

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4TH JUNE 2025 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 D Myers

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

25/26.48 APOLOGIES FOR ABSENCE: apologies were received and accepted from District Cllr Wiffen.

25/26.49 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.

There were no declarations of interest at this point.

25/26.50 PUBLIC QUESTION TIME: the Member of Public present attended the meeting to thank the Members for arranging for the clearance of the rear of the allotment site and for advising that this would be added to the work schedule going forward to maintain the area.

25/26.51 MINUTES OF THE MEETING OF AGM AND THE ORDINARY MEETING OF THE PARISH COUNCIL DATED 7TH MAY 2025

both held on Wednesday 7th May 2025 were approved as correct and were signed accordingly.

25/26.52 DISTRICT COUNCILLOR'S REPORT

Members noted report supplied by email for the APM

25/26.53 COUNTY COUNCILLOR'S REPORT

Members noted April and May reports and annual ECC report for the APM supplied by email. At the meeting Cllr Fleming updated Members regarding the recent bus transport meetings and the No.45 bus service plus advised that 'Love Your Bus' will be relaunched again in September and encouraged Cllrs and residents to complete the bus consultation which closes on 30th June 2025 even if not a regular bus user. Cllr Fleming also updated Members on Devolution and that cases for the number of unitary councils will be submitted to the Government in September.

Cllr Fleming left the meeting.

25/26.54 APPOINTMENT OF GROUPS and REPRESENTATIVES (deferred from AGM)

25/26.54.1 Playing Field Representative: Cllr Jacklin was appointed to this role.

25/26.54.2 Parish Rights of Way Representative: Cllr Myers was appointed to this role.

25/26.55 NEIGHBOURHOOD WATCH REPORT/ POLICE MATTERS & ANTISOCIAL BEHAVIOUR

Members noted that Mrs Ralph has stood down as co-ordinator for NhW and Speed Watch and that the Purleigh NhW Co-ordinator has offered to take on the Cold Norton NhW role for the time being. Clerk to make contact with the Purleigh NhW Co-ordinator. A new co-Ordinator for Cold Norton Speed Watch is required.

ACTION: CLERK

25/26.56 FINANCE

25/26.56.1 The following payments were approved:

25/26.56.1.1 Mr Roy Wiseman to village caretaker tasks. Invoice dated 1st June 2025 £97.50. Cheque No.912540

25/26.56.1.2 Maria Dyer office expenses from 3rd May to 3rd June 2025 £156.65 (£143.05 net). Cheque No.912541

25/26.56.1.3 Cold Norton VHM to use of The Les Barclay Room for PC meetings March and April 2025. Invoice dated 10th May 2025 £39.60. Cheque No.912542

25/26.56.1.4 Cold Norton Parochial Church Council to donation for providing and serving refreshments at the PC APM on 22nd May 2025 and donation for use of Church toilet by TCV whilst undertaking works at Cowpiece 4th March 2025 £50.00. Cheque No.912543

25/26.56.1.5 Essex Playing Fields Association to annual membership renewal £30.00. Cheque No.912544

25/26.56.1.6 Essex Playing Fields Association to competition 2025 entry fee £10.00. Cheque No.912544

25/26.56.1.7 John P Watson & Co to internal audit. Invoice No.25/26/11 dated 26th May 2025 £135.00. Cheque No.912545

25/26.56.1.8 BT to public pay phone at Village Hall. Line Rental quarter to 31st July 2025 Invoice No.Q0449E dated 13th May 2025 £144.67 (£120.56 net) was taken by direct debit on 27th May 2025.

