

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> OCTOBER 2010 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Prof. L. Barclay  
Mrs. G. Gold (Vice Chairman)  
Mrs. S. Garnham  
Mr. C. Litscher  
Mrs. A. McDonald  
Mr. P Wakeling (Chairman)

**In attendance:** Mrs. M. Dyer (Parish Clerk)  
Mr. J. Sears (District Councillor)  
Plus 2 Members of the Public

Prior to the meeting commencing there was a presentation from Mr Paul Guppy on behalf of The Norton Community Pub Committee (NB Mr Guppy is not a member of the pub committee) regarding future proposals for the pub and its site. This was an informal presentation and Parish Councillors asked questions during the course of the presentation. At the end of the presentation Mr Wakeling thanked Mr. Guppy for keeping the Parish Council informed of The Norton Committee's and the Owner's future plans for the pub and its site.

Clerk was requested to formally write to The Norton Community Pub Committee to thank them for keeping the Parish Council informed and to congratulate them for their past fourteen successful months.

Mr Guppy departed at this point.

There then followed a very deserving tribute to Professor Barclay in recognition of his 40 years as a Parish Councillor for Cold Norton, his dedication to the role and his very valuable contribution to the Council and the village. Mr. Wakeling read out the names of Professor Barclay's fellow Councillors when he joined the Parish Council in 1970 and went through minutes from the May and July meetings from 1970, which in those days were hand written – copies of these minutes had been obtained from the Essex Records Office and were given to Professor Barclay as a memento. Mr Wakeling then presented Professor Barclay with an engraved crystal ice bucket and card as a personal gift of thanks from all the current serving Councillors, the present Parish Clerk and the previous Parish Clerk.

- 241. Declaration of interests:** Mrs Garnham declared an interest in the agenda item relating to one of the planning applications, namely WTPO/MAL/10/00823.
- 242. APOLOGIES FOR ABSENCE:** were received and accepted from Mr. J. Archer (away on ECC business)
- 243. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 1<sup>st</sup> September 2010 were approved as correct and signed accordingly

### FINANCE

#### Approval of Payments

- 244.** Dave Bull general village caretaker work for July, August and September Invoice No.97 dated 02.10.10 £340.75 Cheque No.916
- 245.** EALC to Election Training Day for Clerk Invoice No.555 dated 27.09.10 £60 Cheque No. 917
- 246.** Audit Commission to external audit fee Invoice No.4033526 dated 21.09.10 £1,233.75 (£1,050.00 net) Cheque No.918
- 247.** Dengie Hundred Group of Parish Councils to affiliation fee for 2010-2011 Invoice No.223 dated 22.09.10 £15 Cheque No. 919.
- 248.** E-on Energy Street lighting for August 2010 Invoice No. H9C693F42 dated 03.09.10 £38.54 (£36.70 net) taken by direct debit on 13.09.10.
- 249.** Maria Dyer office expenses £20.67. Cheque No.920
- 250.** HM Customs & Excise Tax/Ni to 5<sup>th</sup> October 2010 £38.76 Cheque No. 921.
- 251.** BF Ground Maintenance Limited Grass Cutting carried out in September 2010 Invoice No.2411 dated 05.10.10 £264.38 (£225 net) Cheque No. 922.

**252. Financial Statement**

**Current balances:**

Standard Life 10 Day Notice as at 17 <sup>th</sup> Sept 2010	£	547.46
Santander as at 2 <sup>nd</sup> September 2010	£	<u>38,040.82</u>
	£	38,588.28

- 253. Completion of Audit for year ended 31<sup>st</sup> March 2010:** Members had all been supplied with a copy of the Annual return form with signed audit certificate and advised that the External Auditor had made no comments in section 3, but other matters they wish to draw to the PC's attention were i) the PC should assign a value to the community land so that it is included in the PCs assets (box 9) ii) The PC should review its level of fidelity guarantee insurance cover of £17,000 as it is below the Audit's Commission guideline of £38,000 (cash plus half precept) – this is higher than in usual years due to the VH project iii) no correction fluid to be used on return.

In regards to point i) the Councillors requested the Clerk contact the Auditor to ask why this was being recommended this year as the community land has never been assigned a value. With reference to point ii) the Councillors acknowledged that the figure was below but this was only due to the Village Hall Project and did not want to increase the cover. **ACTION: CLERK**

Clerk advised that the Notice of Conclusion of Audit and Right to Inspect the Annual Return Form plus copies of sections 1 – 4 of the Audit Return would now be displayed on the locked notice board on Latchingdon Road for the time required. **ACTION: CLERK**

- 254. The Independence of Parish Council's Internal Audit - legal briefing paper from NALC August 2010.** Members had all been supplied with a copy. Members discussed and agreed the Parish Council's appointed internal auditor met the criteria set.

