

# COLD NORTON PARISH COUNCIL

## MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> MARCH 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

### THOSE PRESENT:

#### Councillors:

Mrs S Garnham  
Mrs V. Jennings  
Mr S. Rivers  
Mr P. Wakeling (Chairman)

**In attendance:** County Cllr Mrs Channer  
Mrs Gloria Gold (Woodham Radars Football Club)  
Mrs Sarah Thomas (Cold Norton Pre School)  
Mr J. Hartland  
Mrs M. Dyer (Parish Clerk)

- 563. APOLOGIES FOR ABSENCE:** apologies were received and accepted from Mr J Archer, Mrs Jennings and District Cllr Ms White.
- 564. 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 she is an allotment holder.
- Professor Barclay advised that he needed to make an amendment to his register of interests. Clerk to notify MDC and obtain the necessary paperwork. **ACTION: CLERK**
- 565. Dispensations:** Members had been supplied with for consideration the extended dispensation format recommended by the Monitoring Officer Mr Eric Whitfield, which Professor Barclay had reviewed and amended as applicable to this Council. At the meeting Mr Wakeling proposed that this amended version be adopted by the Council, this was seconded by Mr Rivers, all Members were in agreement. Copy to be forwarded to Mr Whitfield. **ACTION: CLERK**
- 566. MINUTES OF THE ORDINARY MEETING of the Parish Council** held on Wednesday 6<sup>th</sup> March 2013 were approved as correct and signed accordingly.

### FINANCE

#### Approval of Payments

- 567.** Roy Wiseman to village caretaker work £47.13. Cheque No.1173
- 568.** Cold Norton VHMC to hire of The Norton Meeting Room for PC meetings November and December 2012 plus January and February 2013 8 hours @ £5.50 per hour £44.00. Cheque No.1174
- 569.** BT to village hall pay phone Invoice No.Q050RM dated 13<sup>th</sup> February 2013 £48.60 (£41.75 net). Cheque No.1175
- 570.** PWLB to three loans £1,782.11 will be taken by direct debit on 20<sup>th</sup> March 2013
- 571.** Maria Dyer office expenses £75.53 (£74.11 net). Cheque No.1176
- 572.** HM Customs & Excise Tax/NI to 5<sup>th</sup> April 2013 £13.00. Cheque No.1178.

**573. Financial Statement**

**Current balances:**

<b>Barclays 10 Day Notice as at 15<sup>th</sup> May 2012*</b>	<b>£</b>	<b>555.73</b>
<b>Santander as at 2<sup>nd</sup> March 2013</b>	<b>£</b>	<b><u>11,144.71</u></b>
	<b>£</b>	<b>11,700.47</b>

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

**574. The Ramblers Affiliated Club Subscription:** Members had been supplied with letter from The Ramblers, advising that they had reviewed their high increase in subscription for this sector of membership and that for 13/14 it would be £55 (in 11/12 it was £45 and in 12/13 it was £95, which Members had agreed was too high and decided not to renew for 12/13). As budgets for 13/14 had already been set, it was agreed that the PC could not subscribe for 13/14.

**575. Grass Cutting Contract with MDC:** Members had been reminded of last year's minute re this contract:

*"Minute No.519. Grounds Maintenance Contract Renewal*

*Members considered the above and as all were happy with the service it was agreed to renew the agreement with MDC for three years to end March 2015 with a 2% increase for the coming year (which is a reduction of 2% on the January RPIX figures) and the two following years the price would be adjusted by the RPIX figure."*

Members had been advised that the RPIX figure for January 2013 quoted by the government was 3.3%; therefore the grass cutting for 2013/14 would be £1,205 (when calculating the precept figures £1,275 was allowed). Members advised that they were satisfied with the service and agreed to continue with MDC for grass cutting. Clerk had advised that this department was very co-operative and helpful and had at very short notice cut the football pitch for the youngsters when requested. Clerk to advise accordingly.

**ACTION: CLERK**

**PLANNING**

With the agreement of the Members the Chairman brought forward the following item as it related to the Member of the Public present at the meeting who wished to speak about the matter:

**576. Erection of Tarpaulin on old railway bridge:** Members had been advised that a meeting had taken place between the resident and enforcement officer and planning department at MDC. The meeting was closed to allow the resident to speak about his proposals and advised that he will now be submitting a formal planning application.

The Meeting was then reopened and again with agreement of Members two of the items relating to the Playing Field were brought forward and discussed as Mrs Gold for Woodham Radars Youth Football Club and Mrs Thomas for Cold Norton Pre School were present to answer any questions in relation to their group's requests.

