

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3<sup>RD</sup> APRIL 2019 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Mr J Archer  
Mr B Haydon (Vice Chairman)  
Mr S Rivers  
Mr A Romang

**In attendance:** Mrs M. Dyer (Parish Clerk)  
County Cllr Mrs Channer  
District Cllr Ms White  
One Member of the Public

Due to the absence of the Chairman, the Vice Chairman Mr Haydon chaired the meeting

1. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllr Mrs Garnham, Cllr Wakeling and Cllr Mrs Jennings
2. **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.  
  
Mr Romang declared an interest in Allotments as he is an allotment holder.
3. **PUBLIC QUESTION TIME:** The Member of the Public present thanked the Parish Council for agreeing to proceeding with the temporary fix works to Cherry Blossom Lane and also enquired re the response from ECC re adoption of the road. The Member of the Public was advised that ECC had responded that adoption would only be considered if the road is constructed to the latest standards as outlined in the ECC Development Construction Manual and that costs were being researched. A separate issue of dog barking was discussed - Clerk to contact the RSPCA to ascertain what they are able to do/advise.  
**ACTION: CLERK**
4. **MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 6<sup>th</sup> March 2019 were approved as correct and signed accordingly.
5. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White advised that it was very quiet at MDC at the moment, but all was progressing well, with all very positive at the moment.  
  
With the approval of Members the agenda item relating to a Stow Maries Aerodrome meeting was brought forward so that District Cllr Ms White could speak.
- 5.1. **Stow Maries Aerodrome:** meeting on 19<sup>th</sup> March 2019. Members had been supplied by email with papers for this meeting which Cllr Haydon attended, plus follow up correspondence from District Cllr Ms White. At the meeting District Cllr Ms White advised that the issue evolved around plotting and recording of flights and an electronic way of checking heights of planes for residents in the area who are concerned. Noted.
6. **COUNTY COUNCILLOR REPORT:** Members had been supplied by email with a mid-March report from County Cllr Mrs Channer, who advised Members that as now in the 'Purdah' period preceding the elections, business is continuing, but not publicising matters.

## FINANCE

### Approval of Payments

7. Mr Roy Wiseman to village caretaker work from 6<sup>th</sup> to 29<sup>th</sup> March 2019, plus black bin bags. Invoice dated 29<sup>th</sup> March 2019 £58.00 (£57.67). Cheque No.022069
8. Maria Dyer office expenses from 1<sup>st</sup> to 30<sup>th</sup> March 2019 £39.27 (£38.34 net). Cheque No.022070
9. Cold Norton Village Hall Management Committee to hire of Les Barclay Room for PC meetings December 2018 to March 2019 inclusive. Invoice dated 12<sup>th</sup> March 2019 £64. Cheque No.022071
10. Essex Wildlife Trust Membership renewal £40 (no increase over previous year). Member had been supplied with information relating to membership. Cheque No. 022072
11. EALC to 2019/2020 Affiliation Fees for EALC (£265.69) & NALC (£64.38) Fees based on number of residents/2% increase over previous year Invoice No.10705 dated 1<sup>st</sup> April 2019 £330.07. Members had been supplied with copy letter and information re membership. Cheque No.022073
12. E-on to electricity for street lights February 2019 Invoice No.HI6E2A547D dated 1<sup>st</sup> March 2019 £101.66 (£96.82 net) taken by direct debit on 11<sup>th</sup> March 2019.
13. Sue Lees Consultancy to domain renewal for 2 years £10 per year, minimum 2 years – renewal due on 26<sup>th</sup> April every other year) Invoice No.3889 dated 26<sup>th</sup> March 2019 £20.00. Cheque No.022074
14. Sue Lees Consultancy to hosing for website for 1 year (reduced rate). Invoice No.3896 dated 1<sup>st</sup> April 2019 £60.00. Cheque No.022074

### 15. Financial Statement Current balances:

<b>Barclays 10 Day Notice as at 8<sup>th</sup> March 2019</b>	<b>£</b>	<b>588.04</b>
<b>Santander as at 2<sup>nd</sup> March 2019</b>	<b>£</b>	<b><u>14,823.55</u></b>
	<b>£</b>	<b>15,411.59</b>

16. **Solar Panels at Village Hall:** Next reading due to be taken on 23<sup>rd</sup> April 2019.
17. **EALC:** Noted that EALC is now VAT registered (information had been supplied to Members by email)

## VILLAGE HALL

18. **Report from VHMC:** events ongoing.
19. **Parking at Village Hall:** it was reported that unauthorised parking had been greatly reduced.

