

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 5TH SEPTEMBER 2012 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

Mr C. Litscher
Mr S. Rivers
Mr P. Wakeling (Chairman)

In attendance: County Cllr Mrs P Channer
Miss Emma Foy (Head of Finance, Maldon District Council)
Mrs M. Dyer (Parish Clerk)

- 228. PRESENTATION/DISCUSSION LOCALISATION OF COUNCIL TAX BENEFIT & IMPLICATION ON TIER 1 AUTHORITY TAX BASES:** Clerk had attended a session re this in August which clarified the situation/implication for Cold Norton. Miss Foy, Head of Finance at Maldon District Council went through the figures and the impact on Cold Norton, but advised that since the Clerk sessions held last month, that the situation had been reviewed and due to consultations and target dates that Parish Councils would not be affected by this in terms of considering their Precept for the year 2013/14. The Members thanked Miss Foy for coming along to speak to them and advised they would discuss completion of the MDC questionnaire re this matter later on in the meeting.
- 229. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Professor Barclay, Mr Archer, Mrs Garnham, Mrs Jennings and District Cllr Ms S White.
- 230. 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.
- There were no declarations of interest at this point.
- 231. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 4th July 2012 and **MINUTES OF EXTRAORDINARY MEETING** held on Tuesday 14th August 2012 were both approved as correct and signed accordingly.

FINANCE

Approval of Payments

- 232.** Essex Wildlife Trust to donation agreed at July meeting (minute No.194) £25. Cheque No.1125
- 233.** Maldon District Council to grass cutting for July 2012 Invoice No.COL58768775 dated 15th August 2012 £265.25 (£221.04 net). Cheque No.1126
- 234.** BT to VH pay phone Invoice NO.QO48HW dated 13th August 2012 £41.16 (£34.30 net). Cheque No.1127
- 235.** Cold Norton VHMC to hall hire for June & July 2012 ordinary meetings and extraordinary meeting in August 2012 total of 5.5 hours Invoice dated 20th August 2012 £30.25. Cheque No.1128
- 236.** Dengie Hundred Group of Parish Councils to affiliation fee Invoice No.253 dated 15th August 2012 £15. Cheque No.1129
- 237.** PWLB to three loans £1,818.94 will be taken by direct debit on 20th September 2012.
- 238.** Maria Dyer office expenses £103.20 (NB 2 months expenses and includes new padlock, chain & extra keys for field). Cheque No.1130
- 239.** Mr R. Wiseman to village caretaker work plus topsoil & stones £68.80 (£67 net). Cheque No.1131
- 240.** Audit Commission to external audit Invoice No.4042089 dated 3rd September 2012 £342 (£285 net). Cheque No.1132
- 241.** HM Customs & Excise Tax/NI to 5th October 2012 £13.00. Cheque No.1133

242. Financial Statement

Current balances:

Barclays 10 Day Notice as at 15th May 2012	£	555.73
Santander as at 2nd August 2012	£	<u>30,461.38</u>
	£	31,017.11

- 243. Audit – Completion of Audit for year ended 31st March 2012:** Members had been supplied with a copy of the Annual return form with signed audit certificate and advised that there had been only one comment from the external auditor in section 3 re audit not being approved at a meeting prior to 30th June - Members had been reminded of the reasons for this. Members were advised that the Clerk will now display the Notice of Conclusion of Audit and Right to Inspect the Annual Return Form plus copies of sections 1 – 4 of the Audit Return on the locked notice board on Latchingdon Road (Old Post Office) for the time required. Noted by Members. **ACTION: CLERK**
- 244. Southminster Parish Council:** Members considered a request for donation re Halloween event. Members were all in agreement not to make a donation this year. Clerk to advise accordingly. **ACTION: CLERK**
- 245. Council Tax/Implication to Parish Council:** following on from the presentation at the beginning of the meeting (minute No.228) Members agree the PC response to MDC questionnaire. **ACTION: CLERK**

PLANNING

- 246. Planning Application received by the Parish Council:** the following was considered and the response was as indicated:

HOUSE/MAL/12/00595 PP-02076414 Great Canney Farm, Hackmans Lane, Cold Norton.

Alterations, remodelling and extensions consisting of mainly first floor additions to existing bungalow. Car port & garden store Week 33 17th August 2012:

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

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

LDP/MAL/12/00459 Cold Norton

Claim for Lawful Development Certificate for single storey side extension.

