

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 6TH JUNE 2011 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr. J. Archer
Prof. L. Barclay
Mrs. S. Garnham
Mr. C. Litscher
Mr. P Wakeling (Chairman)

In attendance: Mrs. M. Dyer (Parish Clerk)
Four members of the Public

98. **Chairman for the Meeting:** As Chairman Mr P. Wakeling had been delayed and a Vice Chairman had not yet been appointed, Mr Archer proposed that Prof. Barclay chair the meeting, Mrs Garnham seconded the proposal, there being no further nominations, and all Members being in agreement, Prof Barclay was elected to Chair the meeting until Mr Wakeling arrived.
99. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from District Councillor Ms S. White
100. **Leader of Maldon District Council:** Professor Barclay congratulated Mr Archer on his appointment as Leader of Maldon District Council.
101. **Declarations of Interest:** Mrs Garnham declared an interest in the agenda item relating to the Allotments as Mrs Garnham is an allotment holder and Professor Barclay declared an interest in the planning agenda item WTPO/MAL/11/00346 as this application submitted by the insurance company related to his home.
102. **APPOINTMENTS OF HOLDERS OF OFFICE**
Election of Parish Council Vice Chairman had been deferred from AGM. Mr Archer proposed Professor Barclay as Vice Chairman, Mrs Garnham seconded the proposal, there being no further nominations and all Members being in agreement, Professor Barclay was appointed Vice Chairman.
103. **APPOINTMENT OF GROUPS and REPRESENTATIVES** (Deferred from AGM)
- Playing Field Representative:** Mr Litscher
- Nature Conservation Area Representatives:** Mr Litscher and Prof Barclay
- Parish Public Rights of Way Representative:** Mr Wakeling
- School Board of Governors:** The Parish Council does not have a Member on the school board – place as a community governor declined by Parish Council - minute No.449 February 2011 applies. Noted by Members.
104. **MINUTES OF THE ANNUAL GENERAL MEETING AND THE ORDINARY MEETING of the Parish Council** both held on Wednesday 11th May 2011 were both approved as correct and signed accordingly.

FINANCE

Approval of Payments

105. Dave Bull general village caretaker work Invoice No.16 dated 06.06.2011 £130.50 Cheque No.987
106. MAIA Services to updating web pages (March minutes, 2010 APM Minutes and report from April 2011 Meeting) invoice No.12001 dated 29th May 2011 £30 (£25 net) Cheque No.988
107. MAIA Services to updating web pages (April minutes and report from May 2011 Meeting) MAIA has advised that will not be submitting an invoice for this work due to delay on previous month.
108. Maria Dyer office expenses £22.32 Cheque No.989
109. BT Village Hall payphone Invoice No.Q043Y& dated 12th May 2011 £41.36 (£34.46 net) Cheque No.990.

- 110. NALC subscription to LCR £15.50 Cheque No.991
- 111. Ramblers membership renewal to May 2012 £45 Cheque No. 992
- 112. Maldon District Council to Grass Cutting Invoice No.COL58766740 dated 19.05.11 £224.10 (£186.75 net) Cheque No.993
- 113. GB Office Group stationery (5 x black ink cartridges, 2 x colour and 5 x 500 packs paper) £92.79 (£77.33 net) Cheque No.994
- 114. AON Insurance reference minute No.65 (11th May 2011) reduction in value of certain assets as agreed by Councillors notified to AON - new premium will now be £932 (was £967.79), therefore cheque No.984 cancelled and new cheque raised for £932 Cheque No. 995
- 115. Essex & Suffolk Water to water consumed on the allotments 01.04.11 to 19.05.11 £2.92 (£2.43 net) (NB our start date is 1st April 2011, PCT having previously paid all water charges on this site – in the future meter readings will be taken in May and November and included with the standing water charge which was paid last month. (Members were advised that the Clerk had ascertained that historically water usage per annum had been in the region of 24 cubic meters per year approx £30 – therefore total for year c£66 – Clerk advised that need to check if there is a sewage charge made on this site by Anglian Water. Noted by Members) Cheque No.996

116. Financial Statement

Current balances:

Standard Life 10 Day Notice as at 17th May 2011	£	547.46
Santander as at 2nd May 2011	£	<u>42,709.52</u>
	£	43,256.98

- 117. **Annual Return for the year ended 31st March 2011:** Members had been supplied with a copy of the return and relevant support papers. Professor Barclay read out the whole of section 2 - Annual Governance Statement and duly completed that section. The Chairman duly signed sections 1 and 2. Clerk to now return the form to Audit Commission.

