

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4<sup>TH</sup> MARCH 2020 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Mrs M Gunn  
Mr B Haydon (Vice Chairman)  
Mrs J Luck  
Mr J Richardson  
Mr A Romang  
Mr P Wakeling (Chairman)

**In attendance:** Mrs M. Dyer (Parish Clerk)  
One Member of the Public

**643. APOLOGIES FOR ABSENCE:** apologies were received & accepted from County Cllr Mrs Channer, District Cllr Ms White and District Cllr Mrs Fleming.

#### **644. 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.

Mr Richardson declared an interest in Stow Maries Aerodrome as he works there as a volunteer.

**645. PUBLIC QUESTION TIME:** the Member of Public present wanted to talk about parking in St Stephens Road, asking if railings could be installed outside the school, if the zig zags lines could be extended and could the speed limit be reduced to 20mph and reported that cars were mounting pavement. It was noted that the school had on 27<sup>th</sup> February 2020 sent yet another letter to parents re parking/safety matters. A notice purporting to be from ECC and MDC re parking was reported. Clerk to look into.

**ACTION: CLERK**

**646. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 5<sup>th</sup> February 2020 were approved as correct and signed accordingly.

**647. DISTRICT COUNCILLOR'S REPORT:** District Cllr Mrs Fleming was unable to attend, but had supplied a report by email, which was read out to Members:

*Air Quality Action Plan proposed for Market Hill, Maldon - This plan would introduce a clean air zone around Market Hill and the High Street to address issues of poor air quality on Market Hill. The proposed plan is open for public consultation from 2nd March to 13th April.*

*The Secretary of State for Housing, Communities and Local Government has recently written to MDC to congratulate them on their housing delivery over the last three years. The Housing Delivery Test was introduced in 2018 to provide transparency about where homes are needed and where they are delivered. MDC has delivered 100% of its housing requirement. Passing this test means that MDC can use the Local Plan to protect the District from unwanted and speculative planning applications.*

*Since we last met, we had Full Council on the 13th February at which we set our budget for the financial year 1st April 2020 to 31st March 2021.*

648. **COUNTY COUNCILLOR'S REPORT:** Members had been supplied by email with a copy of the County Cllr's report for February, plus Water Resources Update 2020. Noted.

## FINANCE

### Approval of Payments

649. Mr Roy Wiseman to village caretaker work and insurance. Invoice dated 26<sup>th</sup> February 2020 £212.02 (£128.00 village caretaker work; £84.02 insurance). Cheque 022149
650. Maria Dyer office expenses from 1<sup>st</sup> to 29<sup>th</sup> February 2020 £63.28 (£62.78 net). Cheque No.022143
651. Graham Cornell to works carried out in relation to 2019 Play Inspection Report (minor items plus installing paving slabs at entrance to enclosed area, installing decking to base of one wooden tower and painting slide canopy red), plus replacing hand rail at pond at Cowpiece. Invoice No.1921 dated 21<sup>st</sup> February 2020 £440.00. Cheque No.022144
652. EALC to Cllr Training Day 1 for Mrs Gunn & Mrs Luck. Invoice NO.12275 dated 24<sup>th</sup> February 2020 £228.00 (£190.00 net). Cheque No.022145
653. EALC to Cllr Training Day 2 for Mrs Gunn. Invoice No.12313 dated 25<sup>th</sup> February 2020 £114.00 (£95.00 net). Cheque No.022145
654. EALC to Cllr Training Day 2 for Mrs Luck. Invoice No.12314 dated 25<sup>th</sup> February 2020 £114.00 (£95.00 net). Cheque No.022145
655. Essex Playing Fields Association to annual membership renewal £30.00. Cheque No.022146
656. Essex Playing Fields Association Competition 2020 entry fee £10. Cheque No.022146
657. PWLB to two loans £1,331.42 was be taken by direct debit on 20<sup>th</sup> March 2020
658. E-on to electricity for street lights January 2020 Invoice No.HI81AFA05A dated 1<sup>st</sup> February 2020 £112.55 (£107.19 net) was taken by direct debit on 11<sup>th</sup> February 2020.
659. BT to public pay phone at Village Hall. Line Rental quarter to 31<sup>st</sup> April 2020 Invoice No.Q022ST dated 13<sup>th</sup> February 2020 £69.96 (£58.30 net) was taken by direct debit on 27<sup>th</sup> February 2020.
660. HM Customs & Revenue to Tax/NI to 5<sup>th</sup> April 2020 £7.60. Cheque No.022148.
661. Mrs Allen to expenses: taxi attending a ECC Transport Meeting in Maldon on behalf of the Parish Council £12.00. Cheque No,022150
662. Cold Norton Village Hall Management Committee to room hire for PC meetings December 2019 to March 2020. Invoice dated 4<sup>th</sup> March 2020 £65.60. Cheque No.022151

