

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 4TH JULY 2012 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Professor L. Barclay (Vice Chairman)
Mr C. Litscher
Mr P Wakeling (Chairman)

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

- 176. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Parish Cllrs Mrs Garnham, Mr Archer, Mrs Jennings and Mr Rivers and County Cllr Mrs Channer.
- 177. 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.
- There were no declarations of interest at this point.
- 178. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 6th June 2012 were approved as correct and signed accordingly.

FINANCE

Approval of Payments

- 179.** Mr R. Wiseman to village caretaker work 15th May to 3rd July 2012 £108.75 Cheque No.1105
- 180.** Copyright Reprographics Limited 2 x ink cartridges Invoice No.55491 dated 31.05.12 £25.20 (£21.00 net). Cheque No.1106
- 181.** E-on to electricity for street lights May 2012 Invoice No.HD1E475D7 dated 31.05.12. £46.85 (£44.62 net) taken by direct debit on 10.06.12.
- 182.** Essex & Suffolk Water ref allotments half yearly charge Invoice No.006 dated 30.05.12 £22.86 (£19.05 net). Cheque No.1107
- 183.** RCCE to membership renewal to 30th June 2012 £55. Cheque No.1108
- 184.** Bakers of Danbury Limited to refurbishment and redecoration of the village sign and post. Invoice No.35110/SB/LAN dated 07.06.12 £1,266.00 (£1,055.00 net). Cheque No.1109
- 185.** Cold Norton VHMC to hire of The Norton Room for PC meeting in April and May 2012, plus main hall for APM on 8th May 2012. Invoice dated 20.06.12 £27.50. Cheque No.1110
- 186.** Maldon District Council to annual independent playground inspection Invoice No.COL58668478 dated 12.06.12 £66.00 (£55.00 net). Cheque No.1111
- 187.** Haynes & Smith to village hall project (building contractor) final certificate and retention monies Invoice No.SCL5359 dated 15.06.12 £20,062.62 (£16,718.85 net). Cheque No.1112
- 188.** Burr & Neve to village hall project (Chartered Surveyor & project manager) final account Invoice No.458/33/36 dated 29.06.12 £2,891.05 (£2,409.21 net). Cheque No.1113
- 189.** WPP to village hall project (Architect) final account Invoice No.03.026/E09 dated 29.06.12. £1,004.56 (£837.13 net). Cheque No.1114
- Minutes 187 to 189 inclusive are the final invoices in respect of the Village hall Project, Clerk to confirm total expenditure. **ACTION: CLERK**
- 190.** Maria Dyer office expenses £52.69. Cheque No.1115.

191. Financial Statement

Current balances:

Barclays 10 Day Notice as at 15th May 2012	£	555.73
Santander as at 2nd June 2012	£	<u>58,227.08</u>
	£	58,782.81

- 192. Annual Return for the year ended 31st March 2012:** Members had been supplied with a copy of the return and relevant support papers. Mr Wakeling read out the whole of section 2 - Annual Governance Statement and duly completed that section. The Chairman duly signed sections 1 & 2. Clerk to now return the form to Audit Commission. **ACTION: CLERK**
Members had also been supplied with a copy of the Internal Auditors Report and noted the four recommendations made. **ACTION: CLERK**
- 193. Maldon Art Trail:** Members had been supplied with a request for funding. Members agreed to defer this item to the September 2012 meeting and requested that the Clerk ascertain whether Cold Norton Primary School is participating or encouraging pupils to attend the children's workshop. **ACTION: CLERK**
- 194. Essex Wildlife Trust:** Members had been supplied with a request for funding in respect of The Belfairs Woodland Centre in Southend. Members agreed to donate £25. **ACTION: CLERK**

PLANNING

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

LPD/MAL/12/00459 7 Stow Road, Cold Norton. Claim for Lawful Development Certificate for single storey side extension Week 22 1st June 2012. Planning Officer has advised the PC may respond and reminded the PC that this is an application for a lawful Development Certificate of Proposed Works; therefore the assessment will be based upon whether the works would fall within the applicant's permitted Development Rights and not on planning policy or planning merit:

Cold Norton Parish Council thanks you for sight of these plans, but has no comments to make.