- 255. Audit Review:** Members had all been supplied with copy email from EALC/NALC relating to a paper from Audit Commission so they could access the whole paper, but Clerk had supplied all Members with a hard copy of section 10 of the paper as mentioned in the e-mail as being of greatest relevance to the Parish Council. Noted by Members.

**PLANNING**

- 256. Maldon District Council Decisions** – a detailed list had been copied to Members, which is summarised below:

**HOUSE/MAL/10/00598 Cold Norton**

Extension to front of existing garage with pitched roof over. Pitched roof over existing flat roof dormer windows.

37 Latchingdon Road Cold Norton Essex CM3 6JG  
(UPRN - 100090555250)

Mr Ian Hollisey

**APPROVED**

**WTPO/MAL/10/00623 Cold Norton**

TPO 15/96 - T12 Ash - Remove minor stem with poor compression joint, bring this branch back to fork at 6m, and reduce remaining crown by 30%

T11 Oak - Bring in crown to balance and reduce height by 2m giving overall crown reduction of 30%, clear overhead wires and neighbour's branch

Greenacre 23 St Stephens Road Cold Norton Essex  
(UPRN - 100090555812)

Mrs Lilian Hawes

**APPROVED**

**ESS/MAL/10/00712 North Fambridge**

Retrospective application for erection of depollution bay, offices, security fencing and lights, stationing of caravan for night watchman, concrete hard standing and planting.

Yard Rear of Greensleeves Russell Road North Fambridge Essex  
(UPRN - 010013997298)

Essex Car & Van Dismantlers **OBJECTIONS**

**HOUSE/MAL/10/00642 Cold Norton**  
Two storey extension to rear  
20 St Stephens Road Cold Norton Essex CM3 6JE  
(UPRN - 100090555809)  
Mr & Mrs L English **APPROVED**

257. **Planning Applications received by the Parish Council:** the following were considered and responses were as indicated:

**LDP/MAL/10/00614 PP-01160480 10 Howe Green Road, Cold Norton.** Claim for Lawful Development Certificate for proposed solar panels to be located on the flat roof at the rear of the property. Week No.37 dated 17<sup>th</sup> September 2010:

Cold Norton Parish Council objects to this application for a Certificate of Lawful Development as it is not within the permitted guidelines for solar panels: we refer you to <http://www.planningportal.gov.uk/england/public/buildingwork/projects/workcommonsolar6apr/> which includes what may be considered permitted development – essentially panels should be more or less flush with the roof or wall surfaces, extending to no more than 200mm from the surface etc. The drawings submitted with this application indicate that the panels are not flush with the surface and extend to more than the 200mm stated in the guidelines.

The proposed development is therefore not lawful and the Parish Council believes that it requires planning permission.

**WTPO/MAL/10/00813 Clovelly 18 Station Crescent, Cold Norton.** T1 Oak – TPO 4/89 reshape and remove dead wood and damaged branch. Crown lift to 3.35metres thin outer crown by 15% maximum. Week no.38 dated 24<sup>th</sup> September 2010:

Cold Norton Parish Council has NO OBJECTIONS to the above application, providing it is carried out under the guidance of Maldon District Council's Tree Officer.

Mrs Garnham had declared a personal interest in the following application, so did not participate in the discussions.

**WTPO/MAL/10/00823 9A St. Stephens Road, Cold Norton.** TPO 15/96 (T5 on order) Oak – remove back to branch collar, lowest branch over carriageway, remove epicormic growth from growth level up to height of 4.5 metres and reduce height spread of tree by up to 2.5m from shoot tip. Week No39 dated 1<sup>st</sup> October 2010:

Cold Norton Parish Council has NO OBJECTIONS to the above application, providing it is carried out under the guidance of Maldon District Council's Tree Officer.

## **HIGHWAYS AND ROAD SAFETY**

### **258. Highways Schedule**

Speeding cars from bridge towards Palepit Roundabout – As Cllr Hume has at present been unable to attend, Clerk contacted Highways who have agreed to a speed survey. Members discussed and agreed a location and day of week. Clerk to advise Highways accordingly.

