

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 8TH JULY 2020 AT 7.30PM REMOTELY BY ZOOM

THOSE PRESENT:

Councillors:

Cllr B Haydon (Chairman)
Cllr Mrs M Gunn (Vice Chairman)
Cllr Mrs J Luck
Cllr J Richardson
Cllr A Romang

In attendance: District Cllr Mrs Fleming
Mrs. M Dyer (Parish Clerk)
Plus one Member of the Public

63. **APOLOGIES FOR ABSENCE:** apologies were received and accepted from County Cllr Mrs Channer and District Cllr Ms White

64. **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.

65. **PUBLIC QUESTION TIME:** the Member of the Public present, a resident of Cherry Blossom Lane (CBL), spoke about the use of the road he resides in being used by a County Broadband contractor (this had been reported to Members – Minute No.94 applies). The resident spoke about large vehicles unloading in CBL and blocking the road for 10 minutes; no prior notice; no apology; all vehicles parking overnight in CBL and not Latchingdon Road where the works were being undertaken; road materials were deposited in CBL. The resident also spoke about the contractor who had built the two houses on the site of the Fire Station on Latchingdon Road parking vehicles on CBL for one year and also expressed his concern that if plans proceed for a new road surface on CBL that it could be damaged by similar works vehicles. Cllr Haydon responded that the Parish Council must be vigilant and stop any vehicles using CBL in future. The Clerk was requested to investigate if any signage can be erected and to write ECC Highways re any future works on Latchingdon Road that CBL must not be used and to pursue with ECC Highways their notification system. The resident was asked if he was happy with the condition that CBL was left in after completion of the works – he responded yes, but that was not the point, residents had mess and inconvenience for two weeks and why had the work area not been made longer and therefore the works vehicles could have been parked on Latchingdon Road.

ACTION: CLERK

66. **MINUTES OF THE AGM and the ORDINARY MEETING of the Parish Council** both held on Wednesday 10th June 2020 and the **EXTRAORDINARY MEETING** held on Wednesday 17th June 2020 were all approved as correct. They will be signed accordingly when it is possible.
67. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Mrs Fleming reported that Maldon District Council was also still operating under delegated powers and remote meetings and gave a brief update advising that Splash at Promenade park will not reopen this summer; that nominations for Maldon DC's recognition of service awards closes on 28th August 2020; that Maldon High Street now has a 20mph speed limit for safety reasons – to make shoppers feel safe whilst socially distancing on the footways; Maldon District Council has applied to the Beeching Reversal Fund in relation to the Maldon and Witham Railway Line. Cllr Richardson thanked Cllr Mrs Fleming for her support regarding the

Parish Council's CIF (Community Initiative Fund) application for the Playground & Car Park (PCP) Project and asked if Cllr Mrs Fleming could assist in getting a response from MDC Planning Department in regards to queries relating to this project and the Clerk asked if the District Cllr could also assist in regards to supply of the report from MDC of the Play Equipment Inspection which had been undertaken on 12th June 2020 (see Minute No.90.2 below) **ACTION: DISTRICT CLLR MRS FLEMING**

District Cllr Mrs Fleming left the meeting.

