

## COLD NORTON PARISH COUNCIL

### ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 9<sup>TH</sup> MAY 2018, in The Les Barclay Room of the Village Hall – commencing immediately after the Annual General Meeting

The attendance list is the same as for the Annual General Meeting.

85. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Wakeling and Rivers, plus District Cllr Ms White.
86. **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.
87. **PUBLIC QUESTION TIME:** there were no questions raised.
88. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 11<sup>th</sup> April 2018 were approved as correct and signed accordingly
89. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer advised that he had nothing new to add to the report given at the Annual Parish Meeting on 25<sup>th</sup> April 2018.
90. **COUNTY COUNCILLOR REPORT:** Members had been supplied with a full copy of Annual Report. (A précis version had been read out at the APM). At the meeting County Cllr Mrs Channer advised that Foster Care Fortnight starts on 14<sup>th</sup> May and that ECC still needs c100 foster families; that there will be a new series of adult community learning programmes starting in September (fee payable); that 160 tonnes of free compost will be available to collect at various points between 6<sup>th</sup> – 12<sup>th</sup> May; that on 1<sup>st</sup> May 2018 200 special educational needs children were taken by train from Southend to Fenchurch Street to teach them how to travel independently; that special bus routes are being considered to tackle congestion in Chelmsford - more information to come.

## FINANCE

### Approval of Payments

91. Sue Lees Consultancy to maintenance fee for May 2018 Invoice No.3420 dated 8<sup>th</sup> April 2018 £30.00. Cheque No.1631
92. Mrs Tanya Wiseman to playground inspections, litter picking and black bin bags. Invoice dated 4<sup>th</sup> May 2018 £73.79 (£73.37 net). Cheque No.1632
93. Maria Dyer office expenses from 7<sup>th</sup> April to 5<sup>th</sup> May 2018 £54.00 (£52.17 net). Cheque No.1633
94. Essex Digital Copiers (EDC) to supply of Ricoh 301 Copier. Invoice No.42925 dated 18<sup>th</sup> April 2018 £360.00 (£300 net). Cheque No.1634
95. Lodge Information Services to LIS Managed Antivirus Subscription for 12 months (to 29<sup>th</sup> April 2019) for one device. Invoice No.LIS55521 dated 3<sup>rd</sup> April 2018 £60.00 (£50.00 net). Cheque No.1635
96. Holly Hann to delivering 30mph wheelie bin stickers to homes in St Stephens Road (which didn't get one on first delivery) and 40mph stickers to homes along Latchingdon Road from bridge to Country Produce and APM notices (except 21 on outskirts of village – these were posted) £50 (£12 for stickers and £38 for APM notices). Cheque No.1636
97. Cold Norton Parochial Church Council (PCC) to providing refreshments at the APM 2018 £30.00. Cheque No.1637
98. E-on to electricity for street lights April 2018 Invoice No.HI5C0A23DE dated 2<sup>nd</sup> May 2018 £85.40 (£81.33 net) will be taken by direct debit on 12<sup>th</sup> May 2018.