**577. Playing Field – Football:** Members had been supplied with a letter from Woodham Radars FC requesting permission to install a second shed, this one to house a ride on mower. The meeting was closed to allow Mrs Gold to answer questions. The meeting was then reopened and Members were all in agreement that the additional shed (12' x 8' x 6') could be installed alongside the other shed; insurance and maintenance would be the responsibility of the Football Club and if the club ceased to play here that both sheds would have to be removed. Clerk to confirm the arrangement in writing.

**ACTION: CLERK**

**578. Playing Field – Pre School BBQ:** Members had been supplied with a letter from Pre School requesting permission to hold their BBQ on Saturday 18<sup>th</sup> May 2013 11am to 4pm, following a similar format to previous years, acknowledging the requirement for insurance, risk assessment and notifying the Environmental officer at MDC. An additional request was made for permission to have pony rides. The meeting was closed to allow Mrs Thomas to answer questions. The meeting was

then reopened and Members were in agreement for the BBQ event with pony rides to take place, but that the pony rides should not be operated on the football pitch and that no heavy equipment should be placed on the hard standing. Clerk to confirm the arrangements in writing.

**ACTION: CLERK**

Mrs Gold, Mrs Thomas and Mr Hartland then departed.

## PLANNING

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

**HOUSE/MAL/13/00082 PP-02419955 17 Station Crescent, Cold Norton.** New porch and canopy over existing bay window and conversion of existing garage to utility room and storage area. Week No.6 dated 8<sup>th</sup> February 2013:

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

**FUL/MAL/13/00092 PP-023875784 Three Rivers Golf & Country Club, Stow Road, Cold Norton.** Vary conditions 13, 18 and 19 of approved application FUL/MAL/10/00161 (80 bedroom hotel, associated car parking, landscaping and revised access arrangements) Week No.6 8<sup>th</sup> Feb 2013:

Cold Norton Parish Council has NO OBJECTIONS to varying the conditions of the approved application as proposed within the new application above.

**HOUSE/MAL/13/00116 15 Ferris Avenue, Cold Norton.** Two storey front extension incorporating existing smaller extension. Single storey rear extension to replace and enlarge existing conservatory. Week No.7 dated 15<sup>th</sup> February 2013:

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

**HOUSE/MAL/13/00133 PP-02452670 Hillsborough, 42 Latchingdon Road, Cold Norton.** Proposed two storey side extension. Week No.7 dated 15<sup>th</sup> February 2013:

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

- 580. MDC Planning Workshops:** Members had been reminded of the dates set for these (11<sup>th</sup> and 23<sup>rd</sup> April 2013), but advised that the start time would now be 7.30pm. At the February meeting Mrs Jennings & Mr Rivers had advised they planned to attend the Burnham session on 11<sup>th</sup> April, but at this meeting Mr Rivers advised that he was no longer available, but Mr Wakeling advised he planned to attend. Clerk to advise MDC accordingly.

**ACTION: MRS JENNING/  
MR WAKELING/  
CLERK**

- 581. Maldon District Council Local Development Plan:** County Cllr Mrs Channer gave an update advising that the highest percentage of objections had been received in relation to the proposals relating to North Fambridge and Burnham and that this item is on the MDC Planning and Licencing Committee meeting scheduled for Thursday 7<sup>th</sup> March 2013, which the public can attend.

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

**HOUSE/MAL/12/01069 Cold Norton**

Demolish existing garage and erect single storey side extension comprising of garage, dining room and conservatory.

6 Ferris Avenue Cold Norton Essex CM3 6HZ

(UPRN - 100090554757)

Mr Williams

**APPROVED**

583. **Maldon District Council Community Led Planning Protocol:** Members had been supplied with a copy of this and the accompanying letter from MDC dated 7<sup>th</sup> February 2013. Members noted that any Parish Plan has to be in line with the Local Development Plan, but this has not yet been agreed by MDC.
584. **Appeal Decision: Application Ref No.HOUSE/MAL/12/00790. 18 Latchingdon Road. Extend dormer window to rear. Appeal Ref No.APP/X/1545/D/13/2190590.** Appeal dismissed. Members had been supplied with a copy of the decision notice. Noted.

#### HIGHWAYS AND ROAD SAFETY

585. **Surface water issues on Latchingdon Road adjacent to bridge, near 46 Latchingdon Road, on road near Thistledown, Latchingdon Road, on road near Burnham Avenue and by junction of Stow Road and Hagg Hill.** Nothing further to report.
586. **Station Crescent: drain and damage to road** – reported to Highways/inspection has taken place. Waiting for update.
587. **Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface.** Nothing further to report.
588. **St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway Ref 2208812.** Members were advised that an e-mail dated 26<sup>th</sup> February 2013 had been received from Highways advising that an assessment will be made by a Highway Inspector.

