

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH JUNE 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

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

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

Due to the absence of the Chairman Mr S, Rivers, Professor Barclay chaired the meeting.

126. APOLOGIES FOR ABSENCE: apologies were received and accepted from Mrs V. Jennings, Mr S. Rivers and County Cllr Mrs Channer

127. 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.

128. MINUTES OF THE ANNUAL GENERAL MEETING AND THE ORDINARY MEETING of the Parish Council both held on Wednesday 1st May 2013 were both approved as correct and signed accordingly.

With the agreement of Members, Professor Barclay brought forward agenda items relating to The Norton, the District Cllrs report and MDC Local Development Plan; because of discussions re the LDP, MDC Planning Workshops were also brought forward as District Cllr Ms White had another meeting to attend.

129. THE NORTON: Professor Barclay closed the meeting to allow Mr Guppy to speak; Mr Guppy updated Members advising that shares had been sold to a total value of £105,000 and that a mortgage had been secured. Some works under the Unilateral Undertaking had been completed, but pilings and other works still to be carried out. Mr Guppy also talked about the section of the UU in relation to the granting of a new lease with the option to purchase and that the Committee felt it would be preferable now to proceed to purchase. Given the current situation Members agreed that this would appear to be the best way forward for both parties. Mr Guppy to contact MDC to discuss this variance to the UU and, subject to the date arranged for a meeting with MDC, a Parish Councillor will attend - Professor Barclay, Mr Wakeling or Mr Litscher. Mr Guppy also advised that once the pub is purchased that a manager will be employed to run the pub, but that volunteers will still 'staff' the bar etc. and management will still be the responsibility of the Committee.

Mr Guppy then left the meeting.

130. District Councillor Report: District Cllr Ms White advised that she had been contacted by residents in The Fairways and confirmed that The Fairways is fully maintained and that she is talking to ECC.

- 131. Maldon District Council Local Development Plan:** Members had been advised that meetings of the Planning & Licensing Committee and the Full Council had taken place on 21st and 22nd May respectively and had been supplied with information from MDC and a link to the agendas. At this meeting District Cllr Ms White advised that the allocation for North Fambridge had been reduced down to 75, but that County Cllr Mrs Channer wanted this to be reassessed because of infrastructure and flooding issues. Members were advised that a further consultation will be put out in August 2013 and it is proposed to adopt the LDP by the end of 2014. Mr Wakeling advised that it appeared from the agenda papers that in view of the change to the North Fambridge figure that the allocation would now be split across all settlements; therefore back to all villages having to take some of the MDC allocation. District Cllr Ms White said that whilst this was not discussed, it didn't mean that it wouldn't be the case, but until it is put forward as a consideration, there is nothing to comment on. District Cllr Ms White advised that affordable housing was still to be addressed and that Maldon Town appeared to be happy with their allocation.
- 132. MDC Planning Workshops (Only for Town, Parish and District Cllrs):** Members had been advised of the dates for these, but at the meeting Members were advised that the Goldhanger date had been changed to Tuesday 6th August. Professor Barclay advised District Cllr Ms White that re the April workshop he had attended in Burnham the room was too small for the number of people attending and that it was difficult to hear. District Cllr Ms White promised to bring this up at a meeting she is attending on 20th June and will also bring up the Council's concerns re the LDP consultation being issued in August when it is prime holiday season and most Parish Councils are in recess.

