

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH JUNE 2024 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)
County Cllr Mrs J Fleming
One Member of the Public

- 116. APOLOGIES FOR ABSENCE** apologies were received and accepted from District Cllrs White and Wiffen.

117. 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 Richardson declared a non-pecuniary interest in the planning application relating to the school heating system due to his property's proximity to the building.

118. PUBLIC QUESTION TIME

The Member of the Public present spoke about the ongoing works at Cowpiece and his conversation with The Conservation Trust member present at the May work session and some research he had undertaken regarding possible advice and support for the pond area of the nature reserve. The Member of the Public was thanked. The Clerk will follow up the leads supplied.

ACTION: CLERK

- 119. MINUTES OF THE AGM AND THE ORDINARY MEETING of the Parish Council** held on Wednesday 1st May 2024 were both approved as correct and signed accordingly.

- 120. DISTRICT COUNCILLOR'S REPORT:** not available.

121. COUNTY COUNCILLOR'S REPORT

Members noted receipt of County Cllr Mrs Fleming's May report.
At the meeting Cllr Mrs Fleming advised Members that due to the forthcoming national elections, that it was very 'quiet' at ECC, but outlined details of the locality fund and the type of projects that would meet the criteria. Cllr Mrs Fleming also advised the 'design' was still to be finalised for the approved speed reduction to 20mph in St Stephen's Road in the vicinity of the school; that the new Members Led Highways Scheme included signage and street furniture; that the three potholes near Three Rivers and the footways issue in The Fairways had been put forward for works under the Members Led Schemes.

County Cllr Mrs Fleming left the meeting.

NEIGHBOURHOOD WATCH REPORT/ POLICE MATTERS AND ANTISOCIAL BEHAVIOUR

122. Members noted report from Neighbourhood Watch Co-ordinator.

123. Members noted that a new Community Officer had been appointed at MDC and requested that he be invited to a future meeting.

ACTION: CLERK

FINANCE

Approval of Payments

124. Mr Roy Wiseman to village caretaker invoice dated 1st June 2024 £120.00. Cheque No.022499

125. Maria Dyer office expenses from 27th April to 3rd June 2024 £195.84 (£180.43 net). Cheque No.022500

126. Cold Norton VHMC to hire of The Les Barclay Room at the Village Hall for PC meetings, March, April and May 2024 and Annual Parish Meeting on 8th May 2024. Invoice dated 10th May 2024 £76.80. Cheque No.022501

127. The Conservation Volunteers (TCV) to 2 x days at Cowpiece (10th & 17th April 2024) @ £350 per day plus materials (£115.83) to undertake repairs to handrail. Invoice No.33027767 dated 16th May 2024 £955.83 (£815.83 net). Cheque No.022502

128. Wave to water at allotments 30th November 2023 to 29th May 2024. Invoice No.13614787 dated 30th May 2024 £40.52; will be taken by Direct Debit on 19th June 2024.

129. Clear Insurance Management Limited to insurance cover. Invoice No.LCO00345 dated 30th May 2024 £928.23. Cheque No.0022503

130. SLCC Essex Branch to Clerk to attend AGM/Training Day on 26th June 2024 £25.00. Cheque No.022504.

131. HMRC to Tax/NI three months to 5th July 2024 (April, May & June 2024) £88.50. Cheque No.022506

132. Cold Norton Parochial Church Council (PCC) to providing refreshments at the Annual Parish Meeting 8th May 2024 and opening toilets for TCV volunteers (3 x sessions) Invoice dated 12th May 2024 £49.50 (£48.75 net). Cheque No.022507

133. Hillside Building Contractors to repairs to fence panels surrounding gas tank at VH. Invoice No.2502 £156.00. Cheque No.022508.

134. BT to public pay phone at Village Hall. Line Rental quarter to 31st July 2024 Invoice No.Q039ON dated 13th May 2024 £122.34 (£101.95 net) was taken by direct debit on 28th May 2024.

