

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 5 JUNE 2007 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair, Cllrs Mrs J Coates, Q Colborn, N Ezra, J Hackworth, L Raison. Clerk and Clerk's Assistant in attendance. Two members of the public.

114/2007 APOLOGIES FOR ABSENCE: Cllrs Mrs Anderson, Mrs Hill, Dixon & Dossett.

115/2007 DECLARATIONS OF INTEREST: Cllr Raison declared a personal and prejudicial interest.

116/2007 MINUTES OF ANNUAL GENERAL MEETING 8 MAY : Cllr Martin noted that the Minutes should be amended to read that Cllr Dixon had not attended and that Cllr Martin had attended. Prop. Cllr Hackworth, sec. Cllr Mrs Coates that the Minutes be accepted.

117/2007 APPOINTMENTS: Outstanding appointments from the list circulated with the Minutes were discussed and the following noted:
Emergency Planning should include Cllr Dossett;
Environment Committee – vacancy to await appointment of co-opted Member;
Tripartite/Car Park Steering Group –Cllrs Martin, Hackworth, Mrs Hill - next Tripartite meeting Tuesday 26 June;
Planning Committee – Cllr Ezra to join.
Casual vacancy – Council to co-opt. To date one firm application and one indication of interest had been received. Adverts to be placed on website and noticeboard with applications to be received by Friday 22 June. Agreed that a sub-committee of three Members (Cllrs Mrs Anderson, Mrs Coates and Raison) to interview applicants from 8.15 pm on Wednesday 27 June and report to the July Meeting, enabling the new Member to join the Council in September.

118/2007 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

The Meeting adjourned for:

119/2007 PUBLIC QUESTIONS:

Dr Kent, Brockwell Lane, expanded the concerns raised in his recent letter to BDC (copy to KPC) regarding the lack of parking space in Brockwell Lane, and the poor condition of the road and kerbs, creating trip hazards, usually due to vehicles parking on the pavement. Members were reminded that Brockwell Lane is responsibility of BDC, and agreed to support Dr Kent's concerns. Cllr Martin drew attention to the dangers and inconveniences arising from parking on pavements.

The Meeting reconvened.

120/2007 STATUTORY MATTERS AND ADMINISTRATION

- a. Revised Model Code of Conduct & Standing Orders:** Information & Training: Cllrs Dixon and Dossett plus Clerk will be attending Training Sessions organised by BDC. Clerk recommended that no further action on revised Code, etc. be taken until July Meeting after Training Days. Agreed.
- b. BDC Standards Committee:** Call for two Members, who must not be current Council Members or have been Members in the last five years. Clerk to forward details to website.
- c. BDC Ward Profiles:** Copies circulated to Members.

121/2007: KELVEDON HOUSE:

- a. **Correspondence:** Clerk reported that a cheque plus letter requesting further clarification had been sent to Richard Jackson and letter received from Mark Jones on 17 May stating that no further work would be done until full payment had been received but information requested would be supplied (not received to date). Letter received from Knights confirming that they cannot undertake building of wall as a separate task and that their schedule is full at present.
- b. **Further Actions:** Cllrs Hackworth and Martin had met with Scott Wilson Consulting Engineers who will undertake CDM for a fee of £1,100. Members noted information from the Clerk received from BDC on re-use of bricks for the wall in respect of the original planning application, and agreed that quotes be obtained from three local builders on the following basis: a) for taking down wall and reserving usable bricks, reusing on first section and constructing second section with modern bricks – plus figure for possible wall to replace fence (necessary for grant applications) and b) for taking down wall and reserving reusable bricks for sale, construction of first and second section with modern bricks with figure for possible wall as in a) above. Noted that Conservative Club to be consulted re use of modern bricks.

122/2007 FINANCIAL MATTERS:

- a. **To approve Financial Statement/Accounts 2006 – 2007:** All figures finalised on basis as recommended by Auditor of change to 'Receipts & Payments' rather than 'Income & Expenditure'. Date for submission of figures to Audit end of June. Statement approved and Chairman given approval to sign off remainder of document when returned from Internal Audit.
- b. **Audit Matters:** Receipt of External Auditor's certificate and opinion re 05/06 and conclusion of audit noted.
- c. **To note date of next meeting:** Finance to be late July, with Environment in early August.

