

**MINUTES OF THE ANNUAL GENERAL MEETING OF
KELVEDON PARISH COUNCIL
TUESDAY 8 MAY 2007 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllrs Mrs J Anderson, Mrs J Coates, Q Colborn, T Dixon, G Dossett, N Ezra, J Hackworth, Mrs L Hill.
Clerk and Clerk's Assistant in attendance. One member of the public.

**92/2007 ELECTION OF CHAIRMAN &
DECLARATION OF ACCEPTANCE OF OFFICE**

One nomination received to date – Cllr Martin. Prop Cllr Mrs Hill, sec. Cllr Colborn that Cllr Martin be elected Chairman. No further nominations. Cllr Martin unanimously elected Chairman. The Chairman welcomed Cllr Ezra to the Meeting.

93/2007 APOLOGIES FOR ABSENCE: Cllrs Dixon and Raison

94/2007 ADOPTION OF:

- a. **Standing Orders:** Clerk recommended that these be adopted as per previous year, subject to changes recommended by Finance Committee re quotations/tenders. Members noted new requirements regarding Prejudicial Interest which could result in an amendment to Standing Orders later in the year.
- b. **Revised Code of Conduct:** In operation from 3 May 2007, mainly relating to Prejudicial Interests. To be held over until next Meeting when new Rules should have been received from BDC. Noted that the responsibility for Declaration of Interests remains with individual Members, but a Chairman has the right to question a Member on his/her Interests.

**95/2007 ANNUAL REVIEW OF REGISTER OF INTERESTS:
DECLARATIONS OF INTEREST:**

Members requested to confirm that existing register is correct. New forms may be produced by BDC – situation to be reviewed at next Meeting.
Declarations of Interest – none received.

96/2007 MINUTES OF ORDINARY MEETING 3 APRIL:

The Minutes of the Meeting of 3 April having previously been circulated were agreed and signed as a correct record. Prop. Cllr Hackworth, sec. Cllr Colborn.

97/2007 ELECTION OF VICE CHAIRMAN:

Proposed Cllr Martin, sec Cllr Mrs Coates and unanimously agreed that Cllr Mrs Hill be elected Vice Chairman.

**98/2007 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES & OUTSIDE
BODIES:**

Members considered the list circulated and changes were made as per the list attached to the Minutes. Proposed Cllr Martin, sec Cllr Colborn that the changes be adopted.

99/2007 CIRCULATION OF CORRESPONDENCE FILES:

Available at the Meeting, including EALC file.

100/2007 PUBLIC QUESTIONS: None

101/2007 STATUTORY MATTERS AND ADMINISTRATION:

- a. **Annual Parish Assembly – 26 April 2007:** The Chairman reported a reasonable attendance of 56. Report from Youth Forum very well received. Letters of thanks sent to all speakers, apart from Youth Forum, which will be included in calling

notice/Minutes. Update/notes on following matters: Clothes Banks – BDC have inspected and recommend Labour Club/Co-op car park. Clerk has written to Club with copy to Co-op – reply awaited.

Flooding: Members were disappointed that no action on flooding was to be taken by the Environment Agency. Clerk to write to MP Brooks Newmark raising concerns. Residents parking: Clerk to approach BDC again

- b. Feering Parish Assembly:** Cllrs Mrs Hill and Mrs Anderson attended. Cllr Mrs Hill provided Packhorse Bridge Display, which attracted considerable interest. Talk by Robert Mitchell re his work with Essex Police Helicopters.

102/2007: KELVEDON HOUSE:

The Chairman reported developments: correspondence with Mark Jones of Jacksons plc, who would be meeting with preferred contractor Knights on Wednesday, 9 May, to discuss the tender, CDM and the building of the wall for the Conservative Club.

Offer from KCA (copies to all Members): KCA offered to fund the additional cost of soak-away to a maximum of £5,430.50. It was pointed out that current plans included foul drainage which although required for a later building would not be necessary for an 'independent' car park. The benefit of foul drainage installation to the Council would be the avoidance at a later date of disturbance to the car park.

Jacksons fee statement (copies to all Members): Items had been apportioned between KCA and KPC but apparently placing tender preparation as an expense to the Council. Agreed to pay items 1,6,7,8,9 but to withhold items 2,3,4,5 for which evidence would be needed before payment. Clerk to write to Mark Jones.

Tender preparation Item 1: This matter to be resolved between the Council and KCA.

Cllr Hackworth suggested that as the tender item was now to be paid by KPC, the equivalent sum (before VAT) would be deducted from the grant towards fees of £5,500 held in Reserves. Unanimously agreed.

103/2007 FINANCIAL MATTERS:

- a. To receive report of meeting 16 April:** The Minutes, having previously been circulated, were agreed and signed as a correct record.
- b. Matters arising:** Recommendations for processing quotes and tenders were noted and agreed as in the Minutes.
- c. Grant request:** Letter from Kelvedon Scout Group requesting a grant towards the completion of their ongoing works at the Scout Hut, which include decoration, new kitchen and new flooring and will also provide disabled access. Councillors had been invited to look round the Scout HQ- arrangements to be made for a future visit. Grant request passed to Finance.
- d. Audit matters:** Notification received of re-appointment of current Auditors. Audit for 2006/07 will take place on Wednesday 27 June. Full figures for approval to be presented to June Meeting.

