

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 11TH JULY 2017 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mrs S Garnham
Mr B Haydon
Mr S Rivers
Mr P Wakeling (Chairman)

In attendance: District Cllr Ms S White
Mrs M. Dyer (Parish Clerk)

- 145. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Mr J Archer, Mr C Litscher and Mrs V Jennings and County Cllr Mrs Channer (Mr Litscher is on leave of absence).
- 146. 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.

Mrs Garnham declared an interest in the items relating to Allotments as she is an allotment holder and Mr Rivers declared an interest in the planning item relating to White Acres as this is his home.
- 147. PUBLIC QUESTION TIME:** there were no Members of the Public present
- 148. MINUTES OF THE AGM AND THE ORDINARY MEETING of the Parish Council** both held on Wednesday 7th June 2017 were both approved as correct and signed accordingly.
- 149. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White advised that the new Head of Planning appointed by MDC would not now be joining the Council in that role and that Mr Matt Leigh would continue to cover the role; the LDP process was progressing very well and that the Rural Allocation Plan seems to have 'evaporated'; the postponed Safety Day would now take place on 27th July 2017; Ms White outlined the new scheme for Community Led Housing (also covered at the recent Maldon Clerks Forum).
- 150. COUNTY COUNCILLOR REPORT** for May and June had been forwarded to Members by email.
Noted

FINANCE

Approval of Payments

- 151.** Sue Lees Consultancy to maintenance fee for July 2017 Invoice No.0003048 dated 8th June 2017 £30.00. Cheque No.1566
- 152.** Cold Norton VHMC to hire of the VH for the APM and PC meetings April to July 8 hours Invoice dated 20th June 2017 £60.00. Cheque No.1567
- 153.** K Isaaks to 100 x Wheelie Bin stickers inc. delivery (50 x 30mph 'for a reason' & 50 x 40mph 'please drive carefully'). Invoice No.170620.1 dated 20th June 2017 £99.00 (payment required in advance) £89.50. Cheque No.1568.

154. Rural Community Council of Essex (RCCE) to membership from 1st July 2017 to 30th June 2018 £72.60 (£60.50 net) (NB increase: previous year was £55 ex VAT; first increase for over 5 years). Members had been supplied with copy letter re new services/increase fee. Noted. Cheque No.1569
155. ASAP Office Services to internal audit. Invoice No.6004 dated 8th July 2017 £147.00 (£122.50 net). Cheque No.1570.
156. E-on to electricity for street lights May 2017 Invoice No.HI4819246E dated 2nd June 2017 £80.21 (£76.39 net) was taken by direct debit on 12th June 2017.
157. E-on to electricity for street lights June 2017 Invoice No.HI49B77BFF dated 1st July 2017 £77.63 (£73.93 net) will be taken by direct debit on 11th July 2017.
158. Maria Dyer office expenses from 1st June to 11th July 2017 £54.03. Cheque No.1571

159. **Financial Statement**

Current balances:

Barclays 10 Day Notice as at 10th April 2017	£	576.47
Santander as at 3rd July 2017	£	<u>27,650.93</u>
	£	28,227.40

160. **Solar Panels at Village Hall:** Members were advised that the estimated FIT payment for the quarter to 30th June 2017 would be c£610. Noted.

161. **Financial Regulations:** review of existing CNPC Regulations and consideration of the NALC model by Members and Clerk being undertaken – to be discussed at a future meeting.

ACTION: MEMBERS/CLERK

Annual Return for the year ended 31st March 2016: Members had been supplied with a copy of the return and relevant support papers.

162. **Annual Governance Statement 2016/17:** 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 each of the sections – the ‘Yes’ boxes were duly ticked (except section 9 Trust Funds where the N/A box was ticked) and Members authorised the Chairman and Clerk to sign accordingly.

163. **Accounting Statements 2016/17:** Members were all in agreement to approve the Accounting Statements 2016/2017; these were then duly signed by the Chairman. Clerk to now return the form etc. to the external Auditor PKF Littlejohn LLP.

ACTION: CLERK

VILLAGE HALL

164. **Report from Clerk re Roof and Trees:** Clerk advised that Haynes & Smith had visited the Village Hall to view leak in kitchen ceiling/roof and that a roofer was scheduled to inspect on 12th July 2017. An Arboriculture Consultant had visited the site and made recommendations re the two trees near Village Hall, a quote had been supplied and approved by Mr Wakeling and Mrs Garnham and an order had been placed. Vegetation by Village Hall entrance etc. and Alec’s Garden: due to there being no Village Caretaker at present a quote was supplied to and approved by Mr Wakeling and Mrs Garnham, order placed for works to be carried out w/c 10th July 2017.

