

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 2ND SEPTEMBER 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)
Mrs L Curry - Village Hall Management Committee
One Member of the Public

26/27.79 APOLOGIES FOR ABSENCE apologies were received and accepted from Cllr Evans & District Cllr Wiffen.

26/27.80 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.

26/27.81 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.

The Member of the Public present spoke about concerns regarding trees and brambles on the edge of the playing field. The Member of the Public was advised that a tree survey was to be undertaken in the near future, but it was arranged for a Cllr to meet on site with the Member of the Public the following day.

The Member of the Public left the meeting

26/27.81A VILLAGE HALL COMMITTEE

With the agreement of the Members part of this item of the agenda was brought forward. It was noted that Mrs Lynn Curry will be the new Treasurer of the Village Hall Management Committee with Mrs Joanne Luck taking the role of Booking Clerk. There was very lengthy discussion regarding the village hall and recruitment of a management committee. The upcoming village hall training session was discussed which it is proposed that both will attend – to be confirmed.

Mrs Curry left the meeting.

26/27.82 MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL DATED 1ST JULY 2026

Minutes of the ordinary meeting held on Wednesday 1st July 2026 were approved as correct and were signed accordingly.

26/27.83 DISTRICT COUNCILLOR'S REPORT Members noted Cllr Wiffen's July and August reports supplied by email.

26.27.84 COUNTY COUNCILLOR'S REPORT not available

26/27.85 NEIGHBOURHOOD WATCH REPORT/ POLICE MATTERS & ANTISOCIAL BEHAVIOUR
Reports not available

26/27.86 FINANCE

26/27.86.1 Approval of Payments:

26/27.86.1.1 Santander suspected fraudulent activity on the account re one cheque, this was not checked with the Parish Clerk/RFO (the cheque and payee were both legitimate) and then not only stopped payment of this initial cheque but then stopped payments on five other cheques presented at the same time. This resulted in new cheques having to be raised for the payees affected, namely:

Cheque No.912632 replacement cheque No.912647 Cold Norton PCC £40.00

Cheque No.912634 replacement cheque No.912848 made out to Clerk M Dyer as Clerk had to personally pay HMRC by BACS because payment due date was imminent and Parish Council would have been fined if the payment was made late £1,065.69

Cheque No.912638 replacement cheque No.912649 Maldon District Council £1,085.08 (covered 2 invoices)

Cheque No.912639 replacement cheque No.912650 Fenland Leisure Products £1,665.00

Cheque No.912641 replacement cheque No.912651 Maldon & District Community Voluntary Services £410

Cheque No.912642 replacement cheque No.912652 Sue Lees Consultancy £390.00

Cheque No.912644 replacement cheque No.912653 Bounce Bound Resin Surfaces Ltd £1,080.00

26/27.86.1.2 Maldon District Council to Community Engagement Team Services Hourly Patrols (TRUCAM). Invoice No.COL58594906 dated 13th July 2026. £485.03 (£404.19 net). Cheque No. 912654

26/27.86.1.3 Mr Roy Wiseman to village caretaker tasks. Invoice dated 28th August 2026 £315.00. Cheque No.912655

26/27.86.1.4 Maria Dyer office expenses from 1st July to 31st August 2026 £235.72 (£205.59 net). Cheque No.912656

26/27.86.1.5 Maldon & District Community Voluntary Services to fee incurred from their bank as cheque No.912641 was stopped. Invoice No.2307 dated 15th July 2026 £6.00. Cheque No.912657

26/27.86.1.6 Cold Norton Village Hall Management Committee to hire of The Les Barclay Room for PC meetings and for APM. April to July 2026 inclusive 11 x hours. Invoice dated 26th July 2026 £114.40. Cheque No.912658

26/27.86.1.7 CPRE to membership renewal to October 2027 £60.00. Cheque No.912659

26/27.86.1.8 Brian Haydon (former Chairman) to reimbursement for purchase of one memory stick for paperwork relating to the 2023 Village Appraisal. Invoice dated 2nd September 2026 £11.99 (£9.99 net). Cheque No.912660

