

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1ST JULY 2026 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Cllr Mrs J Luck (Chairman)
Cllr Mrs M Gunn (Vice Chairman)
Cllr T Dixon
Cllr P Jacklin
Cllr D Myers

In attendance: Mrs M Dyer (Parish Clerk)

26/27.56 APOLOGIES FOR ABSENCE apologies were received and accepted from Cllr Evans & District Cllr Wiffen.

26/27.57 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 declared at this point.

26/27.58 PUBLIC QUESTION TIME

To receive representations from any Member of the Public in attendance on items on the agenda or raise other issues for possible consideration by the Parish Council at a future meeting. This session will last for a maximum of 20 minutes with any individual contribution lasting a maximum of 4 minutes. At the end of this session, unless invited to do so by the Chairman, Members of the Public will not be able to address the Council or participate in the meeting.

There were no Members of the Public present.

26/27.59 MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL DATED 3RD JUNE 2026 & MINUTES OF THE EXTRAORDINARY MEETING DATED 29TH JUNE 2026

Minutes of the ordinary meeting held on Wednesday 3rd June 2026 and minutes of the extraordinary meeting held on Monday 29th June 2026 were both approved as correct and were signed accordingly.

26/27.60 DISTRICT COUNCILLOR'S REPORT Members noted Cllr Wiffen's June report supplied by email.

26.27.61 COUNTY COUNCILLOR'S REPORT not available

26/27.62 NEIGHBOURHOOD WATCH REPORT/ POLICE MATTERS & ANTISOCIAL BEHAVIOUR

Reports not available

26/27.63 FINANCE**26/27.63.1 Approval of Payments:**

- 26/27.63.1.1** Maria Dyer office expenses from 1st June to 30th June 2026. £109.84 (£103.89 net). Cheque No.912637
- 26/27.63.1.2** Maldon District Council to cutting back vegetation at fencing at rear of allotment site. Invoice No.,COL58694662 dated 22nd May 2026 £180.00 (£150.00 net). Cheque No.912638
- 26/27.63.1.3** Maldon District Council to grounds maintenance (grass cutting) First Quarter April to June 2026 £3,016.90 per annum. Invoice No.COL58694667 dated 22nd May 2026 £906.08 (£754.23 net). Cheque No.912638
- 26/27.63.1.4** Online Playgrounds (OLP) (Fenland Leisure Products Limited T/A OLP) to installation of Sensory Panel in enclosed younger children's play area, to repair to cable on Junior Multi Play Unit, to service/retention of Cableway, inc. site set up & prelims etc and risk assessments/method. Invoice No.SI-00001071 dated 10th June 2026 £1,665.00 (£1,387.50 net). Cheque No.912639
- 26/27.63.1.5** Dunmow Training Limited t/a CouncilWise to Basic Tree Survey & Inspection Course 1st July 2026 for Cllr Dixon. Invoice No.SI-391 dated 10th June 2026 £280.80 (£234.00net). Cheque No.912640
- 26/27.63.1.6** Maldon & District Community Voluntary Services to 2 x Green Spaces Games Sessions for children @ £330.00each less £250.00 subsidy from MDC. Invoice No.2274 dated 23rd June 2026 £410.00. Cheque No.912641
- 26/27.63.1.7** Sue Lees Consultancy to Accessibility for Cold Norton Website. Yearly cost of UserWay Accessibility Software (due 26th July each year). Invoice No.INV007574 dated 26th June 2026 £390.00. Cheque No.912642
- 26/27.63.1.8** John P Watson & Co to Internal audit. Invoice No.26/2714 dated 25th June 2026 £145.00. Cheque No.912643
- 26/27.63.1.9** Bounce Bound Resin Surfaces Limited to repair to outside enclosed play area at village hall. Invoice No.1373 dated 30th June 2026 £1,080.00 (£900.00 net). Cheque No.912644
- 26/27.35.1.10** Santander to monthly administration charge for business account 2nd May 2026 to 1st June 2026. £9.99. Serial No.195730373 dated 14th June 2026. Direct Debit will be taken on 2nd July 2026
- 26/27.35.1.11** Npower to streetlights for May 2026. Invoice No.IN15677074 dated 5th June 2026 £175.75 (£168.38 net). Was taken by direct debit on 19th June 2026.
- 26/27.35.1.12** BT phone & Wi-Fi at Village Hall. Invoice No.MO5072 dated 13th June 2026 £57.54 (£47.95 net). Was taken by direct debit on 27th June 2026.
- 26/27.63.1.13** Wave to water at allotment 30th November 2025 to 29th May 2026. Invoice No.16617391 dated 30th May 2026 £105.22
- 26/27.63.1.14** All staff costs July 2026 £836.20
- 26/27.63.1.15** All staff costs August 2026 £836.20

