

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 3 JULY 2007 AT 7.45PM AT COUNCIL CHAMBER**

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

134/2007 APOLOGIES FOR ABSENCE: None

135/2007 DECLARATIONS OF INTEREST: Cllr Raison declared a personal and prejudicial interest.

136/2007 MINUTES OF ORDINARY MEETING 5 JUNE : Prop. Cllr Colborn, sec Cllr Ezra that the Minutes be accepted as a correct record. Agreed. Noted that at the May Meeting Cllr Dossett had declared an interest in planning item 07/00796/TPOCON. Recorded that May numbering be re-numbered to read: Planning – 111A and Correspondence 111B.

137/2007 APPOINTMENTS: Outstanding appointments from the list previously circulated were discussed and the following noted:
Emergency Planning – Dist Cllr Foster willing to remain on the panel, plus Cllrs Dossett and Mrs Hill. Mr Bunting would not be on panel but would be provide equipment in an emergency.
Environment Committee – Cllr Ezra to remain as Brockwell Meadows representative.
Vacancy to await appointment of co-opted Member.
Tripartite/Car Park Steering Group – Questions were raised regarding declarations of interest and advice was given. Discussion took place on advisability of combining Tripartite/Car Park Steering Groups. Agreed to maintain as two separate working parties, with some overlap in membership.
Car Park Steering Group – Cllrs Hackworth, Dixon & Mrs Hill, plus Cllr Martin when necessary.
Tripartite Group – Cllrs Dixon, Martin and Raison.

138/2007 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

139/2007 PUBLIC QUESTIONS: None received.

140/2007 STATUTORY MATTERS AND ADMINISTRATION

- a. **Revised Model Code of Conduct & Standing Orders:** Cllrs Dossett and Dixon and Clerk had attended training sessions. Members to take away information and have ready for September Meeting where it would be signed and dated following adoption of the new Code.
- b. **Kelvedon Festival:** Members requested to volunteer for rota for Parish Council stall at the Festival.
- c. **Co-option of New Councillor:** Two candidates to be interviewed by Councillors during July with appointment to be made at September Meeting.
- d. **No Smoking Legislation:** As required notices posted in two bus shelters on London Road. Remaining bus shelters are exempt. Notices needed in Public Toilets.
- e. **Web Site:** Cllr Dossett reported that the site had been hacked but problems resolved by Web Master.

141/2007: KELVEDON HOUSE:

- a. **Response from Richard Jackson plc:** Chairman reported that reply had been received from Mark Jones providing details requested and that balance outstanding could now be released to Richard Jackson.
- b. **Quotations for Wall:** Clerk had sent out five tenders for construction of wall at Conservative Club and received four quotations (the fifth declined to tender). Prop Cllr Dixon, sec Cllr Mrs Hill that Contractor 'B' be contacted to confirm prices and dates. Contractor 'C' to be held as reserve.
- c. **Meeting with Knights:** Cllr Hackworth had had a meeting with Knights and copies of his subsequent letter to them were circulated to Members. Knights' opinion is that the design as currently presented is inadequate to build the car park. Reply awaited – Knights to be contacted again by mid-July if none received. Cllr Dixon queried whether letters should be signed by the Clerk rather than an individual Member. Unanimously agreed that Cllr Hackworth should be empowered to write in Steering Group matters on behalf of the Council.

142/2007 FINANCIAL MATTERS:

- a. **Date of July meeting:** Tuesday, 17 July.
- b. **Any other Financial Matters:** None.

143/2007 RECREATIONAL MATTERS:

- a. **To receive minutes of June meeting:** The minutes having previously been circulated were accepted and signed as a correct record. Cllr Raison reported on the meeting. Clerk to chase Football Club re response to letter.
- b. **Matters arising:** Contractor reported that June had been too wet for colour coating to be laid on HPA. Will be carried out as soon as conditions improve.
- c. **Youth Matters:** Clerk reported on meeting of 27 June and appointment of Charlotte Ezra as Chairman. Next meeting 15 August. Two discos arranged for 10 and 23 August. Braintree Motor Cycle Group is arranging to send a representative to talk to youths interested in motorcycling at a separate meeting.

