

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON MONDAY 4<sup>TH</sup> SEPTEMBER 2017 AT 7.30PM IN THE LES BARCLAY ROOM AT THE VILLAGE HALL

### THOSE PRESENT:

### Councillors:

Mrs S Garnham  
Mrs V Jennings  
Mr C Litscher  
Mr P Wakeling (Chairman)

**In attendance:** Mrs M. Dyer (Parish Clerk)  
Mr T Dixon

**221. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Cllr Mr S Rivers, Mr J Archer, Mr B Haydon, County Cllr Mrs P Channer and District Cllr Ms S White

### **222. 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept.

Mrs Garnham declared an interest in the items relating to Allotments as she is an allotment holder

**223. PUBLIC QUESTION TIME:** Mr Dixon thanked the Cllrs for arranging for the trees that overhang his property from the Village Hall entrance to be trimmed back and asked for an update on the installation of the bollards to protect his fence by the disabled parking area. Mr Dixon was advised that there had been an issue with the contractor appointed to carry out these works and that this was to be discussed later in the meeting – Minute No.244 applies.

**224. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Tuesday 11<sup>th</sup> July 2017 and **MINUTES OF THE EXTRAORDINARY MEETING** held on Wednesday 9<sup>th</sup> August 2017 were both approved as correct and signed accordingly.

**225. DISTRICT COUNCILLOR'S REPORT:** not available

**226. COUNTY COUNCILLOR REPORT** for July/mid August had been forwarded to Members by email. Noted

### FINANCE

#### Approval of Payments

- 227.** Sue Lees Consultancy to maintenance fee for August 2017 Invoice No.0003085 dated 8<sup>th</sup> July 2017 £30.00. Cheque No.1574
- 228.** Sue Lees Consultancy to maintenance fee for September 2017 Invoice No.0003105 dated 8<sup>th</sup> August 2017 £30.00. Cheque No.1574
- 229.** Dengie Hundred Group of Parish Councils to Affiliation Fee 2017-2018 Invoice No.406 dated 19<sup>th</sup> July 2017 £15.00. Cheque No.1575
- 230.** LCR Magazine Subscription from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 £17.00. Cheque No.1576
- 231.** Cold Norton Parochial Church Council to 'use' of The Beacon for PC reports for financial year 2017 to 2018. Invoice dated 24<sup>th</sup> August 2017 £168.81. Cheque No.1577

- 232. Graham Cornell to labour and materials replacing damaged ropes to the wooden bridge in playground, plus repairs to bench seats. Invoice No.1711 dated 30<sup>th</sup> August 2017 £140.00. Cheque No.1578
- 233. PWLB to three loans £1,910.47 will be taken by direct debit on 20<sup>th</sup> September 2017.
- 234. E-on to electricity for street lights July 2017 Invoice No.HI4B7BO4CF dated 1<sup>st</sup> August 2017 £80.21 (£76.39 net) was taken by direct debit on 11<sup>th</sup> August 2017
- 235. BT to public pay phone at Village Hall. Rental 1<sup>st</sup> August to 31<sup>st</sup> October 2017 Invoice No.Q012NV dated 13<sup>th</sup> August 2017 £57.60 (£48.00 net). Was taken by Direct Debit on 27<sup>th</sup> August 2017
- 236. Copyright Repro Limited to stationery (2,500 sheets paper and ink for printer 2 x XL Colour & 4 x XL Black) Invoice No.109405 dated 29<sup>th</sup> August 2017 £138.83 (£115.69 net). Cheque No.1579
- 237. Mrs Tanya Wiseman to playground inspections and litter picking 25<sup>th</sup> July to 23<sup>rd</sup> August 2017 £105.00. Cheque No.1580
- 238. Blackwater Landscapes/Paul Williams to garden and clearance works at Village Hall, Alec's Garden and Cowpiece. Invoice No.28756 dated 2<sup>nd</sup> September 2017 £490.00. Cheque No.1581

239. **Financial Statement**  
**Current balances:**

<b>Barclays 10 Day Notice as at 10<sup>th</sup> April 2017</b>	<b>£</b>	<b>576.47</b>
<b>Santander as at 2<sup>nd</sup> August 2017</b>	<b>£</b>	<b><u>26,554.53</u></b>
	<b>£</b>	<b>27,131.00</b>