25/26.56.1.9 Sue Lees Consultancy to maintenance fee - advance quarterly fee for CNPC website January, April, July & October). Invoice No.INV007052 dated 1st June 2025 £30.00. Cheque No.912547

25/26.56.1.10 All staff costs £844.70

25/26.56.2 Financial Statement

Current balances:

Barclays 10 Day Notice as at 10th Mar 2025	£	606.69
Santander as at 2nd May 2025	£	<u>54,177.26*</u>
	£	54,783.95

***includes Precept monies of £47,031.00 received 14th April 2025**

25/26.56.3 Audit for 2024-2025

25/26.56.3.1 Internal Audit Report: Members had been supplied with a copy of the report and noted the suggestions made by the Internal Auditor and that the Auditor concluded that the quality of the records maintained by the Clerk/RFO was excellent. The 'Annual Internal Audit Report' in the AGAR (Annual Governance and Accountability Return) had been duly signed as the Internal Control Objectives set out in that report were being achieved throughout the financial year to a standard more than adequate to meet the needs of the council.

25/26.56.3.2 Annual return for year ending 31st March 2025. Members had been supplied with a copy of the return and relevant support papers.

25/26.56.3.3 Annual Governance Statement 2024/25: 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 all sections.

25/26.56.3.4 Accounting Statements 2024/25: Members were all in agreement to approve the Accounting Statements 2024/2025; Members authorised the Chairman to sign accordingly. Clerk to now return the form etc. to the external Auditor PKF Littlejohn LLP.

25/26.57. PLANNING

25/26.57.1. Planning Applications received by the Parish Council: the following were considered, and the responses were:

25/26.57.1.1 25/00432/OUT PP-13876148 Eastholme, Latchingdon Road: Outline application with all matters reserved for a replacement dwelling house. Week No.19 dated 9 May 2025:

The Members recommended granting planning approval for this application and added the following comment:
"The Members have no issues with the design and layout within the site and it will be a more attractive, sustainable property."

25/26.57.1.2 25/00490/HOUSE PP-14030896 11 Ferris Avenue: Demolish existing garage & construct a single storey rear extension with fenestration alterations Week No.21 dated 23 May 2025:

The Parish Council had no objections to these works and had no comments to make.

25/26.57.2 Maldon District Council Decisions

There were no planning decisions relating to Cold Norton received from MDC for the period w/e 9th May to w/e 30th May 2025.

25/26.58. PLAYGROUND & CAR PARK EXTENSION

25/26.58.1 EV Charging Point

Nothing to report.

25/26.58.2. Playground

Members noted that KOMPAN had been contacted for recommended issues to be resolved (all low-risk issues).

25/26.58.3. Bicycle racks

It was agreed that now that works had been completed by the side of village hall entrance the cycle racks should not be located at that point, but near the fence. Clerk to discuss with the Village Caretaker and/or local handyman.

ACTION: CLERK

25/26.59 VILLAGE HALL

Report from Village Hall Management Committee not available.

Members noted that Working Group to discuss VH Survey still to be set up.

The Member of the Public left the meeting.

25/26.60 CLERKS REPORT

Members noted that new dedicated email addresses are being arranged for Cllrs.

25/26.61 HIGHWAYS AND ROAD SAFETY

25/26.61.1 TRUCAM

Members noted that during April there were six captures with 48mph recorded in 40mph area

25/26.61.2 Parking at School

SEPP: nothing to report.

3PR scheme: nothing to report. Clerk will follow up both with school/remove from agenda as applicable.

ACTION: CLERK

25/26.61.3 Overgrowing hedges/vegetation at Zebra Crossing

Members noted that resident has cut back vegetation and that MOAT has now cut back vegetation around Belisha Beacon.

25/26.61.4 Parking opposite Londis

Members considered request from Cllr Fleming, but agreed that it was not Londis delivery vans causing the damage to the kerb on the opposite side of the road, but other lorries and suggested that ECC consider installing yellow lines/bollards/barriers/signage

25/26.62 OPEN SPACE

25/26.62.1 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 had trimmed back vegetation by seat in St Stephens Road and removed large tree branch at Church.