7 Stow Road Cold Norton Essex CM3 6RR

(UPRN - 100090555894)

Mr Chris Rayment **APPROVED**

FUL/MAL/12/00509 Cold Norton

Proposed new stables and garage building (providing three garages)

Little Canneys Stow Road Cold Norton Essex

(UPRN - 100091446664)

Mr F Everitt **REFUSED**

HOUSE/MAL/12/00513 Cold Norton

Lean-to porch to front of existing detached dwelling

16 Ferris Avenue Cold Norton Essex CM3 6HZ

(UPRN - 100090554767)

Mr Michael Cecil **APPROVED**

NMA/MAL/12/00625 Cold Norton

Non-material amendment following grant of application HOUSE/MAL/11/00813 (Two storey side and rear extension. Single storey side extension and conversion of garage) - To include additional window at the rear of property and changes to opening size of front entrance door.

2 Green Trees Avenue Cold Norton Essex CM3 6JA

(UPRN - 100090554855)

Mr Z Achha **APPROVED**

FUL/MAL/12/00310 Cold Norton

Change of use of site for the siting of three additional caravans with separate bath and utility room for occupation by Gypsy families

The Poplars Cherry Blossom Lane Cold Norton Essex

(UPRN - 200000915247)

Mr J Davis

APPROVED

FUL/MAL/12/00604 Cold Norton

Amendment to current planning approval FUL/MAL/11/00741 for design and layout of 4 bedroom bungalow

White Acres Crown Road Cold Norton Essex

(UPRN - 100091650513)

Mr Denis Thomas

APPROVED

- 248. PLANNING APPEALS BY J. KNIGHT, RES UK & IRELAND LTD:** Members had been supplied with details as follows, but advised that this was for information only, as it was too late to submit any further views and that the appeal was scheduled to start on 13th November 2012 and was expected to last circa 9 days: Appeal 1: Twizzlefoot Bridge, Marsh Road, Burnham on Crouch Application No.FUL/MAL/11/00879 Appeal Ref No.APP/X/1545/A/12/2179225. Proposal seeks permanent road widening and a new bridge to the South of Twizzlefoot Bridge for the purpose of facilitating access for abnormal; load deliveries to the proposed wind farm at Turncole farm. The works will result in a change of use from agricultural land to form new highway. Appeal 2: Lower Burnham Road, North Fambridge. Application No.FUL/MAL/12/00119 Appeal Ref No.APP/X/1545/A/2179484. Proposal seeks permanent road widening works for the purpose of facilitating access for abnormal ;load deliveries to the proposed wind farm at Turncole Farm. The new highway created will be fenced or similar to allow access to the abnormal loads only and not all traffic. The works will take place at the two road junctions between Lower Burnham Road and Fambridge Road, near Cold Norton. The works will result in a change of use from residential and agricultural land to form new highway (resubmission of previous application FUL/MSL/11/00806). Noted by Members.
- 249. Maldon District Council Planning Workshops:** Members had been reminded that these are scheduled for 10th October 2012 in Goldhanger and 22nd October 2012 in Burnham on Crouch. Mr Wakeling, Professor Barclay and Mr Litscher advised that they plan to attend the 10th October workshop. Clerk to advise MDC accordingly. **ACTION: CLERK**
- 250. Neighbouring Planning Update:** Members had been supplied with an update from MDC dated 15th August 2012. Noted by Members.
- 251. ECC Minerals & Waste Planning: Statement of Community Involvement First Draft Review.** Members had been supplied with copy letter and details of the consultation that runs from 30th August to 25th October 2012. Members agreed that the first step would be to review sites which may have an impact on Cold Norton. **ACTION: MEMBERS/CLERK**
- 252. LOCAL DEVELOPMENT PLAN:** Members discussed this with Cllr Mrs Channer. Clerk to contact Mr D. Coleman for time table for this. **ACTION: CLERK**

HIGHWAYS AND ROAD SAFETY

- 253. Surface water on Latchingdon Road adjacent to bridge –** awaiting further update. Noted by Members
- 254. Surface water on Latchingdon Road near junction with St Stephens Road –** awaiting update. Noted by Members
- 255. Highways Panel:** Members had been supplied with minutes from June 2012 meeting plus a further update re the new format of panels. Noted by Members. Clerk to clarify reference to Stow Maries/Cold Norton footpaths 29/24 in these June minutes. **ACTION: CLERK**
- 256. Stow Maries Notice re ECC proposal to introduce 30mph:** Members had been supplied with details of the Notice. Noted by Members

