

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 4 SEPTEMBER 2007 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair, Cllrs Mrs J Coates, Q Colborn, T Dixon, N Ezra, Mrs L Hill, L Raison.

Clerk and Clerk's Assistant in attendance. Three members of the public and County Cllr N Edey.

154/2007 APOLOGIES FOR ABSENCE: Cllrs Mrs Anderson, Dossett & Hackworth

155/2007 DECLARATIONS OF INTEREST: None. The Chairman reminded Members that Declarations must be made prior to discussion of an item in which a Member has an Interest.

156/2007 MINUTES OF ORDINARY MEETING 3 JULY : Prop. Cllr Dixon, sec. Cllr Colborn that the Minutes be accepted as a correct record. Agreed.

157/2007 CO-OPTION TO FILL VACANCY: Cllr Mrs Coates reported that three Members plus the Clerk had met the two candidates for the vacancy on the Council. Councillors unanimously agreed that Mr H Siggers be co-opted to join the Council at the next Meeting. Also recommended that Mrs Thompson be invited to join the Recreation Committee.

158/2007 CIRCULATION OF CORRESPONDENCE FILES:

Available at the Meeting, including EALC file.

The Meeting adjourned for:

159/2007 PUBLIC QUESTIONS: County Cllr Edey reported that he is now a member on behalf of ECC on the Flood Committee and would support Parish efforts to improve flood defences, although no improvement was expected in the immediate future. He also reported on the current situation with regard to the proposed waste facility at Rivenhall Airfield and although no decisions have yet been taken, Members expressed concern at the possibility of incineration at the site.

The Meeting reconvened.

160/2007 STATUTORY MATTERS AND ADMINISTRATION

- a. **To adopt revised Standing Orders:** Prop.Cllr Martin, sec. Cllr Colborn and agreed that the revised Standing Orders in line with revised Model Code of Conduct be adopted. Wording available at the Meeting.
- b. **To adopt revised Model Code of Conduct:** Prop. Cllr Martin, sec. Cllr Ezra and agreed that the Council adopt the revised Model Code including Para 12, subsection 2.
- c. **Register of Interests:** The Chairman reminded Members to pass their Register of Interests to the Clerk as soon as possible.
- d. **To agree to advertise Adoption of Code through BDC joint notice:** Clerk advised that BDC would provide joint advertisement at a cost of approx. £80. Agreed.
- e. **102 High Street:**
 - i) Land adjacent to Council Office. Agreed to discuss in Private Session at close of Meeting.
 - ii) Replacement windows: To be installed on 17 September.

161/2007: KELVEDON HOUSE:

- a. **To report actions/recommendations:** Members had received a summary of recent meeting with Paul Budd of Richard Jackson plc, together with draft budget and

agreed that an Extraordinary Meeting would be held on Tuesday, 25 September at 8.00 pm to debate the matters raised.

- b. Wall at Club Car Park:** The price approved at the July Meeting had been confirmed with MJB and a site meeting held with all interested parties. The Essex Autistic Society required 'blanked' safety fencing to be in place before term start and after discussions with Cllrs Martin and Hackworth and the contractor, a set of fencing had been purchased by the Council and installed by MJB on 31 August. The fencing will be used again on the site as work progresses. Due to bad weather delays on current contract, work will commence on wall late September.
- c. Any other related matters including Tripartite meetings:** Cllr Raison confirmed next meeting on 20 September between KCA and Institute, all Councillors would be welcome to attend. KCA was in the process of setting up Project and Fund Raising Working Groups.
- d. KCA Correspondence:**
 - i) Request re lease: Cllr Raison confirmed that as part of Big Lottery application, KCA must demonstrate that they have an interest in the land on which the building will be sited. Mr C Ramsden for KCA and Cllrs Martin and Colborn for KPC to meet to discuss heads of agreement before instructing solicitors.
 - ii) Signboard: KCA had offered to supply a replacement signboard during construction of the car park. Clerk to verify whether planning permission required.

162/2007 FINANCIAL MATTERS:

- a. To receive report of July meeting:** Clerk apologised as the report was not available – to be circulated to Members.
- b. Any other Financial Matters:** None.

163/2007 RECREATIONAL MATTERS:

- a. Youth Forum:** The minutes of the last meeting had been circulated. Members agreed to order first half of play equipment at total of £27,800. Prop. Cllr Martin, sec. Cllr Dixon and agreed that Council underwrite any shortfall of money available. Cllr Raison thanked all responsible for their work for the Forum and in organising the recent Youth discos.
- b. Other Recreational Matters:**
 - i) Football Club: Electricity –Recent bills from Football Club to sort out underpayment awaited. Until final figures are analysed, recommend quarterly payment be increased from £120 to £160. Agreed.
 - ii) Kelvedon Festival: Letter received from Festival Committee requesting a meeting with KPC after their AGM on 10 October. Date to be arranged.
- c. To arrange date for meeting:** Next meeting to be in October – to be arranged.

