

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 1ST OCTOBER 2014 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Professor L Barclay (Vice Chairman)
Mrs S Garnham
Mr P Wakeling

In attendance: District Cllr Ms White
Mrs M. Dyer (Parish Clerk)
Plus 2 Members of the Public

- 353. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllrs Mr Archer, Mrs Jennings, Mr Litscher and Mr Rivers and County Cllr Mrs Channer.
- 354. DECLARATION OF INTERESTS:** Members were required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was 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 Allotments as she is an allotment holder
- 355. MINUTES OF ORDINARY MEETING of the Parish Council** held on Wednesday 3rd September 2014 were approved as correct and signed accordingly.
- 356. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White confirmed that Mr Derek Lawrence was leaving his post at MDC as Head of Planning Services and advised that Mr Nick Fenwick would take up the role of Interim Head of Planning Services on 6th October 2014. Clerk to send Mr Fenwick copy of the CNPC Planning Policy and Village Survey; that there was an increase in crime figures for the district from August, but overall a reduction since April; that senior management at MDC was still being reviewed; that there was a Flood Management meeting scheduled for later that week and that there is a draft bill being considered in Parliament relating to Public Rights of Way and redirection of footpaths by farmers to edges of fields that are being ploughed/cultivated.
ACTION: CLERK
- 357. COUNTY COUNCILLOR REPORT:** not available

FINANCE

Approval of Payments

- 358.** Roy Wiseman to village caretaker work from 25th August to 18th September 2014 £72.50. Cheque No.1324
- 359.** Sue Lees Consultancy to maintenance fee for September 2014 Invoice No.0001722 dated 8th August 2014 £30.00. Cheque No.1325
- 360.** Sue Lees Consultancy to maintenance fee for October 2014 (advance monthly maintenance fee) Invoice No.0001753 dated 8th September 2014 £30.00. Cheque No.1325
- 361.** Southern Ecological Solutions (SES) to fell and remove 2 x Poplar Trees Invoice No.90499 dated 18th September 2014 £1,410.00 (£1,175.00 net). Cheque No.1326
- 362.** E-on to electricity for street lights August 2014 Invoice No.H107214BC6 dated 2nd September 2014 £46.85 (£44.62 net) taken by direct debit on 12th September 2014.
- 363.** Maria Dyer Office Expenses £24.82. Cheque No.1327

364. PKF Littlejohn to external audit Invoice No.SB20141603 dated 23rd September 2014 £240.00 (£200 net). Cheque No.1328

365. **Financial Statement**
Current balances:

Barclays 10 Day Notice as at 10 th April 2014*	£	564.24
Santander as at 2 nd September 2014	£	<u>35,567.07</u>
	£	36,131.31

* Barclays now only send a statement when there has been movement to the account

366. **Maldon District Council Corporate Plan 2015-2019:** Members had been supplied with copy letter and a questionnaire and advised that the consultation closes 17th October 2014. It was agreed that Members would respond individually.
ACTION: ALL MEMBERS

PLANNING

367. **Planning Applications received by the Parish Council:** the following was considered and the response was as indicated:

COUPA/MAL/14/00843 Flambards Farm, Hackmans Lane. Change of use of agricultural buildings to 3 no. residential dwellings. Week No.36 dated 5th September 2014:

Cold Norton Parish Council OBJECTS to the proposal contained within the above application and recommends that Maldon District Council REFUSE CONSENT.

The Parish Council's reasons for this recommendation are:

- It is outside the village development boundary and therefore contrary to the Parish Council's Planning Policy
- It is a significant development
- It is out of keeping with the rural location and a long way from services

368. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:

HOUSE/MAL/14/00594 Cold Norton

Single storey garage with domestic storage over.
Bencott Newport Avenue Cold Norton Essex
(UPRN - 010013996959)

Mr Gregory Pratt **APPROVED**

FUL/MAL/14/00471 Cold Norton

Change of use of land for siting of mobile catering unit. For use 07:00 - 14:30 Monday - Friday and 08:00 - 16:00 Saturday for 10 months in a year.
Lords Acre Nursery Lower Burnham Road Cold Norton Essex
(UPRN - 200000909836)

Mr Tomasz Owocki
KT's BBQ Services **REFUSED**

369. **Local Development Plan:** nothing to report

370. **Klenya, Latchingdon Road, Cold Norton - boundary fence:** Members had been reminded that the planting that had been undertaken was not addressing the problem and that the Enforcement Officer would be pursuing the matter further. This was one of the matters raised with Mr Lawrence. Minute No.202 applies and would be looked into. Noted