99. Members had been supplied with details of insurance renewal details from 1<sup>st</sup> June 2018. Members agreed to appoint BHIB Limited on a three year policy which offered a 5% discount and a fixed premium for three years. Invoice No.LC000345-149087 dated 1<sup>st</sup> May 2018 £663.31 (£592.24 premium plus £71.07 insurance premium tax). (NB last year £812.91). Cheque No.1639
100. Wave to water at the Allotment site (fixed charge and water used). Invoice No.4823947 dated 2<sup>nd</sup> May 2018 £18.75 will be taken by direct debit on 23<sup>rd</sup> May 2018.
101. **Financial Statement**  
**Current balances:**
- |  |                           |
|--|---------------------------|
| <b>Barclays 10 Day Notice as at 10<sup>th</sup> April 2018</b> | <b>£ 586.96</b>           |
| <b>Santander as at 2<sup>nd</sup> April 2018</b>               | <b>£ <u>11,030.99</u></b> |
|  | <b>£ 11,617.95</b>        |
102. **Solar Panels at Village Hall:** Members were advised that that this was read three weeks ago and the feedback tariff will be c£300 – awaiting payment. Noted.
103. **Precept Payment:** Members had been advised that notice had been received re 2018/19 precept – and that it would be paid into PC account at the beginning of May 2018. Noted.
104. **Playground changes/extending VH car park:** Mrs Garnham outlined proposed timings for questionnaire to ascertain village residents’ views re proposals/fund raising/taking out a new PWLB loan. Timing proposed is mid June to distribute questionnaire and collection end of June (2 call backs per home). Mrs Garnham estimated that print and production of the questionnaire will be c5p per copy, plus cost of distribution and collection. Clerk to advise distribution/collection costs from the 2011 Village Appraisal.  
**ACTION: CLERK**
105. **NALC Salary Award:** 1.995% increase from April 2018 (equates to increase of £12.22 per month). Full details of the award had been forwarded to Members by email. Noted by Members and the Vice Chairman thanked the Clerk for her work.

#### VILLAGE HALL

106. **Report from VHMC:** Mrs Garnham advised that the guttering at the rear of the hall is broken; the new stage has been delivered which is very light and easy to put up.
107. **Car Park: installation of barrier:** date being arranged with contractor/Cllr to view proposed barrier. Mr Haydon offered to attend if Mr Rivers is unavailable.  
**ACTION: CLERK**

#### HIGHWAYS AND ROAD SAFETY

108. **Speed Reminder Stickers:** Members had been advised that distribution had now been completed with 30mph versions to homes in St Stephens Road and Latchingdon Road to the bridge and 40mph versions for homes in Latchingdon Road from the bridge to Country Produce. Availability of spares would be ‘advertised’ in The Beacon.  
**ACTION: CLERK**
109. **Footway Latchingdon Road from bridge to Country Produce:** Reported to Highways (2523891) Nothing to report.
110. **White Fingerpost from Corner of Howe Green & Hackman’s Lane:** nothing further to report.
111. **Cherry Blossom Lane:** road surface: Members had been supplied with a copy of a quote for making good this road. Members discussed but decided in view of the VH car park extension/new play equipment project that the contractor be asked to quote for a temporary finish until the project is completed.  
**ACTION: MRS GARNHAM**
112. **Parking outside school/Ferris Avenue Parking:** previously reported issue outside school/Ferris Avenue improved, but increased parking down Station Crescent. Cllrs advised situation remains the same.

113. **Corner of St Stephens Road/Fambridge Road:** New reference No. is 2547397. Details had been passed to County Cllr for investigation. ECC Highways had responded to County Cllr on 20<sup>th</sup> April 2018 advising: *"I can advise Essex Highways are aware of the issue with the overgrown vegetation on St Stephens Road at the corner of Fambridge Road. A highway inspection was completed and the vegetation within the property boundary was found to be causing an obstruction. Essex Highways are currently in the process of contacting the landowner to request the relevant clearance is undertaken"*. Copy email had been supplied to Members. Noted.
114. **Road Closure:** Members had been advised of changes re works at Hagg Hill, namely: now 17<sup>th</sup> May 2018 for 5 days for surface dressing. Link to details: <https://roadworks.org?tm=105336904>. Noted.
115. **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.
116. **MDC Localism Rangers:** Members had been advised that these are available for flailing, verge mowing or trimming on a highway location. Clerk was asked to ascertain if there is cost to the Parish for these works and if works required re Minute No.109 above could be undertaken by the Rangers.  
**ACTION: CLERK**

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

117. **Dog Byelaw – Playground:** Clerk to source and check legal wording.  
**ACTION: CLERK**
118. **Nuisance Dogs in Green Trees Avenue, Victoria Road and in Cow Piece Nature Reserve:** Clerk was requested to report dogs loose in these areas to MDC  
**ACTION: CLERK**