26/27.86.1.9 Sue Lees Consultancy to maintenance fee (advance quarterly fee re web site Jan, Apr, Jul & Oct). Invoice No.INV007659 dated 1st September 2026 £30.00. Cheque No.912661

26/27.86.1.10 Sue Lees Consultancy to maintenance fee advance fee for WordPress Maintenance Plan twice yearly in Apr/Oct. Invoice No.INV007660 dated 1st September 2026. Cheque No.912661

26/27.86.1.11 Sue Lees Consultancy to diary maintenance fee/tidy up website. Invoice No.INV007661 dated 1st September 2026 £60.00. Cheque No.912661

26/27.86.1.12 Santander to monthly administration charge for business account 2nd June 2026 to 1st July 2026. £9.99. Serial No.196156800 dated 14th July 2026. Direct Debit was taken on 1st August 2026

26/27.86.1.13 Santander to monthly administration charge for business account 2nd July 2026 to 1st August 2026. £9.99. Serial No.196560765 dated 14th August 2026. Direct Debit will be taken on 1st September 2026

26/27.86.1.14 Npower to streetlights for June 2026. Invoice No.IN15910599 dated 7th July 2026 £150.87 (£143.69 net). Was taken by direct debit on 21st July 2026.

26/27.86.1.15 Npower to streetlights for July 2026. Invoice No.IN16115287 dated 7th August 2026 £166.05 (£158.14 net). Was taken by direct debit on 21st August 2026.

26/27.86.1.16 BT phone & Wi-Fi at Village Hall for July 2026 Invoice No.MO51BP dated 13th July 2026 £57.54 (£47.95 net). Was taken by direct debit on 27th July 2026.

26/27.86.1.17 BT phone & Wi-Fi at Village Hall for August 2026 Invoice No.MO52FB dated 13th August 2026 £57.54 (£47.95 net). Was taken by direct debit on 27th August 2026.

26/27.86.1.18 PWLB to 4 loans was taken by Direct Debit 21 September 2026 £5,198.96.

26/27.86.1.19 All staff costs September 2026 £1,001.50

26/27.86.2 Financial Statement

Current balances:

Barclays 10 Day Notice as at 10 th June 2026	£	615.81
Santander as at 3 rd August 2026	£	<u>77,165.86</u>
	£	77,781.67

26/27.86.3 Solar Panels at Village Hall

Members noted FIT payment of £898.91 received 10th July 2026, covering period 25th March 2026 to 23rd June 2026 and that next meter reading will be due on 21st September 2026

26.27.86.4 2026/27 National Salary Award

Members noted Local Government Association had come to an agreement re pay scales from 1st April 2026 of a 3.3% increase.

26/27.86.5 2026/27 Locality Fund & MDC 'Where Quality of Life Matters' Fund

Members discussed ideas re above. It was agreed to apply for funding for an additional piece of play equipment in the enclosed children's play area.

ACTION: CLERK

26/27.86.6 Overtime for Clerk

Due to the additional work caused by the issue with Santander and stopped cheques the Members agreed that the Clerk be paid for the extra hours worked.

26/27.87. PLANNING

26/27.87.1. To consider Planning Applications received by the Parish Council: the following were considered, and the responses were:

26/27.87.1.1 26/00470/HOUSE PP-15073050 Sky High, Hagg Hill: First floor side extension over the existing integral garages to provide annexe accommodation. Week No.31 dated 31st July 2026:

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

26/27.87.1.2 26/00500RES Land at The Brambles, Latchingdon Road: reserved matters application for the approval of all matters on approved planning application 25/00186/OUT (Outline application with all matters reserved for the erection of 1no dwelling). Week No.31 dated 31st July 2026. As this property technically comes under Purleigh PC, CNPC had not been invited to submit a consultee response, but due to the location of the property the PC submitted comments to MDC recommending that the application be refused for the following reasons:

Proposed dwelling is now much larger than originally presented at application 25/00186/OUT – so now is an over development of the site, in closer proximity to neighbouring property and out of character for this area.