VILLAGE HALL

257. **Report from Parish Council Representatives:** not available. Clerk advised that Pre School had made a request for automatic turn off taps to be installed in the children's toilets. Members advised that this request should be referred to the VHMC who manage the hall.
ACTION: CLERK
258. **Village Hall Project:** nothing to report. Final expenditure being calculated
ACTION: CLERK

VANDALISM/POLICE MATTERS

259. **Neighbourhood Meetings:** Members had been supplied with details of the new system for these. Noted by Members.
260. **DISTRICT COUNCILLOR'S REPORT:** District Cllrs Archer and Cllr Miss White had both been unable to attend due to other Council business, but Cllr Miss White had supplied the following report:
Anti-social behaviour has been reduced by 8.3% in the Maldon District compared to the same period last year and the new government white paper will focus more on the victims or the communities through the new community trigger. They will have the right to demand action from the police. (Background papers: Putting the Victims First-More effective responses to Anti-Social Behaviour May 2012).

Moat Housing Association: Maldon District Council are working with Moat on issues such as preventing homelessness and increasing the supply of affordable homes. There are great concerns that benefit reform will have a significant impact on some Moat tenants. MDC and Moat will develop a joint approach to communicate with tenants regarding the changes to welfare reform.
261. **COUNTY COUNCILLOR REPORT:** Members had been supplied with a report from County Cllr Mrs Channer. Noted by Members.

OPEN SPACES

262. **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. Mr Litscher advised he would be available later in the month to conduct the checks. Noted by Members.
263. **Playing Field:** Members had been advised that:
Improvement to skate ramps – Clerk had submitted an expression of interest for Big Society Fund, which had been accepted and CNPC had been invited to submit an application which has to be in by 24th September & requires 3 written quotes. Clerk advised Cllr assistance therefore urgently required to meet with Mr Hine & contractors to discuss what items & where etc. as only equipment costs from one supplier had been supplied. Members present were unable to offer assistance.

Football – steel mini soccer goals being provided and installed by Woodham Radars; Members considered a request from Woodham Radars to provide/install a shed on the playing field to house corner posts/flags/nets/white lining machine during the season and when season is over to hold the actual goal posts. Clerk confirmed that planning permission is not required for the size of shed proposed. Members agreed to the request, but location of shed to be agreed on site.
ACTION: MR LITSCHER/CLERK

Fencing around younger children's play area – has been installed.

Pre School outdoor play area – concerns with flooring discussed with Pre School and agreed to release payment to contractor. Faulty gate has been replaced by contractor. Clerk liaising with Pre School Chair re signage inside hall and external sign to combine usage and acknowledgement to grant funders. Members considered a request from Pre School to install a wooden Wendy House that has been donated to them within this area – Members discussed, but decided that for safety and concern re this becoming a target for vandalism that permission would not be granted.
ACTION: CLERK

Playground inspection – Members were reminded that this recommended that several works need to be carried out. Costs need to be obtained, but initially Clerk had consulted with MDC Tree Officer re the problem with the Poplar Trees and the safety matting under the swings. Copy of the Tree Officer's report had been supplied to Members. Members agreed. Clerk to obtain costs.

ACTION: CLERK

Essex Best Kept Playing Field Competition 2012 – entry form has been submitted.

Gate entrance to playing field - It has been suggested that having viewed the new self-closing gates on the enclosed younger children's play area that this type of gate should be installed on the entrance to the playing field as this gate is always being left open, even though there are signs requesting it's closure. Members agreed that initially quotes should be obtained.

ACTION: CLERK

Basketball/Netball posts – Members had been advised that a request has been received for nets to be reinstated. Clerk had advised Members in the past these had been the target of vandalism and that after a couple of replacements the PC at that time decided not to replace anymore. Members considered, but agreed that new nets be purchased.

ACTION: CLERK

Kicking Wall - The VHMC had requested that the PC consider a 'kicking wall' as an addition to the playing field equipment to save the windows and downpipes of the hall and would give the children something to do. Members considered the request, but agreed that this was not possible at the moment.

264. 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 the following maintenance work: infilling rabbit holes on playing field, weeding beds at VH, Cow Piece works, hedge by bench in St Stephens Road, clearing vegetation at bridleway 15, bushes at Three Ashes Corner

265. Allotments: Nothing to report

266. Trees at Three Ashes Corner: Members had been supplied with copy e-mails in relation to the 'request' from the Energy provider to carry out works as these trees are encroaching onto the electricity cables. Clerk had also consulted with MDC Tree Officer, who confirmed that these works will have to be carried out. Noted by Members.

