

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3<sup>RD</sup> DECEMBER 2014 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

### Councillors:

Mr J Archer  
Professor L Barclay (Vice Chairman)  
Mrs S Garnham  
Mrs V Jennings  
Mr C Litscher  
Mr S Rivers (Chairman)  
Mr P Wakeling

**In attendance:** District Cllr Ms White  
Mrs M. Dyer (Parish Clerk)  
Plus 6 Members of the Public

- 496. APOLOGIES FOR ABSENCE:** apologies were received and accepted from County Cllr Mrs Channer
- 497. 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
- 498. MINUTES OF ORDINARY MEETING of the Parish Council** held on Wednesday 5<sup>th</sup> November 2014 and **MINUTES OF EXTRAORDINARY MEETING** held on Wednesday 19<sup>th</sup> November 2014 were both approved as correct and signed accordingly.
- 499. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White gave a brief report advising Members that Mr. Simon Meecham had been appointed into the role of Director of Planning and Regulatory Services and Ms Ka Ng into the role of Director of Resources; that in regards to the Local Development Plan (LDP) for the January hearing MDC had c150 questions to respond; that MDC were contributing £90,000 towards Broadband Services and that costs involved in the necessary updating of sewage systems etc. in North Farnbridge to facilitate the proposed new housing development would be in the region of £2-2.5Million.
- 500. COUNTY COUNCILLOR REPORT:** Members had been supplied with a report from County Cllr Mrs Channer. Noted by Members.

### FINANCE

#### Approval of Payments

- 501.** Roy Wiseman to village caretaker work from 3<sup>rd</sup> November to 24<sup>th</sup> November 2014 £65.25. Cheque No.1340
- 502.** Sue Lees Consultancy to maintenance fee for December 2014 Invoice No.0001830 dated 8<sup>th</sup> November 2014 £30.00. Cheque No.1341
- 503.** Society of Local Council Clerks to membership renewal for 2015 £118. Cheque No.1342
- 504.** E-on to electricity for street lights October 2014 Invoice No.H10B12A40A dated 1<sup>st</sup> November 2014 £46.85 (£44.62 net) taken by direct debit on 11<sup>th</sup> November 2014.

505. Essex & Suffolk Water to water charges etc. at Allotments Invoice No.011 dated 26<sup>th</sup> November 2014 £34.05 (£28.37 net) will be taken by direct debit on 15<sup>th</sup> December 2014.
506. Cold Norton VHMC to hire of The Norton Room for September to December ordinary PC meetings 8 hours, plus 3 x 1 hour additional meetings, plus £5 donation to VH Christmas Fayre. Invoice dated 1<sup>st</sup> December 2014 11 x £6 = £66, plus £5 donation, but less £6 overcharge on September invoice, therefore £65. Cheque No.1343

507. **Financial Statement**  
**Current balances:**

Barclays 10 Day Notice as at 10 <sup>th</sup> April 2014*	£	564.24
Santander as at 2 <sup>nd</sup> November 2014	£	<u>30,192.25</u>
	£	30,756.49

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

508. **Requests for Grants from Cold Norton Parochial Church Council and Essex Air Ambulance:** Members had been supplied with copies of requests received and advised that £565 remained in the grant budget as £30 had been donated to The Poppy Appeal and £5 to the VHMC Christmas Fayre. Members considered requests received and agreed to donate £500 to the PCC towards grass cutting costs and £65 to Essex Ambulance.
509. **NJC for Local Government Services: 2014-2016 Agreed Payscales:** Members had been supplied with details and advised that this would equate to a one off non-consolidated payment in December 2014 of £32.43 as the Clerk is part time, contracted to work 12 hours per week and from January 2015 the salary budget would increase by £12.95 per month. Noted by Members.
510. **Precept 2015/16:** details of expenditure/estimated precept required for 2015/16 were distributed to Members at the meeting. Members discussed and it was agreed that Clerk should ascertain the effect that occupation of new houses at Willow Court would make to the Council Tax and that Members would consider any projects that should be included under the budget category 'Capital Spending'.  
**ACTION: CLERK/ALL MEMBERS**