#### **OPEN SPACE**

119. **Cowpiece Nature Reserve:** report from Cllrs – not available. Order has been placed to have an independent report carried out at this site – scheduled for May. Noted.
120. **Playing Field**
- 120.1. **Independent Playground Inspection 2018:** a copy of the report from the inspection undertaken in April 2018 had been forwarded to Members by email. Members had been advised that a copy of the findings would be passed to a local contractor to quote for works required and that MDC would also quote for works if required, including bin. Noted.  
**ACTION: CLERK**
- 120.2. **Signage:** on outdoor play area & Fields in Trust, plus new signage re dogs, still to be sourced  
**ACTION: CLERK**
- 120.3. **Safety matting:** Members had been reminded that with reference to the request from the contractor for CNPC to mark correct location on a plan, the contractor had been advised that this would not be feasible until the spring/first grass cut. At the meeting Members requested that the Contractor's Representative advise when he/she is next in this area for a site meeting as there are now further issues with this matting.  
**ACTION: CLERK**
- 120.4. **Car park Extension/New Play Equipment/Skate Ramp:** outline of plans had been presented at the APM. Members were advised that quotes are in hand. Mrs Garnham was thanked for her work to date on this project. Noted.
121. **Village Caretaker work:** works being split as agreed. Mrs Wiseman had advised matters still outstanding – Mrs Garnham to look at slide and goal post issues and Mr Haydon to remove vegetation at Howe Green salt bin. Members were advised that quote was being obtained from gardener and that Mrs Wiseman was happy to continue with the inspection and litter picking jobs. A new hourly rate of £8 was agreed and the Clerk was asked to talk to the Insurance Company.  
**ACTION: MRD GARNHAM/  
MR HAYDON/CLERK**
122. **Allotments: Land adjacent to site:** Members had been reminded that costs were being investigated re possible transfer from MOAT Housing.  
**ACTION: CLERK**

- 123. **Three Ashes Corner as a Village Green:** nothing to report
- 124. **Seat near allotments/bus stop:** still to be investigated
- 125. **Additional Dog Bins:** work in progress.

## PUBLIC RIGHTS OF WAY

- 126. **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. System is 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"*. No change as at 6<sup>th</sup> May 2018. Noted
- 127. **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. 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.* No change as at 6<sup>th</sup> May 2018. Noted
- 128. **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"*. No change as at 6<sup>th</sup> May 2018. Noted
- 129. **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"* No change as at 6<sup>th</sup> May 2018. Noted.
- 130. **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"*. No change as at 6<sup>th</sup> May 2018. Noted.
- 131. **Footpath 13:** St Stephens Road end gate out of ground. Reported to ECC Highways 7<sup>th</sup> 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.* No change as at 6<sup>th</sup> May 2018. Noted.
- 132. **Footpaths included in Minute Nos 126 to 131 inclusive:** these had all been passed to County Cllr for investigation, a response was received from ECC Members Enquiries dated 20<sup>th</sup> April 2018 which had been copied to Members and advised: *"Whilst I note the frustration raised by the Parish Clerk in reference to the PRow issues unfortunately at this current time the PRow team are experiencing a large backlog of enquiries and are currently working on priority cases. I have passed the issues raised by the Parish to the local PRow inspector and requested the matters are looked into at the earliest opportunity. Once the inspections have been undertaken the Highways Interactive Map will be updated accordingly with the Inspectors findings. I understand you and the Parish Council may be disappointed with this response, however, due to the wide-ranging function of highway maintenance, it is essential that there is a robust prioritisation process that allows Highways to focus on the areas of greatest need."*

Clerk advised that there is now a new PRow for this area who had been the PRow for this area in the past and she had asked if CNPC had anything pressing that requires attention and to advise that she would be surveying all the Cold Norton Rights of Way this year. Members advised that Footpaths 13 and 26 were their greatest concern at this point. Clerk to advise the PRow accordingly.

