

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH DECEMBER 2018 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mrs S Garnham
Mr B Haydon (Vice Chairman)
Mr A Romang
Mr S Rivers
Mr P Wakeling (Chairman)

In attendance: Mrs M. Dyer (Parish Clerk)
District Cllr Ms S White
Mr Bob Turner, Dengie Crops
One Member of the Public

502. APOLOGIES FOR ABSENCE: apologies were received and accepted from Cllr Mrs Jennings and County Cllr Mrs Channer.

503. DECLARATION OF INTERESTS

Members are 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 and Mr Romang both declared an interest in Allotments as they are both allotment holders.

504. PUBLIC QUESTION TIME: Mr Bob Turner from Dengie Crops advised that he was attending this meeting in relation to an email received in July, which he thought had come from the Parish Council, but was advised that it had not and it was assumed that it had come from a member of the public, probably residing in Cold Norton. The email was complaining about silage on the road and speeding of tractors and Mr Turner wanted to advise that these matters would be addressed by putting limiters of 25mph on their tractors, which will curb the speeding and the lower speed would stop the crop coming off tractors. Mr Turner assured the Members that he would deal with any complaints relating his company's tractors – offending tractor number to be passed to him. Mr Wakeling thanked Mr Turner for attending and for his cooperation in these matters.

A Member of the Public had attended the meeting as he was concerned about a possible development on Fambridge Road near Blind Lane, that 2 caravans were already sited behind a hedge. District Cllr Ms White was able to assure the Member of the Public that MDC were already aware of this site and various issues in relation to a new house, but would check that the caravans on site were permitted in relation to the conditions of planning permission.

505. MINUTES OF THE ORDINARY MEETING of the Parish Council held on Wednesday 7th November 2018 were approved as correct and signed accordingly.

506. DISTRICT COUNCILLOR'S REPORT: District Cllr Ms White advised that it was quiet at MDC; the Chief Executive had left and there was now a Board of three directors and that all MDC staff were being 'interviewed' for their roles within the District Council.

507. COUNTY COUNCILLOR REPORT: Members noted November report supplied by Cllr Mrs Channer.

FINANCE

Approval of Payments

508. Mrs Tanya Wiseman to playground inspections and litter picking invoice dated 29th November 2018 £56.00. Cheque No.022039
509. Maria Dyer office expenses from 3rd November to 30th November 2018 2018 £93.50 (£91.42 net). Cheque No.022040
510. Maldon District Council to removal of old bin in playground. Invoice No.COL03779008 dated 9th November 2018 £192.00 (£160.00 net). Cheque No.022041
511. Sue Lees Consultancy to maintenance fee for December 2018 Invoice No.3702 dated 8th November 2018 £30.00. Cheque No.022042
512. Sue Lees Consultancy to SSL Certificate for 1 year for website (annual cost £75.00); to installing SSL Certificate on website forcing the use of https instead of http throughout – website will show secure padlock in browsers as pages are encrypted £60.00 (one off charge). Invoice No.3722 dated 26th November 2018 £135.00. Cheque No.022042
513. Cold Norton Village Hall Management Committee to hire of Les Barclay Room for PC meetings July to November 2018 inclusive. Invoice dated 18th November 2018 £64.00. Cheque No.022043
514. EALC to attendance fee at Police & Fire Conference 20th November 2018 for Cllr Haydon. Invoice No.10592 dated 20th November 2018 £25.00. Cheque No.022044
515. PKF Littlejohn LLP to external audit. Invoice No.SB201803344 dated 28th September 2018 £240.00 (£200.00 net) (not presented to PC before as only received interim report from Littlejohn in September, final report now received – Minute No.524 below applies. Cheque No.022045
516. Society of Local Council Clerks (SLCC) to membership renewal for 2019 £122. Cheque No. 022046. (NB Clerk will personally pay the £40 membership fee for ALCC – trade union for people working in local council sector).
517. Cold Norton Parochial Church Council to grant as agreed at November meeting (Minute No.464 applies) £500.00. Cheque No.022047
518. Essex & Herts Air Ambulance to grant as agreed at November meeting (Minute No.464 applies) £50.00. Cheque No.022048
519. HM Customs & Revenue to Tax/NI to 5th January 2018 £1.80. Cheque No.022049
520. E-on to electricity for street lights October 2018 Invoice No.HI672B1C37 dated 2nd November 2018 £91.16 (£86.82 net) was taken by direct debit on 12th November 2018.
521. BT (VH phone) 2 year contract negotiated to apply from November 2016 has expired – Clerk to contact BT to renegotiate new contract).