**PLANNING**

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

**FUL/MAL/14/01039 Land Rear of Impscamp, Purleigh Grove, Cold Norton.** Amended plans to planning application FUL/MAL/13/01118 permission given for single storey dwelling and cart lodge garage, amended plans for one and half storey dwelling and cart lodge garage. Week No.47 dated 21<sup>st</sup> November 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 back land development

512. **Maldon District Council Decisions:** not supplied, will be included with January agenda.
513. **Local Development Plan:** Members were advised reference letter received 1<sup>st</sup> December 2014 which was read out that there is an opportunity to comment on any changes to the draft hearing programme, but that any changes must be advised to Local Plans Programme Officer by Friday 19<sup>th</sup> Dec 2014. Members to advise the Clerk if having considered the programme they wished for any changes to be duly notified to the Officer.  
**ACTION: ALL MEMBERS**

- 514. **Klenya, Latchingdon Road, Cold Norton - boundary fence:** response dated 13<sup>th</sup> November 2014 from MDC Enforcement Officer had been supplied to Members. Noted.
- 515. **Hillsborough 42 Latchingdon Road - unauthorised outbuilding and access:** response dated 13<sup>th</sup> November 2014 from MDC Enforcement Officer had been supplied to Members. Noted.
- 516. **MDC Community Infrastructure Levy Charging Schedule: letter from MDC dated 28<sup>th</sup> November 2014:** Members had been supplied with a copy. Noted
- 517. **Affordable Housing:** Members were advised that the RCCE, as requested, had been advised that this will be reviewed once the LDP is finalised. Noted.
- 518. **AGR/MAL/14/00210 Land at corner of St Stephens Road and Fambridge Road:** Members had been supplied with copies of the latest correspondence with MDC. Noted.
- 519. **Vehicle Accesses along St Stephens Road:** Members had been advised that ECC had confirmed that no vehicle crossings had been approved in the last 6 years other than two residential properties. and that an email had been sent to ECC to ascertain if an inspector had visited the site. Noted.
- 520. **Blue Hoarding – Old Fire Station site:** Members had been advised that the Clerk had spoken to new Enforcement Officer re Untidy Land Act and had also provided the Officer with contact details that the Clerk had on file. The Enforcement Officer advised on 12<sup>th</sup> November 2014 that the owners would be contacted to get the site tidy. Noted.

#### HIGHWAYS AND ROAD SAFETY

- 521. **Various issues with ECC for action:** Clerk following up, plus issue with drain and manhole cover at top of Station Crescent. **ACTION: CLERK**
- 522. **Hackmans Lane:** Members had been reminded that concern had been expressed verbally to the Clerk re speed and accidents, damage to cars parked in layby and to walls of houses opposite (Clerk had requested this in writing, but had not received it to date), that one speed sign is down at moment, and that there had been some cutting back of vegetation on this section of road. Nothing further to report. Noted by Members
- 523. **Cutting back from bridge to County Produce:** Members had been advised that confirmation was awaited re these works being added to MDC Highways Rangers list for action and that the hedge between Station Road and Junction Road which had overgrown the footway had been reported. Noted by Members.

#### VILLAGE HALL

- 524. **Report from Village Hall Representative:** Members were given a short report including that the recent Christmas Fayre had made c£550 profit.
- 525. **Lunch Club for Elderly Residents:** Members were advised that the coffee mornings have proved to be popular and successful in raising funds for the purchase of new round lunch tables. Recently a speaker from Age UK had attended providing lots of useful information and the Chairman of the Parish Council has also attended and held a 'Councillor Surgery' for those present to discuss village matters. Thanks were expressed to those responsible for organising and running the coffee mornings.
- 526. **Parking at Village Hall:** Members were advised that the Clerk had met with a Contractor re matting to be laid on a section of the playing field to provide additional parking, but that the Contractor did not feel this would be suitable due to the dampness in this area. Clerk to research further. **ACTION: CLERK**
- 527. **Defibrillator:** training is still to be undertaken and results of grant application are still awaited. Noted by Members.
- 528. **Essex Boys & Girls Club:** Members were advised that no offers of help had been received re second request in November Beacon for help with initial research stage, Clerk still to talk to Guides. **ACTION: CLERK**