135. All Staff costs June 2024 £1,023.75.

136. Financial Statement

Current balances:

Barclays 10 Day Notice as at 8 th Mar 2023	£	597.82
Santander as at 2 nd May 2024	£	<u>8,683.07</u>
	£	9,280.89

Members were advised that there will interest to come from MDC as the Precept was paid seven days late – amount tba.

137. Solar Panels at Village Hall

Members noted that the next quarter FIT payment will be in June 2024.

138. Insurance

Members noted that a new three-year Long-Term Undertaking (LTU) had been taken out with Clear (formerly BHIB) which will expire on 31st May 2027.

139. Risk Assessment

Members reviewed current risk assessment and were all in agreement that no changes were required.

140. Audit

Annual return for year ending 31st March 2024 for approval. Members had been supplied with a copy of the return and relevant support papers.

- 140.1. Annual Governance Statement 2023/24:** 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 1, 2, 3, 4, 6, 7 and 8; the 'No' box was ticked for section 5 as the risk assessment in place had not been reviewed in the year covered by this audit; it was last reviewed on 1st March 2023. It was reviewed earlier in this meeting (Minute No.139 applies). In section 9 relating to Trust Funds the N/A box was ticked. Members authorised the Chairman and Clerk to sign accordingly.
- 140.2. Accounting Statements 2023/24:** Members were all in agreement to approve the Accounting Statements 2023/2024; Members authorised the Chairman to sign accordingly. Clerk to now return the form etc. to the external Auditor PKF Littlejohn LLP. **ACTION: CLERK**

PLANNING

- 141. To consider Planning Application received by the Parish Council:** the following was considered, and the response was:

CC/MAL/28/24 Cold Norton County Primary School: Removal of existing storage sheds, installation of new heating system (Air Source Heat Pumps), provision of new acoustic enclosure, electrical intake cabinet and storage shed. Week No.22 dated 31st May 2024:

The Members of Cold Norton Parish Council considered the above at their 5th June 2024 meeting and still have the same concerns as outlined to you last year in the Parish Council letter dated 27th April 2023, namely:

- 1. Is an Air Pump System suitable for such an old building/old radiators – will it deliver the acceptable temperature required?*
- 2. Whilst you have undertaken a 'Noise Impact' Exercise to establish if the residential property next door would be affected by the noise from the proposed new system, has a similar survey been undertaken to establish if this system would impact on the adjacent classrooms? Also, we understand that the Noise Impact Exercise was only carried out for one day.*
- 3. It has been noted should extreme weather be experienced that the system would have to run between the hours of 11pm and 7am, and that the acceptable noise level would be exceeded and would impact on the nearest neighbouring property. Have you considered providing the nearby homes with triple glazing?*

In addition:

- 4. The Cllrs now understand that this form of heating is more suitable as an underfloor system and will not achieve the required temperature for radiators. The classroom windows are not double glazed. Will the children be warm enough?*
- 5. The noise element is a big concern as we have been advised that whilst ECC would obviously be aiming to be within the acceptable (BS?) for humans we have been advised that the noise will be detectable to the much more sensitive ears of dogs, of which there are many in this village.*
- 6. As per point 2 above where the Cllrs were concerned re classrooms, as you may be aware planning permission has been granted for a modular unit on the school site – has the noise element been considered for this new unit.*
- 7. Have alternative locations on site been considered for the housing of this proposed new heating system?*
- 8. We note that Environmental Health at MDC has been consulted, but their response was not available to view at time of the meeting or indeed writing this letter.*
- 9. If this system is installed will the noise level be monitored for a meaningful length of time, for the neighbouring properties and the classrooms?*

- 142. Maldon District Council Decisions:** covering decisions advised from w/e 3d May to w/e 31st May 2024; a detailed list had been supplied to Members, which is summarised below:

LBC/MAL/24/00077 Cold Norton

Rebuild damaged wall to orchard and replace brick porch with classical style painted timber surround
Norton Hall St Stephens Road Cold Norton Chelmsford
(UPRN - 100091257122)
Spicer **LISTED BUILDING CONSENT GRANTED**

