

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL  
TUESDAY 2 OCTOBER 2007 AT 7.45PM AT COUNCIL CHAMBER**

**PRESENT:** Cllr Mrs L Hill in the Chair. Cllrs Q Colborn, T Dixon, G Dossett, N Ezra, J Hackworth, L Raison, H Siggers.

Clerk and Clerk's Assistant in attendance. Two members of the public.

Cllr Mrs Hill welcomed Cllr Siggers to the Meeting.

**177/2007 APOLOGIES FOR ABSENCE:** Cllrs Mrs Anderson, Mrs Coates, Martin.

**178/2007 DECLARATIONS OF INTEREST:** None. The Chairman reminded Members that Declarations must be made at the beginning of the Meeting or as soon as a Member realises that they have an Interest in an item.

**179/2007 MINUTES OF EXTRAORDINARY MEETING 25 SEPTEMBER :** Prop. Cllr Dixon, sec. Cllr Colborn that the Minutes be accepted subject to the following amendment: Item 176, Richard Jackson plc to be appointed Project Manager, rather than Mr P Budd. Agreed.

**180/2007 CIRCULATION OF CORRESPONDENCE FILES:**

Available at the Meeting, including EALC file.

*The Meeting adjourned for.*

**181/2007 PUBLIC QUESTIONS:** The owners of 'Chippers', Church Street, drew attention to the contents of their letter (copies available to Members at the Meeting) and asked Members to reconsider their comments on their recent planning application. Following discussion it was agreed to arrange a site meeting.

**182/2007: POLICE MATTERS:** Community Warden, Jackie Windard, presented Sgt Mackintosh's apologies and gave a report on her own activities and on behalf of the Police, outlining events during the past three months. Kelvedon Police contact will be PC Natalie Harding. Councillors requested more vigorous enforcement of the weight limits on Hollow Road following recent incidents.

*The Meeting reconvened.*

**183/2007 STATUTORY MATTERS AND ADMINISTRATION**

**a. 102 High Street:**

- i) Land adjacent to Council Office. A letter had been sent to the property owner immediately after the September Meeting. No reply to date.
- ii) Replacement windows: Completed.

**b. Registers of Interests:** Submitted to BDC.

**c. The Chase:** Agreement re undergrounding of low voltage line received from EDF. Clerk to arrange quotation for lighting pole, which EDF will install if work is arranged to coincide with undergrounding.

**d. BDC – Review of polling districts and polling places.** Members agreed that current arrangements were satisfactory.

**184/2007: KELVEDON HOUSE:**

**a. Car Park:** As agreed at Meeting on 25 September, i) letter sent to Richard Jackson plc engaging them to carry out management work. ii) Application made to Public Works Loan Board for balance (£100,000).

**b. Wall at Club Car Park:** Work in progress, with footings ready to go in. Clerk has had two site meetings with the builder and representative of Conservative Club. Quotation for £424 to clear area, any extra costs to be shared with Conservative Club. Agreed.

**185/2007 FINANCIAL MATTERS:**

- a. **To receive report of July meeting:** The Minutes having been circulated to Members were agreed as a correct record.
- b. **Any other Financial Matters:** As noted in item 184 above, Clerk had applied to Public Loan Board.
- c. **Date of next meeting:** 26 November.

**186/2007 RECREATIONAL MATTERS:**

- a. **Youth Forum:** The minutes of the last meeting had been circulated to Members.
- b. **Other Recreational Matters:**
  - i) **RCCE Survey:** Clerk had completed a Playing Fields & Open Spaces survey form, including playing field, allotments and Brockwell Meadows.
  - ii) **Football Club lights:** Clerk to liaise.
- c. **To note date of next meeting:** 31 October after Youth Forum. Football Club and Festival Committee members to be invited.

**187/2007 ENVIRONMENTAL MATTERS:**

- a. **Site meeting with Environment Agency:** Tuesday, 9 October, 10.00 am at Swan Street, to discuss living willow project and site of new seat. Cllrs Dossett and Dixon to attend.
- b. **Any other Environmental matters:** Members noted that the PAMW had done some hedge trimming in London Road, but higher areas awaiting work by ECC Highways.
- c. **Brockwell Meadows:** Cllr Ezra reported on the two 'willow haircut' which involved 300 hours of voluntary work by BCTV. In the next few weeks, the Guides and Brownies will be involved in ditch clearing.
- d. **RCCE Transition Essex Conference:** 24 October, 9.30 – 4.00 pm at Essex Record Office. Cllrs Dixon and Mrs Hill. Cllr Dossett could be available.
- e. **Meeting with Kris Radley:** Rural Transport Adviser. Clerk to arrange on 12 or 16 October.
- f. **To note date of next meeting:** 30 October. Cllr Siggers agreed to join the Environment Committee.

