

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6TH JULY 2022 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Cllr B Haydon (Chairman)
Cllr Mrs M Gunn (Vice Chairman)
Cllr T Dixon
Cllr P Jacklin
Cllr Mrs J Luck
Cllr J Richardson
Cllr A Romang

In attendance: Mrs. M Dyer (Parish Clerk)

- 144. APOLOGIES FOR ABSENCE:** apologies were received and accepted from District Cllr Ms White and District/County Cllr Mrs Fleming.

145. 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.

Cllr Romang declared a non-pecuniary interest in Allotments as he is an allotment holder.

Cllr Dixon declared a non-pecuniary interest in the Cherry Blossom Lane element of the PCP Project as he is a resident in that road.

- 146. PUBLIC QUESTION TIME:** there were no Members of the Public present

- 147. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 1st June 2022 were approved as correct and signed accordingly.

- 148. DISTRICT COUNCILLOR'S REPORT:** Cllr Ms White was unable to attend due to a meeting at MDC, but sent a report to update Members on various matters including that U fest was being held on the 8th July, which would also celebrate the arrival of the Queens Baton Relay to the District! And the Maldon Triathlon would be held on the 10th July, which should be a fun event.

- 149. COUNTY COUNCILLOR'S REPORT:** not available

FINANCE

Approval of Payments

- 150.** Mr Roy Wiseman to village caretaker work. Invoice dated 1st July 2022 £155.60 (£154.67 net). Cheque No.022336
- 151.** Maria Dyer office expenses from 30th May to 30th June 2022 £150.51 (£138.56net). Cheque No.022337
- 152.** Sue Lees Consultancy to advance quarterly maintenance fee July 2022 for web site. Invoice No.0005430 dated 1st June 2022 £30.00. Cheque No.022338

153. Sue Lees Consultancy to Accessibility – yearly cost of “accessible” software. Invoice No.0005458 dated 23rd June 2022. Cheque No.022338
154. EDC (Essex Digital Copiers) to toner for photocopier. Invoice No.52929 dated 8th June 2022 £30.00 (£25.00 net). Cheque No.022339
155. Chelmsford City Council to balance reference installation of new play equipment. Invoice No.2027134 dated 13th June 2022 £1,310.97. Cheque No.022340
156. Chelmsford City Council to installation of two seats and two bins. Invoice No.2027160 dated 14th June 2022 £486.35. Cheque No.022340
157. Maldon District Council to independent play equipment inspection May 2022. Invoice No.COL58785206 dated 13th June 2022 £74.40 (£62.00 net). Cheque No.022341
158. Val Evans PSLCC to internal audit. Invoice No.09100008 dated 30th June 2022 £150.00. Cheque No.022342
159. Rural Community Council of Essex (RCCE) to renewal of membership 1st July 2022 to 30th June 2023 £72.60 (£62.00) no increase. Cheque No.022343
160. Npower to streetlights for May 2022 Invoice No.INO3736362 dated 7th June 2022 £152.92 (£145.64 net) was taken by direct debit on 21st June 2022.

161. Financial Statement

Current balances:

Barclays 10 Day Notice as at 10 th June 2022	£	589.46
Santander as at 2 nd June 2022	£	<u>63,789.85</u>
	£	64,379.31

162. Village Hall Solar Panels

Cllr Jacklin to investigate.

163. Audit

Annual return for year ending 31st March 2022: Members had been supplied with a copy of the return and relevant support papers.

163.1. Annual Governance Statement 2021/22: having reviewed as part of the annual risk assessment the measures in place to ensure an effective system of internal control, each section of the Annual Governance Statement was read out loud and all Members agreed to the ‘Yes’ box being ticked for sections 2, 3, 4, 6, 7 and 8; the ‘No’ box for section 1 was ticked as the accounts were not approved before 1st July 2022 as it had not been possible to have the accounts approved at the June meeting and it was not possible to convene a quorate extraordinary meeting before the scheduled July meeting, due to holidays. The ‘No’ box was ticked for section 5 as the risk assessment in place had not been reviewed within the financial year covered by this audit; it was last reviewed in October 2020. However, all risks faced by this council/covered under this 2020 assessment were managed accordingly and correctly dealt with e.g., insurance, inspection of play equipment, budgeting contingency, contracts etc. In section 9 relating to Trust Funds the N/A box was ticked. Members authorised the Chairman and Clerk to sign accordingly.