FUL/MAL/24/00142 Cold Norton

New porch to dwellinghouse. Re-build wall adjacent to St Stephens Road.
Norton Hall St Stephens Road Cold Norton Chelmsford
(UPRN - 100091257122)
Jo Oshaughnessy **APPROVED**

WTPO/MAL/24/00232 Cold Norton
(TPO 15/96) Oak tree T2 (T4 on TPO) - Fell.
7 St Stephens Road Cold Norton Chelmsford Essex
(UPRN - 100090555794)
Keoghs LLP **REFUSED**

FUL/MAL/24/00235 Purleigh
Erection of 2no. dwellings with associated landscaping and ancillary works
Land Adjacent Eastholm Latchingdon Road Purleigh Essex
(UPRN - 010013995295)
Jacob **REFUSED**

FUL/MAL/23/01109 Cold Norton
The retention of two self-contained holiday units.
Land North East Of Honeywood Farm Honeyput Lane Purleigh Essex
(UPRN - 010094635522)
Mr A Brown **APPROVED**

WTPO/MAL/24/00239 Cold Norton
Maple trees x6, Apple tree - Reduced by 3.5m.
8 Victoria Road Cold Norton Chelmsford Essex
(UPRN - 100090556197)
Mrs Amanda Rich **APPROVED**

LDP/MAL/24/00278 Cold Norton
Claim for lawful development certificate for proposed single storey rear extension
Toad Hall Station Road Cold Norton Chelmsford
(UPRN - 100091257160)
Ms Rebekah Prince **APPROVED**

WTPO/MAL/24/00364 Cold Norton
(W1 on TPO 18/95) T3 - Field Maple - Reduce to 1m above fence and retain as protected hedge.
3 Henney Close Cold Norton Chelmsford Essex
(UPRN - 100090554910)
Mr Gary Brooke **APPROVED**

PLAYGROUND RENOVATIONS & CAR PARK EXTENSION PROJECT WORKING GROUP (PCP)

- 143. EV Charging Point**
Members considered a request to submit a letter of support with reference to the suggested sites for EV chargers. Cllr Hayson proposed that such a letter be submitted, Cllr Richardson seconded the proposal, all Members were in agreement. **ACTION: CLERK**
- 144. Independent Playground Inspection and Sovereign Inspection**
Members noted that Clerk had requested a site visit by KOMPAN regarding the zip wire and that the KOMPAN representative had confirmed that retensioning is required. Clerk to obtain a further quote. **ACTION: CLERK**
- 145. Dogs on Playing Field**
Members noted that there was nothing to report regarding District Cllr Ms White's discussion with MDC.
- 146. KOMPAN Fitness Seminar 17th July 2024 Hatfield Peverel Parish Council**
Noted; Members to advise if they wish to attend. **ACTION: CLLRS**
- 147. VILLAGE HALL**
Members noted nothing to report re VHMC, room divider in The Les Barclay Room or BT phone line. Members discussed the 'green' area outside the front door of the VH and under the windows and that these areas needed a good tidy up and possibly some new plants; the forming of a working party was mooted.

Members noted report from Clerk regarding neighbouring villages and charges imposed for the Fish & Chip Van at their Village Halls Car Parks; Members were advised that the owner was arriving earlier than the 4pm agreed arrival time. Following discussion, it was agreed to charge the 'Village Chippy' £15 per session and to advise that the 4pm arrival time must be adhered to.

ACTION: CLERK

148. CLERKS REPORT

Nothing to report not already covered.

HIGHWAYS AND ROAD SAFETY

149. TRUCAM

Members noted that there are now four Police approved TRUCAM sites in the village: two within 30mph zone and 2 with 40mph zone of Latchingdon Road/ Stow Road and that in April 2024 there had been nine offenders during 4 sessions over 3 hours at 3 of the 4 approved sites.

150. Parking at School

Nothing to report re SEPP.

