

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4<sup>TH</sup> DECEMBER 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

### Councillors:

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

**In attendance:** District Cllr Ms Sue White  
Mrs M. Dyer (Parish Clerk)  
Plus 3 Members of the Public

- 475. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Professor Barclay and County Cllr Mrs Penny Channer
- 476. Declaration of Interest:** 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 Allotments as she is an allotment holder.
- 477. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 6<sup>th</sup> November 2013 were approved as correct and signed accordingly.

### FINANCE

#### Approval of Payments

- 478.** Sue Lees Consultancy to maintenance fee for December 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001400 dated 8<sup>th</sup> November 2013 £30.00. Cheque No.1247
- 479.** Roy Wiseman to village caretaker work Invoice dated 27<sup>th</sup> November 2013 £58.00. Cheque No.1248
- 480.** Copyright Reprographics Limited to stationery (3 x XL black ink cartridges, 2 x colour ink cartridges and box of all purpose paper) Invoice No.71477 dated 6<sup>th</sup> November 2013 £119.82 (£99.85 net). Cheque No.1249
- 481.** Society of Local Council Clerks to membership renewal for 2014 £114 (£2 increase over 2013 renewal fee). Cheque No.1250
- 482.** BT to VH pay phone Invoice No.QO532k dated 13<sup>th</sup> November 2013 £51.88 (£43.23 net). Cheque No.1251
- 483.** Essex & Suffolk Water to water at allotments fixed charge (£19.55) and consumption from 18<sup>th</sup> May 2013 to 21<sup>st</sup> November 2012 (13 @ 137.92 per cubic metre £17.93) Invoice No.009 dated 26<sup>th</sup> November 2013 £44.98 (£37.48 net). Cheque No.1252
- 484.** Maria Dyer office expenses £35.37. Cheque No.1253
- 485.** Cold Norton Village Hall Management Committee to use of The Norton room for July extraordinary meeting, September and October ordinary PC meetings and Dengie Hundred meeting in September 2013 8 hours @ £5.50 £44 plus £5 donation to Christmas Fayre. Invoice dated 21<sup>st</sup> November 2013 £49.00. Cheque No.1254
- 486.** E-on to electricity for street lights October 2013 Invoice No.HF4254563 dated 2nd November 2013 £46.85 (£44.62 net) was taken by direct debit on 12<sup>th</sup> November 2013.
- 487.** Cold Norton Parochial Church Council to grant as agreed at November meeting Minute No.417 applies £450.00. Cheque No.1255

**488 Financial Statement  
Current balances:**

Barclays 10 Day Notice as at 10 <sup>th</sup> April 2013*	£	559.76
Santander as at 2 <sup>nd</sup> November 2013	£	<u>22,011.43</u>
	£	22,571.19

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

**489. Precept figures for consideration:** Members had been supplied with details of spend to date, estimated spend to March 2014, estimated expenditure and precept required for 2014/15. Members considered the figures/calculations at the meeting. Clerk was requested to review figures as discussed, for further discussion at the January meeting when the precept figure would be set.

**ACTION: CLERK**

**490. Electronic Payments:** Members had been supplied with information from NALC re information published on 11<sup>th</sup> November 2013 by Department for Communities & Local Government. Noted by Members.

**The Chairman then closed the meeting to allow two residents to speak in relation to Planning Application No.HOUSE/MAL/13/01062.**

**The Chairman then reopened the meeting to just consider this planning application:**

**491. HOUSE/MAL/13/01062 26 Stephens Road.** Two storey rear & single storey side and front extension with one half storey extension over garage to side of house. Removal of outer skin of brickwork and replaced with new red facing brickwork. Week No.47 dated 22<sup>nd</sup> November 2013 Response was agreed as follows:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

**The Chairman then closed the meeting to allow the third resident present to speak.**

The resident gave details of problems on FP12/13. Clerk to report. **ACTION: CLERK.**

**The three residents then left the meeting and the Chairman reopened the meeting.**

With the agreement of Members the agenda order was changed to allow District Cllr Ms S. White to speak as she had another meeting to attend.

