

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 12<sup>TH</sup> JANUARY 2011 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Professor L. Barclay  
Mrs. S. Garnham  
Mrs. A. McDonald

**In attendance:** Mrs. M. Dyer (Parish Clerk)  
Plus 1 Member of the Public

366. **ELECTION OF CHAIRMAN FOR THE MEETING:** Due to the absence of Mr. Wakeling, Chairman of the PC, and Mrs Gold, the Vice Chairman, Mrs. Garnham proposed Prof Barclay chair this meeting, this was seconded by Mrs McDonald, There were no further nominations and Prof Barclay was elected to Chair this meeting.
367. **DECLARATIONS OF INTEREST:** There were no declarations of interest.
368. **APOLOGIES FOR ABSENCE:** were received and accepted from Mr. J. Archer, Mrs G, Gold, Mr. C. Litscher and Mr. P. Wakeling and also from District Councillor J. Sears.
369. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 12<sup>th</sup> January 2011 were approved as correct and signed accordingly.

### FINANCE

#### Approval of Payments

370. Dave Bull general village caretaker work Invoice No.99 dated 10.01.11 £108.75. Cheque No.940.
371. PH Coote Limited to repair to street light No.6 Invoice No.15821-26318 dated 29.11.10 £85.45 (£72.72 net) Cheque No.941.
372. BF Ground Maintenance Final grass cutting and maintenance for 2010 Invoice No.2476 dated 30.11.10 £264.38 (£225 net) Cheque No.942
373. MAIA Services to updating web pages 3 sets of PC reports and 1 set of minutes Invoice No.040111 dated 04.01.11 £30 (£25 net) Cheque No.943
374. E-on Energy Street lighting for November 2010 Invoice No. HA2944056 dated 03.12.10 £38.54 (£36.70 net) taken by direct debit on 13.12.10
375. E-on Energy Street lighting for December 2010 Invoice No. HA493377B dated 03.01.11 £38.54 (£36.70 net) will be taken by direct debit on 13.01.11
376. Maria Dyer office expenses £27.22 Cheque No.944

#### 377. Financial Statement

##### Current balances:

Standard Life 10 Day Notice as at 17 <sup>th</sup> Dec 2010	£	547.46
Santander as at 3 <sup>rd</sup> January 2011	£	<u>29,213.60</u>
	£	29,761.06

378. **Cold Norton Parochial Church Council:** Members considered a request from the Parochial Church Council for a grant towards the cost of a new oil tank for the Church and decided unanimously to award a grant of £540.
379. **ASAP Office Services/Internal Auditor:** Members had been advised that from 1<sup>st</sup> January 2011 the hourly rate for internal audits would increase to £29.50, currently price had been in operation since January 2008. Noted by Members.

380. **MDC Budget and Service Prioritisation 2011/12:** Members had been supplied with copy letter from the Chief Executive explaining MDC's 2011/12 budget reductions and service priorities and Clerk confirmed that MDC Grounds Maintenance Department had been asked to quote for Grass Cutting in Cold Norton in 2011.
381. **Parish Precept 2011/2012:** The Councillors considered the monies spent/predicted to be spent to the year ending 31<sup>st</sup> March 2011 and estimated monies required for the year 2011/12 together with further information as requested by the Councillors at the December meeting – each budget category was reviewed in considerable detail. Following discussion the Councillors agreed to set the precept for 2011/12 at £21,500 – a £1,000 increase over the previous year, which is primarily required in relation to the Village Hall project. Clerk to advise MDC accordingly. **ACTION: CLERK**

## PLANNING

382. **Maldon District Council Decisions** – a detailed list had been copied to Members, which is summarised below:
- FUL/MAL/10/00828 Cold Norton**  
Demolish existing dwelling house, garage sheds and all other outbuildings. Erect replacement dwelling house and cart lodge and change of use of nursery/garden centre to domestic garden and garden to orchard/paddock (amended proposal from current planning approval (FUL/MAL/09/00716 dated 9.11.09)  
Two Square St Stephens Road Cold Norton Essex  
(UPRN - 100091257125)  
Mr & Mrs Coombes **APPROVED**
- FUL/MAL/10/00839 North Fambridge**  
Erection of 4 poly tunnels and farm shop in connection with existing nursery business. Farm shop to provide home grown and home made produce.  
Lords Acre Nursery Lower Burnham Road Cold Norton Essex  
(UPRN - 200000909836)  
Mr David Burt **APPROVED**
- FUL/MAL/10/00875 Cold Norton**  
Refurbishment, conversion with alterations and change use to B1 office from workshop studios.  
Great Canney Studios Hackmans Lane Cold Norton Essex  
(UPRN - 010013997577)  
William Nash PLC **APPROVED**
383. **Planning Applications received by the Parish Council:** Members were advised that no applications for consideration at the January meeting had been received. Noted.
384. **Car Breakers Yard, North Fambridge:** Members were advised that this planning application had been rejected by ECC
385. **Planning Appeal: Land between Middlewick Farm & Wraywick Farm, The Marshes, Southminster Application ref FUL/MAL/10/00004 Appeal Ref No.APP/X1545/A/2140423/NWF Construction of nine wind turbine generators:** Members had been supplied with details of this; appeal date is still to be advised. Noted by Members.
386. **MDC – Maldon District Green Infrastructure Study:** Members had been supplied with details. It was agreed that Councillors would visit the online consultation portal to review. **ACTION: COUNCILLORS**

