

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 3RD JULY 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr J. Archer
Mrs S. Garnham
Mr C. Litscher
Mrs V Jennings
Mr S. Rivers (Chairman)

In attendance: Mrs M. Dyer (Parish Clerk)

- 198. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Professor Barclay, Mr Wakeling, County Cllr Mrs Channer and District Cllr Ms White.
- 199. 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 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.

Mrs Garnham declared an interest in the Allotments as an allotment holder.

- 200. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 5th June 2013. Mrs Garnham pointed out that her comment/request re The Old Fire Station made under 'Matters to Report' had been omitted from these minutes. Therefore under minute No.191 the following was added by hand: "*Old Fire Station – investigate blue hoarding and any action that can be taken re Health & Safety*": following this the minutes were then approved as correct and signed accordingly.

FINANCE

Approval of Payments

- 201.** Sue Lees Consultancy to maintenance fee for July 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001210 dated 8th June 2013 £30.00. Cheque No.1207
- 202.** Sue Lees Consultancy to maintenance fee for August 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001222 dated 19th June 2013 £30.00. Cheque No.1207
- 203.** Roy Wiseman to village caretaker work 23rd May to 25th June 2013. Invoice dated 25th June 2013 £121.44. Cheque No.1208
- 204.** RCCE Annual Membership to 30th June 2014 £66 (£55 net). No increase from previous year (RCCE now VAT registered). Cheque No.1209
- 205.** Cold Norton VHM to use of The Norton Room for meetings and APM from April 2013 to July 2013 Invoice dated 23rd June 2013 10 hours @ £5.50 per hour. Cheque No.1210
- 206.** ASAP Office Services to internal audit Invoice No.3651 dated 17th June 2013 £106.20 (£88.50 net). Cheque No.1211
- 207.** Maldon District Council to independent play area inspection Invoice No.COL58670079 dated 4th June 2013 £66 (£55 net). Cheque No.1212
- 208.** Edward Dyer to delivery of footpath map to all homes in village (except 15 on outskirts which were posted out) £38. Cheque No.1213
- 209.** Maria Dyer office expenses £53.11 (includes labels for printer for footpath map envelopes £9.99, £6.22 special delivery for accounts to auditor and £8.62 for 2 x litter pickers). Cheque No.1214

210. Financial Statement

Current balances:

| | | |
|-----------------------------------------------------------------|----------|-------------------------|
| Barclays 10 Day Notice as at 10th April 2013* | £ | 559.76 |
| Santander as at 3rd June 2013 | £ | <u>33,470.55</u> |
| | £ | 34,030.31 |

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

211. Appeal from Essex Wildlife Trust: Members had been supplied with details of an appeal relating to Ingrebourne Valley in Hornchurch. Members considered but decided that they were unable to support this project at this time.

212. Charles Arnold Baker 'Local Council Administration' 9th Edition: Having been advised that the last edition was purchased in May 2010, Members approved the purchase of this for use by the Clerk at a cost of £55 (discounted price through EALC). **ACTION: CLERK**

PLANNING

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

FUL/MAL/13/00505 PP-02678088Thistledown, Latchingdon Road, Cold Norton. Demolition of former joinery workshop and erection of detached two storey dwelling. Week No.25 dated 21st May 2013:

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
- The scale and bulk of the proposed development

214. MDC Planning Workshops (Only for Town, Parish and District Cllrs): Members had been advised of dates for the Summer workshops, but advised that due to other commitments, no-one was available. **ACTION: CLERK**

215. Maldon District Council Local Development Plan - Economic Prosperity Strategy: This document produced by MDC to support the LDP had been forwarded to Members by e-mail and Members had been advised that comments were required by 15th July 2013. Clerk advised that Clerks had complained to MDC that to respond to 2 x 75 page documents within three weeks was unreasonable as most Parish Councils only met on a monthly basis. At the meeting Members also commented that there was not enough time for a meaningful response and that a 2 sided executive summary would have been useful to see if the document was relevant to CNPC. However Mr Rivers and Mrs Garnham offered to review and to forward comments to the Clerk if applicable for forwarding to MDC. **ACTION: MR RIVERS/
MRS GARNHAM**

