

COLD NORTON PARISH COUNCIL

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 6TH NOVEMBER 2013 IN THE NORTON ROOM OF THE VILLAGE HALL

THOSE PRESENT:

Councillors:

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

In attendance: Mrs M. Dyer (Parish Clerk)
Plus 3 Members of the Public

403. APOLOGIES FOR ABSENCE: apologies were received and accepted from Mr Rivers (Chairman), County Cllr Mrs Channer and District Cllr Ms White. In the absence of Mr Rivers, Professor Barclay chaired the meeting.

404. 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 and Mr Wakeling both declared an interest in the agenda item under Highways & Road Safety relating to Station Crescent as Mrs Garnham lives in this road and Mr Wakeling lives very close by (Minute No. 428 applies); Mrs Garnham also declared an interest in Allotments as she is an allotment holder.

405. MINUTES OF THE ORDINARY MEETING of the Parish Council held on Wednesday 2nd October 2013 were approved as correct and signed accordingly.

FINANCE

Approval of Payments

- 406.** Sue Lees Consultancy to maintenance fee for November 2013 (advance monthly maintenance fee) (NB fee to get current site up to date will be advised on receipt of all data). Invoice No.0001356 dated 8th October 2013 £30.00. Cheque No.1238
- 407.** Roy Wiseman to village caretaker work Invoice dated 30th October 2013 20 (£145.00) plus travel to nursery for soil and to Recycling Centre with green waste (£13.00) total £158.00. Cheque No.1239
- 408.** Roy Wiseman to grass seed from Claremont garden centre 30th September 2013 £5.00 (£4.99 net). Cheque No.1239
- 409.** Tony Bates Haulage/Sand & Ballast to top soil Invoice No.33444 dated 30th September 2013 £40.00 (£33.33 net). Cheque No.1240
- 410.** CPRE (Campaign to Protect Rural England) to annual subscription to 31st October 2014. Members had been advised that membership fee paid last year had been £29 and supplied with correspondence inviting optional increase to the subscription fee and/or donation to CPRE, Members were in agreement to keep the membership at £29. Cheque No.1241
- 411.** Maldon District Council to grass cutting 1st July to 30th September 2013 Invoice No.COL58770755 dated 22nd October 2013 £422.81 (£352.34 net). Cheque No.1242
- 412.** Dengie Hundred Group of Parish Councils to membership fee to June 2014 £15.00. Cheque No.1243
- 413.** Maria Dyer office expenses £31.82. Cheque No.1244

414. E-on to electricity for street lights September 2013 Invoice No.HF21FA4BA dated 2nd October 2013 £45.34 (£43.18 net) was taken by direct debit on 12th October 2013.
415. FIT (Fields in Trust) to title registers and plans in relation to the playing fields being protected as a QEII protected playing field £30. Cheque No.1245

416. **Financial Statement**
Current balances:

Barclays 10 Day Notice as at 10th April 2013*	£	559.76
Santander as at 2nd November 2013	£	<u>22,011.43</u>
	£	22,571.19

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

417. **Grant requests from Cold Norton Parochial Church Council and Essex Wildlife Trust:** Members had been supplied with written requests and advised that in the grant budget there was £465 remaining. Members agreed to grant £450 to Cold Norton PCC towards the c £2,400 cost of replacing radiators in the Church, but felt it was not appropriate this time to assist the Essex Wildlife Trust as the area in question was some distance from the village.
418. **Notification of increase to hire rate for The Norton Room at Village Hall:** Members had been advised that the VHMC had notified an increase from £5.50 per hour to £6 per hour from 1st November 2013. Noted by Members.
419. **Precept and new houses at Willow Court:** Members had been supplied with response from MDC Head of Finance in relation to 2014/15. Noted by Members.

PLANNING

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

HOUSE/MAL/13/00913 PP-0297310 Little Canneys, Stow Road, Cold Norton. Proposed part single, part two storey rear extension to main dwelling Week No.40 dated 4th October 2013:

Cold Norton Parish Council has NO OBJECTIONS to the works proposed within the above application, even though it is outside the village development boundary, but this latest proposed works now represents the absolute maximum on this site and should see now the removal of the General Development Order Rights on this site.

