrome Trust

APPROVED

LBC/MAL/17/01457 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.

Building 30 Stow Maries Aerodrome Hackmans Lane Cold Norton
(UPRN - 010014002419)

Mr Michael Pudney - Stow Maries Great War Aerodrome Trust

LISTED BUILDING CONSENT GRANTED

656. **MDC Community Infrastructure Levy Charging Schedule (CIL)** – awaiting information
657. **MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** Members had been supplied with copy letter from Paul Dodson (Director of Planning & Regulatory Services), MDC dated 12th February 2018. Members requested that a letter be sent advising that paper plans are required and that non supply would be considered a breach of local democracy.
ACTION: CLERK
658. **Maldon District Council Renewable and Low Carbon Technologies Supplementary Planning Document:** consultation runs to 9th March 2018. Deferred from February meeting. Members advised that CNPC would not comment.
659. **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.** Hard copies of Documents had been issued at February meeting for circulation amongst Cllrs, and Members advised that they could be viewed at: www.chelmsford.gov.uk/pre-submission
At the meeting it was agreed Mr Wakeling would review and advise
ACTION: MR WAKELING
660. **WINTER SALT BAG SCHEME 2017/2018:** Parish Council participating. Clerk to contact Mr Litscher re level of involvement as now no longer a Cllr.
ACTION: CLERK
661. **COLD NORTON POST OFFICE:** temporary closure. Nothing to report
662. **GENERAL DATA PROTECTION REGULATIONS (GDPR):** Information had been supplied to Members in the form of hard copies or forwarded by email – including information from the EALC training day the Clerk attended in January. Clerk advised that at this point it appeared that MDC would be able to offer the services of a Data Protection Officer – to be confirmed. Noted.
663. **COUNCILLOR RESIGNATION:** Members had been advised of Mr Litscher's resignation from the Council; Clerk outlined the process to be followed, prior to the Council being able to co-opt a new Member. Members wanted their thanks for his work on the Council and that Mr Litscher would be missed, formally recorded in the minutes. Clerk to also write accordingly to Mr Litscher and with Mr Archer to consider a way to record Mr Litscher's contribution to the Parish Council.
ACTION: CLERK/MR ARCHER
664. **RISK ASSESSMENT/STANDING ORDERS REVIEW:** copies had been supplied to Members. At the meeting Members were in agreement that no changes were required.
665. **MATTERS TO REPORT** (Members were 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, but the new Web Site was discussed – to be made live as soon as possible

666. DATES OF FUTURE MEETINGS in 2018

Wednesdays: 11th April, 9th May, 6th June, 4th July, 5th September, 3rd October, 7th November and 5th December

Annual Parish Meeting (APM) April 2018 – possible date - Wednesday 25th April.

Mr Wakeling to confirm availability.

There being no further business the meeting was closed.

Chairman.....

Date.....