163.2. Accounting Statements 2021/22: Members were all in agreement to approve the Accounting Statements 2021/2022; Members authorised the Chairman to sign accordingly. Clerk to now return the form etc. to the external Auditor PKF Littlejohn LLP.

ACTION: CLERK

PLANNING

164. To consider Planning Applications received by the Parish Council: the following were considered, and the responses were:

22/00665/HOUSE/ PP-11248652 9 Ferris Avenue: Proposed loft conversion with rear box dormer and front pitched dormers with adjoining section between. Week No.23 dated 10th June 2022

The Members recommended approval for the following reasons:

1. Not out of keeping with the street scene (D1 Design, quality and built environment)
2. H4 Effective use of land

22/00601/COUPA PP-11225219 Land adjacent to Norton Hall, St Stephens Road: Prior notification of a proposed change of use of two agricultural barns to two residential dwelling houses. Week No.25 dated 24th June 2022.

The Members recommended refusal for the following reasons:

1. Outside the Development Boundary (S8 – Settlement Boundaries & the Countryside)
2. Lack of infrastructure

22/00696/WTPO PP-11308511 Cutting Edge, 20 Station Crescent: T1 English Oak -reduce canopy by up to 2 meters, east side of canopy will be required to be reduced by 4 meters to create a more balanced crown. T2 English Oak – reduce canopy by up to 2 meters and to remove 3 lowest lateral limbs to create a balanced crown lift. T3 English Oak – reduce canopy by to 2 meters. Week No.25 dated 24th June 2022

The Members had no objections to these works providing they are in line with MDC's Tree Officer's recommendations.

- 165. Maldon District Council Decisions:** covering decisions advised from w/e 3rd June 2022 to w/e 1st July 2022; a detailed list had been supplied to Members, which is summarised below:

FUL/MAL/21/00904 Cold Norton

Construction of building to include stables for private use and storage for land management purposes and associated work

Land Rear Of 24 To 32B Latchingdon Road Cold Norton Essex

(UPRN - 010000236757)

Mr Jeff Welsted

APPROVED

- 166. PLAYGROUND RENOVATIONS & CAR PARK EXTENSION PROJECT WORKING GROUP (PCP)**

Members noted Independent Play Equipment Report carried out by The Play Inspection Company
Members noted June progress report

Members noted that re Sovereign Compliance Plus Package for play equipment inspections, Clerk has been communicating with Sovereign; direct debit form to be signed by 2 Cllrs

Members noted that start date for CBL/car park works has been advised as 15th August 2022 and will take approx. 6 weeks. Contractual requirements (version 3 dated 31st March 2022) with contractor for CBL/car park discussed. Cllr Richardson advised details of Foreman for the project.

Communication with CBL residents etc re road/car park works was agreed. Clerk to deliver. Also discussed/agreed communication with school, preschool, scaffolding company, MDC Refuge Dept and library bus.

Monitoring progress and issues day-to-day whilst road/car park works are in progress discussed/agreed.

- 167. VILLAGE HALL**

Cllr Romang updated Members re fire doors and preschool corridor alarm. Village Caretaker to be asked to remove ivy and other green waste at rear of village hall.

Members discussed producing a formal agreement with VHMC re responsibilities/management of the village hall. Clerk to research and to obtain quotes for a full survey of the village hall and a new rebuild valuation (last one done in 2017).