ACTION: CLERK

Mr Wakeling arrived and took his place as Chairman.

- 118. **Allotments** (brought forward from further on in the agenda as Allotment Holders were in attendance): Mrs Garnham had already declared an interest in this item. Members had been reminded re that the standing charge for 6 months to September 2011 had been paid and advised re water usage in the past (see Minute No.115 above). Members had been updated on the TPO situation regarding the tree at the rear of the allotment site and advised that the Tree Officer will inspect the tree in November 2011 to ascertain its conditions and growth as it was 'pruned' a few years ago by a neighbouring resident – the Tree officer will then advise is any work is recommended. Meeting was then closed for some of the Allotment holders to explain the organisation of this site as part of the PCT project. There followed questions and discussion on the current set up. The Parish Council meeting was then reopened and it was agreed that the Clerk should carry out research regarding how other allotments sites are organised in terms of agreements/fees etc and to consult the Allotments Holders Association for advice.

ACTION: CLERK

- 119. **Playing Field** (part in relation to Outdoor Play Area brought forward from further on in the agenda as the Chair of Pre School was in attendance): Members had been supplied with copy layout and correspondence from the Chair of Pre School. The meeting was closed to allow the Chair of Pre School to present the layouts and answer Councillors questions. The meeting was then reopened and Councillors agreed in principal with the proposed play area, option 2 being preferred, but expressed concern at the closeness of the enclosed play area to the hard standing/basketball court and the drop of approx 1 metre created by the levelling of the slope for the enclosed area. Pre School to be requested to reconsider the size of the enclosed play area and the safety aspects between the fence of the play area and the basketball court. Members agreed that whilst Pre School had been advised by a Technical Planner at MDC that planning permission would not be required based on the information supplied, the Parish Council would require Pre School to apply for a Certificate of Lawful Development. Pre School were advised of the rules relating to the claiming back of VAT by the Parish Council.

Pre School BBQ: Members had been supplied with copies of the Bye Laws relating to dogs on the playing field. Members agreed that a dog show/display was therefore not permissible on the playing field, however pony rides may be included as part of this event.

PLANNING

120. **Summary of Cold Norton Planning Applications to 31st March 2011:** had been supplied to all Members. Noted.
121. **Maldon District Council Decisions:** – a detailed list had been copied to Members, which is summarised below:
- LDP/MAL/11/00205 Cold Norton**
Formation of 2 new small dormers to the rear elevation of the detached single dwelling house, to serve new loft conversion.
1 Victoria Road Cold Norton Essex CM3 6JD
(UPRN - 100090556193)
Mr & Mrs Darren Bishop **APPROVED**
- WTPO/MAL/11/00346 Cold Norton**
TPO 15/96 T50 (T1 on plan) Oak - Remove
Pendragon 12 St Stephens Road Cold Norton Essex
(UPRN - 100090555800)
Crawford & Company **DECLINED TO DETERMINE**
- NMA/MAL/11/00396 Purleigh**
Application for non-material amendment following grant of planning permission for demolition of existing dwelling and construction of replacement chalet/bungalow (FUL/MAL/06/00848) - Change in position of the property.
Last Resort Junction Road Cold Norton Essex
(UPRN - 100091256816)
Mr Adrian Jones **APPROVED**
122. **Planning Applications received by the Parish Council:** the following were considered and responses were as indicated:
- WTPO/MAL/11/00346 Pendragon, 12 St Stephens Road, Cold Norton.** T1 Oak remove. Week No.18 dated 6th May 2011. Deferred from last meeting. Not considered as MDC had advised 'Declined to Determine' – see minute No.121 above
- WTPO/MAL/11/00435 27 St. Stephens Road, Cold Norton.** TPO 15/96 T15 Oak (T1 on plan)
Crown reduce 20%, crown lift to 5 meters:
- Cold Norton Parish Council has NO OBJECTIONS to the work contained within the above application, providing it is carried out under the guidance of Maldon District Council's Tree Officer.
- WTPO/MAL/11/00437 29 St. Stephens Road, Cold Norton.** TPO 15/96 T16 Ash trees (T1, T2 on plan) Crown lift to 4 meters, crown reduction by 20% and remove deadwood and dangerous loaded limbs:
- Cold Norton Parish Council has NO OBJECTIONS to the work contained within the above application, providing it is carried out under the guidance of Maldon District Council's Tree Officer.
- WTPO/MAL/11/00439 Wyvern House, 29A St. Stephens Road, Cold Norton.** T1 Oak Fell and replace with more suitable species:
- Cold Norton Parish Council would like to point out that the Oak Trees are a defining characteristic of St Stephens Road and that this application makes no mention of what would therefore be a suitable replacement.
- The Parish Council considers that insufficient information has been submitted for this application to be considered at this time and awaits a more detailed proposal.
123. **Appeal Decision: Land to the south of Asheldham Brook, north east of Wraywick Farm and north east of Middlewick Farm, The Marshes, Southminster CM0 7JG.** Appeal was allowed and permission granted for 9 wind turbine generators. Members had been supplied with a copy of the appeal decision. Noted
124. **Maldon District Local Strategic Partnership: The Renewed Maldon District Sustainable Community Strategy 2010-2026:** Members had been supplied with a copy. Members requested this be included on the next agenda. **ACTION: CLERK**