- 240. **Solar Panels at Village Hall:** Clerk advised that the FIT payment for the quarter to 30<sup>th</sup> June 2017 had not yet been received. **ACTION: MRS GARNHAM**
- 241. **Financial Regulations:** existing CNPC Regulations and NALC model – still to be reviewed **ACTION: MEMBERS/CLERK**
- 242. **AON Insurance Policy:** Members had been supplied with copy letter dated 28<sup>th</sup> July 2017 from AON advising that AON had decided to cease its involvement in the Local Councils market and that arrangements had been made for a renewal invitation from BHIB Limited (another insurance broker). Noted. It was then agreed that alternatives would be researched for the PC Insurance Policy which runs out at the end of May 2018. **ACTION: CLERK**

**VILLAGE HALL**

- 243. **Report from VHMC:** Mrs Garnham advised that the main hall had been decorated, including minor works and replacement lights; the kitchen roof had been repaired and the kitchen would be decorated during the October half term break. Noted.
- 244. **Car Park: installation of bollards:** Members had been advised that an order had been sent to the selected contractor as authorised, but having been unable to make contact by phone or email re confirmation of the order and a start date for the works, the Clerk made enquiries via another source, only to discover that the contractor had retired and moved away without notifying the PC. The Clerk had therefore forwarded the specification to another contractor and Members had been supplied with their quote for consideration. Members considered this, but were all in agreement that the specification should be put out to two further contractors. **ACTION: CLERK**
- 245. **Car Park Surface:** Members had been supplied with copy of one quote. Further quotes to be obtained and ECC Highways still to be contacted for advice. **ACTION: CLERK**
- 246. **Trees:** Members had been supplied with copy email from Mr Dixon thanking the PC for carrying out the works to the Village hall trees that overhang his property. Noted.

## HIGHWAYS AND ROAD SAFETY

247. **Speed Reminder Stickers:** Members had been advised that these had been received; to be distributed. Clerk advised that would combine this distribution with letters re vegetation and footways where applicable (see Minute No.248 below) **ACTION: CLERK**
248. **Footway Latchingdon Road from bridge to Country Produce:** Members had been reminded that the Local Highways Panel (LHP) application was to be prepared; current vegetation issue had been reported to ECC Highways and that an update was awaited; letters re trimming back vegetation would be delivered to homes along this section with 'Speed Reminder Stickers' – see Minute No.247 above. Clerk was asked to give priority to this issue. **ACTION: CLERK**
249. **White Fingerpost from Corner of Howe Green & Hackman's Lane:** nothing further to report. Clerk to discuss again with County Cllr Mrs Channer. **ACTION: CLERK**
250. **Cherry Blossom Lane:** re the road surface Members had been supplied with one quote. Further quotes to be obtained. **ACTION: CLERK**
251. **Zebra Crossing:** re overhanging branches: Member had been advised that MOAT had carried out works. Noted.
252. **Parking outside school/Ferris Avenue Parking:** Members had been advised that Mr Litscher had reported that the issue with Ferris Avenue is now much worse as parents etc. are parking at the very top on both sides of Ferris Avenue and parking on the main road opposite the yellow road signs, completely blocking the view out of Ferris Avenue; Mr Litscher wanted clarified if this was legal. Clerk to write tie the School, School Governors and the Police. **ACTION: CLERK**
253. **Corner of St Stephens Road/Fambridge Road:** re vegetation obscuring sight line Members had been reminded that this had been reported to ECC Highways. Mr Wakeling advised that no works had yet been carried out. Clerk to look into. **ACTION: CLERK**
254. **Local Area Highways Panel:** June 2017 meeting minutes and details of approved works had been forwarded by email to Members. Noted.

## POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

255. **Dog Byelaw – Playground:** Clerk was asked to look into more strongly worded signs. **ACTION: CLERK**
256. **Dog Fouling on Footpaths:** article to be included in The Beacon re dogs and fines re dog fouling and Clerk to contact the MDC Dog Warden for advice. It was reported that the situation re dog fouling on FP14 (to/from the Church) was particularly bad. **ACTION: CLERK**

## OPEN SPACE

257. **Cowpiece Nature Reserve:** Members had been advised that vegetation works had been carried out by the entrance and within the reserve. Noted
258. **Playing Field**
- Independent Playground Inspection 2017: quote for new bin to be obtained/other works required/signage still to be undertaken.
- Essex Playing Field Association Best Kept Playing Field Competition 2017: entry submitted
- Football Pitch/goalposts: still to be removed. Mr Litscher advised details of a contractor who may be able to remove these. Clerk to follow up. **ACTION: CLERK**
- Safety matting: replacement tiles: Members had been advised that these would be installed w/e 29<sup>th</sup> September 2017.