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

FUL/MAL/13/00299 Cold Norton

Extend time limit for implementation of approval FUL/MAL/10/00161 (80 bedroom hotel, associated car parking, landscaping and revised access arrangements - Variation to FUL/MAL/98/0120)

Three Rivers Golf & Country Club Stow Road Cold Norton Essex

Mr T Peachey, Three Rivers Golf & Country Club Ltd

UPRN - 200000916977) **APPROVED**

- 217 **Chelmsford City Council – Publication of Planning Documents for Consultation 27th June to 8th August 2013:** had been forwarded to Members by e-mail. It was agreed that Members would review and forward any comments to the Clerk to be collated for submission to CCC.
ACTION: MEMBERS/CLERK
218. **Section 106:** Members had been supplied with Clerk's e-mail correspondence regarding this in relation to the Bardwell Yard development nearing completion. Noted by Members.

HIGHWAYS AND ROAD SAFETY

219. **Surface water issues on Latchingdon Road adjacent to bridge:** awaiting details of works carried out by ECC Highways.
220. **Surface water issue by junction of Stow Road and Hagg Hill –** waiting response
221. **Station Crescent: drain and damage to road –** reported to Highways/inspection has taken place. Waiting for update.
222. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** Members had been supplied with copy correspondence from Highways which advised that: *“Highways Rangers to undertake clearing vegetation, but renewal of footway surface not put forward for a reconstruction scheme, but will be inspected every 3 months by Highways”*. Clerk was requested to write to cold Norton Community Land re their section of vegetation.
ACTION: CLERK
223. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway Ref 2208812** Members had been reminded that tracked report on ECC Highways Web Site dated 18th April 2013 says for this: *“The KERB DEFECT at ST STEPHENS ROAD, MALDON has been assessed and the hazard has either been resolved or does not meet our investigatory levels.”* And that the Clerk had requested more information.
224. **End of drive to 6A St Stephens Road stop cock cover holed:** work completed.
225. **Maldon District Local Highways Panel:** footway to Country Produce and railings outside school agreed by Members as the two projects put forward. Re minute No.222 above footway does not fall under the remit of the Highways Panel. No response yet re school railings.
226. **Temporary Closure of section of Honey Pot Lane on 10th July 2013 for 3 days:** Members had been supplied with details. Noted by Members.

VILLAGE HALL

227. **Report from Parish Council Representatives:** Members were advised that the next VHMC meeting is scheduled for 8th July 2013, that the recent family disco had been very successful and that hall hire rates are likely to increase. Noted by Members.
228. **Storage of village documents/photographs – Lottery Grant:** Members were advised that the VHMC had offered storage space in the St Stephens Room and that the minimum grant from the Lottery is £3,000. Noted by Members.
229. **RCCE/EALC Training Day on Village Halls:** Members had been advised that the Clerk had attended this and will outline areas that affect the PC at a forthcoming meeting. Noted by Members.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

230. **Neighbourhood Watch:** Members had been reminded that Mrs Kirk had taken on this and advised that she is now recruiting helpers. Noted by Members.
231. **Damage to fencing around VH free flow play area:** Members had been reminded that the Panel had been replaced, and advised that the Police are still patrolling. Noted by Members.

232. **Neighbourhood policing:** copy of the latest report covering 'Stranger Danger' had been e-mailed to Members on 27th June 2013. Noted by Members.
233. **Reports to the Police:** Members reported the following and requested that the Clerk advise the Police accordingly, requesting action as appropriate: parking on Latchingdon Road by Litcher Court, when off road parking is provided at the rear of the Court; inconsiderate parking in St Stephens Road by school by parents; and damage to VH drain pipes. **ACTION: CLERK**
234. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer gave a brief report advising that Armed Forces Day on 29th June had been an excellent event and that the LDP was still 'work in progress'. Noted by Members.
235. **COUNTY COUNCILLOR REPORT:** at the meeting copies of a report from County Cllr Mrs Channer were distributed to Members. Noted by Members.