### 663. Financial Statement Current balances:

Barclays 10 Day Notice as at 10 <sup>th</sup> Dec 2019	£	588.91
Santander as at 3 <sup>rd</sup> February 2020	£	<u>33,488.79</u>
	£	34,077.70*

\*includes £10,000 planned reserve for VH carpark/playground project plus £1,642.74 remaining from VH Toilet Project (i.e. not yet invoiced by liquidator)

664. **Solar Panels at Village Hall:** FIT payment for the quarter to end of January 2020 was £202.39. Noted.
665. **Santander:** Members had been supplied with details of changes to terms & conditions of account. Noted.
666. **National Living Wage:** Members were advised that the rise in National Minimum & National Living Wage Rates increases to £8.72 for aged 25 and over from 1<sup>st</sup> April 2020. Noted.
667. **Public Works Loan Board (PWLB):** Members had been supplied by email with information re current process for applications plus PWLB Governance Change. Members were advised that the interest rate is changeable; not available details of minimum/maximum loans; unclear if a loan could be taken out on 'property' not owned by the PC i.e. Cherry Blossom Lane **ACTION: CLERK**
668. **Financial Regulations:** Members carried out the annual review. Cllr Wakeling proposed that the amount the Clerk may incur in relation to urgent or emergency works be increased to £200 and that up to £500 may be incurred in consultation with the Chairman and that the time period (quarterly) for VAT claims be included in the regulations. Cllr Haydon seconded the proposal; all Members were in agreement.

## PLANNING

669. **Planning Applications received by the Parish Council:** the following were considered and the Responses agreed were:

**20/00157/FUL PP-08474837 Land East Of Bradwell Power Station, Downhall Beach, Bradwell-On-Sea:** Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas. Week No.8 dated 21<sup>st</sup> February 2020:

The Parish Council raised no objections and had no comments to make (NB this is just in relation to these investigations)

**20/00189/HOUSE PLAN175531143 Ashmead Lodge, 41 Stow Road, Cold Norton:** Proposed first floor extension with terrace and single storey extension to the rear and the formation of raised terrace at ground floor level. Week No.9 dated 28<sup>th</sup> February 2020:

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

**20/00171/HOUSE PP-08453384 12 Latchingdon Road Cold Norton:** Proposal: Erection of single storey side rear extension and rebuild of garage. Week No.9 dated 21<sup>st</sup> February 2020:

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

**FOR INFORMATION ONLY: 20/00077/LDP PP-08441442 The Spinney Fambridge Road Cold Norton:** Claim for lawful development certificate for a proposed outbuilding. Week No.7 dated 14<sup>th</sup> February 2020. Noted

670. **Maldon District Council Decisions:** covering decisions advised from w/e 7<sup>th</sup> February 2020 to w/e 28<sup>th</sup> February 2020; a detailed list had been supplied to Members, which is summarised below:

**HOUSE/MAL/19/01147 Cold Norton**

Replace plastic clear corrugated roof on conservatory with lightweight Tapco tile system.

1 Victoria Road Cold Norton Essex CM3 6JD

(UPRN - 100090556193)

Mr Justin Bishop

**APPROVED**

671. **Housing Needs Survey plus village leaflet:** Members had been advised that delivery to all homes in village had been completed and reminded that the close date for return of surveys is Friday 27<sup>th</sup> March 2020. Members were also advised that up to 25<sup>th</sup> February 2020, 92 had been received by RCCE i.e. 21% which is a good response with a month to go. Re 2009 survey 106 responses were received (25%). Noted.
672. **Draft North Quay Development Brief Consultation:** <https://www.maldon.gov.uk/northquay> Closes 20<sup>th</sup> March 2020. Information had been forwarded to Members by email. It was agreed that there would not be a PC response, but that Members respond as individuals.
673. **Chelmsford Local Plan: Members had been advised that this** has been found sound by the Inspector; plan is legally compliant subject to modifications: <https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/> Members had been supplied with a chart showing new homes, new travelling show people plots and new employment floor space (Growth area 3 showed town/villages closest to Cold Norton). Noted
674. **South Woodham Ferrers Neighbourhood Plan Consultation:** information of this consultation which runs to 27<sup>th</sup> March 2020 had been forwarded to Members by email. Members requested that SWT TC be asked if their plan takes into account the location of the proposed 1,000 new homes in term of traffic 'bottleneck', back-up and knock on effect on outlying villages.

**ACTION: CLERK**

## VILLAGE HALL

675. **Report from VHMC:** Members were advised that bookings are satisfactory, but there is still an issue with a blocked or collapsed drain – insurance cover for these works was being looked into.