**ACTION: CLERK**

Regarding the directional sign on Latchingdon Road to indicate Village Hall location Members were advised that this will be included on highways list for consideration by Highways Panel, but were also advised there is 'no budget' and what there is for signage is being used for urgent/safety issues. Members requested that Clerk ascertain the cost of the sign through Highways and advise them that a post is already in position.

**ACTION: CLERK**

Members were advised that a Speed/Traffic survey will be undertaken along Stow Road. Noted by Members.

Re phasing of the traffic lights at the bridge Clerk was requested to talk to Highways urgently regarding this problem.

**ACTION: CLERK**

Lines at Hackmans lane junction with Stow Road/Latchingdon Road need reinstating – Clerk to advise Highways

**ACTION: CLERK**

259. **Maldon District Local Highways Panel – Highways Localism Programme:** Members had been supplied with a copy of the programme report detailing schemes to be considered for future funding. Members requested that out representative on this panel be given details of above (per minute 258)

## VILLAGE HALL

260. **Report from Parish Council Representatives:** Members were updated on the last meeting of the VHMC meeting which was held on 27<sup>th</sup> September 2010 and advised that the next meeting will be on Tuesday 9<sup>th</sup> November 2010. Noted by Members.
261. **Village Hall Project:** Mr Wakeling gave a brief update and advised that the retention fee reference the contractor isn't due for payment until May 2011.
262. **VANDALISM/POLICE MATTERS:** Members had been supplied with a copy of Neighbouring Policing report as given at the June 2010 Dengie Hundred Group of Parish Councils meeting. Noted by Members.
263. **DISTRICT COUNCILLOR'S REPORT:** Cllr Sears advised that at present job evaluation is ongoing, next step is for the Chief Executive to report.

## OPEN SPACES

### 264. Cowpiece Nature Reserve

Members were advised that Mr Litscher is working with Mr Paul to finish work and replace 'furniture' etc from budget of £200 allocated to this site. Members were advised that for health and safety reasons the site is closed to the public, until the new entranceway is completed.

Members had all been e-mailed with a pdf version of the ROSPA inspection by Play Safety. Noted by Members.

### 265. Playing Field

Members had all been e-mailed with a pdf version of the ROSPA inspection by Play Safety. Noted by Members.

Members were advised that the Football Club has been advised that planning permission is required re container for use as changing room. The Club advised the Clerk that they plan to have a meeting week commencing 11<sup>th</sup> October 2010 to discuss the away forward, but advised that they will not be applying for planning permission this year as ground is too wet; they are not using field for training anymore as it is too dark.

### 266. Village Caretaker work: report for July to September:

Around the village hall and playground I have continued to inspect the area. I have collected litter and noted the state of the area including the equipment. I will continue to sweep up twigs etc. from the car park. I note that more of the new planting has died. I will continue to monitor these plants for damage and failure.

I regret to report that there has been further damage to the new fencing around the children's play area in addition to damage of the fabric covering on some of the play equipment.

I note that there are more marks on the high windows where balls have been kicked up and have hit them. I understand that repairs to the village hall soffits are in hand and I shall monitor them for further damage.

I continue to replace rivets and fasteners on the skate board equipment.

I continue to inspect the triangle area and to remove litter. My general inspection of the verges around the village has not indicated any recent fly-tipping.

In the Cow Piece Nature Reserve I continue to inspect, keep pathways clear and remove litter. I can remove wooden items as weather and my time-allocation permit.

In the Memorial Garden I continue to tidy and tend the rose bed: the roses are flowering well despite apparent incorrect "dead-heading" by another party.

### 267. Beacon near Church:

Clerk has made arrangements for this to be checked by MDC – awaiting report. Noted by Members.

## PUBLIC RIGHTS OF WAY

268. **Footpath Maps:** Map drawing in hand. Grant for £300 being investigated.
269. **Footpath 14:** awaiting installation of step risers/planings/gravel alongside handrail - scheduled to be completed before November 2010. Noted by Members.
270. **Bridleway along old railway line:** awaiting gravel to be replaced on entrance section and appropriate material further into the bridleway to counteract the very 'boggy' section. Scheduled to be carried out before November 2010. Noted by Members.
271. **EMERGENCY PLANNING/PROCEDURES:** Mrs Garnham is now in possession of the 'yellow box' and will update its contents. **ACTION: MRS GARNHAM**