HOUSE/MAL/13/00912 PP-02926529 Omeath, 11 Latchingdon Road, Cold Norton. Proposed loft conversion with the addition of a front and rear dormer roof. Week No.42 dated 18th October 2013:

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

Mr Litscher then spoke about three recent planning applications whereby the District Council had returned decisions contrary to the recommendation of the Parish Council. All three in question had been delegated officer decisions. In the case of 20 Ferris Avenue and 1 Latchingdon Road (both applications concerned with garages) the Parish Council had not objected and from the documents displayed on the MDC web site there had been no letters of objections. In the case of 42 Latchingdon Road the Parish Council had objected and would have expected the application to have been decided by the Planning Committee and not a delegated decision by the Planning Officer. Members agreed that the Clerk be requested to write to Mr D. Lawrence, Head of Planning, with copies to the Head of MDC and the District Cllrs expressing concern and dismay with these delegated decisions made by the Officers.

ACTION: CLERK

Additionally the Clerk was requested to contact the Enforcement Officer at MDC in relation to a potential new roadway entrance at 42 Latchingdon Road.

ACTION: CLERK

421. **MDC Parish Workshops re Draft Maldon District Council Local Development Plan:** Members had been supplied by e-mail with copies of the presentation from workshops held on 23rd and 25th September 2013. Noted by Members.
422. **Maldon District Infrastructure Delivery Plan 2013 Update & Community Infrastructure Levy (CIL):** Members had been supplied with copy of the correspondence. At the meeting items for inclusion were agreed. Clerk to complete & return accordingly. **ACTION: CLERK**
423. **Maldon District Council Decisions:** a detailed list had been copied to Members, which is summarised below:

HOUSE/MAL/13/00715 Cold Norton

Detached carport and boundary wall and railings.
 Tamina 1 Latchingdon Road Cold Norton Essex
 (UPRN - 100090555210)
 Mr A Pearmain **REFUSED**

FUL/MAL/12/00804 Cold Norton

Change of use from nanny annexe and redundant nursery school to domestic uses ancillary to the use of Farthingale Farm including minor amendments to external elevations.
 Farthingale Farm Hackmans Lane Cold Norton Essex
 (UPRN - 100091256740)
 Mr Clive Sutton **APPROVED**

HOUSE/MAL/13/00747 Cold Norton

Two storey rear and single storey side and front extension. First floor extension to front and side over garage, conservatory to rear, double garage to front of property. Removal of existing outer skin of brickwork and replace with new facing brickwork.
 Norwendor 26 St Stephens Road Cold Norton Essex
 (UPRN - 100090555815)
 Mr & Mrs B Haydon **REFUSED**

424. **Kenya, Latchingdon Road, Cold Norton – boundary fence:** Nothing to report. Noted.
425. **Governing Body Cold Norton Primary School re building works at Hillsborough, 42 Latchingdon Road and footway outside school:** Members had been supplied with correspondence and Clerk's response. It was agreed that additionally Clerk writes to the School suggesting that the school contacts ECC, as the land owner in this case, to notify ECC of a land encroachment situation in relation to a planning and land ownership issue. The Parish Council letter is to be cc to ECC and MDC. **ACTION: CLERK**

HIGHWAYS AND ROAD SAFETY

426. **Surface water issues on Latchingdon Road adjacent to bridge:** awaiting details of works carried out by ECC Highways
427. **Surface water issue by junction of Stow Road and Hagg Hill:** Highways Liaison Officer at ECC passed to ECC Highways Customer Service team for investigation again.
428. **Station Crescent: drain and damage to road:** Mrs Garnham and Mr Wakeling had both declared an interest in this item, but at this point Professor Barclay stated this did not preclude these Members from discussing this item: Members had been advised that drainage works had been carried out in December 2012, but that Highways did not propose to carry out any works to the road surface. Members discussed the fact that whilst Highways had carried out some works in 2012 the failure of Highways to maintain the drains prior to that had caused the damage to the road surface (the aggregate for the road surface had been purchased and laid by the residents themselves), therefore it is expected that ECC should reinstate the road surface and it was noted that the works carried out in 2012 have not been successful. The Clerk to write to Highways accordingly. **ACTION: CLERK**