- 371. Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** Members had been reminded that the outbuilding would need planning permission or reduction in height as per permitted development rights: new access would need planning permission. This was one of the matters raised with Mr Lawrence. Minute No.202 applies and would be looked into. Noted
- 372. MDC Community Infrastructure Levy Charging Schedule:** Members had been supplied with copy letter from MDC dated 18th September 2014 and advised that the Clerk had been sent two copies of all the documents listed in the letter and that the Clerk would retain one set for Members of the Public to view and that the other set would be circulated to Members to read (passed to Professor Barclay at the meeting to read first). **ACTION: PROF BARCLAY/
ALL MEMBERS**
- 373. Affordable Housing – Tour of Schemes 7th October 2014 organised by RCCE:** Members were reminded that Mr Litscher and Mrs Jennings are to attend. **ACTION: MR LITSCHER/
MRS JENNINGS**
- 374. Appeal Decision: Land between Koombora and Mansfield, Victoria Road Appeal Ref: APP/X1545/A/14/2220881. Erection of one 3 three bedroom home, change of land use to C3:** Members had been advised that the appeal had been dismissed and supplied with a copy of the decision notice.
- 375. MDC NW Area Planning Committee Monday 6th October 2014 at 7.30pm:** FUL/MAL/14/00754 and LBC/MAL/14/00575 Stow Maries Aerodrome, Hackmans Lane – retrospective application for erection of temporary hanger (3 years) for storage and maintenance of historic aircraft. Members were advised that there is an opportunity for a PC Representative to speak for 2 minutes at this meeting and reminded that CNPC had not object to these applications. It was agreed that it was not necessary for a PC Cllr to speak at this meeting.
- 376. St Stephens Road:** Clerk was requested to recontact ECC/MDC re three entrances between Cowpiece and Fambridge Road. **ACTION: CLERK**

HIGHWAYS AND ROAD SAFETY

- 377. Various issues with ECC for action:** Clerk following up **ACTION: CLERK**
- 378. Hackmans Lane:** Members were advised that Clerk had been advised verbally of concern re speed and accidents – damage to cars parked in layby and to walls of houses opposite. Clerk has requested this in writing. Clerk to initially request ECC to clear vegetation obscuring speed sign. **ACTION: CLERK**

VILLAGE HALL

- 379. Report from Village Hall Representative:** Members were advised that at the last VH meeting fund raising was discussed and that there was now a new Pre School representative attending the VHMC meetings.
- 380. Lunch Club for Elderly Residents:** Members were advised that Mr Rivers in his role as Chairman of CNPC had held a Cllr Surgery at the 25th September event – a report of issues raised/comments made was read out - it was noted that action for most of these had been taken/reported to the relevant body, and that the Clerk would follow up as appropriate; but it was agreed that guidance re when to call 999 be submitted to The Beacon Editor for inclusion in a future issue. **ACTION: CLERK**
- 381. Parking at Village Hall:** Mrs Garnham advised that a cheaper alternative to a tarmac extension to the car park would be mats placed on the grass – this was being researched. **ACTION: MRS GARNHAM**
- 382. Defibrillator:** Members were reminded that the delay is due to training not being available
- 383. Essex Boys & Girls Club:** Members had been advised that a request for help with initial research stage had been placed in the October Beacon. Noted.

- 384. Climate Energy/Solar panels:** Mrs Garnham updated Members of research to date, advising that with Solar Panels the VH would get free or cheaper electricity and that a grant to carry out a feasibility study was being looked into. Clerk is to make arrangements for Mrs Garnham to talk/meet with a contact who has installed solar panels on a public building. **ACTION: CLERK**
- 385. Toilets – renovation works:** Members had been reminded that a £10,000 grant had been awarded to the PC from EET, that the ECC CIF grant application had been submitted and that the CIF panel sits in November 2014. Noted
- 386. Energy Performance Requirements:** Clerk to follow up. **ACTION: CLERK**
- 387. Canopy for Outdoor Play Area:** Members had been advised that Pre School were still to submit further details. Noted.
- 388. POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR:** Members were advised at the meeting that recently there had been thefts from two sheds in Station Crescent. Noted

OPEN SPACE

- 389. Cowpiece Nature Reserve:** Members had been advised that the Clerk had researched the 'history' re fencing with adjoining land, and that this would be discussed with Mr Litscher as the Nature Reserve Representative. **ACTION: CLERK**
- 390. Playing Field:** Members had been advised that the mats under the swings had been temporarily re-laid and that the Contractor is to carry out permanent fixing in October and that the other two Poplars had now been felled and removed from site.

Independent Playground Inspection 2014: Members were reminded that a copy of this report had already been supplied to Members and that the high risk item had been actioned. Members were advised that Mr Litscher, Mr Wiseman and the Clerk had met on 16th September 2014 to go through low and very low risk findings at site and agree action/person for the tasks outstanding. Members authorised Clerk to order works/purchase parts as necessary costing up to £250, items over this amount to be brought back to PC for consideration/approval. At the 16th September meeting the Village Caretaker tasks were discussed (see minute No.391 below).