Contrary to:

Policy D1 – Design Quality & Built Environment

Policy H4 – Effective use of Land

Policy S8 – Settlement Boundaries & the Countryside

26/27.87.1.3 26/00279/HOUSE PP-14890676 Tintagel, 8 Howe Green Road: erection of a part two storey, part single storey extension. Week No.29 dated 17th July 2026:

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

26/27.87.2 Maldon District Council Decisions covering decisions advised from w/e 3 July to w/e 28 August 2026; a detailed list had been supplied to Members, which is summarised below:

26/00360/LDE

Cold Norton

Claim for a lawful development certificate for retention of an outbuilding for use as a hobby room incidental to the existing residential dwelling.

Beacon Hill House Latchingdon Road Cold Norton Chelmsford

(UPRN - 200000909829)

John King

APPROVED

26/00157/FUL

Cold Norton

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.

Caravan At Toad Hall Station Road Cold Norton

(UPRN - 010094637571)

Miss Rebekah Prince

APPROVED

25/00388/FUL

Cold Norton

Addition of new building containing two dwellings to existing building containing flats and associated works

Great Canney Court Hackmans Lane Cold Norton Essex

(UPRN - 010000236161)

Mr M Otter - GPO Designs Ltd **REFUSED**

Whist not Cold Norton, the following were advised to Members because of location or of interest.

26/00491/NMA

Purleigh

Application for non-material amendment following grant of planning permission 24/00742/FUL (Erection of 1no. dwelling with associated landscaping and ancillary works) Amendment sought: Replacement of first floor ensuite and walk-in wardrobe with fifth bedroom

Land Adjacent Eastholm Latchingdon Road Purleigh Essex

(UPRN - 010013995295)

Mr Steve Jacob

APPROVED

26/00493/NMA

Purleigh

Application for non-material amendment following grant of planning permission 24/00742/FUL (Erection of 1no. dwelling with associated landscaping and ancillary works) Amendment sought: Addition of front entrance gate to site access drive

Land Adjacent Eastholm Latchingdon Road Purleigh Essex

(UPRN - 010013995295)

Mr Steve Jacob

REFUSED

25/00891/FUL

Stow Maries

Structural reinforcement works to bridge including installation of steel arch to centre span and infilling of side spans with concrete.

Land At Dismantled Railway Church Lane Stow Maries Essex

Alistair Dore - National Highways Historical Railways Estate

(UPRN - 010094638496)

APPROVED

26/27.87.3 Dengie 'Garden of Essex'

Members noted Clerk had emailed the writer directing them to the CPRE.

26/27.87.4 Connexin

Clerk updated Members.

26/27.88 PLAYGROUND & CAR PARK EXTENSION

26/27.88.1 EV Charging Point

Nothing to report

26/27.88.2. Playground

It was noted that there had been partial clearance of weeds in enclosed play area. Cllr Dixon offered to organise with fellow Cllr support, completion of weeding and supply of new play quality bark. Cllr Jacklin offered to take responsibility for the new rota for weekly play inspections **ACTION: CLLR DIXON/ CLLR JACKLIN**

Members noted that the new item (Sensory Panel) is to be added to inspection sheet; awaiting information from supplier. **ACTION: CLERK**

Members noted receipt of the annual play inspection report and that Clerk is reviewing recommended actions **ACTION: CLERK**

26/27.88.3. Bicycle racks

Nothing to report

26/27.88.4 Cherry Blossom Lane Kerb

Members noted that a site visit was undertaken with contractor and resident and that CNPC will cover repair cost and resident will cover cost to lower kerb; contactor has advised works will be carried out in September.

26/27.88.5 Brambles on Playing Field Edge

Members noted the report from MDC Groundsman – discussed as part of Public Question Time minute No.26/27.81 applies.