FUL/MAL/12/00378 PP-01946273 Land rear of Lone Pines, 63A Latchingdon Road, Cold Norton. 2 x 3 bedroom bungalows with garages and new access road Week 25 22nd June 2012. (Members had been supplied with a copy of an e-mail received from a resident objecting to this Application):

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 against this back land development are:

- It is outside the village development boundary
- It is contrary to the Council's Parish Plan
- Highways issues and concerns – it is close to the traffic lights
- Over intensive development of the site
- If this proposal were to be permitted it would set a precedent for other properties along this stretch of the village to develop in a similar way

FUL/MAL/12/00509 Little Canneys, Stow Road, Cold Norton. Proposed new stables and garage building (providing three garages) Week 25 22nd June 2012:

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:

- The significant scale of the development
- It is proposing development outside the village boundary which is contrary to the Council's Parish Plan

HOUSE/MAL/12/00513 16 Ferris Avenue, Cold Norton. Lean-to porch to front of existing detached dwelling Week 25 22nd June 2012:

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

Members requested that a copy of the Cold Norton Parish Plan be forwarded to MDC Planning Department. **ACTION: CLERK**

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

FUL/MAL/12/00237 Cold Norton

Demolition of outbuildings and barn, conversion of former milking stable to form 2 bed dwelling with associated extensions. Change of use from agricultural land to residential.

Little Cooks Farm Lower Burnham Road Cold Norton Essex
(UPRN - 200000909838)

Mr & Mrs Jenkins **REFUSED**

197. **Street Material Guide – Design & Good Practice:** Members had been advised that a copy had been received from ECC. Members advised they would like to review. Clerk to circulate to Members. **ACTION: CLERK**

198. **Maldon District Council Planning Workshops July and October 2012.** Members had been supplied with details. All Members present at this meeting advised that they would attend the October Workshop and requested that the item be included on the September agenda.

**ACTION: MR WAKELING/
PROF BARCLAY/
MR LITSCHER/
CLERK**

HIGHWAYS AND ROAD SAFETY

199. **Surface water on Latchingdon Road adjacent to bridge** – awaiting further update. Noted by Members.

200. **Surface water on Latchingdon Road near junction with St Stephens Road** – awaiting update. Noted by Members.

At this point District Cllr Ms White advised Members that there are plans being formulated in regards to surface water/flooding, with a start date of April 2013.

201. **Green Trees Avenue** - cracking road surface: Members had been advised that work had commenced on this on 26th June 2012 and was now finished. Noted by Members.

202. **Highways Panel:** Members had been supplied with an update. Noted by Members.

203. **Potholes:** Members had been supplied with copy of a press release advising potential £11 million to repair damage in Essex. Noted by Members.

204. **Hackmans Lane:** Members had been supplied with a copy of the order advising road closure from 4th July 2012 for 3 days. Noted by Members.

VILLAGE HALL

205. **Report from Parish Council Representatives:** no report available as the VHMC were due to meet the following week. Noted by Members
206. **Village Hall Project:** Members were advised that the Contractor will rectify the kitchen window/roof problem. Per Minutes No.187-189 total costs of works to be calculated to ascertain any remaining funds to facilitate a review of works not carried out at the hall. **ACTION: CLERK**
207. **Parking at Village Hall:** letters being sent to all regular users. **ACTION: CLERK**

VANDALISM/POLICE MATTERS

208. **Speed watch:** nothing to report at present. Noted by Members.
209. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Ms White advised that MDC Local Development Plan will be out for consultation from 10th July 2012 until 28th August 2012 and that there will be five further free 30 minute parking spaces created in Maldon to facilitate the public use of the relocated Post Office. Noted by Members.

OPEN SPACES

210. **Cowpiece Nature Reserve:** Members had been advised that Mr Litscher and Clerk were still to carry out formal annual inspection, but Mr Wiseman continued to carry out regular maintenance checks at the site. Noted by Members.

211. **Playing Field:** Members had been advised that:

Improvement to skate ramps – Master Hine to return with costs

Football – elements discussed at last meeting being checked out and details of proposed steel mini soccer goals had been supplied.

Fencing around younger children's play area – awaiting installation date

Pre School – outdoor play area now installed. At meeting Professor Barclay and Mr Litscher advised they had inspected the area, but were concerned with a section of the flooring. It was agreed that the Clerk would liaise with Pre School re this, but was authorised to release the cheque to the contractor once all parties are satisfied with the works. Members had been reminded that they had agreed to finance both an internal and external sign re usage of this area and that Members had approved the request from Pre School to install an external acknowledgment sign to the grant funders subject to sight of artwork. Clerk suggested that it would make sense to combine the external usage/acknowledgement messages into one sign to avoid so many signs in one area. Members approved this, Clerk to liaise with Pre School. **ACTION: CLERK**

Playground inspection – Members had been advised that this had been carried out by an independent company organised through MDC and had been supplied with a copy of the report. Quotes etc. to be obtained for works required. **ACTION: MR LITSCHER/ CLERK**

Big Society Grant – Members had been reminded that CNPC had been fortunate to obtain funds from this to renew the fencing around the younger children's play area. Clerk had suggested that an application be submitted for the next round and had advised the Members that the expression of interest must be submitted by Tuesday 28th August 2012, that the maximum grant would be £15,000, that judging panel would sit in November 2012 and that if successful money would have to be used by March 2014. Members agreed and advised that the project to be put forward should be the upgrade/extension of the skate board area. Clerk to liaise with Mr/Master Hine re costs/completion of the expression of interest form. **ACTION: CLERK**

Essex Best Kept Playing Field Competition 2012 – Members had been advised that the entry form had been submitted. Noted by Members.