- 429. Overgrown vegetation from bridge to Country Produce and to Palepit Roundabout and renewal of footway surface:** Members had been reminded that the latest response to this problem had been: Highways Rangers to undertake clearing vegetation, but renewal of footway surface not put forward for a reconstruction scheme, but will be inspected every 3 months by Highways. Whilst it was noted that some clearance had taken place, once again the works carried out did not cover the entire length of the road to Palepit roundabout and that siding back to expose the full width of the footway was again not carried out. Members requested that Clerk write to Highways with copies to MP Mr John Whittingdale and the Health & Safety Executive and to ask County Cllr Mrs Channer to bring to Highways attention again, stressing again that this footway is beside a busy road and is used by all ages. **ACTION: CLERK**
- 430. St Stephens Road (Fambridge Road end) – reinstatement of edge of carriageway:** Members had been advised that this had been considered low priority under previous report number, but Clerk had spoken to Highways and the case was re-opened on 3rd October 2013; now awaiting report from new inspection. Noted by Members.
- 431. Corner of St Stephens Road and Fambridge Road:** Clerk was requested to contact landowner/tenant farmer re cutting back of hedges at this point as they are obscuring the site line. **ACTION: CLERK**
- 432. Woodham Road:** Clerk was requested to report the surface water issue on this road (before the bend in the road/railway bridge/Crow Lane) **ACTION: CLERK**

VILLAGE HALL

- 433. Report from Village Hall Representative:** Mrs Garnham updated the Members on recent fund raising events, problems with vandalism and the refuse bin; advised that there will be a Village Fayre in June 2014, quotes are still to be obtained for works to the toilets and committee room, the VHMC's next meeting will be on 11th November 2013 and the Christmas Fayre will be on Saturday 30th November 2013. Noted by Members.
- 434. Storage of village documents/photographs:** Mrs Garnham advised that a cupboard in the St Stephen's Room had been allocated for this purpose. Noted by Members.
- 435. Village Hall RCCE Conference Saturday 12th October 2013:** Members were advised that no one from the VHMC had been able to attend this. Noted.
- 436. MDC Draft Licensing Policy 2014:** Members had been advised that the Clerk had spoken to MDC regarding this and had been advised that the proposed changes do not affect the Village Hall. Noted by Members.
- 437. PRS/PPL Music Licencing Consultation:** Members were advised that this was completed on line on behalf of VHMC. Noted by Members.
- 438. Lunch Club for Elderly Residents:** Mrs Garnham outlined reasons and proposals for this new initiative, advising Members that grants had been applied for towards costs of round tables (which are more sociable), more comfortable chairs and kitchen equipment. The Members declared their support for this venture.

POLICE MATTERS/ANTI-SOCIAL BEHAVIOUR

- 439. Neighbourhood Policing:** copy of the latest report received by the Clerk on 2nd November 2013 had been e-mailed to Members. Members requested the Clerk liaise with the editor of The Beacon to reproduce the article from this report relating to 'Parking outside Schools' in the next issue. **ACTION: CLERK**
- 440. Pre School Clothes Recycling Bin:** Members had been supplied with e-mail from the Chair of pre School regarding theft from this receptacle and noted that it had been reported to the Police and that the Police were to visit and advise.

441. **DISTRICT COUNCILLOR'S REPORT:** District Cllr Archer gave a brief update advising Members that the LDP consultation period had finished, but the outcome was not known.

442 **COUNTY COUNCILLOR REPORT:** not available

OPEN SPACES

443. **Cowpiece Nature Reserve:** Mr Litscher advised that the wasp nest was now 'dead', but requested that Mr Wiseman be requested to trim around the seats. **ACTION: CLERK**

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

Improvement to skate ramps – nothing further to report

Football – playing regularly

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: Mr Wiseman undertaking some works, but some materials/parts to be purchased – awaiting update. Re the bark in the enclosed area Mr Wiseman has 'redistributed' it around the enclosed play area – may need to purchase more – TBA. Poplar trees/new flooring – TBA.

Mound slide – Mr Wiseman still to install additional panels between top step and slide platform area.

Nets for the basketball/netball posts – order to be placed/lines still to be reinstated. Spoke to resident who kindly offered to reinstate lines and he hoped to do this shortly.