165. **Report from VHMC:** Mrs Garnham advised that the Fun Day whilst poorly attended had made a profit of £700+ due to grants and advance sales of raffle tickets, and due the poor attendance the VHMC had decided that they would not be organising a Christmas Fayre. More committee members are needed.

166. **Car Park: installation of bollards:** order has been placed

167. **Car Park Surface:** further quotes to be obtained for discussion at a future meeting and Clerk to contact Mr Litscher for details of surfacing in Ferris Avenue

ACTION: CLERK/MR LITSCHER

HIGHWAYS AND ROAD SAFETY

168. **Speed Reminder Stickers:** Members had been advised that the pro forma invoice had been received – minute No.153 applies.
169. **Footway Latchingdon Road from bridge to Country Produce:** Members were reminded that a Local Highways Panel (LHP) application is to be prepared and that Clerk is to contact Adam Pipe of Safer Essex Roads Partnership and Country Produce/Post Office and District Cllr Ms White for support (Country Cllr Mrs Channer has already offered support). Photographs have now been supplied to Clerk. Current vegetation issue reported to ECC Highways – awaiting update.
170. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing to report. Noted
171. **Cherry Blossom Lane:** road surface: nothing to report. Noted
172. **Zebra Crossing:** overhanging branches: Members had been advised that MOAT had confirmed they would undertake this work ASAP. Noted.
173. **Parking outside the School:** Members were advised that there had been an 'incident' outside the school. Noted.
174. **Corner of St Stephens Road and Fambridge Road:** overgrown vegetation obscuring sight line: reported to ECC Highways. Noted.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

175. **Dog Bylaw:** due to a recent incident it was agreed that a new 'No Dogs Allowed' sign be installed at the playground. **ACTION: CLERK**
176. **Dog Fouling on footpaths:** Members were advised that this is again a problem.

OPEN SPACE

177. **Cowpiece Nature Reserve:** Vegetation by entrance and within the reserve: Members had been advised that a quote had been supplied to and approved by Mr Wakeling and Mrs Garnham and an order placed for works to be carried out w/c 24th July 2017. Noted.
178. **Playing Field**
- Independent Playground Inspection 2017: Members were advised that quote for new bin was to be obtained/other works required still to be undertaken. **ACTION: CLERK**
- Signing on outdoor play area & Fields in Trust: for installation in summer
- Essex Playing Field Association Best Kept Playing Field Competition 2017: entry submitted
- Football Pitch/goalposts: still to be removed
- Safety matting: replacement tiles – order placed
- Dogs being walked on playing field (see Minute No.175 above)
- New Timber Ball Wall (kicking wall): A Member advised that this had been vandalised. To be inspected and works ordered as necessary **ACTION: CLERK**
179. **Village Caretaker work:** Members had been supplied with a list of jobs identified/carried out by previous caretaker for review & discussion/future plans. At the meeting it was agreed that at present the jobs would be split with Mrs Wiseman carrying out the playground inspections & litter picking at the playground & at the bridge/Alec's garden; the gardener employed to do the works at the Village

Hall entrance/playground weeding/Cowpiece etc. (Minutes Nos.164 and 177 apply) be asked to revisit when necessary until a replacement is found; Graham Cornell would be asked to carry out works identified by Mrs Wiseman/PC Members. Clerk to advertise for a village caretaker.

ACTION: CLERK

180. **Allotments: Land adjacent to site:** investigating costs re possible transfer from MOAT Housing
181. **Trees at Three Ashes Corner (corner of Hackmans Lane & Howe Green Rd):** Members had been advised that Mr Dixon had very kindly trimmed back, but would like to meet to discuss further works. At the meeting it was agreed that as higher level works are required as indicated by the MDC Tree Officer that DF Clark who are undertaking the tree works at the Village Hall be asked to inspect and report/quote for works that are required.
ACTION: CLERK
182. **Three Ashes Corner as a Village Green:** nothing to report
183. **Seat near allotments/bus stop:** still to be investigated
184. **Additional Dog Bins:** still to be investigated