New Timber Ball Wall (kicking wall): Members were advised that this had been inspected and did not require any works.

Wooden Bridge: the ropes had been damaged, but had been repaired.

Benches: slats had been lifting, but now repaired

Skate Ramp: Members had been supplied with copy email from a resident requesting that the Parish Council consider installing a skate ramp and a bike dirt track. Members discussed and it was noted that existing equipment had been refurbished last year, that a double sided kicking wall had been installed; the old metal skate ramp had been removed for safety reasons as it was no longer fit for purpose. The resident was to be asked to supply more specific details of the type of skate ramp and dirt track so that costs can be obtained and also the grants referred to by the resident.

**ACTION: CLERK**

Wooden Play Equipment: Members had been supplied with copy email from a visitor to the playground re splinters on the wooden equipment in the younger children's play area and nettles in the general area. At the meeting the Clerk reminded Members that there had been an independent inspection in April and that the acting Village Caretaker had checked the equipment and had not found there to be an issue with splinters – this was verified by Members who had inspected the area prior to the meeting and the only nettles were in the wooded area. Clerk to respond accordingly to the visitor and include details of the refurbishment works carried out last year.

**ACTION: CLERK**

- 259. Village Caretaker work:** works being split as agreed. Members had been supplied with copy email from Mrs Wiseman and advised actions taken. Members had been advised that there had been no enquiries yet re this role. An 'ad' would be placed in The Beacon and on the village notice boards.

**ACTION: CLERK**

- 260. Allotments: Land adjacent to site:** investigating costs re possible transfer from MOAT Housing.

**ACTION: CLERK**

- 261. Allotments: vegetation at rear of site:** Members were advised at the meeting that a resident in Victoria Road had contacted the Clerk re this encroaching onto her property. The resident had been advised that legally she may remove the offending vegetation, but it was agreed that Mr Litscher would visit the resident to ascertain the extent of the issue

**ACTION: MR LITSCHER**

- 262. Trees at Three Ashes Corner (corner of Hackmans Lane & Howe Green Rd):** Members had been advised that the order had been placed for works to be undertaken, but as there are three phase electricity cables running through the ash trees a shut down from electrical board was required, the contractor, DF Clark, would organise this. Noted.

- 263. Three Ashes Corner as a Village Green:** nothing to report

- 264. Seat near allotments/bus stop:** still to be investigated

- 265. Additional Dog Bins:** Members had been advised that these were still to be investigated and that Mr Litscher had asked if a bin at Three Ashes Corner could also be considered. Members agreed this would be a suitable place and should be added to the list for researching.

**ACTION: CLERK**

## **PUBLIC RIGHTS OF WAY**

- 266. Cold Norton FP3 & FP5 plus Purleigh FP11:** Members had been advised these footpaths would all be closed on 17<sup>th</sup> September 2017 due to 'fly-in'/air display events at Stow Maries Aerodrome. Noted.

- 267. Footpaths 12/13 bridge brickwork:** Members were advised that the bridge was now closed and the route diverted, ECC sign in place. Clerk to contact ECC re works proposed.