25/26.62.2 Cowpiece

Cllr Dixon advised Members that the water level had gone down. Clerk to arrange for the pathway to be cleared and the blue barriers removed; fence at rear of site still an issue – trying to establish landowner

ACTION: CLERK

25/26.63.3 Goal Posts in Playing Field/Football Teams

Clerk updated Members; it was agreed that talks should be progressed with the two children's football clubs, but not with the adult club as the site is not suitable at the moment for adult games, due to space and lack of shower/changing room facilities. The one remaining goal should be removed and new goals investigated in conjunction with the children's football club – so that there are goals (no nets) left on site for use by the village children.

25/26.63.4 Allotment Site

Members noted that works to resolve issue with vegetation from rear of site impacting on neighbouring property had been completed together with other clearance works at rear of the site. Minute No.25/26/50 also applies.

25/26.63.5 PRow FP14 & FP15 (horse riders)

Nothing to report.

25/26.63.6 Additional Planting in Village

Members considered a request by Cllr Myers to install plants at Three Ashes Corner near the seat. Members had no objections but pointed out that this should not interfere with grass cutting.

25/26.63.7 Dog Bins

Members were advised that issue with dog bin by bridge will be resolved by MDC; Members advised that there is also an issue with the dog bin at the bend in St Stephens Road; Clerk to report to MDC

ACTION: CLERK

25/26.64 TRAINING/CONFERENCES/MEETINGS

25/26.64.1 Maldon & Heybridge Transport & Bus Users Group Monday 2nd June 2025 2pm at Maldon Town Hall

Report from Cllr Fleming earlier in meeting: Minute No.25/26.53 applies

25/26.64.2 CPRE Tuesday 3rd June 2025 4.30pm-6pm ZOOM

No one had been available to attend.

25/26.64.3 Passenger Transport Wednesday 4th June 2025 10am to 12noon Chelmsford

No one had been available to attend.

25/26.64.4 Stow Maries Great War Aerodrome Joint Consultative Committee Wednesday 4th June, Tuesday 7th October & Wednesday 10th December 2025

Members noted minutes, CEO report & Hackmans Lane closure report from 11th September 2024 meeting, plus agenda for 4th June meeting. Cllr Haydon had been unable to attend the June meeting.

25/26.64.5 RCCE Community Climate Action Workshop Wednesday 2nd July 2025 11am to 3pm

Cllr Dixon hopes to attend tbc

25/26.64.6 Dengie Hundred Group of Parish Councils Wednesday 9th July 2025 7pm at Asheldham & Dengie Village Hall

Cllr Mrs Luck hopes to be able to attend tbc

25/26.65 CORRESPONDENCE/CONSULTATIONS

25/26.65.1 Travel Behaviour Survey Report for Essex

Members noted survey report and commented that it was very interesting.

25/26.65.2 Maldon District Council Conservation & Design Awards 2025

Members considered potential projects in Cold Norton for nomination. Clerk to contact the residents of the two potential properties identified by the Members.

ACTION: CLERK

25/26.65.3 Essex Association of Local Councils

Members noted recent changes to above organisation.

25/26.65.4 Bus Survey 2nd June to 30th June 2025

Members noted launch of this important survey and that in addition to online, there are five face-to-face survey options. Members to submit responses as individuals

ACTION: CLLRS

25/26.66 PARISH COUNCIL WELFARE OFFICER

Cllr Mrs Luck reported that a yoga class had started in the Village Hall

25/26.67 SOCIAL EVENTS

25/26.67.1 Party in the Park 2025: Saturday 28th June

Cllr Jacklin updated Members advising that raffle tickets and wrist bands are now available - wrist bands would be supplied to Cllrs/Clerk s to sell in advance of the day; Cllr Mrs Luck and Clerk offered to help on entry desk on the day

25/26.68 CLLR RESIGNATION

Process in hand following Cllr resignation.

25/26.69 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).

It was reported that some homes had received a local food takeaway leaflet; Clerk to investigate.

25/26.70 MEETINGS IN 2025

Wednesdays: 2nd July, 3rd September, 1st October, 5th November and 3rd December.

There being no further business the meeting was closed at 10.34pm

Chairman.....

Date.....