104/2007 RECREATIONAL MATTERS:

- a. Youth Forum:** The minutes, having previously been circulated were agreed and signed as a correct record.
- b. Youth Forum – matters arising:** Note recommendation that a path between The Chase and Footpath 14 be included. The three quotations received for play equipment to be used as a basis for grant applications. First stage application to Essex Environmental Trust has been successful – full application to be made.
- c. Hard Play Area:** Tarmac surface completed. Members agreed to have coloured surface laid, with lines on top, at extra cost of £1,200, to provide a longer lasting surface.
- d. Any other matters:** Notification received from owner of Nos 1 & 2 The Chase that garage to be erected at end of garden. Would require overhead line and pole (with light) to be moved. EDF to place supply underground to No 3 with power supply to a

new light installed free of charge. Agreed to request light between new garage and No 3 with blanking on one side to prevent light penetration into No 3. Formal planning decision on erection of garage awaited.

Abbeyfield had submitted entry with Land Registry re end of their drive which could inhibit entry into car park. Clerk had lodged an objection - further information awaited.

105/2007 ENVIRONMENTAL MATTERS:

- a. **To note date of next meeting:** Tuesday, 22 May
- b. **Street Scene Partnership:** Annual agreement with BDC signed and Community Champions initiative noted.
- c. **Brockwell Meadows:** Basic repairs completed to path. Grant result expected towards end May.
- d. **Brockwell Group meeting:** Cllr Dossett reported on recent meeting. Insurance (renewal due July): quote of £260 received for which the Group would be making a grant application to the Council. Open Day 2 June, Tidy Days 23 and 30 September. Clerk had written to Environment Agency re a fishing platform.
- e. **Ratcliff Court:** Wall at throughway to Fullers Close damaged. Quote for clearing and repair received at less than £250. Agreed to accept from S Grenfell at £205. Debris to be cleared immediately with rebuilding as soon as possible.
- f. **Noise Action Week:** Noted.

106/2007 REPORTS:

- a. **Tripartite Group:** Date needed for meeting.
- b. **KCA:** Fund raising event: 'Big 40's' Night, Saturday 10 June at Witham Public Hall.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill reported £159 raised at Jungle Sale at Labour Club hall. Sale on Green on Saturday, 26 May.
- d. **Kelvedon Institute:** AGM – Monday, 14 May.
- e. **Chelmsford Cathedral Service for Local Government:** Noted that Cllr Dixon attended.

107/2007 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Closure B1023:** Results of first traffic count before closure received. Second count to be done during closure – Tuesday, Wednesday or Thursday to be requested.
- b. **Community Speed Watch:** No response from any residents to date.
- c. **Restriction Orders:** Maldon Rd & Church Hill. Signs in place and orders in effect from Thursday, 10 May.
- d. **Transport Information Day:** Tuesday, 19 June from 2.00 – 7.00 pm at County Hall. Local transport providers to answer questions on current issues. Tours of Traffic Control Centre to be arranged during the afternoon.

108/2007 EALC & RCCE:

- a. **Correspondence:** File circulated during Meeting. New Councillors pack to be provided to Cllr Ezra. Information on forthcoming courses and training days.
- b. **RCCE:** Chairman invited to the official opening of the new RCCE offices at Threshelfords by Lord Petre on Thursday, 24 May. Invitation had been accepted.

109/2007 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Multi-tasking Meeting:** Clerk had attended May meeting. Discussion on provision of motor cycle facility.
 - ii) **Police Meetings:** Scheduled meeting of NAP cancelled but public 'drop-in' meeting arranged at The Institute for Saturday, 16 June, from 10 – 12 noon. NAP meetings to continue with panels made up of members of the public and representatives of Neighbourhood Watch.

- iii) **Community Warden Report:** Report and survey noted.
- b. **Health Matters:**
 - i) **Surgery telephone number:** No response to letter sent to Mid Essex Primary Care Trust on 21 February – to be sent again via Recorded Delivery with covering letter.
- c. **Housing Inspections:** Next inspection 16 May – Area 1. 27 June – Area 2.

110/207 FUTURE MEETINGS/ACTIVITIES:

- a. **TVVA:** Distribution of Village Guides. Members asked to help – Clerk to arrange areas and drop booklets off. Kempco invoice in May payments.
- b. **Christmas Lights:** Meeting date to be arranged at next Meeting.
- c. **Emergency Planning:** Meeting date and composition of Committee to be arranged at next Meeting.
- d. **Unsung Heroes:** Cllr Mrs Hill to provide details at next Meeting.
- e. **Blackwater Cluster Group:** Next meeting Wednesday, 25 July at Rivenhall.