Clerk to forward copies of relevant papers/e-mails as discussed to Mrs Channer for information and to follow up as appropriate.

**ACTION: CLERK**

#### VILLAGE HALL

589. **Report from Parish Council Representatives:** Members were advised that a VHMC meeting had taken place on 3<sup>rd</sup> March 2013 and that the VHMC had £8,000 in funds. The kitchen has been painted after the skylight work had been completed; the VHMC want to know who should pay for the decorating work VHMC or the Parish Council? Members advised that the VHMC should pay. Complaints had been received regarding the cleaning at the hall, which the VHMC were looking into. On 26<sup>th</sup> June there is to be a family disco. Regarding the VHMC AGM the Clerk was advised to contact the VHMC Chairman, Mr Mark Elliott.
590. **Storage of village documents/photographs – Lottery Grant:** Mrs Garnham had advised that it had been announced by the Lottery that funds were available for 'heritage' projects, such as this and that the room at the back of the hall previously used to store chairs and tables would be a suitable area for the storage of village documents/photographs. Clerk advised that could also be used for storage of some PC papers. Clerk advised that she had also just received details from Essex Heritage Trust of grants available for heritage projects. Mrs Garnham will look into costs of suitable cupboards etc. and Clerk will make initial enquiries with Essex Heritage Trust re eligibility.

**ACTION: MRS GARNHAM/  
CLERK**

#### POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

591. **Neighbourhood Watch:** Members had been supplied with a letter from Mrs Allen advising that she was no longer able to be the NW Co-ordinator for Cold Norton. Members requested that Clerk write to thank Mrs Allen for all her work and include a request in the PC Beacon report for a volunteer. If this route doesn't bring forward anyone the Chairman will make a request at the APM.

**ACTION: CLERK**

592. **Car Break-In:** Members had been supplied with details from a resident and requested Clerk via the PC Beacon report asks residents to be vigilant.

**ACTION: CLERK**

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

594. **COUNTY COUNCILLOR REPORT:** Members had been supplied by e-mail with a written report from County Cllr Mrs Channer. At the meeting County Cllr Mrs Channer updated Members briefly about the Council tax, the £11 million being spent on road and mortgages. Noted by Members.

#### OPEN SPACES

595. **Cowpiece Nature Reserve:** nothing to report

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

Improvement to skate ramps – nothing further to report

Football – Woodham Radars Youth Team due to play game(s) on Sunday 3<sup>rd</sup> March, plus see minute No.577 re request to store mower.

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 – some works have been carried out. Poplar Trees to be removed per MDC Tree Officer – quote to be obtained to remove trees, subject to situation re swings.

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

Swings – remedial work carried out to matting. Relocation of swings being investigated. Costs of new flooring to be obtained for April meeting. Plus costs to repaint existing swings.

Quote being obtained for a self-closing gate for the entrance to the playing field.

Nets for the basketball/netball posts – order to be placed.

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. Mr Wakeling has now supplied photos to the Clerk who had s forwarded to FIT).

Pre School – BBQ request: see minute No.578

Essex Playing Fields – Best Kept Playing Field Competition 2013. Members confirmed that they did wish to enter this year.

**ACTION: CLERK**

597. **Village Caretaker work:** Members had been advised that Mr Wiseman had continued to carry out this work, which included regular litter picks and safety checks at the playing field

598. **Allotments:** (Mrs Garnham had declared an interest in this topic as she is an allotment holder) Clerk advised attendance at the EALC training day and that had received copy of a legally approved agreement (Association of Allotment Holders), also NALC had issued a draft for use by Parish Councils. Clerk suggested that these together with a version the Clerk had reviewed to produce an agreement for the Cold Norton allotment holders. It was agreed that Mr Wakeling and Mr Litscher would review for the PC and that Mrs Garnham, as an allotment holder would also be given a set to view.

**ACTION: CLERK**

599. **Notice Board near Charter Cottages:** Clerk waiting to hear from the Housing Association re disposal of main body of board and return and storage of header with PC name. Noted by Members.

## **PUBLIC RIGHTS OF WAY**

600. **Footpaths Map** – work in progress.
601. **Footpath 14/Footpath 19:** no change to previous report i.e. gate is inoperable - reported to PRoW: temporary measure it is now propped open. PRoW confirmed that order with contractor had been placed and was following up. Noted by Members.
602. **Purleigh Byway 32 (Howe Green Road):** in process of being downgraded to a bridleway ECC Legal Department processing.
603. **Footpath 28: Proposed Reduction in Width:** nothing to report
604. **P4:** being researched
605. **EMERGENCY PLANNING/PROCEDURES:** nothing to report

## **TRAINING/CONFERENCES/MEETINGS**

606. **EALC Training Sessions 2013:** Members had reminded that the following sessions would be attended: Funding by Clerk and Chairman's Day 1 by Mr Rivers. Clerk had in fact attended the Funding session in the morning and advised that it had been very interesting and instructive as it had majored on ways for completing 'successful' application forms for grants etc.
607. **EALC Training Session re The Localism Agenda Planning 1<sup>st</sup> May 2013:** details were handed out to Members at the meeting. Members to advise.