**492. DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White advised that there will be an update re the LDP on 10<sup>th</sup> January 2014, that there would be extreme high winds/tides in the early hours of Friday 6<sup>th</sup> December 2013 and advised that plans were in place; that there is an Anglian Water/sewage study ongoing and spoke briefly about the ECC Flood Surface Water Plan. District Cllr Ms White also advised she would speak to MDC Planning Dept. re various issues raised by CNPC.

**District Cllr Ms White then left the meeting.**

**PLANNING**

**493. Planning Applications received by the Parish Council:** the following were considered and the responses were as indicated:

FUL/MAL/13/00994 South View, Station Road. Replacement dwelling, detached double garage and detached outbuilding and stationing of two mobile homes for a temporary period (during construction of the new dwelling). Week No.46 dated 15<sup>th</sup> November 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

**HOUSE/MAL/13/01031 PP-022997776 20 Ferris Avenue.** New detached garage at front of house and extension to existing attached garage (to be converted into habitable room). Week No.46 dated 15th November 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

**HOUSE/MAL/13/01041 PP-03006014 The Maples, 59 Latchingdon Road.** Removal of two existing timber sheds and creation of single storey extension to side of existing dwelling. Week No.47 dated 22nd November 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

**WTPO/MAL13/00990 34 St Stephens Road.** TPO 15/96 T28 (T1 on application) Oak – reduce crown adjacent to house by 1.5m, to balance and shape. Remove deadwood and prune to clear overhead cables. T29 (T2 on application) Oak – crown lift to 5m over the highway and prune top clear overhead cables. Week No.47 dated 22<sup>nd</sup> November 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application.

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

**OUT/MAL/13/00753 Cold Norton**

Demolition of existing outbuildings and construction of a new dwelling.

Toad Hall Station Road Cold Norton Essex

(UPRN - 100091257160)

Mr Colin Mead **REFUSED**

**HOUSE/MAL/13/00792 Cold Norton**

Proposed garage conversion and construction of a single storey, garden room link to form a new annexe

Sherae Latchingdon Road Cold Norton Essex

(UPRN - 010000235434)

Mrs E Bullen **APPROVED**

**HOUSE/MAL/13/00912 Cold Norton**

Proposed loft conversion with the addition of a front and rear dormer roof

Omeath 11 Latchingdon Road Cold Norton Essex

(UPRN - 100090555216)

Mr Gerry O'Farrell **APPROVED**

**HOUSE/MAL/13/00913 Cold Norton**

Proposed part-single, part two-storey rear extension to main dwelling

Little Canneys Stow Road Purleigh Essex

(UPRN - 100091446664)

Mr Mike Everett **APPROVED**

**APPEAL DECISION**

OUT/MAL/12/00685 APP/X1545/A/13/2193576

Site Adjacent Former Stow Bullock Public House, The Street, Stow Maries

Outline application for 2 x 3 bedroom dwellings

**APPEAL DISMISSED** 26 November 2013

- 495. Maldon District Infrastructure Delivery Plan 2013 Update & Community Infrastructure Levy (CIL):** Members had been advised that the form had been completed and returned as agreed. Noted by Members,

- 496. **Kenya, Latchingdon Road, Cold Norton – boundary fence.** Nothing to report. Members had been advised that Clerk had sent e-mail to Enforcement Officer for update. Noted by Members.
- 497. **Governing Body Cold Norton Primary School re building works at Hillsborough, 42 Latchingdon Road.** Members had been advised that a letter had been sent to the school as requested; copy of response had been supplied to Members. Noted by Members.
- 498. **Hillsborough, 42 Latchingdon Road:** Members were advised that a letter had been sent to MDC Planning Enforcement regarding the potential new roadway entrance at this property. Noted by Members.