ACTION: CLERK

- 168. CLERKS REPORT**

Members noted Clerk's Report

HIGHWAYS AND ROAD SAFETY

- 169. Potholes**

Members advised that there were no qualifying potholes to report to County Cllr Mrs Fleming

170. TRUCAM

Members noted summary report for TRUCAM 2021/22 and were advised that CO equals Conditional Offer, which is a fixed penalty notice that requires the offender to either respond by paying the penalty on the notice or reject the charge and contest it usually in court)
Members noted that the 6 x ½ hour sessions in May 2022 had resulted in 7 CAPS and the x 3 ¼ hours of sessions in June had resulted in 9 CAPS.

POLICE MATTERS AND ANTISOCIAL BEHAVIOUR

- 171.** Members were advised that there had been a daytime burglary in the village and an incident with soil in the playground

OPEN SPACE

- 172. Village Caretaker work:** Mr Wiseman continued to carry out this work; in addition to the regular litter picks undertook the following tasks: at Village Hall trimmed back vegetation and trees and cut back tree at corner of car park; removed gas cannisters by bridge in Latchingdon Road; mowed grass at allotments.

173. Trees and Survey

Members noted that the Clerk is liaising with Arboriculturist re survey timing and will ask that the trees from the playing field impacting on a Latchingdon Road resident are inspected first. Members were advised of an incident to an oak tree at the allotments

ACTION: CLERK

174. Cowpiece

Nothing to report

175. Public Rights of Way

Nothing to report

TRAINING/CONFERENCES/MEETINGS

176. Bradwell B Community Forum Tuesday 17th May 2022

Members noted receipt of link to notes from this meeting

177. Maldon Community Engagement Meeting 8th June 2022

Members noted that Clerk attended this meeting – notes to follow.

178. Code of Conduct Training: Tuesday 28th June 2022

Members noted Cllr Jacklin and the Clerk attended this session. It was agreed that adoption of the new code would be considered at the September meeting,

179. Dengie Hundred Group of Parish Councils Wednesday 20th July 2022 7pm in Mayland

Members noted that this group is restarting, as no Cllrs are available Clerk will attend

ACTION: CLERK

180. EALC AGM/Conference Thursday 22nd September 2022 9.00am to 4.30pm at Hyland House (hot buffet lunch provided). No charge to attend. Cllr Haydon and Cllr Mrs Gunn to attend.

**ACTION: CCLR HAYDON &
CCLR MRS GUNN**

181. CORRESPONDENCE/CONSULTATIONS

None received.

182. THE QUEEN'S JUBILEE

Congratulations and thanks were extended to Cllr Phil Jacklin and his small hard-working team for the very successful, enjoyable and well attended wide variety of events they organised – with something for everyone. Cllr Jacklin gave a report on the various events: Whilst it was not possible to light the village beacon, the torchlight parade to the Church, which commenced at the Village Hall with encouraging words from the 'Village Crier', provided villagers with a view of fireworks and beacons in other parts of the district. The photographic exhibition was fantastic – a remarkable record of Cold

Norton over the years – thanks to Sue Garnham and her team. The quiz, family disco and barn dance were all filled to capacity and the treasure hunt was extended as more and more families wanted to participate. The walks proved popular with humans and dogs alike!! And the final event of the weekend 'The Street Party' on the playing fields was well attended despite the weather – everyone wrapped up and enjoyed the excellent live music, provided by Josh Brough, the cost of which was covered by a very kind villager. The weekend of events was not intended to run as a fund raiser, but it covered all its costs and made a profit of £1,424.16 which will be donated to the Village Hall.

183. VILLAGE APPRAISAL

Members discussed production/distribution of questionnaire. Clerk to get quotes etc.

ACTION: CLERK

184. 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).

Reports were given relating to the school and new heating and the impact on access/parking and using an old telephone box as a 'library'.

Moving the beacon nearer to the village hall and converting it to electric – Clerk will investigate.

185. MEETINGS 2022

Wednesdays 7th September, 5th October, 2nd November, 7th December.

There being no further business the meeting was closed at 10.25pm

Chairman.....

Date.....