144/2007 ENVIRONMENTAL MATTERS:

- a. **To note date of next meeting:** Monday, 6 August at 8.00 pm.
- b. **Brockwell Meadows:** i) Mowing: Part of Meadows had regrettably been mowed too early due to error by contractor. Remainder to be left until end July. Contractor to be given date in August next year to avoid confusion.
ii) Hornets: Oak tree at Teal Way showing signs of hornets. BDC Landscape Section had agreed to inspect. Report awaited.
- c. **Rivenhall Waste Plant:** Copy letter received from Rivenhall PC to ECC and BDC regarding the outline planning application for a waste burner at the airfield site. Rivenhall had not been consulted and it was not included in the original application. Members agreed to support Rivenhall, Clerk to write to ECC and BDC. There will be an item on the next Blackwater Cluster agenda.

145/2007 REPORTS:

- a. **Tripartite Group:** Meeting 26 June. Big Lottery Community Fund will be holding a telephone interview on 24 July. Next meeting 31 July.
- b. **KCA:** No meeting. Successful dance held on 9 June.
- c. **Kelvedon in Bloom:** Judging for Anglia in Bloom on 13 July.
- d. **Kelvedon Institute:** Agreed to annual village hall grant of £500 towards cost of installing a modern smoke detector system.

146/2007 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Residents' Parking:** Dist. Cllr Foster had made representations to BDC. Replies received from ECC –advising residents to discover how many people would be interested in such a scheme.
- b. **B1023 – Report on Survey:** Nothing further received from ECC but survey received from Feering PC with figures compiled by their Speedwatch Team, showing volumes directly attributable to Tiptree traffic.
- c. **Traffic Management Liaison Panels:** Copy of Constitution received. Clerk to write re cursory treatment at last meeting, with copies to relevant bodies.
- d. **Transport Information Day:** Cllr Dixon had attended.
- e. **Any other matters:** Cllr Colborn reported weeds in road at Kingfisher Way – Clerk to report to ECC. Noted that the damaged seat at Bridgefoot had been removed. 38 High Street – metal protruding from ground where seat has been removed – owner aware.

147/2007 EALC & RCCE:

- a. **Correspondence:** File circulated during Meeting.
- b. **RCCE - AGM:** Cllr Mrs Hill and Clerk to attend on Wednesday, 11 July.

148/2007 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Multi Tasking Meeting:** Cllr Dixon to attend July meeting.
 - ii) **NAPS Meeting:** Saturday 16 June. Attended by Cllrs Dixon, Ezra and Raison and Clerk. Not well attended by public.
 - iii) **Community Warden Report:** Noted.
- b. **Health Matters:**
 - i) **Surgery telephone number:** Cllr Dossett pursuing further information.
- c. **Housing**
 - i) Cllrs Mrs Anderson and Dixon attended inspection took place on 27 June.
 - ii) **Tenants' Forum:** Cllr Dixon attended. Invitation from Housing Association to Open House at new Affordable Housing development at Fordham. Cllrs Mrs Anderson and Dixon to attend.

149/2007 FUTURE MEETINGS/ACTIVITIES:

- a. **Christmas Lights:** Wednesday, 18 July at 8.00 pm. Letters to go to all volunteers. Refreshments to be provided. Mr Foster has agreed to supply a vehicle and driver for installation of lights.
- b. **Emergency Planning:** Meeting arranged for either Thursday, 9 August at 9.30 am or Friday, 10 August at 2.00 pm – Dist. Cllr Foster to be contacted before final date arranged.

150/2007 PLANNING:

- a. **Correspondence**
 1. BDC re changes in the Parish consultation process. Discussed at Planning sub-committee meeting 25.6.07. No adverse comments but would prefer to continue to receive paper copies of plans for technical reasons.
 2. BDC notification that Appeal decisions will no longer be sent to Parish Councils. This was not considered to present a problem as when Council makes a submission regarding an Appeal it requests decision letter from the Inspector.
 3. BDC notification re Tree Preservation Orders and Conservation Area notifications. Paper copies of notifications will continue until September, with electronic thereafter.
 4. BDC Planning Enforcement event – cancelled.
 5. RCCE Action Plan Market Place – Wed 18 July. Place ordered for Cllr Dixon (note – very low numbers, event may be cancelled).
 6. BDC - St Dominics Residential Home. Erection of boiler house – granted.