OPEN SPACES

236. **Cowpiece Nature Reserve:** nothing to report

237. **Playing Field:** Members had been advised/reminded that:

Improvement to skate ramps – nothing further to report

Football – season has now finished. Second shed still to be installed

Pre School outdoor play area – Signage inside hall and external sign to combine usage and acknowledgement to grant funders – still to be actioned.

Playground inspection 2013: had taken in April and report supplied in June. Mr Litscher and Clerk met with Mr Wiseman on 13th June 2013 and went through the whole report to establish which jobs Mr Wiseman is able and willing to undertake and which jobs would need to be carried out by a specialist - this included the two wooden items which were high risk, a quote had been obtained for the work and approved at the Extraordinary PC Meeting on 19th June 2013 (both items have now been taken away to have new legs installed). Members discussed quotes for other works to be carried out and agreed that AA Windsor be appointed to fix a bolt to the side of the slide and cut out channel in the corner of tarmac play area leading to enclosed children's play area and install drain at a cost of £365.00 ex VAT. Members were advised that in order to carry out some of the jobs Mr Wiseman and the Clerk would need to purchase parts/materials e.g. paint, end plugs etc. Re the bark in the enclosed area Members were advised that Mr Wiseman would 'redistribute' it around the area, but may need to purchase more – TBA. Members were advised details of initial quote for removal of poplar trees; quotes also received for new flooring under the swings, but further needed for both.

Mound slide – Mr Wiseman has repaired, but will be installing additional panels between top step and slide platform area. In line with play inspection Members requested that these be installed ASAP.

Self-closing gate for the entrance to the playing field – Members agreed should be put on hold until other more urgent works are completed.

Nets for the basketball/netball posts – order to be placed. Clerk has met with resident who had kindly offered to reinstate lines on hard standing. Members were advised that weather permitting this would be carried out one weekend in July.

Fields in Trust – application being processed.

Pre School summer camp out proposed for weekend of Friday 5th and Saturday 6th July – grass has been cut and Pre School advised of extra 'rules'. Clerk has received risk assessment and holds a copy of the Pre School public liability insurance.

Essex Playing Fields – Best Kept Playing Field Competition 2013 - entry form has been submitted.

Members were advised that a resident had notified the Clerk that youngsters had set alight grass cuttings in field near the fence between the playing field and their property and that the Clerk would talk to contractor re where cuttings are left in future.

- 238. 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: at Green Trees Avenue junction with Latchingdon Road work to flower bed, rail posts, hedge trimming from the Norton to bridge, cleared vegetation at VH by disabled access ramp, cleared weeds from 'Alec's' bridge garden'.
- 239. Allotments:** Mrs Garnham had already declared an interest as she is an allotment holder. Re formal agreement for allotment holders, Mr Litscher advised his preferred version. Members had been advised that the Clerk had visited the allotments and met with Mrs Kiely re the possible site for the orchard and that the next step would be to formally establish whose land this is. Members were also advised that the orchard project is not a something that the current allotment holders are able to take on. Noted by Members.
- 240. Notice Board near Charter Cottages:** Members had been advised that the Clerk is waiting to hear from the Housing Association re collection/delivery of PC header from the redundant notice board. Noted by Members.