**ACTION: CLERK**

- 268. Footpath 24:** Members had been advised that apparently the St Stephens Road end had had the crop harvested, but the Kits Hill end remained cropped/overgrown and unwalkable; the Clerk had spoken to landowner who was going to rectify. Noted. **ACTION: CLERK**
- 269. Footpath 23:** Members had been reminded that this had been reported by a resident to Clerk as being overgrown and unwalkable and that the Clerk had reported it. ECC Highways Ref 2523888 applies. Nothing to report. Noted.
- 270. Footpath 25:** Members had been reminded that this had been reported by a resident to Clerk as the sign is missing and that the Clerk had reported it. ECC Highways Ref 2523887 applies. Nothing to report. Noted.
- 271. Footpath 26:** Members had been reminded that this had been reported by a resident to Clerk as sign is missing and the footbridge is rotten/collapsed and that the Clerk had reported it. ECC Highways Ref 2523886 applies. Nothing to report.
- 272. Purleigh Footpath 44:** Members had been reminded that this had been reported by a resident to Clerk as being overgrown and unwalkable and that the Clerk had reported it. ECC Highways Ref 2524067 applies. Nothing to report.
- 273. Footpath 13:** Members had been advised that the fingerpost on the bend of St Stephens Road had been knocked/leaning into vegetation and that the Clerk had reported to ECC Highways Ref 2530677. At the meeting Mrs Garnham advised that the works had been carried out. Noted.
- 274. EMERGENCY PLANNING/PROCEDURES:** 2nd draft to be produced.

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

- 275. RCCE Community Events:** details of events in September, October, November and December had been supplied to Members. Members to check diaries and let the Clerk know. **ACTION: MEMBERS**
- 276. Essex Wildlife Trust AGM and Members Day:** Saturday 16<sup>th</sup> September 2017. Details had been supplied to Members. No one available to attend.
- 277. EALC AGM & EALC/ECC Annual Conference:** 19<sup>th</sup> September 2017, Great Dunmow. Details had already been supplied to Members. No one available to attend.
- 278. Dengie Hundred Group of Parish Councils Meeting:** Members had been advised that this would be on 20<sup>th</sup> September 2017 in Bradwell on Sea Village Hall and had been supplied with minutes from the June meeting. No one available to attend. Clerk to send apologies. **ACTION: CLERK**
- 279. Dengie Hundred Group of Parish Councils Annual Quiz:** 22nd November 2017 at Southminster Bowls Club. Members to check diaries. **ACTION: MEMBERS**
- 280. Essex Rural Skills Launch, in August at Stow Maries Aerodrome:** Mrs Garnham had attended and reported back to Members. Clerk to include details in the PC's Beacon report. **ACTION: CLERK**

#### **CORRESPONDENCE/CONSULTATIONS**

- 281. Legal Update from EALC:** dated 25<sup>th</sup> August 2017 had been forwarded to Members by email. At the meeting the Clerk referred to the new regulations re Data Protection that would apply from May 2018 and advised Members that the Clerk would need to attend training and that it is understood that the PC may need a 'Data Protection Officer'. Noted **ACTION: CLERK**

282. **RCCE 2017 Essex Village of the Year/Best Kept Churchyard:** details of the results had been supplied to Members. It was noted that the village Church, St Stephens, had again won an award in the Best Kept Churchyard category (2<sup>nd</sup> Place). The Clerk had included congratulations from the PC to the Church in the PC report in the August issue of The Beacon.
283. **New MDC Leader Cllr Mark Durham statement July 2017:** this had been forwarded to Members by email. Noted.
284. **Essex Rural Partnership Bulletin August 2017:** had been forwarded to Members by email. Noted.

#### **BROADBAND:**

285. **ECC Superfast Broadband:** slides from the July Parish Engagement Event held at Anglia Ruskin University had been forwarded by email to Members (No Members had been able to attend). Noted.
286. **Broadband Query:** Members had been supplied with copy email from a resident and at the meeting the Clerk had advised response sent to the resident. Members were in agreement and asked that the Clerk encourages the resident to contact the Superfast Team at ECC with his concerns and to advise that when Purleigh Fibre is installed this may impact on Cold Norton.

**ACTION: CLERK**

#### **PLANNING**

287. **Planning Applications received by the Parish Council:** the following were considered and the responses were:

**COUPA/MAL/17/00816 Nash House, Hackmans Lane, Cold Norton:**

Notification for prior approval for a proposed change of use of a building from office use (Class B1(a)) to a dwelling house (Class C3), Week No.31 dated 4<sup>th</sup> August 2017:

The Parish Council raised no objections, but the following comments were included:

*Whilst one parking space has been allowed per dwelling the Parish Council Members question if this is sufficient for residents, as each dwelling may be occupied by more than one person. Also no visitor parking allowed for.*

**HOUSE/MAL/17/00711 PP-06175665 Cranswick Lodge, Victoria Road, Cold Norton:**

Alterations to doors and windows of existing outbuilding. Use of outbuilding as garage. Week No.31 dated 4<sup>th</sup> August 2017:

The Parish Council raised no objections and had no comments to make.