## HIGHWAYS AND ROAD SAFETY

20. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** noted that this had been resubmitted to ECC Highways. Email received from ECC on 29<sup>th</sup> March 2019 quoting original report No.2433044 advising: "*Current status: inspection outcome: We have investigated, risk assessed and recorded this issue and we are in the process of scheduling works.*"
21. **Cherry Blossom Lane:** To note: Paperwork received from Contractor/order placed for 'temporary fix' works. Works to start on Monday 8<sup>th</sup> April 2019 and will take up to 4 days to complete. Residents/business in road advised - copies of letters had been supplied to Members. Booking Clerk at VHMC advised. Members had been supplied that Works may disrupt refuse collections if works are still ongoing for a fourth day (Thursday) – Clerk will advise residents. NB this is not a mobile library visit week. Contractor has recommended that the PC installs 5mph speed signs at top of road and at points along road – if drivers do not adhere to the low speed there is the option to add 'sleeping policemen' at a later stage. In order to prolong life of this 'temporary' fix it will be advisable for the road to be 'swept/evened out' say once a year. This could be carried out by volunteers/residents or the contractor could return to do these works, but there would be a cost implication.

Regarding conditional adoption of road advised by ECC, via County Cllr Mrs Channer, Clerk establishing indicative cost to bring road to ECC standard to ascertain if PC/Residents wish to proceed further.

- 22. **Road Safety:** to note: the Community Protection Team Leader at MDC had advised that a point by bridge/Green Trees Avenue was already an approved safe point for traffic checks and therefore suitable for TRUCAM checks and that Essex Police had advised that a site near the zebra crossing should be possible, but will confirm soon.
- 23. **VAS (vehicle activated) Signs:** it was noted that both had been reported to ECC Highways as not working correctly.
- 24. **Road Closure:** it was noted that surface dressing works would be undertaken on Slough Road/Slough Lane 4 days from 14<sup>th</sup> May 2019.
- 25. **Palepit Roundabout:** it was noted that the road sign advising this roundabout needed to be up righted. Mr Romang offered to report to ECC. **ACTION: MR ROMANG**

#### **POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR**

- 26. **Special Constables:** it was noted that the Clerk had spoken to the Officer to establish if hours can be specified and if this could be a joint 'venture' with three neighbouring villages. He had advised that this was possible, but may not work in the way that the PC was envisaging and had suggested that he meets with the Clerk and 1 or 2 Cllrs to explain/discuss the scheme.
- 27. **Police Presence in Community/PC Meetings:** nothing to report.

#### **OPEN SPACE**

- 28. **Cowpiece Nature Reserve:** it was noted that works to viewing platform are to be completed by local contractor, when conditions are suitable. Village Caretaker undertaking routine maintenance works.
- 29 **Playing Field**
- 29.1. **Independent Playground Inspection 2018:** to note most findings completed. Removal of the two hexagonal picnic benches discussed with Village Caretaker.
- 29.2. **Independent Playground Inspection 2019:** it was noted that this would be undertaken between 2<sup>nd</sup> and 5<sup>th</sup> April and would cost £58 ex VAT.
- 29.3. **Car park Extension/New Play Equipment/Skate Ramp:** nothing to report.
- 30. **Village Caretaker work:** noted that only routine checks and litter picks had been undertaken due to other commitments
- 31. **Allotments: Land adjacent to site:** nothing to report re transfer. It was noted that there is a gate now on this site.
- 32. **Three Ashes Corner as a Village Green:** Nothing to report. .
- 33. **Seat near allotments/bus stop:** it was noted that the Clerk had now been advised that this should be referred to MDC for permission. Cllr Ms White offered to look into. **ACTION: DISTRICT CLLR MS WHITE**
- 34. **Trees in Playing Field:** to note that as instructed Clerk will investigate surveys in 2019.