## **CORRESPONDENCE**

608. **ECC Community Building/Volunteering Initiative:** Members had been advised that following the Parochial Parish Council meeting, Rev Manley had advised that "*Following our discussions-it will mainly be individuals deciding what they can do, but one item from Gary's list that they picked up on was the emergency support/at risk list – they felt that this was something the parish council and the church might be able to create and maintain together.*" The Members agreed that they felt that this was not in fact something that the PC could assist with, being of the opinion that 'the Church' was better positioned to approach residents to ascertain their willingness/agreement to be included on such a list.  
**ACTION: CLERK**
609. **Essex County Fire & Rescue Service Integrated Risk Management 2013 – 2016 Consultation runs to 15<sup>th</sup> April 2013.** Deferred from last month. To be deferred to April meeting.
610. **EALC Strategic Plan & Action Plan** received 6<sup>th</sup> December 2012 (consultation feedback required by 21<sup>st</sup> March 2013) Deferred from January meeting. Members advised no response/comments to be submitted.
611. **ECC Passenger Transport – Demand Responsive Transport:** letter dated 21st January 2013 had been supplied to Members. Noted. Professor Barclay requested Clerk remind ECC re Cold Norton and Dart 5.  
**ACTION: CLERK**
612. **One Place – details of Services:** letter dated 6<sup>th</sup> February 2013 had been supplied to Members. Noted.

613. **Maldon District Council re Parliamentary Constituency Boundary Review 2013:** e-mail dated 14<sup>th</sup> February 2013 had been supplied to Members. Noted.
614. **Mid Essex PCT e-mail dated 19<sup>th</sup> February 2013 Clements House Surgery consultation:** Details had been forwarded to Members by e-mail and advised that the close date for feedback is 10<sup>th</sup> April 2013. Members to respond if applicable.
615. **ECC Superfast Broadband Communications:** Members had been advised that a 20 minute Presentation is now scheduled at beginning of the APM on 24th April 2013. North Fambridge, Purleigh and Mundon Cllrs and residents will also be invited to attend this part of the APM. Members had also been supplied with an update dated 20<sup>th</sup> February 2013 from ECC. Noted.
616. **RCCE 2013 Essex Village of the Year & Best Kept Village Competition:** Members confirmed that they wished to enter.  
**ACTION: CLERK**
617. **Bradwell Wind Farm – turbine deliveries.** Letter from RWE NPower Renewables dated 15<sup>th</sup> February had been supplied to Members. Noted
618. **WINTER SALT BAG SCHEME:** nothing to report
619. **STANDING ORDERS/RISK ASSESSMENT/FINANCIAL REGULATIONS:** Members were reminded that Mr Rivers is reviewing risk assessment and financial regulations (required before next internal audit); Clerk advised that publication of NALC's 2<sup>nd</sup> edition of Standing Orders will be in Autumn 2013 – review of Standing Orders will be undertaken on receipt of this 2<sup>nd</sup> edition. Noted by Members
620. **JUBILEE MUGS:** Members had been reminded that 188 had been given to the VHMC and that they will consider how they will use them. Clerk still has 15 – some earmarked for parents who submitted forms but have not yet collected their children's mugs. Final report still to be prepared. Noted by Members.
621. **COLD NORTON WEB SITE:** Clerk gave an update and advised costs for a new web master to take on the web site to update existing format and to redesign. A three month temporary contract to be set up to update existing format was approved by Members whilst comparative web masters/costs are researched.
622. **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.)

Clerk advised that a younger resident was concerned about litter in the playground, Clerk will write to confirm PC arrangements.

Villager of the Year – possibilities briefly discussed

Mr Litscher asked what had happened re Mr Alec Paul's 'bench'. Clerk advised that she had followed up a couple of times on the letter sent, but that no preferred location had been advised.

**DATES OF FUTURE MEETINGS**

Provisionally scheduled for 2013: Wednesdays: 10<sup>th</sup> April, 1st May (also AGM), 5<sup>th</sup> June, 3<sup>rd</sup> July, 4<sup>th</sup> September, 2<sup>nd</sup> October, 6<sup>th</sup> November and 4<sup>th</sup> December.

APM Wednesday 24<sup>th</sup> April 2013

There being no further business the meeting was closed at 9.10pm

Chairman.....

Date.....