Fields in Trust: draft deed had been supplied to Professor Barclay and Mr Wakeling to review, who requested that the Clerk discuss with FIT the inclusion of the Village Hall, car park and clarification re permission to carry out any works on the site if this FIT Deed proceeds, plus if permission would be required for future works would these requests be handled swiftly.

ACTION: CLERK

Essex Playing Fields – Best Kept Playing Field Competition 2013: awaiting details of awards received.

445. **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: weeding at Village Hall, broke up exposed concrete near gate at VH and turfed over, installed top soil/grass seed at mound slide, checked wasp nest at Cowpiece (twice), made up gap under bottom of fence in playground, removed locking nuts from fence, removed circus poster at Old Fire Station and sign board at tree at corner of Howe Green and Hackmans Lane, cleared leaves and branches from VH and other areas at Playing Field and at Three Ash Corner and transported to recycling centre and cleared accident debris from bridge.

446. **Allotments:** Formal agreement for holders being considered by Mr Wakeling, Mr Litscher has passed on his comments. **ACTION: MR WAKELING**

PUBLIC RIGHTS OF WAY

447. **Footpaths Map:** map side to be framed for installation at Village Hall. Noted

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

449. **Footpath 28: Proposed Reduction in Width:** will not proceed until drainage problems are resolved. Halt in process confirmed by ECC. PRow has with volunteers have successfully cleared this path, waiting for report re Agricultural Land Tribunal works.
450. **P4:** Members were advised that all funds had been allocated and that the Clerk was trying to establish if there is another grant source of this nature. **ACTION: CLERK**
451. **Footpath 20 (Crown Road):** gate at entrance needs rehangng/advised by a resident and reported to Highways. Mrs Jennings advised that the PRow Officer had visited the site who had advised that the gate would not be repaired. In view of the livestock issue in this area Clerk will contact the PRow to discuss. **ACTION: CLERK**
452. **Footpath/Bridleway 29:** Mrs. Garnham reported that the St Stephens Road end of this is extremely muddy. Clerk to notify PRow Officer for action. **ACTION: CLERK**
453. **EMERGENCY PLANNING/PROCEDURES:** awaiting details of possible further training

TRAINING/CONFERENCES/MEETINGS

454. **Dengie Hundred Group of Parish Councils meeting:** held on 18th September 2013 in Cold Norton Village Hall: Members had been supplied with copy of the letter of thanks from the Chairman and Clerk for this Group. In relation to the presentation regarding Alms Houses Members agreed that this should not be pursued until the outcome of the MDC LDP consultation was known.
455. **Autumn Parish Transport Meeting: Maldon meeting held on Thursday 3rd October 2013:** Members had been advised that Professor Barclay had attended this meeting and all Members had been supplied with minutes. Clerk advised Members that due to the building works at The Norton the little wall used by elderly residents waiting for a bus was no longer accessible. It was agreed that the area by the allotments be investigated as a possible site for a seat. **ACTION: MR LITSCHER/CLERK**
456. **Bradwell 5th & 6th November and 11th December 2013 re interim waste storage:** Members had been supplied with details of the drop in sessions in November and the next Bradwell LCLC meeting in December. At the meeting Professor Barclay gave Members a full report on his visit to 'Bradwell regarding this. Members to advise re attendance at the 11th December 2013 meeting. **ACTION: ALL MEMBERS**
457. **Dengie Hundred Group of Parish Councils Annual Quiz Wednesday 20th November 2013:** details had been supplied to Members. No one available to attend. Clerk to advise. **ACTION: CLERK**

CORRESPONDENCE

458. **London Southend Airport Airspace Change Proposal:** Carried over from October meeting. Members had been supplied with further copies, plus also letter received from The Royal Aero Club (Clerk brought to the meeting the layout mentioned in the letter). Members were reminded that the consultation closes on 13th December 2013 and a response or 'no comment' is requested. At the meeting the Members considered the proposal and viewed the layout. It was agreed that all Members would view the proposal and report at the December meeting when a response will be agreed. Mrs Garnham and Mr Archer requested a colour copy of the layout. **ACTION: ALL MEMBERS/CLERK**
459. **EALC:** details of staff, office opening times, phone details etc. had been supplied to Members. Noted.