#### **PUBLIC RIGHTS OF WAY**

- 35. **Footpaths 12/13 bridge brickwork:** ECC Highways Ref.2547383. Works still not carried out. To be followed up with PRoW. **ACTION: CLERK**
- 36. **Footpath 14/19:** gate post adrift; reported Ref No.2591197. Members advised works not yet carried out. To be followed up with PRoW. **ACTION: CLERK**

37. **Footpath 20:** top part of fingerpost is off; reported Ref No.2591196. Not actioned by ECC as not 'high priority' – Village Caretaker has been asked to affix.
38. **Footpath 16:** verge area on Lower Burnham Road is overgrown, needs clearing. Reported Ref No.2607951. Nothing to report as number not now showing on ECC web site. To be followed up.  
**ACTION: CLERK**
39. **Footpaths 14 (south side of St Stephens Road) and 16:** both had areas that needed clearing and paths reinstated. Reported Ref No.2607952. Clerk had nothing to report as the number was not now showing on ECC web site, but Members advised that works had been carried out and paths reinstated.
40. **Footpath 15:** Mr Haydon advised that the existing sign was rotten and not reusable, new sign needed. Clerk to report to ECC Highways.  
**ACTION: CLERK.**
41. **EMERGENCY PLANNING/PROCEDURES:** Clerk to contact MDC/CCC re up to date procedures.  
**ACTION: CLERK**

#### TRAINING/CONFERENCES/MEETINGS

42. **Dengie Hundred Group of Parish Councils Quarterly Meeting:** noted minutes from January 2019 meeting and agenda for March meeting, plus 'Sludge Report' (one of the agenda items). Members were advised that the next meeting is likely to be 19<sup>th</sup> June – to be confirmed.
43. **Local Elections:** Thursday 2<sup>nd</sup> May 2019. It was noted that Mr Archer, Mr Rivers and Mrs Jennings would not be standing for re-election. Mr Haydon thanked them for all their hard work over their term in office, and asked the Clerk to formally write to them. **ACTION: CLERK**
44. **Code of Conduct Training for Cllrs:** Members had been advised that this will take place on Wednesday 22<sup>nd</sup> May 2019 7pm in Maldon Town Hall. Primarily for new Cllrs but those who would welcome a refresher are welcome. Limited to 200 and must be booked by 20<sup>th</sup> May. There may be a further session if there is demand by those unable to attend this session. Members to advise.  
**ACTION: ALL CLLRS**
45. **Passenger Transport Meetings June 2019:** Maldon District meeting will be on Wednesday 12<sup>th</sup> June in MDC offices. Clerk approaching a resident re attendance as no Cllrs available.  
**ACTION: CLERK**

#### CORRESPONDENCE/CONSULTATIONS

46. **Maldon District Council Corporate Plan 2019/23:** had been forwarded by email to Members. Clerk has one hard copy. Noted

#### PLANNING

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

**19/00200/HOUSE PP-07602730 Midkeamia, Latchingdon Road, Cold Norton:** Two storey rear extension. Week No.10 dated 8<sup>th</sup> March 2019:

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

**19/00268/FUL PP-07619962 New Farm Dwelling, Wayback Farm, St Stephens Road, Cold Norton:** Construction of an agricultural workers dwelling. Week No.10 dated 8<sup>th</sup> March 2019:

The Parish Council recommended refusal of planning permission for the following reason:

*It is outside the development boundary. Contrary to policy S8 of the Maldon District LDP (Settlement Boundaries and the Countryside).*

Mr Archer left the meeting at this point.

**19/00231/HOUSE PP-07654227 32 St Stephens Road, Cold Norton:** Exterior of property to be rendered and clad, two single storey extensions to front of property, replace conservatory with single storey extension, bay window on front elevation, replacement windows, Juliet balcony on rear elevation, rear patio doors replaced with French doors, new front door with glazed side panels. Week No.13 dated 29<sup>th</sup> March 2019:

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

**19/00258/FUL PP-07640263 Great Canney Court, Hackmans Lane, Cold Norton:** Section 73A application for the change of use from office use to residential use containing 4 x two bedroom apartments and 2 x one bedroom, the provision of parking and amenity space. Week No.13 dated 29<sup>th</sup> March 2019:

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

The following three applications were supplied 'FOR INFORMATION ONLY' the Parish Council is not required to submit an opinion:

**18/01497 PP-0742500 Lords Acre Nursery, Lower Burnham Road, North Fambridge:** Prior notification for the construction of an agricultural storage building/garage, to house the existing farm machinery, hay bales, feed for the livestock and stock for the nursery. Week No.10 dated 8<sup>th</sup> March 2019.