68. COUNTY COUNCILLOR'S REPORT: not available

FINANCE

Approval of Payments

69. Mr Roy Wiseman to village caretaker work 11th May to 5th July 2020. Invoice dated 5th July 2020 £207.00. Cheque No.022166
70. Maria Dyer office expenses from 5th June to 3rd July 2020 (includes COVID-19 phone calls) £39.05 (£38.22 net). Cheque No.022167
71. Graham Cornell to removal of wobbly bridge in Playground. Invoice No.2005 dated 5th July 2020 £280.00. Cheque No.022168
72. Cllr Brian Haydon to replacement of cheque No.022160 voided as wet and ink ran – bank wouldn't accept £81.60. Cheque No.022169
73. Sue Lees Consultancy July 2020 advance quarterly maintenance fee for CNPC web site. Invoice No.0004427 dated 1st June 2020 £30.00. Cheque No.022170
74. SLCC to Clerk Webinar July 2020 (2 x 2 hour sessions) Invoice No.131865 dated 15th June 2020 £12.00 (£10.00 net). Cheque No.022171
75. Rural Community Council of Essex to annual membership renewal to 30th June 2021 £72.60 (£60.50 net). Cheque No.022172
76. NALC to annual subscription for LCR magazine (quarterly issue) from April 2020 to March 2021 £17.00. Cheque No.022173
77. Cllr Jeremy Richardson to reimbursement re planning application fee re VH car park extension PP-08663157 £142.00 (£137.83 net). Cheque No.022174
78. Cllr Jeremy Richardson to reimbursement for site plan re VH car park extension – UK Planning Maps Invoice No.MW-0472272 dated 26th June 2020 £12.60 (£10.50 net). Cheque No.022174
79. E-on to electricity for street lights May 2020 Invoice No.HI88A9DABC dated 1st June 2020 £112.55 (£107.19 net) was taken by direct debit on 11th June 2020.
80. E-on to electricity for street lights June 2020 Invoice No.HI8A5E4069 dated 1st July 2020 £108.92 (£103.73 net) was taken by direct debit on 11th July 2020.

81. Financial Statement

Current balances:

Barclays 10 Day Notice as at 10th June 2020	£	589.28
Santander as at 2nd July 2020	£	<u>55,240.94</u>
	£	55,830.22*

*includes £15,000 planned reserve for VH carpark/playground project plus £1,642.74 remaining from VH Toilet Project (i.e. not yet invoiced by liquidator), plus Precept from MDC has been received.

PLANNING

82. Planning Applications received by the Parish Council:

Members formally sanctioned the decisions taken under delegated authority relating to the following. Responses agreed were:

20/00585/HOUSE PP-08790588 29 Latchingdon Road: Single storey rear extension including demolition of existing garage:

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

20/00546/FUL PP-08766123 Glen Loy, Latchingdon Road: Subdivision of a single bungalow into two dwellings:

The Parish Council recommended refusal for the following reasons:

1. It is outside the development boundary. Contrary to policy S8 of the Maldon District LDP (Settlement Boundaries and the Countryside)
2. Plot splitting. Contrary to policy D1 of the Maldon District LDP (Design Quality and Built Environment)

20/00620/COUPA PP-08805167 Land adjacent to Norton Hall, St Stephens Road: Prior notification for the conversion of two agricultural barns into two dwelling houses (NB these barns are not actually adjacent to Norton Hall, but relate to the two agricultural barns between the house called The Barn and the house at 51 St Stephens Road.):

The Parish Council recommended refusal for the following reasons:

1. It is outside the development boundary. Contrary to policy S8 of the Maldon District LDP (Settlement Boundaries and the Countryside)
2. Change of use of rural buildings for residential use. Contrary to policy S1 of the Maldon District LDP (Sustainable Development) and Policy D1 (Design Quality and Built Environment)

20/00633/WTPO PP-08832599 9A St Stephens Road: T1 - Oak tree - 3m crown reduction:

The Parish Council had no objections, providing they are in line with MDC's Tree Officer's recommendations

Chelmsford City Council 20/00002/MAS Land North of South Woodham Ferrers: Stage Two Masterplan: <https://publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q7QZR5BR0AS00>

The main concern of the Members with this development is the road issue i.e. the impact of that a large volume of homes will have on the road network for all the surrounding villages.

83. **Maldon District Council Decisions:** covering decisions advised from w/e 6th March to w/e 3rd July 2020; a detailed list had been supplied to Members, which is summarised below:

FUL/MAL/19/01270 Cold Norton

Section 73A application for the siting of 2 No. mobile homes.

