

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5th October 2011 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

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

In attendance: Mrs. M. Dyer (Parish Clerk)
District Cllr Ms S. White
County Cllr Mrs P. Channer
Plus 2 Members of the Public

262. APOLOGIES FOR ABSENCE: there were no apologies for absence

263. 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 were 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.

Mrs Garnham declared an interest in the agenda item relating to allotments as Mrs Garnham is an allotment holder. Mr Wakeling declared an interest in the item under finance, approval of payments, as his daughter had been part of the team imputing and analysing the village survey questionnaires.

264. MINUTES OF THE EXTRAORDINARY MEETING held on 26th July 2011 and **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 7th September 2011 were both approved as correct and signed accordingly.

FINANCE

Approval of Payments

Mr Wakeling declared his interest in approval of payment now detailed below as Minute No.272.

Mr Wakeling did not take part in the approval of this payment, for this item Vice Chairman Prof Barclay Chaired the meeting and the other Councillors approved this payment.

- 265.** Maldon District Council to Grass Cutting (August 2011) Invoice No.COL58767254 dated 09.09.11 £91.80 (£78.50 net). Cheque No.1018.
- 266.** E-on Energy Street lighting for August 2011 Invoice No. HBDE87B4A dated 03.09.11 £45.97 (£43.78 net) taken by direct debit on 13.09.11
- 267.** Graham Cornell to repairs an refurbishment to PC notice board at school and to new notice board on site of old post office Invoice No.1125 dated 07.09.11 £895. Cheque No.1019.
- 268.** Cold Norton Parochial Church Council to space in The Beacon to August 2012 Invoice dated 08.09.11 £152.32. Cheque No.1020.
- 269.** Timberline to replacement decking panel for playground equipment Invoice No.16061 dated 13.09.11 £300 (£250 net). Cheque No. 1021.
- 270.** Audit Commission to audit fee 2010/2011 Invoice No.4038754 dated 15.09.11 £660 (£550 net). Cheque No.1022.
- 271.** Maria Dyer office expenses £19.87 (£19.56 net). Cheque No.1023.
- 272.** Jenny Wakeling to spreadsheet design, analysis and imputing of 158 main questionnaires and 59 youth/business questionnaires into programme £317.00. Cheque No.1024.
- 273.** Rosie McDonald to imputing 128 main questionnaires and 48 youth/business questionnaires into programme £176.00. Cheque No.1025.

274. Financial Statement

Current balances:

Standard Life 10 Day Notice as at 17 th Sept 2011	£	552.16
Santander as at 2 nd September 2011	£	<u>37,066.71</u>
	£	37,618.87

275. Completion of Audit for year ended 31st March 2011: 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. 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**

276. Grant Requests: Members had been supplied with requests from Cold Norton Parochial Church Council for financial support towards the costs of repairing and replacing some of the broken leaded windows in the Church and from Essex Air Ambulance towards operational costs. Members were reminded that £600 had been put aside in the budget for grants, but that in previous years £30 of this was usually given to The Royal British Legion for a poppy wreath and donation to RBL funds. Members discussed and unanimously agreed to grant £500 to the PCC and £100 to Essex Air Ambulance, but would still grant £30 to RBL, thereby going over budget by £30.

PLANNING

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

HOUSE/MAL/11/00805 Wold House, Latchingdon Road, Cold Norton. Single storey extension to the front. Week No.37 dated 16th September 2011:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

FUL/MAL/11/00806 Lower Burnham Road, North Fambridge. Three areas of permanent road widening at two junctions at the intersection of Lower Burnham Road and Fambridge Road between North Fambridge and Cold Norton. The works will result in a change of use from residential and agricultural land to form new highway land. These works are to facilitate access for abnormal load deliveries such as turbine blades to the proposed wind farm at Turncole Farm. Week No.37 dated 16th September 2011:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

HOUSE/MAL/11/00675 Imps Camp, Purleigh Grove, Cold Norton. Proposed cart lodge and store with games room above. Week No.37 dated 16th September 2011:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

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

FUL/MAL/11/00675 Cold Norton
Proposed manège
Bay Lodge 1 Newport Avenue Cold Norton Essex
(UPRN - 100091446709)
Mr & Mrs N Brown **APPROVED**

279. Local Planning Regulations Consultation: Members had been supplied with a copy of the consultation document plus copy of the response being submitted by EALC and advised that the close date is 7th October 2011. Clerk was requested to submit responses as agreed. **ACTION: CLERK**