ACTION: CLERK

267. Tree at 4 Victoria Road: Members had been supplied with correspondence. Noted by Members.

268. Notice Board near Charter Cottages: Members had been supplied with correspondence relating to the removal of this board by Moat Housing. Mr Rivers offered to meet with Moat Housing Officer to review possible new location.

ACTION: MR RIVERS/CLERK

PUBLIC RIGHTS OF WAY

269. Footpaths Map – work in progress. Noted

270. 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 Clerk to chase PRoW.

ACTION: CLERK

271. 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

272. Footpath 13 across golf course): Members had been advised that the order had now been received re changes to the Definitive Map. Noted by Members.

273. EMERGENCY PLANNING/PROCEDURES: nothing to report.

TRAINING/CONFERENCES/MEETINGS.

274. **Dengie Hundred Group of PCs Meeting:** Wednesday 19th September 2012 7.30pm, Village Hall, Manor Road, Dengie. Members also advised details of new Chairman for this group. Noted. Members to advise Clerk if they can attend. **ACTION: MEMBERS**
275. **EALC Chairman Training Days: Day 1 Thursday 13th September 2012/Day 2 18th October 2012/Day 3 29th November 2012** (three one day courses open to all Chairmen, Committee Chairmen and aspiring Chairmen). Noted
276. **EALC/ECC Making the Links Partnership Conference & EALC AGM:** Thursday 27th September 2012 1.30pm (programme details supplied). Noted. Members to advise if they can attend **ACTION: MEMBERS**
277. **RCCE Annual Village Hall & Community Conference:** Saturday 20th October 2012 9.30am to 3pm at Highwood VH, near Writtle. (Programme details supplied). Noted.

CORRESPONDENCE

278. **Lighting in Village:** Members considered a request for an additional light. Members were aware of the incident that had triggered the request, and all agreed that it was a matter for the householder to consider in terms of security lighting at the rear of the property concerned.
279. **MDC Local Council Tax Support Services Consultation 1st August to 12th September 2012:** Clerk had forwarded the draft Guide to Members by e-mail and had put the poster on the noticeboards. Noted. **ACTION: MEMBERS**
280. **EALC letter 13th July 2012:** Members had been supplied with copy of the congratulations letter from EALC re Village of Year Competition & Best Kept Churchyard, details of all results and a copy of the article in Essex Life Magazine. Noted.
281. **Essex Boys & Girls Clubs:** Members had been supplied with request for information in relation to application for a grant to improve leisure facilities for young people in rural areas. Clerk to respond and to provide a copy of the Youth Survey from the 2011 Village Appraisal. **ACTION: CLERK**
282. **THE NORTON:** Members were advised that The Norton had exceeded their target and had raised £100,000 towards the purchase of the building. Clerk was requested to write to the Committee to congratulate them and wish them 'good luck' for the next stage. **ACTION: CLERK**
283. **VILLAGE SURVEY:** Clerk gave an update. Noted
284. **WINTER SALT BAG SCHEME:** Members were advised that ECC are running this scheme again and supplied with details of the invitation/form and feedback from questionnaire re first year of this scheme. Members agreed to participate again. **ACTION: CLERK**
285. **BUS SERVICES IN THE DENGIE:** Members had been supplied with briefing notes re DaRT 5 and DaRT 99 services and samples of the D services leaflet and DaRT 5 hand out and advised that the Clerk is holding stocks of these; details will be included in The Beacon. Noted. **ACTION: CLERK**

286. CODE OF CONDUCT: Members were reminded that CNPC had adopted the NALC Code of Conduct. Clerk advised that the local branch of NALC had made this comment: *“The EALC’s advice is to adopt your District Council’s Code of Conduct, so that it is clear throughout the district what is expected of Parish Councillors. It is likely that Maldon District Council will have voting members from the parish tier on its Standards Committee, which would mean that Parish Councillors from the District would be well represented if they were brought before it. However, your Council is free to adopt the NALC Code of Conduct in which case if issues arose we would be able to obtain advice from a NALC solicitor on your behalf.”* Members requested that Clerk discuss the matter again with MDC Monitoring Officer. **ACTION: CLERK**

Member had each been supplied with a copy of a guide for Cllrs ‘Openness & Transparency on Personal Interests’. Noted.

287. STANDING ORDERS/RISK ASSESSMENT/FINANCIAL REGULATIONS: deferred to October meeting.

288. 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.)

There were no matters reported.

DATES OF FUTURE MEETINGS

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

There being no further business the meeting was closed

Chairman.....

Date.....