Oakwood Manor Station Road Cold Norton Essex

(UPRN - 100091257158)

Mr Steve Jacob **REFUSED**

HOUSE/MAL/20/00171 Cold Norton

Erection of single storey side rear extension and rebuild garage.

12 Latchingdon Road Cold Norton Essex CM3 6JG

(UPRN - 100090555217)

Mr Wayne Shaddick **APPROVED**

HOUSE/MAL/20/00189 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.

Ashmead Lodge 41 Stow Road Cold Norton Essex

(UPRN - 100090555898)

Mr & Mrs Taylor **REFUSED**

FUL/MAL/20/00047 Cold Norton

Variation of condition 2 on approved planning permission FUL/MAL/19/00166 (Erection of a single, One and a half storey dwelling with detached garage on land west of Nathilda)

Land West Of Nathilda Purleigh Grove Cold Norton Essex

(UPRN - 010094633684)

Mr Luke Hardy **APPROVED**

WTPO/MAL/20/00225 Cold Norton
T1 Oak - Crown reduction of 3m
7 St Stephens Road Cold Norton Essex CM3 6JE
(UPRN - 100090555794)
Mrs Mitchell **APPROVED**

FUL/MAL/20/00246 Cold Norton
Construction of new storage building
Langleys Burnham Avenue Cold Norton Essex
(UPRN - 100091256246)
Mr Gary Sorrell **APPROVED**

COUPA/MAL/20/00335 Cold Norton
Prior notification for the conversion of two agricultural barns into two dwelling houses.
Land Adjacent To Norton Hall St Stephens Road Cold Norton Essex
(UPRN - 010094634085) **REFUSED**
Mr Gytis Bickus - Annabel Brown Architect

HOUSE/MAL/20/00344 Cold Norton
New outbuilding on site, new septic tank
The Spinney Farnbridge Road Cold Norton Essex
(UPRN - 010013995255)
David Page **REFUSED**

HOUSE/MAL/20/00391 Cold Norton
Single storey rear extension
21 St Stephens Road Cold Norton Essex CM3 6JE
(UPRN - 100090555810)
Mr & Mrs Yates **APPROVED**

84. Bradwell B: it was noted that the Parish Council response re Stage One Consultation had been submitted

85. PLAYGROUND RENOVATIONS & CAR PARK EXTENSION PROJECT WORKING GROUP (PCP): Members considered the PCP June 2020 report, the CIF application form and play area designs/equipment. In relation to the car park extension Members were in favour of wooden bollards rather than a fence acting as a barrier between the extended car park and the playing field and use of solar powered lights. Whilst no decision was needed at this point re specific play equipment, Members were in favour of the following items being included on the 'wish list': junior multiplay unit; infant multiplay unit; basket swing; zip line; spring animal; standard mix of flat and cradle swings – a mix of equipment suitable for 3-7 year olds and a mix for the 7-14 year olds. The preference was for wooden equipment where possible in keeping with the rural environment. The equipment for the 3-7 year olds would be within a fenced off area as at present utilising the existing fencing. The equipment for the older children would not be fenced off. Members were assured that there would still be space for a football pitch. Safety flooring would be a mix of bark chippings in the younger children's area and some sort of 'rubber type' flooring under the older children's equipment.

The Members then considered the CIF Application form and were all in agreement to submit the CIF application as presented and discussed at the meeting, acknowledging that the additional funding would enable the Parish Council to purchase and install the much needed play equipment requested by the Residents.

The next element of this project discussed was the planning application for the car park extension. Members were all in agreement that Cllr Richardson should progress this as discussed and resubmit; Members authorised the possible additional £50/60 to the planning fee already paid. It was acknowledged that a Public Works Loan (PWL) would be required to pay for the car park extension and any works to CBL and that the residents would need to be consulted. Cllr Richardson to liaise with the EALC re format of this consultation.

The Members thanked Cllr Richardson and the PCP Team for all their hard work progressing this project.