522. Financial Statement

Current balances:

Barclays 10 Day Notice as at 9 th November 2018	£	587.65
Santander as at 2 nd November 2018	<u>£</u>	<u>26,524.06</u>
	£	27,111.71

523. **Solar Panels at Village Hall:** Mrs Garnham advised that new inverter (which comes with a 5 year guarantee) had been fitted at a cost of £850.00 ex VAT. Invoice awaited.
524. **Grants (reference Churches):** information supplied to Members. Noted
525. **Completion of Annual Audit for year ended 31st March 2018:** copies of correspondence dated 28th September and 28th November 2018 supplied to Members. Noted.
526. **Precept 2019/20:** Members had been supplied with details of spend to 5th December 2018 and estimated budgets for 2019/20 to consider. Members discussed. Clerk to update sheets for the January meeting including revised figures of payments to that point and amend budget figures as discussed
ACTION: CLERK
527. **VAT:** agreed that this would be claimed quarterly if over £100. **ACTION: CLERK**

VILLAGE HALL

528. **Report from VHMC:** the car park size and condition was discussed and the impact on possible future bookings, but it was noted the new regular upholstery class booking had had a positive effect on VHMC finances.

HIGHWAYS AND ROAD SAFETY

529. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** it was noted that this has been resubmitted to ECC Highways
530. **Cherry Blossom Lane:** it was noted that County Cllr Mrs Channer is looking into with ECC Highways re adoption/other options. Members reconsidered the quote received in May 2018 for 'short term works', which would be a temporary measure. It was agreed that an up to date quote/lead times be obtained. Letters would then be sent to residents and business located in the road re works. Clerk to draft letters for approval. **ACTION: CLERK**
531. **Howe Green Road closure:** it was noted that water mains renewal works had been completed.
532. **Road Safety:** Members had been supplied with information relating to the TRUCAM service offered through MDC. Clerk was requested to put forward to the Police via MDC Latchingdon Road near the Zebra crossing. **ACTION: CLERK**
533. **Highways Briefing:** Members had been supplied with a copy of the presentation by email as no Members had been able to attend. Noted.
534. **Highways Devolution Pilot:** Members had been supplied with copy email dated 30th November 2018 relating to the presentation on 15th November 2018 at ECC County Hall, which unfortunately no one from CNPC had been able to attend. Having considered Members were in agreement that Cold Norton would not now participate in the trial.
535. **Cold Norton Primary School:** Members had been supplied with correspondence from the Head Teacher relating to parking issues. Noted.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

536. **Dog Byelaw in Playground:** Members had been advised that the signs had been made and were scheduled to be collected/installed by local contractor w/c 3rd December 2018. Noted
537. **Crime Prevention:** Members had been supplied by email with a copy of the booklet from Essex Police. Noted.

OPEN SPACE

538. **Cowpiece Nature Reserve:** it was noted that works to viewing platform are to be completed by local contractor, when conditions are suitable. Re maintenance at this site, this was discussed in conjunction with email from Mrs Wiseman. It was agreed that Mr Wiseman could take over the elements of the Village Caretaker Mrs Wiseman had been undertaking and be asked to take on the 'gardening' tasks at the VH and at Cowpiece. Other maintenance jobs that local contractor had been undertaken would be considered as they arise.
539. **Playing Field**
- 539.1. **Independent Playground Inspection 2018:** it was noted that findings being actioned by local contractor (NB most already completed); Removal of the two hexagonal picnic benches: budget still to be discussed with MDC.