26/27.63.2 Financial Statement**Current balances:**

Barclays 10 Day Notice as at 10th June 2026	£	615.81
Santander as at 2nd June 2026	£	<u>84,676.78</u>
	£	85,292.59

26/27.63.3 Solar Panels at Village Hall

Members noted FIT payment of £315.81 received for the period 28th December 2025 to 24th March 2026 and that the next meter reading was due on 22nd June 2026.

26/27.64. PLANNING**26/27.64.1. To consider Planning Applications received by the Parish Council:**

26/27.64.1.1 26/00360/LDE PP-14936639 Beacon Hill House, Latchingdon Road: Claim for lawful development certificate for retention of an outbuilding for use as a hobby room incidental to the existing residential dwelling. Week No.23 dated 5th June 2026. MDC had advised that the District Council, in determining this application, would not be able to consider the planning merits of the development, i.e. in context of the policies of the Development Plan, but solely whether the applicant can prove that 'on the balance of probability' the factual evidence available demonstrates that the development is lawful for the required period. The required period for a use/activity, breach of a planning condition, for operational development or occupation of a building as a single dwelling house is 10 years. Unlike normal planning applications, the planning merits of the use, operation or activity are not relevant. As the Parish Council did not have any knowledge that supports or contradicts the submitted evidence, no comments were submitted to MDC.

26/27.64.1.2 26/00157/FUL PP-14750211 Caravan at Toad Hall, Station Road: Subdivision of land into two plots; northern plot for re-siting of caravan (Class C1 use) and the creation of a new vehicular access onto Station Road, southern plot for erection of a new dwelling (Class C3 use) with associated parking and landscaping. This application has been amended by the submission of revised proposal & plans/ information documents – see MDC website. MDC had advised that the previous comments that the PC had made would be taken to apply unless the PC advised otherwise. The Members were all in agreement that the original recommendation of refusal remains as reasons were still valid, i.e. that it is outside the development boundary and plot splitting. Therefore, no further comments were submitted to MDC.

26/27.64.2 Maldon District Council Decisions covering decisions advised from w/e 3 June to w/e 26 June 2026; a detailed list had been supplied to Members, which is summarised below:

25/01093/FUL Cold Norton
Erection of grounds maintenance barn and workshop with associated yard, vehicle parking, storage of materials and landscaping, accessed from Honeyput Lane.
Land At Three Rivers Golf & Country Club Stow Road Cold Norton Essex
(UPRN - 010013994539)
Peachey's Retirement & Trust Scheme **APPROVED**

25/00649/FUL Cold Norton
Demolition of existing outbuildings; erection of new dwelling with associated parking and landscaping
Land At 15 Latchingdon Road Cold Norton Essex
(UPRN - 010094638158)
Mrs Sally Plummer Jones **REFUSED**

26/00254/WTPO Cold Norton
(TPO 07/00) T19 & T20 Ash - Fell to ground level. T3,T6,T8,T10,T25 Ash - Crown reduction by 3.5m.
26 Station Crescent Cold Norton Chelmsford Essex
(UPRN - 100090555861)
Hartland **APPROVED**

Technically the below comes under Purleigh Parish Council, but is along Latchingdon Road

25/01002/RES Purleigh
Reserved matters application for the approval of access, appearance, layout and scale on approved planning application 25/00186/OUT (Outline application with all matters reserved for the erection of 1no dwelling)
Land at The Brambles Latchingdon Road Cold Norton
(UPRN - 010094638076)
Mr Wayne Stanley **REFUSED**

26/27.64.3 Chelmsford City Council City (CCC) Local Plan
Members noted that CCC has submitted its local plan to the Secretary of State for independent examination.