164/2007 ENVIRONMENTAL MATTERS:

- a. To receive report of August meeting:** Minutes had been circulated to Members.
- b. Matters arising:**
 - i) Watercolour Painting: The Council had been offered a watercolour of St Mary's Square by a local artist. Agreed to accept and hang in Council Chamber initially and then in Community facility.
 - ii) RCCE 'Green' Transport Plan: Meeting with advisor from Threshelfords to be arranged.
 - iii) Flood Defence Proposals: Letter from Environment Agency circulated to Members, plus County Cllr Edey. Copy of reply to Cluster Group and Cllr Edey.

- iv) Doucecroft Open Space: Clerk to obtain BDC recommendation re replacement species, obtain quotations for supply and installation of a 'major tree' and apply for ECC tree grant. Agreed.
 - v) Swan Street embankment: Meeting with Nicole Ager on work required to reinforce embankment, possibly with a living willow bank. Agreed.
- c. Brockwell Meadows:** Cllr Ezra reported forthcoming events, including a BCTV 'Willow Haircut Day' (posters and handbills available), a Springwatch/ Youth Festival in early June 2008 and possibly an Easter Egg hunt. Members agreed to support funding of the BCTV costs to a maximum of £250.
- d. Allotments:** Clerk reported all plots now taken. Agreed that rents and water rates remain unaltered for 2007/08.

165/2007 **REPORTS:**

- a. Tripartite Group:** Meeting 20 September between KCA and Institute to work towards a consensus on the form of the future building/complex. 8.00 at the Institute. All Members welcome to attend.
- b. KCA:** Cllr Raison reported as in Item 161 c) above.
- c. Kelvedon in Bloom:** Cllr Mrs Hill awaiting results from Anglia in Bloom. Work to start on improvement at URC graveyard. Fund raising towards purchase of a pop-up shelter for use at sales, shows, etc.
- d. Kelvedon Institute:** Clerk reported on meeting on 3 September.
- e. Cluster Group:** Cllr Mrs Anderson attended the July meeting when matters discussed included A120, Rivenhall waste site, Tiptree traffic. Next meeting to be in Kelvedon in February.
- f. Post Office meeting:** Cllr Dixon reported that he felt that the July meeting had not been worthwhile.

166/2007 **HIGHWAYS & ROAD SAFETY MATTERS:**

- a. Residents' Parking:** Noted that matter had been raised with BDC. Members would support Mr Colquhoun's campaign.
- b. B1023 –** Clerk had received survey in full - summary to be circulated to Members, District and County Councillors and MP.
- c. Any other matters:** Clerk gave details of new 'Going Local' meeting at Public Hall, Witham on Tuesday, 11 September, when local issues can be raised. Cllr Dixon concerned at parking on pavements – Police matter to be raised at Multi-Tasking meeting. Hedge along London Road is obscuring road signs and blocking pavement. Clerk to write to Highways.

167/2007 **EALC & RCCE:**

- a. Correspondence:** File circulated during Meeting.
- b. RCCE - AGM:** Cllr Mrs Hill and Clerk attended on Wednesday, 11 July. Kelvedon received a Merit Award. Mrs Hill reported a new class next year – 'Greenest Village'.
- c. EALC - AGM:** 19 September. Clerk to attend afternoon session. Members to inform Clerk if they can attend evening session.

168/2007 **COMMUNITY SAFETY & HEALTH MATTERS:**

- a. Police Matters:**
 - i)** Witham Multi Tasking Meeting: Cllr Dixon attended July and August meetings and will attend September meeting. Will raise issue of youth disturbance.
 - ii)** NAPS Meeting: 22 August in Coggeshall. A well attended meeting, with another to be arranged soon. Police to be invited to October Council Meeting.
 - iii)** Community Warden Report: Noted. Issues raised included burglaries from cars and houses.

b. Health Matters:

- i) Surgery telephone number: No response received to Clerk's letter of 30 July to Mid Essex Primary Care Trust. Cllr Dossett had had response to Freedom of Information request and would report at October Meeting.
- ii) Volunteers required for local health committees. Clerk to pass to Cllr Dossett.

c. Housing Inspections: Autumn/Winter 07/08 dates received. Next inspection at New Road, Western House, on 26 September.

169/2007 FUTURE MEETINGS/ACTIVITIES:

- a. **Christmas Lights:** Next meeting Wednesday, 19 September, following Youth Forum. Having approached the Masonic Temple, a reply had been received declining to have lights placed on their premises for security reasons, but offering a £50 donation towards the cost of Christmas Lights.
- b. **Emergency Planning:** Clerk reported on August meeting. Meeting to be arranged with Coggeshall group.