- 529. Climate Energy/Solar panels:** Members had been advised that the PWLB paperwork to be completed now required that public consultation be undertaken and that once paperwork/consultation had been completed it would need formal approval at a Parish Council meeting.  
**ACTION: MRS GARNHAM/  
CLERK**
- 530. 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 results of CIF panel would be announced in December 2014. Noted by Members
- 531. Energy Performance Requirements:** quotes being obtained for an EPC.  
**ACTION: MRS GARNHAM**

#### **POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR**

- 532. Southminster Police Report:** no new report received since October report already circulated.
- 533. Street Meets:** Members had been advised that the next one in Cold Norton would be on Saturday 24<sup>th</sup> January 2015 11am to 12noon at the Village Hall and advised that posters would be displayed on all noticeboards (copy of poster forwarded to Members by email). Noted by Members.
- 534. Parking in St Stephens Road:** Members had been advised that the Clerk had spoken to MDC re attendance of 'Parking Officers', but had been advised that as there are no yellow lines other than the zig zags they have no powers to enforce. Clerk to now contact the Parking Partnership re installation of yellow lines on the corners of Ferris Avenue and Station Road. Members had been supplied with email from resident opposed to yellow lines in St Stephens Road.  
**ACTION: CLERK**

#### **OPEN SPACE**

- 535. Cowpiece Nature Reserve:** Members had been reminded that the Clerk had researched the 'history' re fencing with adjoining land, and advised that this was still to be discussed with Mr Litscher as the Nature Reserve Representative.

Members had been supplied with email from a resident detailing concerns re this site. At the meeting the concerns were addressed and responded to as follows: stones at the entrance to Cowpiece are not 'waste' but form a Hibernaculum i.e. a safe place for invertebrates; Cowpiece was purchased by the Parish Council for the village, it was not donated; the area is 'looked after', but as it is a nature reserve it is not a 'manicured' site, but is kept accessible; the local primary school has used it in the past, but not recently; it is permissible to burn green waste. Additional seating would be considered at this site – to be looked into  
**ACTION: CLERK**

Land in St Stephens Road adjacent to Cowpiece: the land has been filled with a considerable amount of debris and is unsightly and it was agreed to revoke the 'Untidy Land Act'. Clerk to contact the Enforcement officer at MDC.  
**ACTION: CLERK**

- 536. Playing Field:** Members had been reminded/advised that the mats under swings had been temporarily re-laid, and that the Contractor had been due to carry out the permanent fixing in October, but had been unable to do so due to illness – awaiting update; re Independent Playground Inspection 2014 - actions agreed, being progressed; Sports Wall/Kickwall – nothing to report; Signing on outdoor play area – replacement required.

Fields in Trust: the latest paperwork had been forwarded to all Members to review: Members requested that the extent of 'Trust Area' be clarified by Title Deed Numbers, plus questions raised by FIT re Big Lottery etc. be researched and responded to as applicable.  
**ACTION: CLERK**

- 537. 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: cleared leaves from path and car park at village hall, cleared paths of overhanging branches at playing field copse, cut brambles at Clarke Rise overhanging path, weeded under 5's area at playground, cleared glass from playing field and car park at VH. Noted.

538. **Allotments:** nothing to report.

539. **Watercourse Mapping Project:** Mrs Garnham and Mr Litscher gave a report at the meeting advising that they had been undertaking the survey and were nearing completion, that they had found it very interesting and that the mapping of ditches and other watercourses would be useful data to ECC and the Village.