- 539.2. Signage:** Members had been advised that the signs had been made and were scheduled to be collected/installed by local contactor w/c 3rd December 2018. Noted
- 539.3. Car park Extension/New Play Equipment/Skate Ramp:** Members were advised that results of grant applications were awaited and that a resident had very kindly offered to help with fund raising and that four events were planned for 2019. Noted.
- 540. Village Caretaker work:** Mrs Wiseman had advised that due to a change in circumstances she would not be available to undertake these tasks from January 2019. The Members expressed their thanks to Mrs Wiseman for her work.
- 541. Allotments: Land adjacent to site:** it was noted that an email had been sent to MOAT Housing re legal costs/transfer of this land.
- 542. Three Ashes Corner as a Village Green:** it was noted that email had been sent to ECC
- 543. Seat near allotments/bus stop:** it was noted that an email has been sent to ECC to establish feasibility
- 544. Additional Dog Bins:** it was noted that the dog bin at Howe Green Road had been relocated as requested
- 545. Trees in Playing Field:** it was noted that as instructed Clerk would investigate surveys in 2019.

PUBLIC RIGHTS OF WAY

- 546. Footpaths 12/13 bridge brickwork:** ECC Highways Ref.2547383. New PRow has advised: "*I inspected the footbridge 18.05.18 and have had it closed off until I can get someone to assess the subsidence issue.*" Nothing further to report. November 2018 - not showing on ECC Website – email sent to PRow Officer.
- 547. Footpath 23:** reported by a resident to Clerk as being overgrown and unwalkable; ECC Highways Ref. 2547396. New PRow has advised: "*I inspected this PROW 23.05.2018 having cleared the footbridge which was a little overgrown I found that it is in poor repair and will need replacing. The rest of the route was available and even mowed at the Lower Burnham Road end (all be it around the headland instead of across the field). The resident's gate at the exit onto Lower Burnham Road is looking a bit tired too.*" Update: This footbridge is to be replaced over the coming months. Nothing further to report. November 2018 - not showing on ECC Website – email sent to PRow Officer.
- 548. Footpath 25:** reported by a resident to Clerk as the sign is messing; ECC Highways Ref 2523887. Was inspected on 23.05.2018, defect noted. Update September 2018: A job was raised for this and will be done over the coming months. Nothing further to report.
- 549. Footpath 26:** reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed; ECC Highways Ref 2523886. Update September 2018: A job was raised for this and will be done over the coming months. Nothing further to report.
- 550. Purleigh Footpath 44:** reported by a resident to Clerk as being overgrown and unwalkable; ECC Highways Ref 2530968. Update September 2018: Access to field now cleared either end and landowner to clear Crossfield through Lucerne. Nothing further to report.
- 551. Footpath 14/19:** gate post adrift; reported Ref No.2591197 as at November 2018 still awaiting inspection.
- 552. Footpath 20:** top part of fingerpost is off; reported Ref No.2591196 as at November 2018 still awaiting inspection

553. **EMERGENCY PLANNING/PROCEDURES:** nothing to report

TRAINING/CONFERENCES/MEETINGS

554. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** awaiting confirmation if copy of Cyber Security Presentation is available by email. Noted.
555. **Transport Meetings October 2018:** it was noted that minutes are awaited from the Maldon meeting held on 17th October 2018.
556. **Local Council Police Conference:** held on 20th November 2018. Mr Haydon attended; he gave a short report to Members and advised that the presentations made would be supplied shortly by email.
557. **Local Elections:** it was noted that the Clerk attended this training session at EALC on 29th November 2018.