280. **National Planning Policy Framework Consultation:** With reference to the September meeting, minute No.225 applies, Members had in the interim been supplied with a copy of the document, plus a copy of the response being submitted by EALC, together with an opinion on this from Essex branch of the CPRE and advised that the close date is 17th October 2011. It was agreed that Prof Barclay and the Clerk would complete. **ACTION: PROF BARCLAY/ CLERK**
281. **Palepit Farm:** Members had been supplied with details of the Enforcement Notice issued with regards to unauthorised importation and deposit of waste materials. Noted by Members and thanks given to Cllr Mrs Channer and ECC for their support with this matter.
282. **Car Breaker Yard, Russell Road, North Fambridge:** Members had been supplied with details of the appeal decision against enforcement notice. Noted by Members.
283. **Bay Lodge, Newport Avenue, Cold Norton.** Members were advised that with reference to planning application FUL/MAL/11/00675 an amended location plan had been submitted and copy supplied to CNPC by MDC – this was viewed at the meeting. Noted by Members.
284. **The Norton:** Mr Wakeling read out an e-mail received from the Planning Officer requesting clarification on the Parish Council's response to planning application FUL/MAL/11/00630.
- The meeting was then closed to allow Mr P. Guppy to give the Councillors an update with regards to the current situation with the Freeholder and The Norton Community Pub Committee and the Committee's opinion in regards to the application and the works to be undertaken.
- The Meeting was then reopened and there followed lengthy discussion on the Council's response to the application with each Councillor expressing their views. It was then agreed that the following response be submitted to MDC: *"Cold Norton Parish Council would be prepared to be flexible subject to rigorous safeguards being agreed and effected by Maldon District Council"*.
285. **Maldon District Local Development Plan Workshop 18th October 2011:** Members had been supplied with details. At the meeting no one had been able to advise availability to attend (NB subsequently Mr Litscher advised he would be able to attend). **ACTION: MR LITSCHER**
286. **Planning Applications:** Clerk advised Members that two planning applications had been received after this agenda had been issued, but would need to be responded to by 21st October 2011 – therefore an extraordinary meeting will need to be called. Members then advised their availability and it was agreed to call an extraordinary meeting for Wednesday 19th October 2011 at 8 pm
287. **FUL/MAL/1100609 Great Canney Studios, Hackmans Lane.** Refurbishment with alterations and change of use to B1 office from workshop studio. Members were reminded that CNPC objected to this application which is now due to be considered by MDC on Monday 10th October at 7.30pm when CNPC would be allowed 2 minutes to speak. No one was available to attend.

HIGHWAYS AND ROAD SAFETY

288. **Highways Schedule:** Members were advised that with regards to the missing Stow Road sign that street signs are ordered in batches for cost reasons, hence the delay. Noted by members.
- Mrs Garnham requested that Highways be asked to side back the footway from bridge to County Produce. **ACTION: CLERK**

VILLAGE HALL

289. **Report from Parish Council Representatives:** Professor Barclay advised that autumn fund raising events were in hand. With regards to the car park that signage is needed to advise drivers that parking in the car park is at own risk and that the car park is only for use by people attending an event or class in the Village Hall or using the playing field. Noted by Members. **ACTION: CLERK**
290. **Fire Risk Assessment:** Professor Barclay advised that he had reviewed this and that it is acceptable. Noted by members.
291. **Village Hall Project:** Mr Wakeling advised that various snagging issues had now been completed, but that on the window frames 'knotting' was now showing through and these windows should be maintenance free. **ACTION: MR WAKELING**
- Regarding the asbestos paperwork Mr Wakeling advised that one section was still awaited, but that once this is received that the final payment will be made to the Contractor.

Manual awaited from contractor for the induction loop.

ACTION: MR WAKELING

Clerk advised that the sensor light in the porch/doorway is not operational.

ACTION: MR WAKELING

- 292. RCCE Village Hall & Community Building Conference Saturday 22nd October 2011:** Members had been supplied with details and advised that details had been passed to the VHMC. No Councillors available to attend.

293. VANDALISM/POLICE MATTERS

Members were advised that it is likely that the next NAP meeting which had been scheduled for 29th November will have to be changed. Noted by Members.

- 294. DISTRICT COUNCILLOR'S REPORT:** District Councillor Ms White advised that the Traveller Sites Working Party was currently assessing current sites. District Councillor Archer advised that in regards to the budget MDC was considering a 2.5% increase, but the Government has said there should be no increases, so MDC will have to go to reserves to cover shortfall. District Councillor Archer outlined the measures put into place to cope with possible arrival of Travellers in the District when Dale Farm is closed, but advised that MDC is very aware of the procedures that must be followed if this should occur.

The meeting was then closed to receive a report from Mr Guppy on the day to day activities of The Norton; Mr Guppy advised that a new licence had been issued, that there will be no more rock bands playing at the pub until acoustics are improved in the pub and that the committee was very pleased with the results of the second year anniversary activities.

OPEN SPACES

- 295. Cowpiece Nature Reserve:** Mr Litscher advised this site is looking good

- 296. Playing Field:** Members had been advised that the green baize panel on the Timberline equipment had been replaced on 14th September 2011 with a wooden panel. Noted by Members.

Essex Playing Fields Association: Best Kept Playing Fields Competition 2011: Members had been advised that CNPC had won an award, which would be presented at the AGM on Thursday 27th October 2011 8pm in the Pavilion at Essex CC Cricket Club. Mr Wakeling to confirm his availability to attend.