125. **The Norton:** Members were advised that there was nothing relating to planning to report, but that the Beer Festival had been successful. Noted.

HIGHWAYS AND ROAD SAFETY

126. **Highways Schedule:** Clerk was requested to chase ECC Highways re outstanding items, requesting dates when these jobs would be carried out, copying in Cllr Tracey Chapman.

ACTION: CLERK

Regarding Speeding vehicles on Stow Road and an e-mail from resident re latest speed survey, Clerk was requested to convey thanks to the resident concerned.

ACTION: CLERK

VILLAGE HALL

127. **Report from Parish Council Representatives:** Members were updated re last meeting held on Wednesday 25th May 2011: train event scheduled and other events planned for the autumn. It is hoped that a new Chairman has come forward; a stern letter has gone out to all regular users to supply more committee members.

128. **Fire Risk Assessment:** review deferred to a future meeting.

129. **Village Hall Project:** Members were advised that the Inspection with Project Manager and Contractor took place on 4th May 2011 and that regarding works requiring attention some had been carried out and some were in hand. Members were advised that Mr Wakeling is preparing final report for Big Lottery for submission by end of July 2011. Noted.

130. **VANDALISM/POLICE MATTERS:** nothing to report

131. **DISTRICT COUNCILLOR'S REPORT:** Members were advised that finances are still a big concern for MDC

OPEN SPACES

132. **Cowpiece Nature Reserve:** Mr Litscher updated Members and advised that the Village Caretaker had been assisting. On completion of works inspection/risk assessment to be undertaken. Noted

133. **Playing Field**

Inspection/risk rating was carried out in April 2011 – report had been supplied to Members to be discussed at next meeting.

Timberline equipment re the last panel – Members authorised Clerk to order a new panel.

ACTION: CLERK

Signage into field – it is proposed that one sign will be designed to incorporate all the necessary rules

ACTION: CLERK

Outdoor fitness class on the playing field – Members were advised that the six week trail session of this new class is scheduled to commence on 25th June 2011.

Members had been advised of a request from a hall user for a 'wall' to be erected parallel to the hall wall alongside the playing field to prevent possible window breakages and disruption to classes/events in the hall by balls being kicked against the wall/used as a 'goal' area. Hall user to be advised of Pre School's plans for this area.

ACTION: CLERK

Members considered a request for junior football team to use the field. Clerk to ascertain situation regarding distance from Club House. **ACTION: CLERK**

134. Village Caretaker work – report for work to 4th June 2011:

Around the village hall and playground I have continued to inspect and remove litter. I have cleared fallen leaves and swept up debris following the recent high winds. On occasions the car park wheelie bin is still stuffed to overflowing. The fabric covered areas of the children's play equipment that had deteriorated badly over the holiday period has yet to be replaced as previously recommended. The fence panels around the playground remain damaged.