CORRESPONDENCE/CONSULTATIONS

558. **EALC Strategic Plan:** EALC emails dated 22nd and 26th October 2018 plus copy of questionnaire had been forwarded to Members. Close date for consultation questionnaires: Friday 7th December 2018. Members decided not to submit a CNPC response.
559. **Maldon District Skills Strategy Consultation:** closes Thursday 6th December 2018. Members decided not to submit a CNPC response.
560. **Maldon District Council Homelessness & Housing Strategy 2018-2023 Consultation:** closes on 27th December 2018. It was agreed that Members would respond as individuals.
561. **Public Consultation on Essex Future Library Services (2019-2024):** closes 20th February 2019; information had been supplied to Members, who wanted the matter deferred to the January meeting to discuss in relation to the Maldon and SWF libraries. **ACTION: CLERK**
562. **Essex Fire & Rescue Plan Survey:** closes 15th January 2019; information had been forwarded to Members by email. It was agreed that Members would respond as individuals.
563. **Essex Highways Service Delivery Survey:** closes 7th December 2018; copies had been supplied to Members to complete. These were handed over to the Clerk to collate and submit a response on behalf of CNPC. **ACTION: CLERK**
564. **Local Service Fund EALC County Update November 2018:** Members had been supplied with details of successful applicants from December 2017 and June 2018. Noted.
565. **Enchanted Cinema:** Members had been supplied with details, but agreed that it was not possible to consider this type of event on the playing field at this time.
566. **MDC 2018 Conservation & Design Award Winners:** information had been forwarded to Members by email. Noted.

PLANNING

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

18/01336/HOUSE 14 St Stephens Road Cold Norton: First floor side extension. Week No.45 dated 9th November 2018:

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

18/01339/HOUSE Avalon 30D Latchingdon Road Cold Norton: Construction of single storey rear extension. Week No.45 dated 9th November 2018:

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

18/01310/RES PP-07386376 Land South of Nathilda, Purleigh Grove, Cold Norton: Reserved matters application for the approval of appearance, landscaping and layout on planning application OUT/MAL/17/00918 allowed on appeal APP/X1545/W/18/3199192 (Erection of two single storey dwellings). Week No.46 dated 16th November 2018:

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

18/01352/HOUSE Bay Lodge 1 Newport Avenue Cold Norton: Alter & convert garage building to form annexe. Week No.47 dated 23rd November 2018:

The Parish Council recommended refusal of this application for the following reasons:

“Proliferation on land outside the village development boundary (Contrary to policy S8 of the Maldon District LDP – Settlement Boundaries and the Countryside). Could lead to further development.”

18/01364/FUL PP-07360102 Tosca Latchingdon Road Cold Norton: Proposal: Change of use from storage and a car park to residential use. Week No.47 dated 23rd November 2018:

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

18/01392/WTPO PP-07438972 34 St Stephens Road Cold Norton: Oak (T1): Reduce crown by up to 1.5 metres to shape and balance. Remove deadwood. Clear cables by 0.5 metres. Oak (T2): Reduce crown by up to 1.5 metres to shape and balance. Remove deadwood. Week No.48 dated 30th November 2018:

The Parish Council raised no objections, but added the following comment: *“The Parish Council raises no objections to these works providing they are in line with the MDC’s Tree Officer’s recommendations.”*

18/01421/HOUSE 16 St Stephens Road Cold Norton: First floor extension over garage, two storey front extension and a pitched link roof between new & existing gable roofs. Enclosing existing front porch and new storm porch on the front elevation. Week No.48 dated 30th November 2018:

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

568. Maldon District Council Decisions: covering decisions advised from w/e 9th to w/e 30th November 2018; a detailed list had been supplied to Members, which is summarised below:

FUL/MAL/17/01071 Cold Norton

Variation of conditions 13 & 14 on approved planning permission FUL/MAL/09/00250 (Re-instatement of airfield and erection of 2no. aircraft hangers to match former buildings on site)

Stow Maries Aerodrome Hackmans Lane Purleigh Essex

(UPRN - 010013996794)

The Trustees Stow Maries Great War Aerodrome **APPROVED**

HOUSE/MAL/18/01067 Cold Norton

Two storey side extension, single storey rear extension, works to convert the garage and extending the lean to roof.