District Cllr Ms White then left the meeting

FINANCE

Approval of Payments

- 133.** Sue Lees Consultancy to hosting for web site for 1 year to 30th April 2014 (reduced rate as PC is non-profit making). Invoice No.00011470 dated 8th May 2013 £25.00 Cheque No.1196
- 134.** Sue Lees Consultancy to maintenance fee for June 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001171 dated 8th May 2013 £30.00 Cheque No.1196
- 135.** Roy Wiseman to village caretaker work 6th April to 17th May 2013. Invoice dated 17th May 2013 £119.13. Cheque No.1197
- 136.** AON Insurance renewal from 1st June 2013 to 31st May 2014 Premium £783.75 plus IPT (Insurance Premium Tax) £47.03 total £830.78 (NB this is a revised premium reflecting the discount offered if the PC remain with AON for 3 years as agreed at the May meeting (minute No.77 applies). Cheque No.1191.
- 137.** BT to village hall pay phone Invoice No.Q051VO dated 14th May 2013 £40.88 (£34.06 net). Cheque No.1198
- 138.** Maldon Printing Company to print & production of 1,000 footpath maps plus 6 flat maps. Invoice No.61948 dated 18th March 2013 £1,034.40 (£862 net). Cheque No.1199
- 139.** Essex Playing Fields Association to membership renewal to March 2014 £25. Cheque No.1200
- 140.** Essex & Suffolk Water to water at allotments fixed charge (£19.65) and consumption from 19th November 2012 to 17th May 2013 (£1.34) Invoice No.008 dated 23rd May 2013 £25.19 (£20.99 net). Cheque No. 1201
- 141.** Copyright Repro Limited to stationery (box of all-purpose paper and 500 x buff C5 envelopes for footpath maps) Invoice No.66051 dated 30th May 2013 £24.59 (£20.49 net). Cheque No.1202
- 142.** E-on to electricity for street lights April 2013 Invoice No.HE8197146 dated 1st May 2013. £45.34 (£43.18 net) was taken by direct debit on 11th May 2013.
- 143.** Maria Dyer office expenses £20.67. Cheque No.1203
- 144.** E-on to electricity for street lights May 2013 Invoice No.HEA186C11 dated 1st June 2013. £46.85 (£44.62 net) will be taken by direct debit on 11th June 2013.
- 145.** EALC Chairman Training Day for S. Rivers Invoice No.3280 dated 3rd June 2013 £67 plus credit note No.3285 dated 3rd June 2013 £10 (this represents bursary for small councils towards training) therefore payment £57.00. Cheque No.1204
- 146.** HM Customs & Excise Tax/Ni to 5th July 2013 £2.00. Cheque No.1206

147. Financial Statement

Current balances:

Barclays 10 Day Notice as at 10 th April 2013*	£	559.76
Santander as at 2 nd May 2013	£	<u>34,770.92</u> **
	£	35,330.68

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

** Precept and grant monies received

Clerk was requested to establish if Santander have a suitable deposit account.

ACTION: CLERK

PLANNING

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

FUL/MAL/13/00424 Great Canney Farm, Hackmans Lane, Cold Norton. Change of use of redundant former agricultural building to B1 use. Week No.21 dated 24th May 2013:

Cold Norton Parish Council has NO OBJECTIONS to the change of use proposed within the above application.

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

HOUSE/MAL/13/00248 Cold Norton

Reinstate open trellis over existing fence alongside Public Footpath on North West boundary and erect new fence along two separate sections of the Northern boundary facing Latchingdon Road. 26 Station Crescent Cold Norton Essex CM3 6HY (UPRN - 100090555861)

Mr Jeremy Hartland **APPROVED**

Clerk had advised Members that this had been a delegated decision as it related to fencing. Clerk was requested to write to MDC Head of Planning asking for this decision to be reconsidered and to contact Network Rail.

ACTION: CLERK

150. **Planning Applications relating to Cold Norton from April 2012 to March 2013** – Members had been supplied with a copy of the report summarising these applications (29 apps: MDC supported CNPC on 22 of these, 5 MDC did not support CNPC decision, 1 CNPC did not comment on and 1 app still on-going.). Noted by Members.

151. **Withdrawal of Application FUL/MAL/13/00142 Chestnuts 67 Latchingdon Road, Cold Norton.** (Garden of 67 Latchingdon Road to be split in two – the application is to build a detached 3 bedroom house on the land to the rear. There is existing access to this part of the property via an entrance from Station Road). Noted by Members.