109/2007 PLANNING:

a. Correspondence:

1. Letter from resident of Cranes Lane re expansion of letting units and lorry parking at Clarke's Farm, resulting in considerable traffic movement.
2. BDC: Notice of Refusal of Appeal re development at The Cottage, Brockwell Lane. Appeal
3. RCCE – Details of community led planning events.
4. BDC & ECC – Notification of installation/adoption of consultation systems powered by Limhouse Software.
5. BDC – Permission to reduce 3 trees at St Dominics Residential Home, London Road.

b. Planning Applications:

- 07/00796/TPOCO: Herons, The Chase: Carry out work on trees. Inspected by Tree Warden. No objection.
- 07/00654/FUL: St Dominics Residential Home, London Road. Erection of boiler house. No objection to proposal but request attention to soundproofing.

110/2007 CORRESPONDENCE:

1. Booklets and brochures
2. Bradwell Parish Council: notification of appointment of new Clerk
3. East of England Regional Assembly – consultation events re gypsy and traveller caravan sites

112/2007 PAYMENTS:

Proposed Cllr Hackworth, seconded Cllr Mrs Anderson that the following be passed for payment. Agreed.

For confirmation

Mr M Andrews PAMW – Wks 1,2,3,4,5	1179.71
Mr Bass – hedge work at Playing Field	430.00
Cash per Petty Cash – imprest re March	24.95
Wilson Sports Surfaces – HPA initial deposit	2162.00
Feering Good Companions – grant	50.00
Gary Taylor – fire escape construction re Institute grant	1175.00
Ridgeons sundries	16.22
DF Cricket Sales re Cricket Club grant	433.00
MK Fabrications re path to Meadows	1398.25
Wilson Sports Surfaces – phase 2	5311.00
Able Signs – Youth noticeboard	575.75

For approval:

Mrs J I Hinds – Clerk’s salary April	634.76
Inland Revenue – Clerk & PAMW re April	412.85
Mrs Carruthers – April salary	167.99
Mr Ezra – April	31.49
EALC – subs	483.55
Kempco re TVVA Guide	287.00
BALC – subs	24.00
Kelvedon PCC Churchyard grant	740.44
Institute hire re Assembly	28.40
Does – repairs	123.39
PF association – subs	25.00
Total passed for payment	£15566.36

113/2007 DATES OF FUTURE MEETINGS:

- a. Ordinary Meeting – Tuesday 5 June 2007
- b. Any Other Meetings:
 - i) Environment – Tuesday 22 May
 - ii) Recreation – June – to be arranged
 - iii) Witham Traffic Liaison – 5 June 2.30
 - iv) Footpath sub-committee – 12 June
 - v) Finance – July – to be arranged
 - vi) Youth Forum – 23 May
 - vii) Cluster – 25 July

From AGM – 8 May 2007

MEMBERSHIP OF COMMITTEES:

Finance	Cllrs Mrs Anderson, Colborn, Hackworth, Raison
Recreation	Cllrs Mrs Coates, Dixon, Ezra, Raison
Environment	Cllrs Mrs Anderson, Dixon, Dossett – 1 vacancy
Health Reading Group	Cllrs Mrs Anderson, Coates, Hill

The Chairman and Vice-Chairman of the Council sit ex-officio on all Committees.
Environment and Recreation Committees co-opt additional members and the Brockwell Group appoints a representative to sit on the Environment Committee.

SUB-COMMITTEES AND OUTSIDE BODIES:

Feering PC Liaison	Chairman, Vice Chairman and one other by subject/availability
Planning	Cllrs Mrs Anderson, Colborn, Dixon and Mrs Hill
FP Working Group	Cllr Dossett, Mr Larner (ECC FP Rep) + local walkers (currently 3)
Allotment Warden	Cllr Ezra
Emergency Planning	Cllr Mrs Hill (Messrs Bunting & Foster)*
Christmas Lighting	Cllr Raison
PAMW Sub-Committee	Chairmen Finance, Recreation, Environment
Personnel Sub-Committee	Finance Committee members – S-C Chairman – Cllr Colborn
Tripartite Meetings/Car Park Steering Group	For discussion
Kelvedon in Bloom	Cllr Mrs Coates
EALC & Braintree ALC	Cllr Mrs Hill + Cllrs as available
Institute Hall	Cllrs Raison, Dixon
Youth Club Management	Cllr Mrs Coates
Marlers Almshouses	Mr Simon Gibbs, Mrs Larner, Mrs Neilson
Local History Museum	Cllr Mrs Anderson
TVVA	Mrs Pat Hall
Public Transport Rep. & BDC Transport Partnership Board	Cllr Martin
ECC Traffic Liaison – Witham Area	Cllr Dixon
Tree Warden	Cllr Ezra
Mid-Essex Community Health	Clerk as contact
Kelvedon Community Association	No representation
Blackwater Cluster	Cllrs Mrs Anderson, Dossett, Raison
Police Multi-Tasking Group	Rota of Members
Bradwell Pit Liaison Group	Cllr Mrs Hill
Brockwell Group	Cllr Dossett &/or Cllr Mrs Coates*
Web Editor	Cllr Dossett
Web Master	Ms Kate Murphy

* to be confirmed