212. **Village Caretaker work:** Members had been advised that Mr Wiseman had continued to carry out this work, and that in addition to the regular litter picks and safety checks at the playing field, Mr Wiseman had carried out maintenance work on the fencing around the younger children's play area, Cowpiece, trimming around Cold Norton signs at Palepit and litter picking along Howe Green Road,, Stow Road, Hackmans Lane and St Stephens Road. Noted by Members.
213. **Allotments:** nothing to report

PUBLIC RIGHTS OF WAY

214. **Footpaths Map:** work in progress. Noted.
215. **Footpath 14/Footpath 19:** Members had been reminded that the gate is inoperable and had been reported to PRow Officer who had arranged that as a temporary measure it be propped open. Noted by Members.
216. **Purleigh Byway 32 (Howe Green Road):** Members had been reminded that this in the process of being downgraded to a bridleway, ECC Legal Department progressing. Noted by Members
217. **EMERGENCY PLANNING/PROCEDURES:** nothing to report.

TRAINING/CONFERENCES/MEETINGS.

218. **RCCE Annual General Meeting Thursday 5th July 2012 7.30pm at Writtle College:** Members had also been advised that at this meeting the winners of the Best Kept Village Competition would be announced and that Mr Wakeling planned to attend. **ACTION: MR WAKELING**
219. **Dengie Hundred Group of Parish Councils:** Members had been supplied with minutes from meeting held on 21st March 2012. It was noted that as no one had been able to attend the last meeting on 20th June 2012 a report was not available.

CORRESPONDENCE

220. **Time capsule:** Members had been supplied with a letter from two girls in the village, requesting a CNPC Jubilee mug for their time capsule and a suggested location. Members all agreed this was an excellent idea and approved the donation of a mug and agreed a suitable location. Clerk to liaise with the girls and their parents. **ACTION: CLERK**
221. **QUEENS JUBILEE 2012:** Members had been advised that mugs were still being distributed to children and will also be sold. Members advised that they would like them to be sold at the Pre School BBQ on Saturday 7th July, but that no Members were available to 'man' a stall; Clerk to liaise with Pre School to see what arrangements can be made. Members had also been advised that a letter of thanks and congratulations had been sent to Sue Garnham and that when details of 'her team' of helpers had been advised letters of thanks from the PC will be sent out to them also as requested. **ACTION: MRS GARNHAM/ CLERK**
222. **THE NORTON:** Members briefly discussed the shares being sold to enable the pub to be purchased.
223. **VILLAGE SURVEY:** Members had been advised that the PC now has a 'licence' from Ordnance Survey so will now be able to progress back cover map element. Noted by Members, who requested that this item be given priority over other projects. **ACTION: CLERK**
224. **SALT BAG SCHEME:** Members had been advised that the questionnaire from ECC had been completed re this scheme. Clerk advised that for the coming winter need to ascertain which Members of CN winter team need further supplies of salt. **ACTION: CLERK**

225. BUS SERVICES IN THE DENGIE: Members had been supplied with details of the new services. Members requested that Clerk ascertain why Cold Norton was not included in the DART Service element which would benefit Villagers wishing to travel to South Woodham Ferrers as the D5 service had been withdrawn,
ACTION: CLERK

226. CODE OF CONDUCT: Members had been supplied with the NALC template Code of Conduct plus correspondence from the Monitoring Officer for Maldon District Council. Members had also been reminded that the key date for adoption of the new code was 1st July 2012, but were advised that all Districts were experiencing problems as scheduled meeting dates had not permitted adoption by the target date. Following discussion Members agreed that they preferred the NALC template for the Code of Conduct, but preferred the MDC Declaration of Interests form. Clerk advised that this may pose problems when a 'Standards Committee' is established, but that clarification would be sought from the Monitoring Officer, meanwhile as it was important that the Council formally a Code of Conduct, the Members agreed at this point to adopt the NALC template.
ACTION: CLERK

227. MATTERS TO REPORT (Members were 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 subject of CCTV had been raised by Pre School for their new outdoor play area and that conditions of use were being researched. Noted by Members.

It was reported that the hedge from the school was again encroaching onto the footway. Clerk to contact the school.
ACTION: CLERK

DATES OF FUTURE MEETINGS

Provisionally scheduled for 2012: Wednesdays: 5th September, 3rd October, 7th November, 5th December.

There being no further business the meeting was closed.

Chairman.....

Date.....