152. **Railway Bridge/26 Station Crescent, Cold Norton – Erection of posts & tarpaulin on Old Railway Bridge and Trellis on Fencing.** Members had been supplied with copy of the letter from MDC Enforcement Officer. Noted by Members,

HIGHWAYS AND ROAD SAFETY

153. **Surface water issues on Latchingdon Road adjacent to bridge:** Last month Members were notified that Highways has advised: “A channel has recently been created to allow surface water to get to the gully which appeared to be working correctly and no evidence found of a drainage problem.” Members had asked for details of exactly what had been done. Awaiting response

154. **Surface water issue by junction of Stow Road and Hagg Hill** – Members had been reminded that response from Highways was still awaited.

- 155. **Station Crescent: drain and damage to road** – Members were reminded that this had been reported to Highways and that an inspection had taken place. Waiting for update.
- 156. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** Members had been reminded that a response from Highways was still awaited.
- 157. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway Ref 2208812**
Advised last month 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.”* Clerk has requested more information.
- 158. **End of drive to 6A St Stephens Road stop cock cover holed** (advised by Mr Wakeling) has been reported to Highways.
- 159. **Maldon District Local Highways Panel:** Members had been reminded that the footway to Country Produce and railings outside school had been agreed by Members as the two projects put forward. In relation to the School, Mr Wakeling advised that he had forwarded to the Clerk a banner another school had installed to remind parents not to park inconsiderately at the school entrance; Clerk was requested to write to the Chief Police Officer re a police presence at the school,
ACTION: CLERK

VILLAGE HALL

- 160. **Report from Parish Council Representatives:** Mrs Garnham gave the report, advising that the VHMC had £6,000 in funds, but that a £3,000 invoice for insurance was expected, fund raising ideas were being researched, including IT Workshops – the next event is a family disco on 22nd June 2013. There have been problems with the thermostats for heating system. The Committee now has a new Member.
- 161. **Storage of village documents/photographs – Lottery Grant.** Mrs Garnham advised that the attic was not now an option and the VHMC had offered storage in St. Stephens Room
- 162. **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.
ACTION: CLERK

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

- 163. **Neighbourhood Watch:** Member had been advised that Mrs Carole Kirk has very kindly agreed to be the CN co-ordinator. Noted by Members.
- 164. **Damage to fencing around VH free flow play area** – Police patrolling, plus see minute No.169 below
- 165. **Neighbourhood Policing:** Members had been supplied with a report covering caravans. Noted
- 166. **Police & Crime Commissioner Public Meeting 13th May 2013:** Members had been supplied with Mr Rivers report on this meeting. Noted.
- 167. **COUNTY COUNCILLOR REPORT:** not available

OPEN SPACES

- 168. **Cowpiece Nature Reserve:** nothing to report
- 169. **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: Members had been advised that this had taken place in April an all Members had been supplied with a copy by e-mail. Mr Litscher (PC Playground Representative) to meet with Mr Wiseman to establish which works the PC wants to progress and of these which ones Mr Wiseman is able/willing to undertake. Quotes would then be obtained for other works. Quote awaited for removal of poplar trees and another quote has been received for new flooring under the swings, but further needed.

Mound slide – Mr Wiseman had repaired, but would be installing additional panels between top step and slide platform area.

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 spoken to resident who has kindly offered to reinstate lines on hard standing

Fields in Trust – application being processed (Clerk has given reference nos re deeds to FIT who will obtain copies and liaise with Clerk re area. Philip has taken photos which have been forwarded to FIT)

Pre School summer camp out proposed for weekend of Friday 5th and Saturday 6th July

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

Damage to fencing around Pre-School free flow area; there was a second bout of damage, but new panel was installed w/c 13th May 2013 FOC. Police were advised of the further damage and patrol teams advised to visit site.

170. 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: cut up and cleared uprooted tree from edge of playing field and waste taken to tip, cut back bushes and brambles at junction of Green Trees Avenue and Latchingdon Road and waste taken to tip, repaired gap in fence by car park at VH.