PUBLIC RIGHTS OF WAY

185. **Cold Norton FP3 & FP5 plus Purleigh FP11:** Members had been supplied with details advising that these would all be closed on 22nd and 23rd July, 27th August & 17th September 2017 because of 'fly-in' and air display events at Stow Maries Aerodrome. Noted
186. **Footpaths 12/13 bridge brickwork:** now fenced off/Clerk to look into re ECC or Railway responsibility.
ACTION: CLERK
187. **Footpath 24:** Members had been advised that the St Stephens Road end has had the crop harvested, but the Kits Hill end remained cropped/overgrown and unwalkable and that the Clerk was following up with landowner.
ACTION: CLERK
188. **Footpath 23:** Members had been advised that this had been reported by a resident to Clerk as being overgrown and unwalkable and that the Clerk had reported it. ECC Highways Ref 2523888 applies
189. **Footpath 25:** Members had been advised that this had been reported by a resident to Clerk as the sign is missing and that the Clerk had reported it. ECC Highways Ref 2523887 applies
190. **Footpath 26:** Members had been advised that this had been reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed and that the Clerk had reported it. ECC Highways Ref 2523886 applies.
191. **Purleigh Footpath 44:** Members had been advised that this had been reported by a resident to Clerk as being overgrown and unwalkable and that the Clerk had reported it. ECC Highways Ref 2524067 applies.
192. **EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced.

TRAINING/CONFERENCES/MEETINGS

193. **Bradwell Local Community Liaison Council (LCLC) Meeting:** held on Wednesday 21st June 2017. Agenda etc. forwarded by email to Members on 15th June 2017. No report as no Cllrs had been available to attend. Members had been supplied with a copy of a press release dated 24th June 2017 from BANNING (Blackwater Against New Nuclear Group). Noted.

- 194. Dengie Hundred Group of Parish Councils:** held on Wednesday 21st June 2017. Agenda etc. forwarded by email to Members on 15th June 2017. No report as no Cllrs had been available to attend. Members had been supplied with a copy of the letter sent to the previous Chairman of DHGPC. Noted.
- 195. RCCE 2017 AGM:** held on 5th July 2017; Members had been supplied with copy of agenda and minutes from 2016 AGM. No Members had been available to attend. Noted.
- 196. EALC AGM & EALC/ECC Annual Conference:** will be held on 19th September 2017 in Great Dunmow. Members had been supplied with a copy of the draft agenda. Members to advise Clerk re availability to attend. **ACTION: MEMBERS**
- 197. Dengie Hundred Group of Parish Councils:** Members had been supplied with copy letter advising that the Annual Quiz would be held at a date to be agreed after 15th November 2017 and that a venue was needed. Clerk was requested to liaise with the DHGPC Clerk re using Cold Norton Village Hall. **ACTION: CLERK**

CORRESPONDENCE/CONSULTATIONS

- 198. EALC Legal Newsletter:** dated 12th June 2017 had been forwarded to Members by email. Noted.
- 199. The Dengie Trust Project:** Members had been supplied with copy letter dated 21st June 2017 regarding the relocation of Knightswood Centre. Noted
- 200. Explore the Beauty of the Crouch Coast Leaflet:** 2017 version had been forwarded to Members by email. Noted.

BROADBAND:

- 201. ECC Superfast Broadband:** details of Parish Engagement Event on Tuesday 25th July 2017 7.30pm at Anglia Ruskin University in Chelmsford had been forwarded by email to Members. Members to check availability and advise the Clerk. **ACTION: MEMBERS**
- 202. County Broadband:** Members had been advised that County Broadband had been advised they are not now required to attend a future PC meeting. Noted.

PLANNING

- 203. Planning Applications received by the Parish Council:** the following were considered and the responses were:

FUL/MAL/17/00612 White Acres, Crown Road, Cold Norton: Renew planning application FUL/MAL/14/00906 for a new five bedroom house and basement. Week No.24 dated 16th June 2017:

The Parish Council raised no objections, but the following comments were included:
That this renewal includes condition 3 of the approval for the 2014 application: "Within 1 month following the first occupation of the second of the two dwellings approved under planning permission FUL/MAL/11/00741 the existing dwelling on the site shall be demolished and the resulting material removed from the site. At no time shall more than two dwellings be occupied upon the site. REASON The development has only been approved on the basis that the dwelling houses hereby approved are a replacement for that which exists in accordance with policy CC22 of the adopted Maldon District Replacement Local Plan." Also the view expressed by residents in the Cold Norton Village Survey called for restricted development outside the development boundary and for that reason the Parish Council would not wish to see any further development on this site

HOUSE/MAL/17/00672 PP-06140177 Little Canneys, Stow Road, Cold Norton: Proposed part single, part two storey rear extension to main dwelling (scheme was previously approved under reference No.HOUSE/MAL/13/00913). Week No.25 dated 23rd June 2017:

The Parish Council raised no objections, but the following comments were included:
Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application, even though it is outside the village development boundary, but this latest proposed works now represents the absolute maximum on this site and should see now the removal of the General Development Order Rights on this site.