26/27.64.4 Dengie 'Garden of Essex'
Members noted the paper on above received on 8th June 2026 and suggested the writer be directed to the CPRE.
ACTION: CLERK

26/27.65 PLAYGROUND & CAR PARK EXTENSION
26/27.65.1 EV Charging Point
Nothing to report

26/27.65.2. Playground
Members noted that the new piece of play equipment (Sensory Panel) had been installed, the cableway inspected and re-tensioned and the junior multi-play unit cable repaired; report and photos re cableway noted. Members considered the quote to rectify the issue with non-closure of the gate into the younger children's play area but were all in agreement not to undertake these works at this time, but to reassess when weather conditions change and soil is less dry. It was noted that the enclosed children's play area needs to be weeded

and topped up with more play bark – it was agreed that a working party would be made up of Members. Clerk to check volume of play bark purchased last time – it was agreed that additional would be required this time. Clerk to check the rota re weekly inspections.

ACTION: CLERK

26/27.65.3. Bicycle racks

Nothing to report

26/27.65.4 Cherry Blossom Lane Kerb

Members were advised that the resident had now requested that the 'lipped kerb' be removed as per their neighbour's drive to facilitate easier access to their driveway. It was agreed that pending clarification regarding drainage that this request was granted, but that the resident would cover the additional costs.

ACTION: CLERK

26/27.66 VILLAGE HALL

Clerk updated Members regarding works programme and that an additional contractor would be invited to quote.

ACTION: CLERK

Members noted that payment of £100 had been received for the screens in The Les Barclay Room.

Cllr Luck updated Members regarding formation of new committee.

Members noted that copies of the VH Fire Risk Assessment, Insurance Policy & Trustee Details had been requested from the VHMC.

Members requested that a quote be obtained for an updated Fire Risk Assessment.

ACTION: CLERK

Members noted that initial legal advice regarding VH Charity Status/Trustee etc will cost £500.00 ex VAT

26/27.67 CLERKS REPORT

Updates included within other agenda items; training options for Cllrs to be discussed at a future meeting.

26/27.68 HIGHWAYS AND ROAD SAFETY

26/27.68.1 TRUCAM

Members noted in May there were eight captures with 64mph recorded in a 40mph area.

Members noted that four additional hours had been requested.

26/27.68.2 Overgrowing hedges/vegetation at Zebra Crossing

Members noted that MOAT had advised works will be carried out as matter of urgency.

26/27.68.3 Parking opposite Londis

Nothing to report.

26/27.68.4 Speed Watch

Nothing to report

26/27.68.5 Buses: 'Love Your Bus' Grant

Members noted that whilst the new service was scheduled to start on 1st July 2026, it was understood that there had been a change to the operator to provide the service; further information and publicity material was still awaited.

26/27.68.6 Parking in St Stephens Road at School Times

Nothing to report.

26.27.68.7 New Bus Sign

Members noted there is a new bus stop sign with timetable at the allotments.

26/27.69 OPEN SPACE

26/27.69.1 Village Caretaker work

Report not available

26/27.69.2 Cowpiece

Members discussed the pond appraisal undertaken in March 2026 and suggestions. It was noted that for each of the last two years there has only been water in the pond for 5 months of the year and visits to the area by residents is low. It was noted that the village tree survey will be undertaken this summer and that possible tree works may help with water retention in the pond. Date of tree survey to be advised. The Conservation Volunteers (TCV) have advised they are available to undertake any works, but the Members agreed that for the time being the Village Caretaker will be asked to maintain this area. **ACTION: CLERK**

26/27.69.3 Football in Playing Field

Nothing to report. No usage fee had been charged this season for the Sunday Youth Team as they had provided a goal post, but it was agreed that a fee of £15 per Sunday session for the new season.

ACTION: CLERK

26/27.69.4 Allotment Site.