## HIGHWAYS AND ROAD SAFETY

387. **Highways Schedule**
- Speeding cars from bridge towards Palepit Roundabout – Clerk updated Members generally re speed checks and results advised by the Police. Site of a further speed check agreed. Clerk to advise Police accordingly. **ACTION: CLERK**
- Flooding near bridge: Members discussed the response from Highways regarding this and requested Clerk advise Highways that this is a safety issue as when there is heavy rain because of the location drivers are not aware of the flooding until they are in it. **ACTION: CLERK**

Directional sign on Latchingdon Road to indicate Village Hall location: Members were advised that Highways had responded as follows: *A directional sign could be placed subject to confirmation that the sign post is sound enough, at the right height and of the right diameter. A visit to site will need to be made to assess this. The cost of such a sign including installation would be in the order of sixty to ninety pounds. The parish could possibly buy and arrange for its installation but we would need to provide underground apparatus info if a new post was required.* Clerk has requested that a site visit is undertaken to ascertain suitability etc.

Zebra crossing lines need reinstating. Members were advised that Highways had responded as follows: *The lines for the zebra crossing were assessed and don't currently meet intervention level; a job has been raised but has not been committed. It is more likely this will be a job undertaken early in the new financial year on a clean dry road surface after the road salt has dissipated.*

Speed/Traffic survey undertaken along Stow Road during week ending 22nd October 2010 Members had sight of the results of the speed surveys.

School indicator sign corner of St. Stephens Road and Latchingdon Road still to be attended to, Highways aware

Stow Road street sign opposite Hackmans Lane: Highways have advised that MDC are responsible for street sign. Clerk to contact MDC.  
**ACTION: CLERK**

Professor Barclay advised that the street light near Three Rivers is not functioning  
**ACTION: CLERK**

- 388. Snow and Ice:** Members considered correspondence from a resident regarding the state of the pavements on the approach to the school and the provision of more salt bins in the village and correspondence from another resident regarding the village hall car park surface. Regarding salt bins Members were advised that ECC have stated that *"We are not accepting any new requests for salt bins this season. This is due to various reasons including maintenance costs and the misuse of the salt for personal use last season. A pilot is being undertaken with several parish and town councils to test alternative ways of distributing the salt to ensure that it remains available to the community and is used on the public highway."* Members had been supplied with a copy of the NALC Legal Briefing L10-10 re Responsibilities for Clearing Snow and Ice on Highways and the Clerk had advised that the the question of 'to clear or not to clear' had been a major problem/debate for other Parish Councils and that insurance companies are recommending non clearance due to potential liability problems. Following discussion the Councillors agreed that Parish Council Members could not take on the responsibility for clearing footways etc, but requested that the Clerk investigate the provision of a sign for installation at the village hall car park when applicable and reply to residents.  
**ACTION: CLERK**

## VILLAGE HALL

- 389. Report from Parish Council Representatives:** Members were advised that the next VHMC meeting is scheduled for Tuesday 18<sup>th</sup> January 2011 7.30 pm. Due to prior commitments Professor Barclay and Mrs McDonald are unable to attend this – it was agreed that the Clerk would attend and report back to the PC.  
**ACTION: CLERK**

- 390. Village Hall Project:** Members were advised that the Clerk is still awaiting 'invoice' from VHMC re electricity used during building works. Members were also advised that VHMC had taken the revaluation of the hall to the incumbent insurance company and had been quoted £1,000 increase over previous premium of £1,300, this had been queried and the insurance company had advised that it is going to send its own surveyor/valuer along to value the hall. Members were advised that Mr Wakeling has suggested that the PC should ask the VHMC to have the hall valued properly every 4 years rather than rely on the 'increase' value quoted annually by the insurance company. The Members agreed to this suggestion – Clerk to take this request to the next VHMC meeting.  
**ACTION: CLERK**

Members were also advised that the Big Lottery had advised that they are happy with the mid-year report but wish to see the educational objective followed through by the VHMC. Mr Wakeling had advised the Big Lottery that the VHMC are aware of this objective. Mr Wakeling will have to do an end of year one report in May. Noted by Members.

- 391. VANDALISM/POLICE MATTERS:** no report received from Police/nothing discussed.

- 392. DISTRICT COUNCILLOR'S REPORT:** not available.

## OPEN SPACES

### 393. **Playing Field**

Clerk scheduled to meet with Parks Team Leader/Chief Ranger at MDC on Thursday 3<sup>rd</sup> February 2011 to discuss fencing/equipment etc.

Members were advised that two further panels on wooden multiplay system now need replacing. Clerk obtaining quote. **ACTION: CLERK**

Regarding Pre School trying to obtain funds to install an enclosed area outside the hall, Clerk has supplied them with details of the PC proposal and had handed over architectural drawings.