123/2007 RECREATIONAL MATTERS:

- a. **Youth Matters:**
 - i) Youth Forum Minutes available at the Meeting. Play equipment - applied for ECC CIF Fund application submitted. BDC grant application in preparation.
 - ii) Youth Football: Request for annual grant to go to Recreation Committee in June.
- b. **Playing Field:**
 - i) ROSPA Report. Copies available for Recreation Committee members.
 - ii) Hard Play Area. Colour coating confirmation of cost received at £1,149.00 ex VAT. Cllr Ezra expressed hope that the new coating would reduce wear and tear as he had spoken to youths using the court who had expressed concern.
 - iii) Events on Field. Labour Club anniversary Sat 16 June. Club had liaised with BDC and applied for appropriate licence. Kelvedon Festival 14 July
 - iv) CCTV. Quotation plus Terms & Conditions received from supplier for annual maintenance and broadband. Ad hoc committee to read T & C's and report at July Meeting. To be discussed in closed session at end of Meeting.
 - v) Tree Surgery. Work on tree in car park, with associated resurfacing, and removal of tree by PAMW shed to be carried out imminently. Car park work already approved, PAMW tree work (remove and stump grind) at revised reduced quote of £350.00 approved.
- c. **Date of June meeting:** 8.00 pm on Wednesday, 20 June.

124/2007 ENVIRONMENTAL MATTERS:

- a. **To receive minutes of meeting Tuesday, 22 May:** Available at the Meeting.
- b. **Matters arising:** Application for Breathing Places grant unsuccessful.

- c. **Brockwell Group Open Day:** Cllrs Mrs Coates and Ezra reported a successful day, with a greater attendance in the afternoon. Activities included pond dipping and making bird boxes. There were displays by the Packhorse Bridge Society and the Dog Warden. The Group hoped to put on a bigger event next year.

125/2007 REPORTS:

- a. **Tripartite Group:** The Chairman reported a constructive meeting, with work being done on applications to the Big Lottery Fund.
- b. **KCA:** All tickets sold for 40's Dance on Saturday, 9 June.
- c. **Kelvedon in Bloom:** Summer planting had commenced. Quiz night on Friday 8 June.
- d. **Kelvedon Institute:** Next meeting in July. Working party to clear undergrowth at back of Hall.

126/2007 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Witham Traffic Liaison meeting:** Tuesday, 5 June. Clerk reported a most unsatisfactory meeting which had been kept short, despite having 24 items on the agenda, and being attended by officers from Highways, ECC, BDC, and various Town and Parish councils. Matters raised by Clerk included: 2nd traffic survey of B1023 closure – no results yet; deterioration of footways on High Street – pavement from Station Road to Doucecroft due to be resurfaced, but no date yet available. Clerk to write; Cranes Lane traffic movements – to be investigated; car boot sales off A12 slip road – ECC to pass matter to Highways Agency; parking on yellow lines junction Station Road/High Street – BDC to enforce; clarification required on law concerning parking within designated bus stops - ECC to pass to Ministry of Transport; residents' parking – more schemes are being implemented.
- b. **Transport Information Day:** Tuesday, 19 June. Cllr Dixon to attend.
- c. **Community Speed Watch:** Clerk to write to all residents of London Road.
- d. **Damaged bollard** – Kingfisher Way/Orchard Road. Cllr Colborn queried responsibility for replacing bollard. Clerk to raise matter with BDC although it may still be the responsibility of the developer.

127/2007 EALC & RCCE:

- a. **Correspondence:** File circulated during Meeting.
- b. **RCCE:** The Chairman reported attending the official opening of the new HQ at Threshelfords.

128/2007 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Community Safety Meeting:** Next meeting Wednesday, 6 June. Cllr Colborn had not received a reply to a recent email sent to the Neighbourhood Policing Team.
 - ii) **NAPS Meeting:** Saturday 16 June at the Institute from 11.00. Posters to be displayed around village.
 - iii) **Community Warden Report:** Clerk had forwarded results of survey to BDC.
 - iv) **Neighbourhood Watch:** Clerk had received letter from Braintree Administrator, Clive Stewart, offering to talk to KPC. Further details required.
- b. **Health Matters:**
 - i) **Surgery telephone number:** Reply received from Primary Care Trust giving explanation of use of 0844 numbers with regard to surgeries. Matter to be taken up with Sally Wallis, local Patient Liaison Officer.
- c. **Housing Inspections:** BDC officers failed to attend inspection scheduled for 16 May. Petition and letters re Brockwell Lane noted. Clerk to write to BDC in support,

especially with regard to safety implications for elderly residents and failure of BDC to maintain road and kerbs, etc. Next inspection Area 2 – 27 June.