My general inspection of the verges around the village has found no further fly-tipping.

In the Cow Piece Nature Reserve I continue to inspect, keep pathways clear and remove litter, to empty and clean out the litter bin and replace the litter bag. I have used the strimmer to maintain the open area around the pond. Some of the decking on the pond observation platform is deteriorating: I recommend inspection with a view to replacement. The new bench seats in the reserve have started to crack in the very dry weather. I shall apply preservative with due priority.

I have commenced removal of staples from the village notice boards and will continue as necessary.

I have started work sessions to tidy and maintain the established garden areas around the bridge and will continue to do so within my allocated hours. I am happy to carry out some planting to fill empty spaces where otherwise weeds will grow back, and would be pleased to know if there is a small budget for this.

Members requested that Clerk liaise with Mr Paul re this, but to advise the Caretaker not to plant at the moment. **ACTION: CLERK**

135. Village Sign – quotes to be obtained for renovation works

ACTION: CLERK

PUBLIC RIGHTS OF WAY

136. Footpaths Map: no further update

137. Bridleway along old railway line: regarding 'bottle collectors, Mr Archer advised that he had spoken to the land owner and that this was not occurring on his land. Members then queried if it is taking place on Golf Club land

138. EMERGENCY PLANNING/PROCEDURES: Members were advised that a request for volunteers willing to be involved had been incorporated into the village appraisal questionnaire. Noted

TRAINING/CONFERENCES/MEETINGS.

139. Bradwell LCLC AGM: Wednesday 8th June 2011 Professor Barclay to attend. Members had all been supplied with a fact sheet re Japan and Nuclear sites. Noted

140. EALC – details of Chairman's Day 1 (6th July 2011) and Councillor Day 2 (14th July 2011) had been supplied to Members. Noted

141. Dengie Hundred Group of Parish Councils: Quarterly meeting on Monday 20th June 2011 at 7.30pm Victory Hall in Mundon. No one available to attend.

142. Essex Wildlife Trust Annual Members Day: Saturday 25th June 2011 from 10am at The NAZE, Walton on the Naze. Mr Wakeling and Mrs Garnham advised that they plan to attend.

143. NHS Mid Essex AGM: Wednesday 21st September 2011 at Chelmsford City Football Club 4pm. Noted

144. EALC Annual Conference: Tuesday 27th September 2011 6.45pm in Great Dunmow. Noted.

CORRESPONDENCE

- 145. **ECC Libraries** – review of opening hours supplied to all Members. Noted
- 146. **Consultations:** Members were reminded that the Local Public Audit closes 30th June 2011 and Planning for Travellers Sites closes 6th July 2011. Details had already been forwarded to Members by e-mail on 30th May 2011. It was agreed that Members would respond individually to these two consultations.
- 147. **NALC Legal Briefing LO4-11 27th May 2011 re Data Protection:** had been supplied to all Members, who following discussion requested that Clerk clarify the situation. **ACTION: CLERK**

- 148. **VILLAGE PLAN:** Members were requested to submit any views re the questionnaires by 13th June and advised that questionnaires would be distributed and collected back in July that analysis would commence in August. Grant being applied for. Noted.

- 149. **VILLAGER OF THE YEAR:** Members discussed how this would be chosen – it was agreed that nominations would be invited through The Beacon.

- 150. **QUEENS JUBILEE 2012:** Mrs Garnham advised that outline plans had appeared in the June 2011 issue of The Beacon and requested that an allowance for this be made in the precept for next year.

- 151. **VACANCIES ON PARISH COUNCIL:** it was agreed that interested parties be invited to submit an application by mid August for consideration during a closed session of the September 2011 PC Meeting. Clerk to publicise this through The Beacon and on the notice boards. **ACTION: CLERK**

- 152. **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.)
It was reported that hedges had been removed from the boundary on Hackmans Lane for Great Canney House; Clerk was requested to check the situation with Planning.
ACTION: CLERK

DATES OF FUTURE MEETINGS

Scheduled or provisionally scheduled for 2011: Wednesdays 6th July, 7th September, 5th October, 2nd November and 7th December.

Chairman.....

Date.....