26/27.88.6 Willow Trees cut down and eco plugged on edge of Playing Field

Members noted communication from insurance company advising that the stumps are showing signs of regrowth: Clerk has been in contact with contractor to return to site.

26/27.89 VILLAGE HALL

Members discussed quotes received to undertake the various works required to the hall. Cllr Mrs Gunn proposed that Maldon Building Services be appointed to undertake the works, Cllr Dixon seconded the proposal, all Members were in agreement. Clerk to ascertain cost advantage undertaking works as one project. **ACTION: CLERK**

Regarding the formation of new committee/various policies – discussed earlier in meeting Minute No. 26/27.81A applies.

Members noted that window broken in The Les Barclay Room had been boarded up and would be replaced on Friday 4th September 2026.

Cllr Jacklin updated Members regarding the Truespeed (previously County Broadband) contract and the Antenna at the village hall. Cllr Jacklin to contact Preschool re their usage of Wi-Fi and will then contact Truespeed **ACTION: CLLR JACKLIN**

26/27.90 CLERKS REPORT

Updates included within other agenda items

26/27.91 HIGHWAYS AND ROAD SAFETY

26/27.91.1 TRUCAM

Members noted that in June there were ten captures (over 3 hours) with 53mph recorded in 40mph area and in July report: nine captures (over 4 hours) with 64mph recorded in 40mph area.

26/27.91.2 Overgrowing hedges/vegetation at Zebra Crossing

Members noted that MOAT have undertaken some or the clearance works. Clerk to follow up **ACTION: CLERK**

26/27.91.3 Parking opposite Londis

Nothing to report

26/27.91.4 Speed Watch

Nothing to report

26/27.91.5 The 99 Bus Shopper Service (result of 'Love Your Bus' Grant)

Members noted this is now operational. In terms of publicity for this new service Clerk to speak to The Beacon Editor. **ACTION: CLERK**

26/27.91.6 Parking in St Stephens Road at School Times

Members were advised that a complaint had been received from a resident. Clerk to follow up with Police.

ACTION: CLERK

26/27.91.7 Community 360 Transport

Members noted and discussed membership opportunity for group hire transport. It was not felt to be of interest to the Parish Council at this time. Clerk will forward details to groups in the village this may be of interest to

ACTION: CLERK

26/27.91.8 Road Traffic Accident 15th August Latchingdon Road

Members were advised of the accident resulting in the driver in a serious condition having hit a telegraph pole. The telegraph pole has been replaced by UK Power Network, but the CNPC streetlight was removed with the old pole. UK Power Network has advised that it will connect the new light to power (FOC to PC but UK Power Network will claim off driver's insurance), but PC must arrange for a new streetlight & claim off driver's insurance. Nearby resident has very kindly installed a board with reflector lights as a temporary measure until new light is installed and connected. Clerk is organising new light

ACTION: CLERK

26/27.92 OPEN SPACE

26/27.92.1 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 trimmed vegetation around the dog waste bins, various benches and footpath entrance to Church; cleared away overgrown foliage at bridge; cleared area around gas tank at VH and sorted out the VH recycling and boarded up the broken window at the VH.

Cllr Jacklin left the meeting

26/27.92.2 Cowpiece

Cllr Dixon advised that entrance is overgrown.

ACTION: CLERK

26/27.92.3 Football in Playing Field

Members noted that football club has been advised of usage fee for new season.

26/27.92.4 Allotment Site

Clerk updated Members regarding complaint relating to vegetation at rear of site, following discussion, Clerk to respond to resident as agreed.

ACTION: CLERK

26/27.92.5 Bird Boxes

Members considered proposal with outline costs from Cllr Myers. Location of bird boxes on playing field trees was discussed and if grants are available. Clerk to review grants.

ACTION: CLERK

26/27.93 TRAINING/CONFERENCES/MEETINGS

26/27.93.1 Basic Tree Survey & Inspection Course

Cllr Dixon reported back on the course he had attended, which he had found interesting and useful. Cllr Dixon then mentioned tree with broken branch on edge of playing field. Clerk to speak to contractor/arboriculturist

ACTION: CLERK

26/27.93.2 EALC AGM Tuesday 15th September 2026 7pm – 9pm online

No Cllrs available to attend; Clerk will attend.