**LDP/MAL/19/00246 4 The Links Cold Norton:** Claim for lawful development certificate for a proposed single storey outbuilding. Week No.11 dated 15<sup>th</sup> March 2019

**LDP/MAL/19/0026 94 The Links, Cold Norton:** Claim for lawful development certificate for a proposed single storey rear extension with flat roof. Week No.11 dated 15<sup>th</sup> March 2019.

Noted.

**OUT/MAL/18/00443 Land North West of 2 Maldon Road, Burnham-on-Crouch:** Members had been supplied by email with copy correspondence between Burnham Town Council and Maldon District Council in relation to this proposed development, the MDC LDP and Burnham's Neighbourhood Development Plan. Noted.

**48. Maldon District Council Decisions** covering decisions advised from w/e 8<sup>th</sup> March to w/e 29<sup>th</sup> March 2019; a detailed list had been supplied to Members, which is summarised below:

**WTPO/MAL/18/01419 Cold Norton**

TPO 18/95- Ta and Td Ash - Cut back 2 metres, Tb and Tc Oak - Cut back by 2 metres, Te Willow – pollard back to original size, Tf Ash - reduce in height by 3 metres & Tg Unknown - reduce in height by 2 metres.

14 Victoria Road Cold Norton Essex CM3 6JD

(UPRN - 100090556202)

Mr Guy Scrutton **APPROVED**

**HOUSE/MAL/18/01421 Cold Norton**

First floor extension over garage, single storey front extension, a pitched link roof between new and existing gable roofs and enclosing existing front porch.

16 St Stephens Road Cold Norton Essex CM3 6JE

(UPRN - 100090555804)

Mr & Mrs J Hasler **APPROVED**

**HOUSE/MAL/19/00048 Cold Norton**

Single storey side extension

Klenya Latchingdon Road Cold Norton Essex

(UPRN - 100091256850)

Mr D Fitz-Maurice **APPROVED**

**FUL/MAL/19/00028 Cold Norton**

Construction of a one and a half storey house with associated garage and access  
Plot A Land South Of Nathilda Purleigh Grove Cold Norton Essex  
Mr Luke Hardy **APPROVED**

**HOUSE/MAL/19/00031 Cold Norton**

First floor extension, raising the roof of the dwelling, side rear single storey extension & open porch.  
14A Latchingdon Road Cold Norton Essex CM3 6JG  
Mr Andy Williams **REFUSED**

**FUL/MAL/19/00058 Cold Norton**

Change of use of room over garage to provide ancillary accommodation with external staircase and one additional window  
Land Rear of Impscamp Purleigh Grove Cold Norton Essex  
Mr & Mrs Carole Kirk **APPROVED**

**FUL/MAL/19/00112 Cold Norton**

Construction of a one and a half storey house with associated garage and access  
Plot B Land South Of Nathilda Purleigh Grove Cold Norton Essex  
Mr Luke Hardy **APPROVED**

**HOUSE/MAL/19/00125 Cold Norton**

Single storey rear extension with parapet, flat roof and roof lights  
5 Victoria Road Cold Norton Essex CM3 6JD  
Mr B Hookins **APPROVED**

- 49. **Stow Maries Aerodrome:** see Minute No. 5.1 above.
- 50. **Housing Needs Survey:** following response and recommendation from RCCE Members agreed to proceed using PC agreed funds and not take up the offer proposed by a company in Colchester as outlined in email supplied to Members. **ACTION: CLERK**
- 51. **WINTER SALT PARTNERSHIP SCHEME 2018/2019:** salt bin to be installed at village hall car park and will utilise some of the salt supplied by ECC. Still to be actioned. **ACTION: CLERK**
- 52. **STANDING ORDERS:** review deferred to a future meeting. **ACTION: CLERK**
- 53. **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).  
  
There were no matters reported.
- 54. **PROPOSED MEETINGS AND APM in 2019**  
Meetings: Wednesdays: 15<sup>th</sup> May (will be first meeting of new council following Election on 2<sup>nd</sup> May), 5<sup>th</sup> June, 3<sup>rd</sup> July, 4<sup>th</sup> September, 2<sup>nd</sup> October, 6<sup>th</sup> November and 4<sup>th</sup> December.  
  
Annual Parish Meeting: will be held on Wednesday 29<sup>th</sup> May 2019.

There being no further business the meeting was closed at 9.15pm

Chairman.....

Date.....