Nothing to report

26/27.69.5 Thirty for 30/Village Biodiversity Champions

Members noted this item will now be included under the topic 'Local Nature Plan' – see minute No.26/27.72 below.

26/27.70 TRAINING/CONFERENCES/MEETINGS

26/27.70.1. Maldon Parish/Town Council Forum 18th May 2026

Members noted receipt of notes from this forum.

26/27.70.2 Stand Up Against Harassment Online Training from 2nd July to 27th August 2026

Members noted details of free 30-minute sessions.

26/27.70.3 RCCE AGM Wednesday 8th July 2026 Rivenhall Oaks Golf Centre 6.30pm

Members noted date, but no one available to attend.

26/27.70.4 Maldon & District CVS Trustee Network Event Monday 13th July 2026 5-6.30pm

Members noted but decided this was not relevant at the moment.

26/27.70.5 Village Hall Course Thursday 24th September 2026

Members noted details and were in agreement that at this point only one place be booked.

26/27.70.6 Stow Maries Great War Aerodrome Joint Consultative Committee

Members noted that the next meetings will be in September and November – exact dates to be advised.

26/27.70.7 RCCE Finance & Policy Essentials for Village Halls Event Wednesday 18th Nov 2026

Members noted date and that further details are awaited

26/27.70.8 National Emergency Briefing – Online Film

Members noted this item will now be included under the topic 'Local Nature Plan' – see minute No.26/27.72 below.

26/27.70.9 Environmental Collaboration (EC) Essex meeting Tuesday 9th June 2026

Members noted this item will now be included under the topic 'Local Nature Plan' – see minute No.26/27.72 below.

26/27.71 CORRESPONDENCE/CONSULTATIONS

None received to date.

26/27.72 LOCAL NATURE PLAN

26/27.72.1 Thirty for 30: Thirty Actions for Nature Recovery by 2030

Members noted that the Clerk now has this leaflet

26/27.72.2 National Emergency Briefing – Online Film

Members noted that the Clerk had viewed this film. At the meeting the Clerk gave a report and highly recommended that Members also view it (details already supplied and RCCE are also doing a further online viewing on 29th July). Clerk was asked to investigate if the film could be shown in the village.

ACTION: CLERK

26/27.72.3 Creating a Local Plan for Your Parish (session held in May 2026)

Members noted presentations obtained from this session which had been forwarded by email.

26/27.72.4 Local Nature Plan (in relation to conserving biodiversity) for Cold Norton

Taking this forward was discussed.

ACTION: CLERK

26/27.72.5 Environmental Collaboration Essex (EC Essex)

Members noted receipt of notes from 9th June meeting; date of next meeting Tuesday 14th July 2026 9.30am to 10.30am - subjects Essex Field Club and Essex Recorders

26/27.73 PARISH COUNCIL WELFARE OFFICER

Nothing to report

26/27.74 SOCIAL EVENTS

26/27.74.1 Pantomime Show in the Village Hall

Whilst Preschool had advised that in principle this may be of interest to Preschool families, the village school had advised that they organise a school visit to a pantomime, Members decided that numbers may not be sufficient to cover costs, so this will not be pursued.

26/27.74.2 Green Space Games

Members noted that two sessions have been booked for Thursday 6th August and Monday 17th August 10am to 12noon. Cllr Luck offered to be the PC representative for the 6th August session and the Clerk will cover the 17th August session.

ACTION: CLLR LUCK/CLERK

26/27.75 PARISH COUNCIL POLICIES

Members noted that Cllr Evans has reviewed current CNPC Financial Regulations and NALC Template and passed to the Clerk; recommendation will be presented at next meeting.

Members noted that Data Protection Policy needs to be reviewed as recommended by Internal Auditor and will be presented at next meeting.

ACTION: CLERK

26/27.76 CLLR RESIGNATION

Members noted that the process was in hand.

ACTION: CLERK

26/27.77 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 Myers raised the topic of installing bird boxes within the village – will be included on the September agenda.

ACTION: CLERK

26/27.78 MEETINGS IN 2026

Wednesdays: 2nd September, 7th October, 4th November and 2nd December.

There being no further business the meeting was closed at 10.10pm

Chairman.....

Date.....