26/27.93.3 Village Hall Course Thursday 24th September 2026

Discussed earlier; it was agreed the Cllr Mrs Luck would attend with the new VH Treasurer. CNPC will cover cost for Cllr Mrs Luck to attend.

26/27.93.4 EALC HR Course Monday 28th September 2026 9.30am to 3pm Witham Public Hall

Members to check their availability and advise the Clerk

ACTION: CLLRS

26/27.93.5 Stow Maries Great War Aerodrome Joint Consultative Committee

Members noted next meeting is scheduled for 17th September, Cllr Dixon to attend

ACTION: CLLR DIXON

26/27.93.6 RCCE Finance & Policy Essentials for Village Halls Event Wednesday 18th Nov 2026
Members noted date; further details awaited.

26/27.94 CORRESPONDENCE/CONSULTATIONS

26/27.94.1 MDC Rest Centre Arrangements

Members consider request, but as the VHMC committee is being reformed, Clerk to advise MDC that CNPC is unable to offer the VH as a rest centre at present.

ACTION: CLERK

26/27.94.2 Essex Honours & Awards 2026/7

Members noted. Cllrs to consider and advise Clerk if they wish to nominate anyone.

ACTION: CLLRS

26/27.95 LOCAL NATURE PLAN

26/27.95.1 Thirty for 30: Thirty Actions for Nature Recovery by 2030 Leaflet

Members considered way forward to use this. Clerk was requested to discuss with The Editor of The Beacon.

ACTION: CLERK

26/27.95.2 National Emergency Briefing – Online Film

Members noted that The Norton PH has advised they would be happy to host a screening of this film. Clerk to look into process

ACTION: CLERK

26/27.95.3 Local Nature Plan (in relation to conserving biodiversity) for Cold Norton

Work in progress

26/27.95.4 Environmental Collaboration Essex (EC Essex)

Members noted notes from 14th July 2026 meeting with subjects 'Essex Field Club' and 'Essex Recorders' with links to the recordings of the presentations.

26/27.95.5 Environmental Collaboration Essex (EC Essex)

Members noted receipt of links to various notes/recordings in August, plus details of upcoming film screenings, talks and Discovery Days

26/27.96 PARISH COUNCIL WELFARE OFFICER

Nothing to report

26/27.97 SOCIAL EVENTS

26/27.97.1 Green Space Games

Cllr Mrs Luck and the Clerk reported back on the two morning sessions that took place on Thursday 6th August and Monday 17th August, both well attended and parents advised their children enjoyed themselves. Cllr Mrs Luck and Clerk were impressed with the Crews running the events. Report from Maldon & District Community Voluntary Services (received just before the meeting) was read out at the meeting: 90 spaces had been booked over the two days, 57 children with 32 adults attended; 50% of the households that attended were from Cold Norton. Clerk to forward report to Members.

ACTION: CLERK

Members discussed sponsoring an indoor event (possibly outdoor if weather permits, but access to VH required) in October half term week. Clerk advised that whilst MDC had partially funded one summer event, it was unlikely that MDC would part fund this half term event, so full cost would be £330.00 ex VAT plus possibly VH hire cost. Members were all in agreement to book one half term event.

ACTION: CLERK

26/27.98 PARISH COUNCIL POLICIES

Due to late running of this meeting (agreed by Members) Financial Regulations & Data Protection Policy were deferred to a future Meeting.

26/27.99 CLLR RESIGNATION

Members noted that MDC had advised that an election had not been requested by residents, so the PC may proceed to co-option. Members were reminded that this vacant position on the Council is only until the next local Council elections which are scheduled to take place in Spring 2027.

26/27.100 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).

No matters were raised.

26/27.101 MEETINGS IN 2026

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

There being no further business the meeting was closed at 11.20pm

Chairman.....

Date.....