**FUL/MAL/17/00864 3 The Links, Purleigh:**

New detached three storey dwelling. Week No.32 dated 11th August 2017:

The Parish Council raised no objections and had no comments to make.

**FUL/MAL/17/00882 Land East of Lords Acre Nursery, Lower Burnham Road, Cold Norton:**

Hard standing to facilitate agricultural use. Week No.34 dated 25<sup>th</sup> August 2017:

The Parish Council raised no objections and had no comments to make.

**HOUSE/MAL/17/00939 PP-06317261 18 Victoria Road, Cold Norton:**

Proposed two storey rear extension for family wheelchair use. Week No.34 dated 25<sup>th</sup> August 2017:

The Parish Council raised no objections and had no comments to make.

**FOR INFORMATION ONLY: LDP/MAL/17/00867 PP-06264997 26 Station Road, Cold Norton:**

Claim for lawful development certificate for proposed orangery to rear of existing dwelling Week No.32 dated 11th August 2017. Noted by Members.

**FOR INFORMATION ONLY: NMA/MAL/17/00894 30 St Stephens Road, Cold Norton:**

Application for non-material amendment following grant of Planning Permission of HOUSE/MAL/16/00492 (Demolish existing annex and create double side extension, with reconfiguration of existing layout and cladding of existing structure) Amendment sought: Building over existing footprint of building rather than demolishing and re-building. Week No.32 dated 11th August 2017. Noted by Members.

- 288. Maldon District Council Decisions:** covering decisions advised from w/e 14<sup>th</sup> July to w/e 1<sup>st</sup> September 2017; a detailed list had been supplied to Members, which is summarised below:

**LBC/MAL/16/01143 Cold Norton**

Planning Application for operational arrangements for the use of the Airfield at Stow Maries Great War Aerodrome including hours of operation, restrictions on the number of take offs and landings, and arrangements for Special Public Event days.

Stow Maries Aerodrome Hackmans Lane Cold Norton Essex  
(UPRN - 010013997738)

The Trustees - Stow Maries Great War Aerodrome Trust

**GRANT LISTED BUILDING CONSENT**

**PDE/MAL/17/00629 Cold Norton**

Proposed single storey rear conservatory which would extend beyond the rear wall of the original house by 4.2m, height to the eaves would be 2.3175m and the maximum height would be 3.605m  
21 Ferris Avenue Cold Norton Essex CM3 6HZ

(UPRN - 100090554772)

Mr Bagshaw

**PRIOR APPROVAL NOT REQUIRED**

**FUL/MAL/16/01142 Cold Norton**

Planning application for operational arrangements for the use of the Airfield at Stow Maries Great War Aerodrome including hours of operation, restrictions on the number of take offs and landings, and arrangements for Special Public Event days. The arrangements to be as follows: The airstrip to be used by fixed wing and propeller driven aircraft, helicopters, apart from emergency services machines, may only use the site in the event of emergency or during Public Event days. Take offs and landings only after 08.00 hours and no later than either 20.00 hours, or sunset whichever is earlier. In the Winter months (November to April inclusive) there shall be no more than 25 landings and 25 take offs per day. In the Summer months (May to October inclusive) there shall be no more than 25 landings and 25 take offs on weekdays. In the Summer months (May to October inclusive) there shall be a maximum of 50 landings and take offs per day at weekends and bank holidays apart from Special Public Event Flying days when maximum landings and take offs are increased to 75 take offs and 75 landings per day

Stow Maries Aerodrome Hackmans Lane Cold Norton Essex  
(UPRN - 010013997738)

The Trustees - Stow Maries Great War Aerodrome Trust

**REFUSED**

**FUL/MAL/17/00612 Cold Norton**

Renew planning application FUL/MAL/14/00906 - Alterations, remodelling and extensions to planning permission FUL/MAL/11/00741(One 4 bed bungalow with basement and one 5 bed bungalow with basement)

White Acres Crown Road Cold Norton Essex

(UPRN - 100091256511)

Mr Stewart Rivers **APPROVED**

**HOUSE/MAL/17/00672 Cold Norton**

Proposed part single, part two storey rear extension to main dwelling (Scheme was previously approved under reference number: HOUSE/MAL/13/00913)

Little Canneys Stow Road Purleigh Essex

(UPRN - 100091446664)

Mr Mike Everett **APPROVED**

**LDP/MAL/17/00604 Cold Norton**

Claim for lawful development certificate for continuation of implementation of planning permission FUL/MAL/13/00299. Technical commencement of works by excavation of and infilling of footings, therefore fulfilling condition 1 of said planning permission.