7. ECC – Tree and shrub planting details re Bradwell Quarry – no comment.

b. Applications

07/01071/FUL: Foster Contracting Ltd, Maldon Road. Erection of steel framed end extension to workshop and side extension for storage. No objection.

07/00936/FUL: 168-168A High Street. Minor amendments to previous application

06/00070/ FUL – creation of an additional dwelling in the loft space. No objection.

07/01099/FUL: Land rear of 193 High Street. Erection of 4 No. four bedroom detached houses and double garages. Comments submitted (noted that Clerk declared an interest). Members questioned whether a Listed Building application should be required as site lies within the curtilage of a Listed Building within the Conservation Area. The Council would look for a commitment to a high level of energy saving/‘green’ measures, including, as suggestions, a measure of sustainable heating/power generation, use of rain water and re-use of household water as feasible, careful design of external lighting to avoid light pollution and nuisance to neighbours. The provision of a communal bin area was noted – since Trews Gardens is included in the High Street bin-bag collection area, concerns were raised regarding storage of household waste so far from individual dwellings. In view of the hygiene/litter implications this proposal should be revisited or suitable Conditions imposed. Councillors felt that overlooking of neighbouring properties and loss of privacy had been avoided but would wish to see careful consideration of this aspect of design. Members would wish to be involved in early consultations regarding the naming of this development and would expect to see a Planning Condition imposed regarding archaeological evaluation of the site.

07/01116/TPCON: Easterford Mill, Swan Street. Notice of intent to carry out works to trees protected by the Conservation Area – lop Leylandiis. No objection. Cllr Colborn declared an interest.

Draft comments were made on plans at the meeting on 25 June. Full report and comments at next meeting.

151/2007 CORRESPONDENCE:

1. BDC – Rural Issues and Parish Liaison – Review of Service Provision.
2. Response from Christine Papworth, Kelvedon and Feering Neighbourhood Watch, re request from Clive Stewart to talk to Council. Mrs Papworth would be organising a NW meeting which Mr Stewart would attend.
3. BDC re Postwatch meeting 12 July. Volunteers required.
4. Info re Health re Halstead Area Forum.
5. Correspondence re School Open Evening. Noted.
6. Letter from Mr T McInally re nuisance motorbikes **after** Labour Club event.

152/2007 PAYMENTS:

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

For confirmation:

Mr Andrews PAMW Weeks 10, 11, 12, 13	930.44
Kelvedon in Bloom – deposit re printed shoppers	25.00
CIS General Insurance re mower	106.37

For approval:

Mrs J I Hinds – Clerk’s salary re June	635.54
Inland Revenue per Clerk & PAMW June	486.46
Mrs A Carruthers – Clerk’s Assistant – June	167.91
Mr N Ezra – Caretaking 102 High Street – June	31.41
Richard Jackson plc – balance outstanding	1039.88
Kelvedon Social Youth FC (U15) grant	500.00

E Doe & Sons Ltd	1.72
Cash per Petty Cash imprest re June	115.52
Kempco – copying re Footpath maps	27.03
Powergen re toilet block	37.21
RCCE – Subs 07/08	80.00
Powergen re 102 High Street	123.14
Skittleman – Depost re 2 discos – Youth Forum	100.00
Total for payment	4407.63

153/2007 DATES OF FUTURE MEETINGS:

- a. Ordinary Meeting – Tuesday, 4 September
- b. Any Other Meetings:
 - i) Finance – Thursday, 17 July, 8.00 pm
 - ii) Environment – Monday, 6 August, 8.00 pm
 - iii) Christmas Lights – Wednesday, 18 July, 8.00 pm
 - iv) Tripartite – Tuesday, 31 July, 8.00 pm
 - v) Emergency Planning – Thursday, 9 August **or** Friday 10 August
 - vi) Post Office meeting – BDC – copies to Cllrs Dixon and Martin
 - vii) Co-option – 7.45pm and 8.15 pm, Monday, 16 July **or** Monday, 24 July (Cllrs Mrs Anderson, Mrs Coates, Mrs Hill, Dixon).