**ACTION: CLERK**

- 133. Footpaths 3 and 5 Cold Norton & Footpath 11 Purleigh:** Members had been advised that there would be temporary closures on 20<sup>th</sup> May, 21<sup>st</sup> July and 22<sup>nd</sup> July re fly-ins and air displays at Stow Maries Aerodrome and supplied with full details. Noted.
- 134. EMERGENCY PLANNING/PROCEDURES:** Clerk was unable to access pdf document, awaiting Cllr return.

#### **TRAINING/CONFERENCES/MEETINGS**

- 135. Dengie Hundred Bus Users Group (DHBUG):** AGM Wednesday 25<sup>th</sup> April 2018 no one had been available to attend. Clerk has requested notes from the AGM and information re PC joining this group as a 'Corporate Member'. Noted
- 136. Dengie Hundred Group of Parish Councils Quarterly Meeting:** Wednesday 20<sup>th</sup> June 2018 7.30pm Parish Hall, Althorne. Members had been advised this meeting will include a 'Cyber Security' Presentation. Mrs Garnham and Mr Wakeling are not available to attend, other Members to check diaries and advise Clerk.

**ACTION: MEMBERS**

#### **CORRESPONDENCE/CONSULTATIONS**

- 137. NALC Response re Unauthorised Developments & Encampments:** Members had been supplied with a copy. Close date 25<sup>th</sup> May 2018. As this was not applicable to Cold Norton the Members agreed not to respond.
- 138. MDC Affordable Housing and Viability Supplementary Planning Document (SPD) & Draft Maldon District Specialist Needs Housing SPD Consultation:** Close date 31<sup>st</sup> May 2018. Information had been supplied to Members. It was agreed that a CNPC response would not be submitted; Members to respond as individuals if they so wished.
- 139. Essex Wildlife Trust Spring 2018 Newsletter:** a copy had been supplied to Members. Noted.

#### **BROADBAND:**

- 140. Superfast Essex News – National Gigabit Broadband Voucher Scheme:** details had been supplied to Members. Noted.
- 141. Superfast Essex County Broadband Assessment Outcome:** this had been supplied to Members by email on 3<sup>rd</sup> May 2018 and hard copy supplied with agenda. It is understood that the County Broadband scheme will go ahead.

County Cllr Mrs Channer left the meeting.

#### **PLANNING**

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

**18/00385/HOUSE PP-06856058 Tosca, Latchingdon Road, Cold Norton:** 2 storey side Extension. Week No.15 dated 13<sup>th</sup> April 2018:

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

**18/00413/LBC PP-06871853 Officers Mess Stow Maries Aerodrome, Hackmans Lane, Cold Norton:** Structural stabilisation works to buildings 29, 31, 32, 33 & 33A and replacement and repair of existing timber windows and doors. Week No.15 dated 13<sup>th</sup> April 2018:

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

**18/00444/WTPO 26 Station Crescent, Cold Norton:** T35 Ash - One limb to be cut to 3m and two limbs to be trimmed down to 5m. T33, T34 & T18 Willow - Trim back to main knuckles at 5-6m high. Week No.15 dated 13<sup>th</sup> April 2018. (NB application 18/00395 re T10 and T35 considered at April meeting by Members has been withdrawn by applicant:

The Parish Council raised no objections, providing the works are in line with the MDC's Tree Officer's recommendations.