PUBLIC RIGHTS OF WAY

- 241. Footpaths Map:** Members had been advised that these will be delivered to homes during July.
- 242. Purleigh Byway 32 (Howe Green Road):** in process of being downgraded to a bridleway ECC Legal Department processing. Nothing further to report
- 243. Footpath 28: Proposed Reduction in Width:** will not proceed until drainage problems are resolved Halt in process confirmed by ECC. PRow has with volunteers have successfully cleared this path, waiting for report re Agricultural Land Tribunal works.
- 244. P4:** being researched/Mr Wakeling is writing the expression of interest.
- 245. EMERGENCY PLANNING/PROCEDURES:** nothing to report

TRAINING/CONFERENCES/MEETINGS

- 246. EALC Training Sessions 2013:** Members had been advised that Mr. Rivers had attended Chairman Day 1 on 26th June and that no other training sessions were booked.
- 247. ECC Choral Evensong Sunday 16th June 2013 6pm (in celebration of anniversary of Queens' Coronation):** Members were advised that Mr Rivers and his Partner attended.
- 248. Parish Transport Meeting – held on 6th June 2013 in Maldon:** Members had been supplied with minutes from this meeting, which Professor Barclay had attended. Mr Archer advised Members that the Arrow Taxis 'Bus' is being used by residents from Cold Norton & Stow Maries.
- 249. Dengie Hundred Group of Parish Councils:** Members had been supplied with minutes from the March meeting and reminded that Mr Rivers was scheduled to attend the June meeting, but was unable to do so as an Extraordinary PC had to be called in Cold Norton to approve the accounts before submission to the external auditor. Members were advised that the next meeting will be on Wednesday 18th September 2013. Noted by Members.

250. **RCCE 2013 AGM Wednesday 10th July 2013 7.30pm at Writtle College:** No one wished to be nominated to the RCCE Board of Trustees and no one available to attend above.
251. **RCCE Community led Planning Event 17th September 2013: 'The New Shape of Public Health & Wellbeing Provision':** details had been supplied to Members. No one available to attend.

CORRESPONDENCE

252. **ECC Mobile Library Service letter dated 17th June 2013:** Members had been supplied with copy of new timetable and advised that Cold Norton is now to have a second stop, fortnightly on a Friday in St Stephens Road near The Fairways (VH stop is fortnightly on a Wednesday).
253. **ECC Broadband:** Members had been supplied with an update (received on 17th June 2013) on the Essex BDUK Broadband project, from Cllr Kevin Bentley, Cabinet Member for Economic Growth and Infrastructure.
254. **EALC Buckingham Palace Garden Party Award 2013:** (close date 7th September 2013). It was agreed to put forward Mrs Garnham. Mr Rivers and Clerk to complete the application form.
ACTION: MR RIVERS/CLERK
255. **ECC Arboricultural Services at Place Services – Update on Ash Dieback** Copy of this paper received 12th June 2013 had been supplied to Members. Contents noted by Members. Clerk was requested to investigate costs of the recommended surveys. **ACTION: CLERK**
256. **MDC notification received 29th June 2013 re Maldon Housing Needs Survey:** Members had been advised that 5,000 random households will be sent a questionnaire for completion by 17th July 2013; Clerk brought a sample of questionnaire to the meeting for Members to view. Noted by Members.
257. **THE NORTON:** nothing to report
258. **WINTER SALT BAG SCHEME:** Members had been supplied with a copy of the survey re last year and letter re 2013/14. Members agreed to participate. **ACTION: CLERK**
259. **STANDING ORDERS:** Members had been reminded that as agreed review of Standing Orders would await publication of NALC's 2nd edition (Autumn 2013).
260. **JUBILEE MUGS:** Final report to be prepared.
261. **COLD NORTON WEB SITE:** Clerk working with new web master to bring current format up to date. Quotes needed for new format. Noted by Members
262. **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.)

Members were advised that the Clerk had been contacted by a resident advising that she had contacted the school to report that parents are parking right up to end of Cherry Blossom Lane blocking vision onto main road causing problem for their drivers/lorries, also parents just opening car doors for children to exit even if on other side. The School advised the resident that they will put this in the school newsletter. Clerk reporting to Police also.

Mrs Jennings reported that wooden posts had been erected the previous weekend in the garden by the bridge.

DATES OF FUTURE MEETINGS

Provisionally scheduled for 2013: Wednesdays: 4th September, 2nd October, 6th November and 4th December.

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There being no further business the meeting was closed at 9.25pm

Chairman.....

Date.....