## HIGHWAYS AND ROAD SAFETY

676. **Cherry Blossom Lane:** Members had been supplied with costs from the contractor. Advice from ECC was being sought. **ACTION: CLERK**
677. **Road Safety:** Members were advised that 8 further TRUCAM sessions would be undertaken by end of March and a report would be supplied then. Noted
678. **VAS (vehicle activated) Signs:** nothing to report **ACTION: CLERK**
679. **ECC Member Led Footway Repair Programme:** County Cllr Mrs Channer is following up. Noted.
680. **A12 Widening Scheme for Junctions 19 to 23 & Route Alignments for Junctions 23 to 25.** Members had been advised that in October 2019, Highways England made the Preferred Route Announcement (PRA) for the A12 widening scheme for junctions 19 to 23, and consulted on alternative route alignments for J23-25. There is a meeting on 11<sup>th</sup> March 2020 about the A12 widening project for MDC Cllrs and MDC Parish & Town Cllrs with the contractor who is working with Highways England to develop the A12 scheme, to discuss any comments on the (PRA) and the next steps in progressing the scheme. Cllr Wakeling hopes to attend. **ACTION: CLLR WAKELING**

## POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

681. **Police Presence in Community/PC Meetings:** nothing to report
682. **Police Crime Figures for January 2020:** were supplied to Members. Noted

## OPEN SPACE

683. **Cowpiece Nature Reserve:** nothing to report
684. **Playing Field:**
- 684.1. **Independent Playground Inspection 2019:** Members were advised that the local contractor had now completed works as applicable/appropriate. Noted.
- 684.2. **Goal Posts/Woodham Radars:** Members had been supplied with copy correspondence with club. Clerk will follow up. **ACTION: CLERK**
685. **Village Caretaker work:** Mr Wiseman has continued to carry out this work – in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out the following maintenance work: removed a dumped tree in Green Trees Avenue, removed fallen trees in St Stephens Road (2 sessions), removed advertising signs between Palepits Roundabout and the bridge; cleared accident debris at Green Trees Avenue. Noted.
686. **Three Ashes Corner as a Village Green:** nothing to report
687. **Seat near allotments/bus stop:** permission is required from ECC.
688. **Trees Survey:** quotes in hand for trees in playing field, Cowpiece Nature Reserve and Three Ashes Corner. Trees at the Allotment site to be added to this in view of below, Minute No.690 applies.
689. **Tree Charter:** awaiting recommendation re which 'free' trees to apply for.
690. **Allotments – Trees at Rear of Site:** Members had been advised that a Resident in Victoria Road was requesting works to the two Oak trees overhanging their garden. Back in November 2014 the MDC Tree Officer advised that one tree was on MOAT land and one was on the Allotment site – the previous owner likewise requested works, which were carried out in 2015 and the cost of £600 ex VAT was split equally between MOAT and CNPC. Clerk is liaising with MOAT and Allotment plot holders. **ACTION: CLERK**

## PLAYGROUND RENOVATIONS & CAR PARK EXTENSION PROJECT WORKING GROUP:

691. **Terms of Reference:** were considered and agreed. Proposed by Cllr Haydon, seconded by Cllr Wakeling.
692. **Update Report: progress & funding.** Cllr Wakeling thanked Cllr Richardson for all his work progressing this project.
693. **GRANTfinder:** GRANTfinder presentation had been forwarded to Members and Members had been supplied with details of a Membership Offer from MDC. Members considered the cost too high. Clerk to discuss with MDC.  
**ACTION: CLERK**
694. **EALC Grants, Funding & Free Money Training Session** – see Minute No.703 below

## PUBLIC RIGHTS OF WAY

695. **Footpaths 12/13 bridge brickwork:** ECC Highways Ref.2547383 (7/1/18). Subsidence issue. PRoW Officer had advised: spoke to the land owner at beginning of 2019; they were going to sort out, will re-inspect when next in area. PRoW Officer has sent apologies – this is still outstanding. Noted.
696. **Footpath 14/19:** gate post adrift; reported Ref No.2591197 (12/10/18). Report from PRoW Officer: *“Landowner has fixed the gate for FP14 and now the gate post for FP19 has gone”*. Noted.
697. **Footpath 25:** footpath sign has been removed and a gate put in place denying access to the FP. Ref: 2646700. Report from PRoW Officer: *“Job had been authorised to replace fingerpost, but it seems to have disappeared again. PRoW Officer is contacting the Landowner and will investigate” further.* Noted
698. **Footpaths 16, 23 and 26 (lower Burnham Road):** Hedges only partially cut back. Ref: 2646701. PRoW Officer reported: *“I haven’t looked at this recently, but last time I looked it was ok, the cross field routes were in. The alternative headland route was a little overgrown but the headland alternative is not Public Right of Way. I know someone there mows it but that section is not ECC responsibility.”* Noted.
699. **EMERGENCY PLANNING/PROCEDURES: Members were advised that** there is a named Contact at MDC for above – Clerk still to discuss with MDC Officer PC responsibilities and procedure sheets produced by previous PC Chairman.  
**ACTION: CLERK**