ACTION: MR WAKELING

Members had been advised that MDC is looking at mound slide re steps

Members had been supplied with details of the Saturday Boot Camp being held on the playing field and a request for a reduction in the hire fee. Following discussion the Councillors agreed to give the organiser a further 10 free sessions to establish the class, with a review before the end of these 10 sessions.

ACTION: CLERK

Members considered a request to consider from a youth football team to use the playing field on a Sunday Morning and agreed that they may use the field subject to supply of risk assessment, public liability insurance etc, for a fee of £10 per match with the team supplying their own goals and marking out the pitch.

ACTION: CLERK

- 297. Village Caretaker work:** Members were advised that the contractor who usually carried out this work was still unable to undertake the tasks due to ill health and would update the Clerk after 15th November 2011. For this reason the Clerk had investigated an alternative contractor and Clerk requested authorisation to appoint this contractor to carry out these tasks until that date. The Councillors agreed to appoint R. Wiseman as temporary contractor for these tasks subject to supply of public liability insurance etc.

ACTION: CLERK

- 298. Allotments:** Mrs Garnham had declared an interest in this agenda item, but no decisions were required as Clerk had advised that this is still work in progress (re agreement, invoice for water usage etc.)

ACTION: CLERK

- 299 **The Beacon:** Members were updated on the situation to date re discussions with MDC. It was agreed that the Clerk approach the school to see if the beacon may be relocated to the back field on the school site. **ACTION: CLERK**

PUBLIC RIGHTS OF WAY

300. **Footpaths Map:** Members were advised that this is now at copy writing and photo selection stage. Noted by Members
301. **EMERGENCY PLANNING/PROCEDURES:** Members had been supplied with details of two presentations to be held at MDC to update Parishes on this. Mrs Garnham agreed to attend the presentation on 1st November. **ACTION: MRS GARNHAM**

TRAINING/CONFERENCES/MEETINGS.

302. **Forthcoming EALC Training Courses:** Members had been advised of the following - 10th November 2011 – Funding Day; 15th November 2011 – Law & Procedures Course; 23rd November 2011 – Chairmen’s Day 3 and that the Clerk had full details of courses with Clerk. No one to attend.
303. **Dengie Hundred Group of Parish Councils:** Members had been supplied with minutes from the meeting held on 20th June 2011. Noted by Members,
304. **ECC Passenger Transport Meetings Autumn 2011:** Members had been supplied with details of all meetings which listed the Maldon meeting being held on 18th October 2011. Noted by members, but no one available to attend the Maldon meeting.
305. **Dengie Local Transport Needs:** Members had been supplied with minutes from the meeting held on 6th September 2011, that the Clerk had the PowerPoint presentation (20MB) referred to in the minutes and that the next meeting was scheduled for Thursday 13th October 2011 in Steeple. Professor Barclay advised he would attend. (NB unfortunately due to a work commitment being advised after the PC meeting this was not possible)

CORRESPONDENCE

306. **ACRE News Release re Heating Oil:** Noted by Members.
307. **Boundary Commission for England 2013 Review of Parliamentary Constituencies:** Members had been supplied with details. District Councillor Archer advised that this does not affect the Maldon District. Noted by Members.
308. **NALC Legal Briefing LO8-11 issued 16th September 2011:** Members had been supplied with a copy of this briefing concerning Future of Standards of Conduct of Members of Local Authorities in England – update. Noted by Members.
309. **ECC Trading Standards:** Members had been supplied with a request from Trading Standards for support in supplying information relating to trading standards matters (e/g rogue traders, underage sales, roadside sales etc). Noted by Members.
310. **QUEENS JUBILEE 2012:** Mrs Garnham updated Members
311. **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.)
Members were advised that analysis of the questionnaires for the Village Survey had been completed and a copy of the 1st Draft dated 5th October 2011 was distributed to Councillors. Members were

advised that the next meeting of the working party was still to be arranged and that the Clerk was researching factual data for inclusion into the report. **ACTION: CLERK**

The Clerk advised that volunteers had come forward to assist with the ECC Winter Salt bag Scheme. Mr Litscher and Clerk will co-ordinate the scheme.

County Councillor Mrs Channer advised the Councillors that she had attended the North Fambridge PC Meeting at which the road widening planning application (see minute No.277 above) had been discussed and that the concern of the North Fambridge Parish Council was that the road widening would cause a speeding problem and that NFPC would prefer a mini roundabout.

DATES OF FUTURE MEETINGS

Scheduled or provisionally scheduled for 2011: Wednesdays, 2nd November and 7th December.

312. EXCLUSION OF PRESS & PUBLIC

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

- 313. VACANCIES ON PARISH COUNCIL:** this item had been deferred from the September meeting. Councillors considered the applications received for the two vacancies and then voted accordingly, resulting in a decision to co-opt onto the Council Mr. Stewart Rivers and Mrs Von Jennings.

There being no further business the meeting was closed at 10.05pm

Chairman.....

Date.....