Members noted that the Clerk had spoken to the school re 3PR scheme and that cost implications were being investigated.

ACTION: CLERK

151. Various Highways Matters Referred to Cllr Mrs Fleming

Members noted that clearing of drains at top of Station Crescent had now been undertaken and that a request had been made to Cllr Fleming that, if possible, these drains are added to the Flowline flushing programme.

152. Free Parking Spaces in Maldon Car Parks

Nothing to report from Cllr Ms White.

OPEN SPACE

153. Village Caretaker work: Mr Wiseman continued to carry out this work. In addition to the regular litter picks and emptying bins on playing field, Mr Wiseman carried out the following tasks: trimmed back bushes at bridge/top of Green Trees Avenue, removed fallen branches and logged a fallen limb and cleared broken glass at Three Ashes Corner; cut back vegetation by disabled access at village hall; inspected and reported to Clerk re FP 28 and footpath bridge.

154. Trees and Survey

Nothing to report re fallen conifer/fence on playing field. **ACTION: CLERK**

155. Cowpiece

Members noted that TCV attended on Thursday 9th May 2024 and completed the railing at Cowpiece, which is now very sturdy, each post has been postcreted in and all timber treated (all the parts replaced as it was rotten). Also sanded down the right-hand side so now smooth to the touch. At this visit TCV also carried out some path maintenance as with this very wet spring the paths had become overgrown. Photos were shown at the meeting

Members noted that the Clerk has had an initial discussion with the school regarding visits to Cowpiece

Members notes that dates for TCV return dates in autumn were still to be set.

156. Willow Trees at Playing Field

Members noted that the PC will continue to receive reports from the insurance company following removal of the Willow Trees.

157. ECC Salt Bag Scheme

Members discussed this but were all in agreement not to participate participation in 2024/2025 Partnership.

158. STREETLIGHTS

Members noted the order had been placed to replace four lights with LEDs.

TRAINING/CONFERENCES/MEETINGS

- 159. Stow Maries Great War Aerodrome Joint Consultative Committee 2024 Meetings**
Members noted minutes from September 2023 meeting, plus agenda and minutes from 14th May 2024 meeting and CEO report.
Members noted request from aerodrome to write to various bodies re current road works on Hackmans Lane
Members noted dates of future meetings on 17th July & 11th September; Cllr Haydon plans to attend.
- 160. Dengie Hundred Group of Parish Councils Wednesday 12th June 2024**
No one available to attend.
- 161. EALC AGM Thursday 26th September 2024 at Colchester Stadium**
Date noted, further information to follow. Cllrs Haydon and Richardson plan to attend.

CORRESPONDENCE/CONSULTATIONS

- 162. Government Guidance on Biodiversity**
Still to be reviewed.
- 163. Public Consultation: expansion of Burnham-on-Crouch Primary School**
Members to participate as individuals
- 164. Public Survey: Skatepark Development**
Members to participate as individuals
- 165. Climate Action**
Members noted ECC Climate Action Advice Packs. Will be included in the PC report in The Beacon.
- 166. MDC Appointments for Municipal Year 2024/2025**
Members noted the Member appointments
- 167. Register of Interests**
Members noted that should all check their register at MDC **ACTION: CLLRS**
- 168. VILLAGE APPRAISAL**
Clerk updated Members. Distribution discussed. Cllr Haydon to prepare letter.
ACTION: CLLR HAYDON
- 169. PARISH COUNCIL WELFARE OFFICER**
Nothing to report.
- 170. SOCIAL EVENTS**
Cllr Jacklin updated Members re Party in the Park 2024 Saturday 29th June 12noon to 7pm.
Nothing to report re pyro-laser show (quiet alternative to noisy fireworks) for Halloween/Bonfire Night
- 171. 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.
- 172. MEETINGS IN 2024**
Wednesdays: 3rd July, 4th September, 2nd October, 6th November and 4th December

There being no further business the meeting was closed at 10.08pm

Chairman.....

Date.....