171. Allotments: Formal agreement for holders being considered. - copies of various formats handed out to Mr Wakeling, Mr Litscher and Mrs Garnham.
**ACTION: MR WAKELING/
MR LITSCHER/
MRS GARNHAM**

172. Notice Board near Charter Cottages: Housing Association to advise re delivery/collection of header with PC name

PUBLIC RIGHTS OF WAY

173. Footpaths Map: Members had been advised that printing was completed and had been supplied with a copy. Mr Wakeling to write a letter to accompany map and leaflet from Three Rivers (one of the sponsors), then will be delivered to all homes in the village. Noted by Members.

174. Purleigh Byway 32 (Howe Green Road): in process of being downgraded to a bridleway ECC Legal Department processing. Nothing further to report

175. Footpath 28: Proposed Reduction in Width: will not proceed until drainage problems are resolved Halt in process confirmed by ECC. PRow has with volunteers successfully cleared this path, waiting for report re Agricultural Land Tribunal works.

176. P4: being researched/Mr Wakeling is writing the expression of interest

177. **EMERGENCY PLANNING/PROCEDURES:** nothing to report

TRAINING/CONFERENCES/MEETINGS

178. **EALC Training Sessions 2013:** Members had been reminded that Mr. Rivers is to attend Chairman Day 1 on 26th June
179. **Bradwell Local Community Liaison Council:** Members had been supplied with a copy of Professor Barclay's report from the meeting he attended on Wednesday 15th May 2013. At the meeting Professor Barclay expanded on this and answered Members questions.
180. **ECC Choral Evensong Sunday 16th June 2013 6pm (in celebration of anniversary of Queens' Coronation):** Mr Rivers and Partner to attend.
181. **Parish Transport Meeting – Maldon date is 6th June:** Professor Barclay to attend.
182. **Dengie Hundred Group of Parish Councils quarterly meeting 19th June:** Mr Rivers to attend.
183. **Essex Playing Fields Association Summer Ball at Essex County Cricket Ground Saturday 13th July 2013:** details had been supplied to Members.
184. **Essex Wildlife Trust – Annual Members Day Saturday 22nd June 2013 registration from 9.30am**
No one available to attend.
185. **EALC Making the Links Thursday 26th September 2013:** in Great Dunmow 2.30pm for 3.15pm start of speakers, refreshments at 6pm, EALC AGM at 7pm. Noted by Members

CORRESPONDENCE

186. **ECC Youth Service:** Members had been e-mailed with request for any ideas for projects for this group. At the Meeting no projects were suggested, Members to contact Clerk if an appropriate idea comes to light at a later stage.
187. **WINTER SALT BAG SCHEME:** Members had been supplied with results of the survey re last year's scheme. Noted by Members.
188. **STANDING ORDERS/RISK ASSESSMENT/FINANCIAL REGULATIONS:** Members had been reminded that Risk Assessment and Financial Regulations had been reviewed and as agreed review of Standing Orders would await publication of NALC's 2nd edition (Autumn 2013). Noted by Members.
189. **JUBILEE MUGS:** Final report to be prepared.
190. **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
191. **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.)

Mr Litscher noted that the grass at Three Ashes Corner had not been cut – Clerk will contact MDC.

Mrs Garnham advised Members that through the RCCE there is assistance to set up an orchard and advised Members that there is an area of unused land at the rear of the allotments – suggestions re past ownership were put forward – to be researched to establish current owner.

Addition to this minute per minute No.200 from meeting held on 3rd July 2013:

Old Fire Station – investigate blue hoarding and any action that can be taken re Health & Safety.

DATES OF FUTURE MEETINGS

Provisionally scheduled for 2013: Wednesdays: 3rd July, 4th September, 2nd October, 6th November and 4th December. Clerk advised Members that an extraordinary meeting would have to be called to approve the accounts before they are submitted to the External Auditor – Clerk will e-mail possible dates.

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

Chairman.....

Date.....