129/2007 FUTURE MEETINGS/ACTIVITIES:

- a. **TVVA Distribution of Village Guides:** Clerk to complete arrangements.
- b. **Christmas Lights:** Wednesday, 18 July at 8.00 pm.
- c. **Emergency Planning:** Date to be arranged for meeting. Clerk to write to Mr Bunting and Dist. Cllr Foster to ask them to remain on the committee.

130/2007 PLANNING:

a. Correspondence

1. ECC Tree & Shrub Planting – Bradwell Quarry
2. Colchester Borough Council Consultation Documents
3. RCCE Community Led Planning Information Events – Cllr Dixon to attend Event 3 on Wednesday 18 July
4. BDC: Deals development approved, with £75,000 to be paid towards Highways works and an ECC condition of a payment of £87,095 to education.

b. Applications

07/00790/FUL 12 Mallard Close. Erection of single storey rear extension. No objection.
07/00829/TPCON Cobbins, 15 High Street. Notice of intent to carry out works to trees protected by The Conservation Area – carry out general tree maintenance to trees in back garden. Rather too extensive – Braintree inspection essential.
07/00909/FUL 5 Half Way Cottages, Coggeshall Road. Erection of first floor rear extension over existing single storey element. No objection. Detail commended.

131/2007 CORRESPONDENCE:

1. Letter from Brooks Newmark MP
2. Essexinfo.net Newsletter
3. Braintree District Voluntary Support Agency – AGM Invitation
4. Disability Essex – Free Blood Pressure Monitoring
5. Witham Technology Centre – training programme
6. Clerks & Councils Direct Subscription Form
7. BDC Election Results
8. BDC – District Clerks' Network Meetig 24.9.07
9. Interact – grant request
10. ECC Mid Essex Area Forum
11. ECC Corporate Plan

Various letters, brochures and newsletters

132/2007 PAYMENTS:

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

For confirmation:

Mr Andrews PAMW Weeks 6,7,8,9	940.75
Anglian Water Toilets £185.78, 102 High Street £85.62	271.40
Cash per Petty Cash imprest re April	59.05
R Jackson plc – as agree May Meeting	2177.56
Allianz Cornhill Insurance plc	2442.58
R H Electrics – Allotments – blocked drain	211.50
Lubbock Fine – Audit fee	528.75
British Telecommunications plc	67.75
Anglian Water re Allotments	60.19
Ridgeons Ltd – sundries	35.56

For approval:

Mrs J I Hinds – Salary May	636.35
Inland Revenue – Clerk & PAMW	403.26
Mrs A Carruthers – Salary May	167.91
Mr N Ezra – Caretaking	31.41
Braintree District Council – Business Rate June/July	220.00
Mrs L E Hill – Kelvedon in Bloom – reimbursement re tea towels	25.00
Kempco Ltd – Stationery	9.98
Public Works Loan Account – PF £10.02 + KH Access	4378.00
Playsafety Ltd – re ROSPA Inspection	84.60
EALC – New Member’s Pack	7.50
Petty Cash – May	99.95
Total	£12,859.05

133/2007 DATES OF FUTURE MEETINGS:

- a. Ordinary Meeting – Tuesday, 3 July
- b. Any Other Meetings:
 - i) Recreation – Wednesday, 20 June, 8.00 pm
 - ii) Xmas Lights – Wednesday, 18 July

Matters to be discussed in closed session but approved for publication:

(123/2007 – a. iv) CCTV – Sub-committee of Cllrs Martin and Colborn to read terms and conditions for broadband. Clerk to forward T & C’s for maintenance contract when received.
Cllr Raison drew attention to lights not working on the playing field. Clerk to write to Football Club.

131/2007 Members noted the results of an enquiry into an alleged infringement by Cllr Foster of the Code of Conduct. The final report declared that Cllr Foster had no case to answer in this matter.