**18/00473/HOUSE 31 Latchingdon Road Cold Norton:** Single storey rear extension. Loft extension including rear dormer. Week No.17 dated 27<sup>th</sup> April 2018:

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

**18/00483/HOUSE The Sixteenth 16 St Stephens Road Cold Norton:** First floor extension over garage and porch extension, and other alterations. Revision of 18/00181. Week No.17 dated 27<sup>th</sup> April 2018:

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

**17/01250/LDE PP-06497701 Lords Acre Nursery, Lower Burnham Road, Cold Norton:** Claim for a lawful development certificate for the existing containers used for storage of animal feed, hay, straw, nursery pots, seed trays, plant machinery and anything related to farm. Week 18 dated 4<sup>th</sup> May 2018:

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

- 143. Maldon District Council Decisions:** covering decisions advised from w/e 13<sup>th</sup> April to w/e 4<sup>th</sup> May 2018; a detailed list had been supplied to Members, which is summarised below:

**FUL/MAL/17/01475 Purleigh**

Conversion of existing building to dwelling

The Stable at Pale Pitt Farm Latchingdon Road Purleigh Essex

(UPRN - 010014002427)

Mrs T D'Cruz-Roberts **APPROVED**

**FUL/MAL/18/00274 Cold Norton**

New detached three storey dwelling & garden room.

1 The Links Purleigh Essex CM3 6FR

(UPRN - 010014001545)

Mr & Mrs P Kelly **APPROVED**

**FUL/MAL/18/00297 Cold Norton**

Construction of an agricultural workers dwelling

New Farm Dwelling Wayback Farm St Stephens Road Cold Norton

(UPRN - 010014002491)

Miss Anne-Marie Pharoah - Crouch Valley Goats. **REFUSED**

- 144. MDC Community Infrastructure Levy Charging Schedule (CIL) –** MDC still reviewing; Clerk has asked District Cllr Ms White for an update. Noted

- 145. MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** At the meeting Members were advised that there is a meeting on 30<sup>th</sup> May 2018 called by the Chairman of the Planning committee at Maldon Town Council to which all PCs are invited to discuss the current situation and to agree a co-ordinated approach to the District Council to find a better solution to the current impasse on both these issues. Members to check their diaries and advise the Clerk.  
**ACTION: MEMBERS**

- 146. Planning Applications:** Members had been supplied with a summary of applications from April 2017 to March 2018. Noted

- 147. WINTER SALT BAG SCHEME 2018/19:** Members had been advised that if ECC continue with this scheme would expect to hear in June or July and that Mr Litscher was still prepared to assist with this. Noted.
- 148. COLD NORTON POST OFFICE:** temporary closure. In regards to County Produce the shop in which the Post Office was located being up for sale, but at the meeting it was noted that it may have been taken off the market. Members had been supplied with details of the Community Right to Bid scheme. Noted.
- 149. GENERAL DATA PROTECTION REGULATIONS (GDPR):** Members had been advised that it is now possible that PCs may not have to have a Data Protection Officer (DPO) – copy emails had been supplied to Members. Members were in agreement that CNPC should still participate in the DPO scheme with MDC. Clerk to advise MDC accordingly. **ACTION: CLERK**
- 150. COUNCILLOR VACANCY:** being advertised (The Beacon, local press and posters). It was agreed to consider applications at the July meeting. Noted.
- 151. QUESTIONS/ISSUES RAISED AT APM:** Members had been supplied with details of the four questions/comments raised:
- 151.1** Lack of footway on north side of road from Howe Green Road and parking on Latchingdon Road: Clerk was requested to write to the resident who raised this issue to advise that it will not be feasible to create a footway as properties extend to the highway. Parking – there are no yellow lines, but for safety reasons this is discouraged.
  - 151.2** Parking in VH car park by non-users of VH causing problems for groups booking hall – to be discussed
  - 151.3.** Metal recycling – why is this mixed with paper, card and plastic? District Cllr Ms White finding out
  - 151.4.** Situation re resurfacing Cherry Blossom Lane – work in progress
- 152. 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.
- 153. DATES OF FUTURE MEETINGS in 2018**  
Wednesdays: 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

There being no further business the meeting was closed at 10.14pm

Chairman.....

Date.....