## TRAINING/CONFERENCES/MEETINGS

700. **ECC Transport Meeting: Maldon meeting Tuesday 3<sup>rd</sup> March 2020:** Mrs Allen attended this meeting for CNPC and supplied a report which was read out to Members. Clerk to type up and supply to Members.  
**ACTION: CLERK**
701. **Stow Maries Aerodrome Joint Consultative Committee Meeting Tuesday 3<sup>rd</sup> March 2020:** Members had been supplied with minutes from November 2019 meeting, agenda for 3<sup>rd</sup> March 2020 meeting, plus update and latest events listing. Mr Haydon attended the meeting for CNPC and gave a report to Members at this PC meeting.
702. **Dengie Hundred Group of Parish Councils Quarterly Meeting Wednesday 18<sup>th</sup> March 2020:** No one available to attend.
703. **EALC Training Session: Grants, Funding & Free Money Training Session Tuesday 28<sup>th</sup> April 2020:** whole day course £95.00 ex VAT. Details had been supplied to Members. Cllr Haydon may be able to attend – to be confirmed.  
**ACTION: CLLR HAYDON**
704. **EALC Training Session: Facebook for Absolute Beginners Tuesday 5<sup>th</sup> May 2020:** whole day course £95.00 ex VAT (but Clerk entitled to bursary so fee would only be £23.75 ex VAT). For information only at this time - this will be useful if Facebook is a route the PC decides to pursue.

## CORRESPONDENCE/CONSULTATIONS

705. **EALC Legal Update for February 2020:** had been forwarded to Members by email. Noted.
706. **Email from RCCE dated 28<sup>th</sup> February 2020: Essex Rural Strategy Refresh: Online Consultation:** closes Monday 30<sup>th</sup> March 2020 had been forwarded to Members by email. It was agreed that there would not be a PC response, Members to respond as individuals.
707. **Email from Essex County Fire & Rescue Service dated 25<sup>th</sup> February 2020: Draft Integrated Risk Management Plan:** closes Tuesday 17<sup>th</sup> March 2020 had been forwarded to Members by email. It was agreed that there would not be a PC response, Members to respond as individuals.
708. **RCCE Essex Village of the Year Competition 2020:** closing date is 24<sup>th</sup> April 2020. Information had been supplied to Members. It was agreed that CNPC would not enter.
709. **Conservation & Design Awards 2019 Winners:** details had been forwarded to Members by email. It was noted that De Laches had been successful in the 'Building Conservation' category. A letter of congratulations would be sent. **ACTION: CLERK**
710. **Celebrating Volunteering Across Essex:** details had been supplied to Members. Noted.
711. **WINTER SALT PARTNERSHIP SCHEME 2019/2020:** nothing to report
712. **STANDING ORDERS:** review deferred
713. **HEALTH & WELLBEING:** Clerk still to speak with Mrs Garnham
714. **STOLEN POST BOX:** Members were advised: 6<sup>th</sup> February 2020 Mr Whittingdale's Assistant advised "*...I have looked through our records and cannot find a reply from Royal Mail and have therefore chased the matter up with them. I will send through any reply Mr Whittingdale receives as soon as he receives one.....*" Noted.
715. **COUNTY BROADBAND:** awaiting update re Cherry Blossom Lane.
716. **WEBSITE ACCESSIBILITY/CONTENTS:** discussed briefly. Aerodrome reference to be moved as discussed. **ACTION: CLERK**
717. **COUNCILLOR RESIGNATION:** it was noted that regretfully Cllr Philip Wakeling had resigned from the Parish Council. Cllr Haydon thanked Cllr Wakeling for his hard work and leadership over his long service on the Parish Council and for his personal help and said that he would be greatly missed. Cllr Wakeling thanked Cllr Haydon for his kind words and said that it is a good Council and is in very good hands.
718. **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.

**719. MEETINGS IN 2020**

Wednesdays: 1<sup>st</sup> April, 6<sup>th</sup> May, 3<sup>rd</sup> June, 1<sup>st</sup> July, 2<sup>nd</sup> September, 7<sup>th</sup> October, 4<sup>th</sup> November and 2<sup>nd</sup> December.

Annual Parish Meeting: Thursday 14<sup>th</sup> May 2020 (plus Village Hall Management Committee AGM)

There being no further business the meeting was closed.

Chairman.....

Date.....