### 394. **Village Caretaker work** – report for work to 8<sup>th</sup> January 2011:

Around the village hall and playground I have continued to inspect the area, including before and after Christmas during the school holidays. I have collected litter and noted the state of the area including the equipment. I attended to the faulty swing before Christmas. The fencing around the young children's play area, erected by the parents, is being damaged by vandals from time to time. I remove broken sections and place them behind the gas tank.

When replacing the damaged surface to the top of the slide in the enclosed playground, it would be advisable to replace the other damaged panels as you suggest, as an improvement to the baize which is easily damaged.

I note that there is a considerable quantity of fallen leaves in the car park; please advise me if you wish me to clear this area, which is likely to take 2/3 hours.

I note that the damage to the village hall soffits apparently caused by footballs kicked up above the windows is still evident. I shall monitor them for further damage, and understand that repairs are in hand. No further damage is apparent.

I continue to inspect the triangle area and to remove any litter. My general inspection of the verges around the village has indicated no further fly-tipping.

In the Cow Piece Nature Reserve I am currently only carrying out inspections at the entrance, as I note that the nature reserve is cordoned off with a safety barrier. There is evidence of some fly-tipping at the entrance to the nature reserve which I have removed and placed it in the village hall bin. I continue to presume that no-one is entering at present, and I await the completion of the ongoing access improvements, and/or your further instructions, before I enter.

In the Memorial Garden I continue to inspect the rose bed and monitor for litter or any further damage to the planting.

It was agreed that the Caretaker should be asked to clear the leaves at the village hall if this can be carried out without the hours budgeted for. And that if time allows he should assist Mr Litscher with the works at Cowpiece **ACTION: CLERK**

## PUBLIC RIGHTS OF WAY

395. **Footpath Maps:** proof drawing of the map was presented to the Councillors at the meeting. Copy to be passed to Mr Wakeling for comments.

396. **Footpath 14:** Installation of step risers/planings/gravel alongside handrail Members were advised that this work had now been completed and that it has greatly improved access. Noted by Members.

397. **Bridleway along old railway line:** Gravel to be replaced on entrance section and appropriate material further into the bridleway to counteract the very 'boggy' section. Members were advised that initial works are due to be completed before financial year end weather permitting. Noted by Members.

398. **Work Proposals for P3 Groups 2011/12:** Members had been supplied with a copy of this. Clerk to liaise with Roger Hawes CN P3 rep and report back to the Council. **ACTION: CLERK**

399. **Footpath Claim along Ferris Avenue & Station Crescent to Latchingdon Road:** Members had been supplied with copy letter from Essex Legal Services and advised that the statutory notices had been posted as required. Members advised that they had no further comments or information for submission to Essex Legal Services. **ACTION: CLERK**

400. **EMERGENCY PLANNING/PROCEDURES:** Mrs Garnham advised that the details in the yellow box had been updated

#### TRAINING/CONFERENCES/MEETINGS.

401. **Essex Police Community Speedwatch Scheme Review Meetings January 2011:** Members had been supplied with details. Noted by members.

402. **Essex Association of Local Councils (EALC) Insurance Workshop 2<sup>nd</sup> February 2011:** Members agreed that Clerk should attend this training session at a cost of £40

#### CORRESPONDENCE

403. **EALC and SLCC letters reference inaccurate portrayal of Parish Councils during a BBC news bulletin.** Members had been supplied with copies. Noted

404. **ECC Tender Round 2011 for local bus contracts.** Copy supplied and noted by Members

405. **ECC – Consultation on Essex Local Transport Plan:** Members had been supplied with details and advised that the consultation closes 11<sup>th</sup> February 2011. Noted by Members.

406. **ECC Minerals Development Document: Preferred Approach.** Members had been supplied with copy of letter, consultation leaflet and consultation workshop reservation form and advised that the Consultation closes 17<sup>th</sup> February 2011. Summary booklet and CD were passed to Professor Barclay to review for report at February meeting. **ACTION: PROF BARCLAY**

407. **Community Payback: Members had been given details of this scheme.** Members requested that details be passed to the Parochial Church Council and to Village Hall Management Committee. **ACTION: CLERK**

408. **ECC Tree Team:** Members had been supplied with details re tree surveys. Clerk was requested to obtain quotes re Cowpiece and the playing field from ECC and other tree specialists. **ACTION: CLERK**

409. **MDC District & Parish Elections 5<sup>th</sup> May 2011:** Members had been supplied with copy letter from the Electoral Management Officer at MDC. Noted by Members.

410. **VILLAGE PLAN:** Councillors were updated by the working group members.

411. **ANY OTHER BUSINESS** (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.)

The Clerk read out an update regarding future plans for The Norton.

#### DATES OF FUTURE MEETINGS

Scheduled or provisionally scheduled for 2011: Wednesdays 2<sup>nd</sup> February, 2<sup>nd</sup> March and 6<sup>th</sup> April.

Chairman..... Date.....