11 Victoria Road Cold Norton Essex CM3 6JD

(UPRN - 100090556200)

Mr & Mrs R Lovett **APPROVED**

FUL/MAL/18/01167 Cold Norton

Conversion of existing stables, currently used as storage, to ancillary accommodation.

Norton Hall St Stephens Road Cold Norton Essex

(UPRN - 100091257122)

Mr Gary Spicer **APPROVED**

LBC/MAL/18/01168 Cold Norton

Conversion of existing stables, currently used as storage, to ancillary accommodation.
Norton Hall St Stephens Road Cold Norton Essex
(UPRN - 100091257122)
Mr Gary Spicer **GRANT LISTED BUILDING CONSENT**

WTPO/MAL/18/01208 Cold Norton

T1 and T2 - Oak - Selectively crown reduce by up to 2 metres to shape and balance. Remove deadwood. Crown lift to approximately 4 metres. Prune to clear BT cable by approximately 1 metre. All cuts to be made to the nearest suitable growth point.

Two Oaks 24 St Stephens Road Cold Norton Essex
(UPRN - 100090555813)

Barker

PROPOSAL SUMMARY 1 T1 Oak - Selectively crown reduce by up to 2 metres to shape and balance. **REFUSED**

PROPOSAL SUMMARY 2 T2 - Oak - Selectively crown reduce by up to 2 metres to shape and balance. T1 & T2 Oak - Crown lift to approximately 4 metres. Prune to clear BT cable by approx. 1 metre. All cuts to be made to the nearest suitable growth point. **APPROVED**

- 569. Appeal Decision: 17/00181/HROW (Appeal Ref: APP/HGW/17/506) Land East Of Lords Acre Nursery - Lower Burnham Road - North Fambridge.** Appeal against the removal (without notifying the Council of the intention to do so by the submission of a formal 'hedgerow removal notice') of 700m of rural hedgerow in contravention of Regulation 5(1). Appeal Allowed and the Hedgerow Replacement Notice (HRN) is squashed.
- 570. MDC: Change to Parish Trigger and Withdrawal of Paper Copies of Plans to Parish Councils:** nothing to report.
- 571. Stow Maries Aerodrome:** email from Stow Maries PC had been forwarded to Members by email. At the meeting Mr Wakeling advised he had received a letter direct from the Board of Trustees regarding a meeting on 12th December 2018. Mr Haydon to attend on behalf of CNPC.
ACTION: MR HAYDON
- 572. Housing Needs Survey:** email dated 12th November 2018 from RCCE outlining proposed survey and costs based on various response levels, had been forwarded to Members. The RCCE had indicated that at the moment the average response level in Essex is around 25%. Members discussed and agreed that as the costs based on a 25% response were under £200 excluding distribution of the forms, the survey should be undertaken in the New Year.
- 573. WINTER SALT BAG SCHEME 2018/19:** Members had been advised that the salt had now been delivered. Noted.
- 574. WEB SITE:** it was noted that the Clerk's training session had now taken place. This item to now be taken off the agenda.
- 575. 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).

Tommy: help to be offered to Isabel McNally re moving to the crypt. Location of Mrs Jennings' hooks used to secure Tommy to be investigated/returned to Mrs Jennings.

It was noted that there had been an issue re the VH bin and a fence panel.

Proposed tree in the Church garden – Members were updated.

576. PROPOSED MEETINGS AND APM in 2019

Meetings: Wednesdays: 9th January, 6th February, 6th March, 3rd April, 8th May (first meeting of new Council), 5th June, 3rd July, 4th September, 2nd October, 6th November and 4th December.

Mr Wakeling advised he would be unavailable for the March meeting.

Clerk had proposed that the Annual Parish Meeting be held on Wednesday 13th March prior to the local elections on Thursday 2nd May 2019 to avoid the 'Purdah' period of 26th March to 2nd May 2019, but Members agreed they would prefer to hold this after the elections with the new Council in place. Clerk to check availability of the village hall

ACTION: CLERK

There being no further business the meeting was closed at 9.35pm

Chairman.....

Date.....