VILLAGE HALL

86. **Report from VHMC:** Cllr Romang reported that only Pre School had returned to use the hall.

HIGHWAYS AND ROAD SAFETY

87. **TRUCAM:** Members had been advised that of the 12 budgeted x half hour sessions only 7 x sessions had been undertaken prior to Lockdown. TRUCAM is now operating again so the Clerk will request the remaining 5 budgeted for sessions are carried out and Members can then review results at September meeting and discuss next step. **ACTION: CLERK**
88. **Temporary Measures in Maldon re COVID-19:** Members had been advised details of the roads in and around Maldon town centre which would be subject to a temporary 20mph to provide a safer environment for pedestrians and cyclists in light of social distancing. Noted.

OPEN SPACE

89. **Cowpiece Nature Reserve:** Members were reminded that there is a fallen tree by dipping pond, that costs would be obtained to remove and that a repair will then be needed to rail and possibly to the platform. **ACTION: CLERK**
90. **Playing Field**
- 90.1. **Closure:** Members noted that this has been closed to the public due to COVID-19. Subject to Government Guidelines, playgrounds may reopen from 4th July 2020. At the meeting the Clerk updated Members re the advice from various sources including MDC. Subject to completion of any urgent safety works required to be carried out as identified in the Play Equipment Inspection still to be supplied by MDC (see Minute No.90.2 below), production of a risk assessment and installation of the necessary signage, it was hoped that the playing field could be reopened by the end of the month. **ACTION: CLERK**
- 90.2. **Annual Play Equipment Inspection:** Members had been advised that this had been carried out on 12th June 2020 and whilst the Clerk still doesn't have the full report from MDC despite several emails to various people at MDC, the inspector had advised that the wobbly bridge was dangerous in its current state (rot at the base). A local contractor had been asked to inspect to see if it was salvageable as there is so little in the enclosed area for the children; he advised that it would not be cost effective to replace the legs and quoted to dismantle and remove it from site. In conjunction with the Chairman the cost of £280 was approved and an order placed for removal ASAP. The bridge has been removed. Noted.
- 90.3. **Fields in Trust Plaque:** Members noted that this will be installed on an exterior wall of the Village Hall. Location to be agreed in conjunction with Chairman. **ACTION: CLLR HAYDON/CLERK**
- 90.4. **Shed for Pre School:** Members considered a request from Pre School to install a shed alongside their enclosed exterior play area. Whilst sympathetic to Pre School staff, Members were all in agreement that a shed could not be installed on the playing field for several reasons including it would be a target for vandals, pose a security risk for nearby homes, permission would have to be obtained from Fields in Trust and that Pre School already have a great deal of dedicated storage space within the village hall. **ACTION: CLERK**
91. **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: mowing at Three Ashes Corner, Cowpiece, St Stephens Road – bridge to Church and layby/bench area and Ferris Avenue footway; removing graffiti from kick wall in playground and on village hall door and wall; at village hall - removal of brambles and weeds, cutting back shrubs, weeding flower bed and removal of cobwebs from window sills; hedge trimming at allotments (on footway).
92. **Notice Board by Allotments:** Member had been advised that the local contractor had checked this and advised that it is safe, but the clay has shrunk around the post. Members considered cost to replace and were all in agreement to appoint Graham Cornell to construct and install a new notice board at a cost of £380.00.

93. **Mrs Garnham's Cherry Blossom Tree:** Members noted receipt of letter from Mrs Garnham and that two plaques are still to be sourced and installed.