170/2007 PLANNING:

a. Correspondence

- 1. BDC re Parish Forum on 'Enforcement', 22 October – 6.45 – 8.30 pm. Replies by 12 October. Representative(s) required.
- 2. Site Allocation Requests: Required by 17 September. Suggested that Kelvedon includes a) Pitch Area at London Road as per previous plans; b) Land rear Labour Club car park/New Road bungalows – either development by BDC housing or lease to KPC for recreation (as past proposals for Bowling Green; c) British Legion Hall. Agreed.
- 3. BDC Refusal – 2 storey side extension 32 High Street.
- 4. BDC – Application rear 193 High Street – withdrawn.
- 5. Deals of Kelvedon. Copy of correspondence requesting removal of tree opposite Deals which is damaging cars on delivery transporters.

b. Applications

07/01157/FUL: Chippers, Church Street – erection of two storey side extension and single storey rear extension. Too large for site

07/01192/FUL: The Cottage, Brockwell Lane – demolition of existing cottage and erection of three chalet-style houses with integral garages. No longer any objection in principle, requirements re safe vehicular access, etc.

07/01258/FUL: 32 High Street – erection of two-storey side extension, alterations and detached garage at rear. No objection in principle, detailed comments submitted.

07/01256/FUL: Plot rear 32 High Street – erection of detached house and garage with associated access/parking and turning facility. Not yet passed to committee.

07/01308/FUL: 213A High Street – removal of existing galvanised post and rail to perimeter of ramp and replace with a more traditional post and handrail. No objection in principle, but need for non-slip surface.

07/01335/FUL: 24 Kingfisher Way – erection of 2 no single storey extension to create a breakfast and play room. No objection but concerns re fumes from garage (response – not planning issue).

01/01248/OUT: Little Orchard, 18 New Road – erection of 5no. two bedroom dwellings. No objection in principle, comments made re need for better environmentally friendly provision.

07/01451/AGR: Allshots – agricultural application/notification re barn. No comment.

07/01646/FUL: Goldkey Industrial Area – erection of extension to form a single storey office adjoining unit one. Request for dark (black pref) exterior paint to minimise impact.

07/01702/FUL: 193 High Street – erection of 4 no. four bedroom detached houses and double garages. Re-application. No objection in principle. Comments on details including waste disposal, etc.

07/01774/FUL: 215-217 High St – Conversion 1st floor offices to 3 no. flats plus ground floor offices to possible retail or 'specialist' office. No objection in principle – comments re car park layout and loss of chimneys.

Not yet passed to committee – new plans for 32 High Street. All other applications (15 including tree applications) considered and no objections raised.

171/2007 CORRESPONDENCE:

1. Notification of Rotary Quiz evening. Replies needed by 28 September.
2. Witham Local Committee. Representative(s) required.
3. Letter from Mrs P Larner re Marler's Almshouses. November agenda?
4. Neighbourhood Watch
5. Rural Services Survey.
6. BT Openreach. Re change of location of pole in The Chase.

Plus general pamphlets, brochures, etc.

172/2007 PAYMENTS:

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

For confirmation:

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| Mr Andrews PAMW Weeks 15-22 | 1870.27 |
| Art Screen Prints – balance re K-in-B shoppers | 157.71 |
| First Glass (UK) Ltd – deposit re windows | 337.00 |
| BDC Business rate Aug-Sept | 220.00 |
| Mrs Hinds – re July salary | 635.56 |
| Mrs Carruthers – re July salary | 167.91 |
| Mr Ezra | 33.91 |
| Inland Revenue | 404.78 |
| Petty Cash imprest re July | 61.40 |
| RBS Tree surgery | 1104.50 |
| Richard Jackson plc | 658.00 |
| A James (Jewellers) – re Clock grant | 293.75 |
| DABS – 5 x toner cartridges | 187.77 |
| Skittleman – re first disco | 95.00 |
| Ridgeons – sundries | 12.08 |
| Euroloo – re grant to Kelvedon Free Festival | 569.88 |
| Skittleman – re second disco | 95.00 |
| BT – re 102 High Street | 66.34 |

Total for confirmation 6970.86

For approval:

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| Mrs Hinds – re salary August | 635.55 |
| Inland Revenue | 401.53 |
| Mrs Carruthers – re salary August | 167.91 |
| Mr Ezra – August | 31.41 |
| Mr J Hackworth – travel | 17.50 |
| Wilson Sports Surfaces Ltd | 2525.08 |
| Art Screen Prints Ltd – 2 nd order shoppers | 153.34 |
| Kelvedon Institute – re BDC Activity Day | 26.80 |
| Mr J Coote – flowers for troughs | 92.90 |
| Petty Cash imprest - re August | 75.44 |

Total for approval 4127.46

Total for payment £11,098.32

173/2007 DATES OF FUTURE MEETINGS:

- a. Ordinary Meeting – Tuesday, 2 October
- b. Any Other Meetings:
 - i) Finance – October, to be arranged
 - ii) Environment – November
 - iii) Recreation – October, to be arranged
 - iv) Christmas Lights – 19 September
 - v) Youth Forum – 19 September
 - vi) Footpath – Thursday, 18 October
 - vii) Kelvedon Free Festival – after 10 October
 - viii) RCCE Rural Transport Adviser – to be arranged
 - ix) Council Meeting re car park – Tuesday, 25 September at 7.30 pm.
 - x) BDC Planning – Development Capacity Studies – 16 October