- 460. Dogs Trust e-mail dated 7th October 2013:** Members had been supplied with details of free dog chipping service which can be carried out at public events. Members suggested the Village Hall event in St Stephens Road on 7th June 2014, when it would be possible to have the Dog Trust van on a drive. Clerk to make initial enquiries.
ACTION: CLERK
- 461. Essex Boys & Girls Clubs:** Members had been advised that when the Essex & Girls Club were applying for a Lottery grant the Clerk had supplied the organisation with a copy of the Cold Norton Village Youth Survey which they were very impressed with, Juliet Townsend Assistant Director, Essex Boys and Girls Clubs wrote to the Clerk on 29th October 2012 saying: *"I write to thank you for your help in gathering evidence about opportunities available for young people in Essex, by providing the Youth Survey from your village appraisal. I have now submitted my bid to the BIG Lottery Reaching Communities and hope that we will be successful. In the event of success, or sourcing alternative funding, we will contact you again in the hope that we can be of use to your community."* Members were supplied with copy e-mail dated 8th October 2013 confirming success with the Lottery bid and requesting a meeting to see how the organisation could help youth provision in Cold Norton. Mrs Garnham offered to attend the meeting with the Clerk.
ACTION: CLERK
- 462. Big Lottery:** Members had been supplied with details of changes to the Big Lottery Fund from the Director for England dated 11th October 2013. Noted.
- 463. Climate Energy passed to Parishes via MDC e-mail dated 16th October 2013:** copy had been supplied to Members. Clerk was requested to make initial enquiries re solar panels for the village hall.
ACTION: CLERK
- 464. Children's Centre Consultation e-mail dated 18th October 2013:** link to this consultation had been forwarded to Members and who were advised that the Clerk had also forwarded details to Pre School and Cold Norton Primary School suggesting they circulate it to all parents as the proposals will make a big difference to availability of services. No Parish Council response to be submitted, Members to view and participate in the consultation as individuals.
ACTION: CLERK
- 465. Maldon District Council Clerks Forum July 2013:** Members had been supplied with details/copy presentations now available from two topics from this session to consider. In regards to MDC Park Ranger Services, Clerk was requested to investigate 'Park Watch' and ascertain cost implications. In relation to the Essex Wildlife/MDC project aim of which is to increase the population of Brimston Butterflies by increasing the number of Buckthorn plants, Clerk was requested to follow this up and Mr Wakeling offered to be involved in the planting if required.
ACTION: CLERK
- 466. War Memorials Trust letter dated October 2013:** copy had been supplied to Members. Clerk to pass to Parochial Church Council as Village War Memorial is inside the Church.
ACTION: CLERK
- 467. Who Has Responsibility for That? Leaflet produced by ECC and Essex Police:** copy had been supplied to all Members, plus copy to VHMC and copy will be put on VH notice board.
ACTION: CLERK
- 468. THE NORTON:** Members had been supplied with copy letter from MDC confirming successful nomination to list the property as an Asset of Community Value. In relation to works at the premises and planning permission/UU copy of letter sent to MDC from CNPC did 'request' that all works to the pub were completed prior to the commencement of the houses. Noted by Members.
- 469. WINTER SALT BAG SCHEME:** Members had been advised that salt had been delivered, that letters/paperwork would be sent to last year's volunteers for completion, and then salt could be delivered.
ACTION: CLERK/MR LITSCHER

470. STANDING ORDERS: Members had been supplied by e-mail with revised standing orders, these would now be reviewed by Mr Rivers. **ACTION: MR RIVERS**

471. WW1 Centenary: Clerk apologised for delay in writing to Stow Maries Aerodrome. **ACTION: CLERK**

472. COLD NORTON WEB SITE: Clerk working with new web master to bring current format up to date. Members requested that proposal from new web master for new web site be brought back to Council with a view that new web site can be started in January 2014. **ACTION: CLERK**

473. 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 Wakeling suggested that requests for nominations are 'advertised' in the January Beacon and that nominations are considered at the February 2014 meeting.

474. DATES OF FUTURE MEETINGS

Scheduled for 2013: Wednesday 4th December.

Provisionally scheduled for 2014: Wednesdays 8th January, 5th February, 5th March,

There being no further business the meeting was closed at 10pm

Chairman.....

Date.....