#### HIGHWAYS AND ROAD SAFETY

- 499. **Surface water issues on Latchingdon Road adjacent to bridge** - awaiting details of works carried out by ECC Highways
- 500. **Surface water issue by junction of Stow Road and Hagg Hill** – Highways Liaison Officer at ECC passed to ECC Highways Customer Service team for investigation again.
- 501. **Station Crescent: drain and damage to road** – drainage works carried out December 2012, but no works proposed to road surface. Clerk in communication with Highways.
- 502. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** 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 in communication with Highways.
- 503. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway:** was considered low priority under previous report number, but case re-opened 3<sup>rd</sup> October 2013, awaiting report from new inspection.
- 504. **Footway outside School:** reported to Highways
- 505. **Local Highways Panel Meeting 18<sup>th</sup> October 2013:** hard copies of minutes and 2 pages relevant to Cold Norton supplied to Members plus e-mailed to Members of total report including details of Road Safety Audit. Noted by Members.
- 506. **Corner of St Stephens Road and Fambridge Road:** hedges obscuring sight line – Members advised that Landowner cut hedges back weekend of 16<sup>th</sup> /17<sup>th</sup> November. Noted by Members.
- 507. **Woodham Road:** surface water issue reported to Highways. Noted.
- 508. **Green Trees Avenue:** pot holes advised by Mr Archer at top and lower end of this road. Clerk to report to Highways.  
**ACTION: CLERK**

#### VILLAGE HALL

- 509. **Report from Village Hall Representative:** Mrs Garnham advised that whilst the recent dance was not well attended it had been a very enjoyable evening. The Christmas Fayre had made £350 for VH funds.
- 510. **Lunch Club for Elderly Residents:** work in progress
- 511. **Parking at Village Hall:** Members had been copied with details of problems with parking at the VH by car owners not involved in a VH or playing field activity resulting in no space for VH users. It was agreed that Clerk should contact local Police Officer and also other Clerks to establish if other village halls have experienced the same problem and what steps they took. Also Clerk to research ownership of land alongside No.7 Cherry Blossom Lane as possible additional parking for the VH.  
**ACTION: CLERK**

- 512. **Defibrillator:** Members had been supplied with details of the situation to date regarding the supply/installation of a Defibrillator at the VH, advising that it may be necessary to approach the PC for financial support for this project if other sources are not successful. Noted by Members.
- 513. **Dogs Trust at June 2014 event:** nothing to report
- 514. **Essex Boys & Girls Club Meeting:** date to be agreed
- 515. **Climate Energy/Solar panels:** noting to report

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

- 516. **Neighbourhood Policing:** copy of the latest report received by the Clerk on 23<sup>rd</sup> November 2013 had been supplied to Members.
- 517. **COUNTY COUNCILLOR REPORT:** November report from Cllr Mrs Channer had been supplied to Members by e-mail on 25<sup>th</sup> November 2013. Noted.

#### **OPEN SPACES**

- 518. **Cowpiece Nature Reserve:** nothing to report

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

Improvement to skate ramps – nothing further to report

Football – playing regularly

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: Village Caretaker undertaking some jobs, some materials/parts to be purchased – awaiting update. Re the bark in the enclosed area Whizz has 'redistributed' it around the enclosed play area – may need to purchase more – TBA. Poplar trees/new flooring – work in progress have had a quote, but would like to one for another type of flooring.

Mound slide: Village Caretaker still to install additional panels between top step & slide platform area.

Nets for the basketball/netball posts – order to be placed/lines still to be reinstated. Spoke to resident who kindly offered to reinstate lines and he hoped to do shortly.

Fields in Trust – comments re draft deed passed back.

Essex Playing Fields – Best Kept Playing Field Competition 2013 – awaiting two certificates awarded.

Park Watch and Brimston Butterflies/Buckthorn Plants: nothing to report

- 520. **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: repaired roof on play tower and painted with preserve, replaced rotten plank on picnic table and applied first coat of preserve, removed fox excrement from mound slide. Noted.

- 521. **Allotments:** formal agreement for holders will be drafted when all comments from Members have been received.