During the course of their survey work they noticed that whilst the repair to the road by the entrance to the bridleway of a very deep hole (sink hole type) had been carried out very promptly by ECC Highways, that water from the road was now coursing onto the bridleway which recently had a lot of money spent on it changing its start point and resolving previous drainage issues. Also advised broken drain near Hagg Hill/Three Rivers and obstructed ditch near Pale Pit Farm. Clerk to report to ECC Highways  
**ACTION: CLERK**

(NB duly reported, reference nos as follows: bridleway: 2374095; Hagg Hill/Three Rivers: 2374094; ditch opposite Pale Pit Farm: 2374092)

#### **PUBLIC RIGHTS OF WAY**

540. **Footpaths Map:** Mr Litscher sourcing frame for installation at Village Hall.

**ACTION: MR LITSCHER**

541. **Footpath 28 Proposed Reduction in Width/Footpaths 12/13 bridge brickwork/Footpath 19:** Nothing to report. Clerk to follow up

**ACTION: CLERK**

542. **Bridleway 29:** Members had been advised that confirmation was awaited re PRoW Officer's request for funding improvements and resurfacing. Members had been supplied with email from ECC Officer for Definitive Maps re change to entry point for this bridleway – per meeting on 19<sup>th</sup> November 2014 Clerk to seek clarification re this notification and then to pass on thanks to the Land Owner. NB problem re water from St Stephens Road – Minute No.539 above applies

**ACTION: CLERK**

543. **EMERGENCY PLANNING/PROCEDURES:** Mr Rivers is writing a plan

**ACTION: MR RIVERS**

#### **TRAINING/CONFERENCES/MEETINGS**

544. **LCLC (Bradwell Site):** meeting held morning of Wednesday 3<sup>rd</sup> December 2014, Professor Barclay and Mr Litscher attended and reported back to the Members at the PC meeting that there had not been much progress since the last report, but advised that due to the processing of fuel debris that there was now less intermediate waste to store; intermediate waste will remain at Bradwell until 2040, and that there had been an acid leak inside the plant, but it was contained within the plant and was correctly reported. Noted

545. **Dengie Hundred Group of Parish Councils:** Members had been reminded that the next meeting is on Wednesday 21st January 2015 and would be in Mayland. Members to advise Clerk if they are available to attend. Members agreed that CNPC could host the March meeting subject to results of the ECC CIF grant and then the toilet renovations proceeding. **ACTION: ALL MEMBERS/CLERK**

#### **CORRESPONDENCE**

546. **EALC – re email dated 21<sup>st</sup> November 2014:** the following had been forwarded to Members by email: a) Department for Communities and Local Government “Open and accountable local government” and b) Legal Topic Note LTN1 August 2014 “Councils’ Powers to Discharge their Functions”. Noted by Members.

547. **THE NORTON:** in relation to the new houses built at this site Members had been supplied with update re breach of condition and advised that the sale had gone through and The Norton was now owned by the The Norton Community Pub Limited. Noted by Members.
548. **WINTER SALT BAG SCHEME:** Mr Litscher confirmed that salt had been delivered. Noted.
549. **STOW MARIES AERODROME:** Members had been advised that a letter of thanks had been sent re the Cllr visit in October. Noted.
550. **BROADBAND:** ongoing nothing new to report, but Members agreed to continue to lobby for a better service.
551. **STANDING ORDERS:** amendment required to incorporate changes re photographs/recordings etc. Clerk to prepare for a future meeting. **ACTION: CLERK**
552. **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 matter reported.
553. To consider **DATES OF FUTURE MEETINGS**  
Provisionally scheduled for 2015: Wednesdays 7<sup>th</sup> January, 4<sup>th</sup> February, 4<sup>th</sup> March, 2<sup>nd</sup> April  
Clerk advised that due to Elections in May 2015 the APM would need to be in March 2015 to avoid the PURDAH period. Clerk to check availability of Village Hall for consideration at the January meeting. **ACTION: CLERK**
554. **EXCLUSION OF PRESS & PUBLIC**  
In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw
555. **STAFF REPORT**  
In regards to work tasks it was agreed that the Clerk would no longer be the main contact for the Village Caretaker and that Mr Litscher would take on the main liaison role in relation to works to be undertaken, the Clerk would remain the contact for all paperwork and the secondary contact re work tasks.

There being no further business the meeting was closed at 9.35pm

Chairman.....

Date.....