ACTION: CLERK

Sports Wall/Kickwall – nothing to report

Signing on outdoor play area – replacement required

Essex Best Kept Playing Fields Competition 2014: Members were advised that CNPC has won an award and that Awards would be presented at the AGM on Thursday 23rd October 2014 8pm at Essex County Cricket Club. None of the Members present at the meeting were available to attend, Clerk to contact absent Members. **ACTION: CLERK**

- 391. Village Caretaker work:** Mr Wiseman continued to carry out this work – in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out the following maintenance work: trimmed back overhanging branches at Cowpiece, cut back Alec's garden, painted boarding at front of VH, litter picking from Railways Bridge to Country Produce (both sides). Members had been supplied with a redefined village Caretaker tasks per meeting on 16th September 2014 (see Minute No.390 above). Noted.
- 392. Allotments:** nothing to report

393. **Watercourse Mapping Project:** Members had been advised that Survey packs were now ready and that the Clerk understood that the issues of concern raised at the meeting attended by Professor Barclay and the Clerk had been addressed. Nicola China from ECC would now like to meet with each of the Parishes considering participating in this pilot to go through the packs and discuss the logistics of the project and when the PC would like to start mapping and receive training. It was agreed that Mrs Garnham and Mr Litscher would attend this meeting to be held in the Village Hall; Professor Barclay will also attend if available. **ACTION: CLERK**

PUBLIC RIGHTS OF WAY

394. **Footpaths Map:** Mr Litscher sourcing frame for installation at Village Hall. **ACTION: MR LITSCHER**
395. **Footpath 28 Proposed Reduction in Width:** awaiting update
396. **Footpath 20 (Crown Road):** Members had been advised that installation of gate by Landowner had not taken place in September, but works would now take place this month.
397. **Footpaths 12/13 bridge brickwork:** awaiting update
398. **Footpath 19:** nothing to report
399. **Bridleway 29:** Members had been advised that the PRow Office had raised a request for funding improvements and resurfacing and that this had been approved in principle and funding should be forthcoming in this financial year. Photos to show proposed works had been forwarded to Members by email. Noted
400. **EMERGENCY PLANNING/PROCEDURES:** Members had been reminded that Mr Rivers had attended a workshop in July and had been supplied with details of another session. No one available to attend.

TRAINING/CONFERENCES/MEETINGS

401. **CPR Essex AGM + Walk + Tea:** Sunday 5th October 2015 in Maldon – details had been supplied to Members. No one available to attend.
402. **Autumn Parish Transport Meeting:** 16th October 2014. Professor Barclay to attend and also Mrs Garnham if available. Clerk to supply copies of the letters/email received re the 31 bus to Professor Barclay. **ACTION: CLERK/
PROF BARCLAY/
MRS GARNHAM**
403. **RCCE Active Communities Coffee Morning Thursday 30th October 2104 10am to 12 noon at Takeley:** Mrs Garnham to attend
404. **LCLC (Bradwell Site):** next meeting Wednesday 3rd December 2014 at Minerva Centre, Mundon. Professor Barclay and Mr Litscher hope to both attend.
405. **Dengie Hundred Group of Parish Councils:** next meeting was advised as Wednesday 3rd January 2015 – this should have read 21st January.

CORRESPONDENCE

406. **EALC – Openness of Local Government Bodies Regulations 2014:** Members had been advised that further to the introduction the Openness of Local Government Bodies Regulations 2014, which came into force on 6 August 2014 (England only), that NALC had amended Legal Topic Note 1 (Councils' Powers to Discharge their Functions) and Legal Topic Note 5 (Parish and Community Council Meetings).

Legal Topic Note 1 had been amended to consider the new requirements for councils to (i) record in writing certain decisions made by officers, (ii) make records of such decisions and any background papers available for public inspection and (iii) retain such papers for prescribed periods. Members had been supplied by email the Legal Topic Notes along with the Government guidance, and a hard copy of copy of LO2-14 13th August 2104 was supplied to Members, who were advised that the standing orders will need to be amended in due course. Noted.

407. **NALC Legal Briefing LO7-11 Original date of issue 22nd August 2011 updated 30th July 2014 The Bribery Act 2010 – Impact on Local Councils:** copy had been supplied to Members. Noted.
408. **Maldon District Community Voluntary Services: Winter Warmth Project:** Members had been supplied with details. It was agreed that Mrs Garnham would contact MDCVS re this.
ACTION: MRS GARNHAM
409. **EALC Data Protection Obligations re Photographs:** copy supplied to all Members, who noted, but agreed that the form should not be completed.
410. **Received via Dengie Hundred Group of Parish Councils: East of England Ambulance Service letter dated 14th August 2014:** copy had been supplied to all Members. Noted.
411. **THE NORTON:** Members were advised that the AGM of Share Holders would be taking place on 2nd October 2014. Noted.
412. **WINTER SALT BAG SCHEME:** Members had been reminded that this will operate this winter and that the salt had been ordered. Clerk to prepare paperwork for salt team members.
ACTION: CLERK
413. **STOW MARIES AERODROME:** tour for Cllrs and partners on Saturday 4th October 2014 11.30am.
414. **BROADBAND:** Members discussed briefly and acknowledged that a fibre solution would be better in Cold Norton than wireless.
415. **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.)

Nothing was reported.
416. **DATES OF FUTURE MEETINGS:**

Scheduled for 2014: Wednesday 5th November;
Provisionally scheduled for 2014: Wednesday 3rd December.

There being no further business the meeting was closed at 9.30pm

Chairman.....

Date.....