## PUBLIC RIGHTS OF WAY

522. **Footpaths Map** – Map side to be framed for installation at Village Hall. Noted
523. **Purleigh Byway 32 (Howe Green Road):** Members were advised that this was in the process of being downgraded to a bridleway ECC, but Essex Legal Services had now advised that the downgrading was not confirmed and this remains a byway. Noted by Members.
524. **Footpath 28: Proposed Reduction in Width:** Members had been advised of latest development advised, but Clerk had advised that clarification was being sought from Definitive Map Officer and the PRow Officer for CN. **ACTION: CLERK**
525. **P4:** Members were reminded that all funds had been allocated and that the Clerk was trying to establish if there is another grant source of this nature. **ACTION: CLERK**
526. **Footpath 20 (Crown Road):** gate at entrance needs rehangng. Members were advised that apparently whilst ECC installed the gate it is now the landowner's responsibility; the Clerk had queried this change of responsibility and had been advised:

*“On the gate issue, unless installed for public safety or amenity under section 66 of the Highways Act gates are only legally permitted to be installed across public footpaths where landowners can justify they are needed to prevent the ingress or egress of livestock. In the past there was some flexibility to assist landowners with cost of the installation of justified gates, as the council were keen to encourage their use rather than stiles, but this is no longer possible. Nowadays given the requirements of the Equality Act we would no longer authorise the installation of stiles in any event. Note that keeping such gates or stiles maintained and safe for use is a landowners responsibility not the Highway Authorities and they would be liable in the event of an accident due to for example a broken stile step. Given we appear to have installed it, I can arrange for the removal of the gate if the landowner/user no longer needs it, alternatively I am happy for the landowner to reuse it but it will need to be repaired by them. In any event it will need to be moved to one side of the footpath in the meanwhile so it is not obstructing people using the footpath. I hope this clarifies the situation, but if needed, further information is available in the Public Rights of Way section on the [Essexhighways.org](http://Essexhighways.org) website. (Landowners Guide).*

The landowner has confirmed that they wish for the gate to be retained and will arrange for it to be made serviceable. Noted by Members.

527. **Footpath/Bridleway 29:** Members were advised that the Clerk had raised the ‘muddy’ condition of the entrance to this at St Stephens Road with the PRow officer who had advised: *“We have a project underway with some, albeit limited funding to improve this. The original request came from horse riders and I am waiting on input from the EBA as the original solution to create a series of stepped ramps was questioned as to its suitability for riders. I'll keep you updated on this.”*
528. **EMERGENCY PLANNING/PROCEDURES:** awaiting details of possible further training

## TRAINING/CONFERENCES/MEETINGS

529. **Bradwell LCLC Meeting Wednesday 11<sup>th</sup> December 2013** details of this meeting plus minutes from the May meeting had been supplied to Members. Professor Barclay and Mr Litscher may attend – to advise Clerk. **ACTION: PROF BARCLAY/  
MR LITSCHER**

## CORRESPONDENCE

530. **London Southend Airport Airspace Change Proposal:** this had been carried over from the October and November meetings. Members discussed and agreed that the response to be submitted should object to the changes for reasons of noise, pollution, increased number of flights and therefore the impact this would have on village life in Cold Norton; Clerk was requested to quote from the Village Appraisal in relation to the preservation of rural life requested by residents. **ACTION: CLERK**

531. **Department for Communities & Local Government re Sustainable Communities:** Members had been supplied with details of the Sustainable Communities Act 2007 and an invitation to Town & Parish Councils to submit proposals. Noted by Members,
532. **THE NORTON:** Members noted that building works were progressing.
533. **WINTER SALT BAG SCHEME:** Members had been reminded that salt had been delivered, that letters/paperwork would be sent to last year's volunteers for completion, and then salt could be delivered. Noted by Members
534. **STANDING ORDERS:** Members all in receipt of revised standing orders. Mr Rivers will review for consideration at a future meeting. **ACTION: MR RIVERS**
535. **WW1 Centenary:** Members were advised that a letter had been sent to Stow Maries Aerodrome. Noted by Members.
536. **COLD NORTON WEB SITE:** Clerk advised cost to create a new web site. It was agreed that further research be carried out. **ACTION: CLERK**
537. **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 reported.
538. **DATES OF FUTURE MEETINGS**  
  
Scheduled: Wednesday 8<sup>th</sup> January for 2014  
  
Provisionally scheduled for 2014: Wednesdays 5th February and 5th March,

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

Chairman.....

Date.....