94. **BROADBAND:** Members had been advised that from 17th to 30th June 2020 County Broadband's (CB) contractor were laying cables on part of Latchingdon Road. There were three issues, firstly no prior notice was given by ECC regarding these works which involved closing one side of the road which necessitated traffic light control; the second issue was that the traffic light system was just two way and did not take into account traffic exiting from Cherry Blossom Lane or Stephen's Road; the third issue was with the contractor using Cherry Blossom Lane to deposit road materials and to park their vehicles. CB was contacted and from 26th June 2020 a traffic management vehicle was evident to ensure road safety and CB advised that in relation to Cherry Blossom Lane (CBL) their contractors are mandated to ensure they make good any work they do. The residents CBL were greatly inconvenienced and have expressed their concern that if/when CBL is resurfaced that CBL is not used in the future as a parking area for any vehicles involved in works on the main road.

CB has advised that they are completing the last few sections of the build, including the extension along Cherry Blossom Lane and estimate this should all be completed by the end of July and that their customer connections team will be in contact with everyone who has placed a pre-order (including the VH) nearer the time to book in the connection back to our new infrastructure.

Members discussed this taking into account the report from the resident at the beginning of the meeting and requested that the Clerk write to County Broadband regarding the time this project has taken, requesting the removal of the three poles erected in Latchingdon Road which are now not required as cables are now in trenches and details of when this will be carried out; explanation for the removal of an old pole at the end of CBL and the installation of a new pole in Latchingdon Road just left of CBL.

ACTION: CLERK

TRAINING/CONFERENCES/MEETINGS

95. **Stow Maries Aerodrome Meeting:** Cllr Haydon reported to Members re the remote meeting he had attended on 8th July 2020, advising that due to closure to the public because of COVID-19, the Aerodrome had lost over 90% of its income; no volunteers were on site, but a small team were maintaining the site; regular updates were being posted on media sites; some funding was coming in from the Lottery and other sources which was keeping the site going/allowing some projects to continue; leak in one of the hangars had been rectified. A public event is planned for Wednesday 26th August 2020.

96. **EALC New Cllrs Training Day 2:** Members had been advised that the Clerk was awaiting an update from EALC re this second training day for Cllr Mrs Gunn and Cllr Mrs Luck. No 'in house' training sessions at present. Noted.

CORRESPONDENCE/CONSULTATIONS

97. **Magnox:** letter dated 25th June 2020 re extension to March 2022 for waste transfer into Bradwell A, had been emailed to Members 25th June 2020. It was agreed that no comment/response was necessary.

98. WINTER SALT PARTNERSHIP SCHEME 2020/2021

It was noted that the Clerk is liaising with Village Caretaker re salt stock.

99. **HOUSING NEEDS SURVEY:** it was noted that the Clerk had received the results of this from RCCE and that the survey had a 28% response rate which is above the county average of 25%. It was agreed that the Members will consider and discuss this at the September 2020 Parish Council meeting with the Rural Housing Enabler Officer from the RCCE present (remotely). Clerk to circulate the survey and Members to submit any questions to the Clerk for forwarding to the Rural Housing Enabler Officer in advance of the September meeting.

ACTION: CLERK/ALL CLLRS

- 100. **COVID-19 WINTER PLANS:** Members noted that MDC are making emergency contingency plans in preparation should there be a need. Initially VHMC has agreed to a small number of food boxes being stored at the VH – these would be for the local co-ordinator to deliver to shielding residents.

- 101. **VILLAGER OF THE YEAR:** a request for nominations had not been made before lockdown and the APM, when the award was usually presented, was cancelled. The Members considered the options put forward; it was agreed that 'ideas' for the special 2020 award be forwarded to the Clerk for discussion at the September meeting. **ACTION: ALL CLLRS**

- 102. **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).

Cllr Haydon gave details of a Planning Enforcement issue. Clerk to look into
ACTION: CLERK

- 103. **MEETINGS IN 2020**
Wednesdays 2nd September, 7th October, 4th November and 2nd December
At this point it is likely that some if not all will be conducted remotely by ZOOM
Whilst the Council is normally in recess in August, the Clerk advised that an extraordinary meeting would need to be called to approve the annual accounts.

There being no further business the meeting was closed at 9.49pm

Chairman.....

Date.....