LDP/MAL/17/06007456 Three Rivers Golf & Country Club, Stow Road, Cold Norton: Claim for lawful development certificate for the continuation of implementation of planning permission FUL/MAL/13/00299. Technical commencement of works by excavation of and infilling of footings, therefore fulfilling condition 1 of said planning permission. Week No.25 dated 23rd June 2017:

The PC submitted the following:
The Members have no comments as this a technical application and would defer to MDC's Planning Department to ensure that the applicant is fully compliant.

FOR INFORMATION ONLY: PDE/MAL/17/00629 21 Ferris Avenue, Cold Norton: Proposed single storey rear conservatory which would extend beyond the rear wall of the original house by 4.2m, height to the eaves would be 2.3175m and the maximum height would be 3.605m. Week 23 dated 9th June 2017. Noted.

WTPO/MAL/17/00693 IAP00007895-001 8 Victoria Road, Cold Norton: Prunus avium in front garden (Pa) - crown reduction of 3 metres. Hawthorn (CM) in rear garden - removal as serves no public amenity and very overgrown; very prickly and have children. 1 Ash (FE) in rear garden - crown reduction of 4 metres. Week 27 dated 7th July 2017:

The Parish Council raised no objections, but the following comment was included:
The Members have no objections providing works are carried out under the guidance of the MDC Tree Officer.

WTPO/MAL/17/00700 IAP00007927-001 8 Victoria Road, Cold Norton: Maple trees - reduce by 4 metres. Week 27 dated 7th July 2017:

The Parish Council raised no objections, but the following comment was included:
The Members have no objections providing works are carried out under the guidance of the MDC Tree Officer.

- 204. Maldon District Council Decisions:** covering the period from w/e 9th June to w/e 7th July 2017: there were no decisions relating to Cold Norton for this period. Noted.
- 205. Maldon District Local Development Plan (LDP):** Members had been advised that the Inspector had found the Plan with the Modifications proposed in September 2016 and March 2017 to be "Sound" and this had now been published on MDC web site: https://www.maldon.gov.uk/homepage/7031/emerging_local_plan and that the Report would now be considered by the Secretary of State who would make the final decision on the LDP's approval. Noted.
- 206. MDC Community Infrastructure Levy Charging Schedule (CIL):** in abeyance pending LDP outcome
- 207. Affordable Housing** - in abeyance pending LDP outcome
- 208. Vehicle accesses along St Stephens Road:** to be followed up again.
- 209. Planning Appeal: Honeywood Farm Honeypot Lane Cold Norton:** Application Ref: FUL/MAL/16/01044 PP-05479315: Removal of condition 3 (agricultural occupancy condition) on approved planning permission FUL/MAL/82/00003. Appeal Ref: APP/X1545/W/17/3167028. Members had been advised that the hearing for this appeal would be on 18th July 2017 at MDC Offices. Noted, but no one to attend.

210. **London Southend Airport: Proposal to the Civil Aviation Authority (CAA) for the introduction of PBN Approach Procedures.** Details had been forwarded to Members on 6th June 2017 and Members were advised that this consultation closes on 13th September 2017 and can be viewed on: [http://southendairport.com/corporate-and community/proposed-arrival-routes](http://southendairport.com/corporate-and-community/proposed-arrival-routes)
Members agreed to view and discuss/agree response at September meeting.

ACTION: MEMBERS

211. **ECC Minerals & Waste Planning:** letter dated 7th July 2017 regarding receipt of Inspectors Report re ECC & Southend-on-Sea BC Joint Replacement Waste Local Plan had been forwarded to Members by email. Noted.

212. **WINTER SALT BAG SCHEME 2017/2018:** Members had been reminded that the Parish Council is to participate, but no salt was required. Clerk to contact current salt team members re remaining on team/paperwork/salt requirements.

ACTION: CLERK

213. **COUNTRY PRODUCE:** deferred to September meeting, awaiting information from Mr Litscher.

ACTION: MR LITSCHER

214. **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.)

A Member advised items found on FP14, to be reported to Police.

New Web Site was discussed – to be included on September agenda.

215. **DATES OF FUTURE MEETINGS:**

Ordinary Meetings: As the Chairman would not be available, it was agreed to reschedule the 6th September meeting to Monday 4th September 2017. October meeting will be Wednesday 4th October 2017.

There being no further business the meeting was closed at 9pm

Chairman.....

Date.....