Three Rivers Golf and Country Club Stow Road Cold Norton Essex  
(UPRN - 200000916977)

Mr G Peachey **APPROVED**

**WTPO/MAL/17/00693 Cold Norton**

Reduce Ash to 4-5m or previous reduction points. Crown lift cherry to 2.2m, removing small lowest limb over driveway. Clear Growth around tree. Remove Hawthorn

8 Victoria Road Cold Norton Essex CM3 6JD

(UPRN - 100090556197)

Mrs Amanda Rich **APPROVED**

**WTPO/MAL/17/00700 Cold Norton**

Reduce maple trees to previous reduction points of 3.5m

8 Victoria Road Cold Norton Essex CM3 6JD

(UPRN - 100090556197)

Mrs Amanda Rich **APPROVED**

**HOUSE/MAL/17/00706 Cold Norton**

Single storey rear/side infill extension and alterations to rear patio and rear garden wall.

Cranswick Lodge Victoria Road Cold Norton Essex

(UPRN - 100091257349)

Mr K. Campbell **APPROVED**

289. **Maldon District Local Development Plan (LDP):** Members had been advised that the Secretary of State had now approved this and were supplied with a copy of the letter from Rt Hon Sajid Javid MP. Noted.
290. **MDC Community Infrastructure Levy Charging Schedule (CIL):** awaiting information from MDC, now that LDP had been approved.
291. **Affordable Housing:** had been held in abeyance pending LDP outcome. Will be considered at a future meeting.
292. **Vehicle accesses along St Stephens Road:** nothing to report; to be taken off the agenda.
293. **London Southend Airport: Proposal to the Civil Aviation Authority (CAA) for the introduction of PBN Approach Procedures.** Members had been reminded that this Consultation would close on 13th September 2017 and could be viewed at: <http://southendairport.com/corporate-and-community/proposed-arrival-routes> It was agreed that Mr Wakeling and Mrs Garnham would review and advise Clerk by 12<sup>th</sup> September 2017 CNPC view. **ACTION: MR WAKELING/  
MRS GARNHAM/  
CLERK**
294. **Planning History for land (field) at Fambridge Road end of St Stephens Road and by Cowpiece:** had been received from MDC and supplied to Members. Clerk was asked to ask MDC if the developments on the land by Cowpiece were in line with the permissions granted. **ACTION: CLERK**
295. **Parish Trigger:** details of how this operates had been received from MDC and supplied to Members. Noted.
296. **WINTER SALT BAG SCHEME 2017/2018:** Members had been reminded that the Parish Council is to participate, but no salt was required. Clerk to contact current salt team members re remaining on team/paperwork/salt requirements. **ACTION: CLERK**

**297. COUNTRY PRODUCE:** Members had been advised that there was no issue with Country Produce – the request to include this on the July agenda had been miscommunicated to Clerk, but the Clerk was requested to write to the owners to advise that the Parish Council were considering entering the Best Kept Village Competition in 2018 and would welcome their support in regards to their frontage and parking area.  
**ACTION: CLERK**

**298. WEB SITE:** Members were in agreement that the Clerk be allocated an additional four hours to facilitate completing the new web site.

**PASSENGER TRANSPORT**

**299. Spring/Summer Transport Representative Meetings:** slides from presentation, plus workshop outcomes had been forwarded by email to Members. Noted.

**300. Transport Representative Meetings:** Members had been advised that the next round of meetings would be in March 2018 and supplied with email/form requesting information from the Parish Transport Representative. Clerk to follow up with Mr Rivers, as the Cold Norton Transport Representative.  
**ACTION: CLERK**

**301. 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.)

Mrs Jennings advised that the O2 mast would temporarily be relocated from the Water Tower in Hackmans Lane to her land.

**302. DATE OF NEXT MEETING:**  
Ordinary Meeting: Wednesday 4<sup>th</sup> October 2017

There being no further business the meeting was closed at 9pm

Chairman.....

Date.....