## TRAINING/CONFERENCES/MEETINGS.

272. **Saturday 9<sup>th</sup> October 2010 RCCE Access to Services & Transport – rural accessibility to services:** details supplied to Members. Noted by Members. No one available to attend.
273. **Thursday 14<sup>th</sup> October 2010 2.30pm Parish Transport Meeting:** details supplied to Members. Noted by Members. No one available to attend.
274. **Saturday 16<sup>th</sup> October 2010 Village Halls & Community Buildings Conference 9.45am to 3.30pm in Cold Norton Village Hall:** details supplied to Members; Members were advised that Mr Wakeling will be making an opening statement at this event. Noted by members.
275. **Wednesday 27<sup>th</sup> October 2010 11.30am to 2pm Viking Community Transport – launch of Dengie minibus:** details supplied to Members. Noted by Members. No one available to attend.
276. **Thursday 28<sup>th</sup> October 2010 8pm Essex Playing Fields Assoc AGM:** details supplied to Members. Mr Wakeling to attend. **ACTION: MR WAKELING**
277. **28<sup>th</sup> October 2010 RCCE “Influencing decision making in your area”:** details of various sessions supplied to Members. Noted by Members.
278. **Thursday 4<sup>th</sup> November 2010 Essex Village Shops and Pubs day:** details supplied to Members. Noted by Members. No one available to attend. Members advised that a copy has been forwarded to the Chairman of The Norton Community Pub Committee.
279. **Wednesday 10<sup>th</sup> November 2010 7.30pm Dengie Hundred Group of PCs Annual Quiz:** details supplied to Members. Noted by Members. No one available to attend.

## CORRESPONDENCE

280. **Dengie Hundred Group of Parish Councils minutes from meeting held on 16<sup>th</sup> June 2010:** had been supplied to Members. Noted by Members.
281. **Rural Broadband Partnership e-mail dated 8<sup>th</sup> September 2010:** Members had been supplied with a copy plus the response from the PC prepared by Professor Barclay. Noted by Members.
282. **Village Agents e-mail received 14<sup>th</sup> September 2010 containing pilot report to June 2010:** Members had been supplied with a copy. Noted by Members.

283. **Mid Essex PCT Draft Pharmaceutical Assessment e-mail received 23<sup>rd</sup> September 2010:** copy e-mail supplied to Members containing details of three discussion sessions. Members were advised that views are requested and that the consultation closes on 29<sup>th</sup> November 2010. Deferred to next meeting.
284. **Letter received 28<sup>th</sup> September 2010 requesting use of playing field to erect marquee for wedding.** Members discussed but decided that the request could not be granted as this is an area for the general public and it is sited in a residential area. Clerk was requested to advise the lady accordingly pointing out that the newly refurbished village hall will accommodate the 80 guests.  
**ACTION: CLERK.**
285. **Letter received from MDC dated 21<sup>st</sup> September 2010 re Maldon District Conservation & Design Awards 2010:** Members were advised that Cold Norton Village Hall had not been short listed. Noted by members.
286. **NALC Report of the Chief Executive dated 7<sup>th</sup> September 2010:** copy supplied to all Members. Noted by Members.
287. **NALC Legal Briefing dated 21<sup>st</sup> September 2010 – Futures of Standards Board:** copy supplied to all Members. It was noted that from this briefing that this may go from an over zealous situation to one where there are no controls.
288. **Meeting MDC Licensing Policy 2011-14:** deferred from September 2010 meeting. It was agreed that Members should review and if necessary an extraordinary meeting will be called as comments are needed by end of October 2010.  
**ACTION: COUNCILLORS**
289. **Village Plan:** As no village residents have come forward to be involved with this, it was agreed that a working party consisting of Mr. Wakeling, Mrs Garnham and Mrs McDonald will consider the questions that should be included in the survey the results of which will ultimately form the basis for the village plan. Mrs Gold offered to type up the questionnaire.  
**ACTION: MR WAKELING  
MRS GARNHAM  
MRS MCDONALD  
MRS GOLD**
290. **Standing Orders:** Professor Barclay, Mrs Gold and the Clerk met on 20<sup>th</sup> September and reviewed. Professor Barclay proposed that the Clerk circulate the recommended standing orders for discussion/adoption at the November 2010 meeting,  
**ACTION: CLERK/  
COUNCILLORS**
291. **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.)  
No matters raised.

#### **DATES OF FUTURE MEETINGS**

Scheduled or provisionally scheduled for 2010: Tuesday 2<sup>nd</sup> November and Wednesday 1<sup>st</sup> December and in 2011: Wednesday 12<sup>th</sup> January.

Chairman.....

Date.....