**188/2007 REPORTS:**

- a. **Tripartite Group:** Cllr Dixon reported on the 20 September meeting, where it had been agreed to instruct CBC on the basis of a separate building, designed so as to have the potential to be connected to the Institute at a later date.
- b. **KCA:** Cllr Raison reported on the recent Executive meeting. Clerk is preparing papers for details of lease requirements.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill reported a well attended AGM.
- d. **Kelvedon Institute:** Next meeting Monday, 8 October. Noted that during current negotiations re Community Centre building, the Management Committee had scheduled regular monthly meetings.

**189/2007 HIGHWAYS & ROAD SAFETY MATTERS:**

- a. **Witham Liaison Meeting:** Clerk reported the various points covered by ECC Highways relating to most recent meeting.
- b. **B1023** – Clerk had received survey in full - summary to be circulated to Members, District and County Councillors and MP.
- c. **Any other matters:** Noted that BDC Enforcement Officer was due to meet owner of land at A12 slip road regarding concerns over car boot sales and advertising signs on parked trailers. Members agreed that this matter should be taken up with the Highways Agency and MP.

**190/2007 EALC & RCCE:**

- a. **Correspondence:** File circulated during Meeting.
- b. **EALC - AGM:** 19 September. Clerk reported on the 'Making the Links' session with Parish Councils, BDC and ECC.

**191/2007 COMMUNITY SAFETY & HEALTH MATTERS:**

**a. Police Matters:**

- i) Witham Multi Tasking Meeting: Cllr Dixon reported on the September meeting, including thefts from motor vehicles and youth aggravation. Cllr Dixon to attend October meeting. Police to monitor speed and number of vehicles using London Road.
- ii) NAPS: Next meeting in Coggeshall on 24 October.
- iii) PCCG Public Meeting: One per year, 3 October at 7.30 pm at Braintree Institute Hall.

**b. Health Matters – 0844 telephone numbers:**

- i) Response received from Health Authority.
- ii) Report from Cllr Dossett: Noted that this matter had been ongoing since January 2005. Draft letter to Health Authority read out and agreed by Members. Suggestion that the matter be taken up with Trading Standards was considered and agreed.

**c. Housing Inspections:** Cllr Dixon reported on the September inspection.

**192/2007 MEETINGS:**

- a. **Christmas Lights:** Cllr Dixon reported on the recent meeting, notes of which had been circulated to Members. Cllr Raison to liaise with Mr Huggett re 'hooks' for London Road Garage.
- b. **Emergency Planning:** Clerk awaiting reply from Coggeshall Group re liaison.
- c. **Footpath Committee:** 18 October.

**193/2007 ROTARY CLUB QUIZ:** 18 October. Provisional team arranged.

**194/2007 PLANNING:**

**a. Correspondence:**

BDC – 01256/FUL: Land rear 32 High Street – detached house/garage – Withdrawn.  
BDC – Erection 5no 2-bedroomed dwellings, Little Orchard, 18 New Road – Granted.  
BDC – Extension to form single-storey office, adj. Unit 1, Goldkey Industrial Estate – Granted.

**b. Planning Applications:**

0701860/LBC: 1 High Street. Installation of 2no roof lights to rear of main roof. No objection subject to any comments by Listed Building Inspector.

**c. BDC Development Planning:**

Meeting with BDC Tuesday, 16 October. Cllr Dixon to attend.

**d. ECC – Developers Guide for Community and Transport Infrastructure Contributions –** consultation document regarding input by developers. Passed to Planning.

Members commented on work continuing sporadically at Falcon House, apparently without permission, and queried whether further enforcement action was necessary.

**195/2007 CORRESPONDENCE:**

- 1. BDC – Recycling newsletter
- 2. Correspondence re residents' parking
- 3. Brimpton House Nursery
- 4. Peter Best Insurance Services – re problem with lorries at Station Road/Swan Street junction.
- 5. CPRE – AGM Saturday 6 October

- 6. ECC – Braintree District Permitted Parking Area Consolidation Order 2007
  - 7. Local Councils Update
- Plus general pamphlets, brochures, etc.

**196/2007 PAYMENTS:**

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

**For confirmation:**

Mr Andrews – Wks 23 – 26	930.44
First Glass – balance re windows @ 102 High Street	1000.00
RH Electrics – 10 x security panels re car park	998.75
Kart-Away Waste Management – waste skip	221.19
CPRE – annual subs 07/08	27.00
Kelvedon Institute re Youth Forum discos	43.60
Powergen – Playing Field	32.80
Powergen – 102 High Street	75.11
Valuation Agency fee	423.00
BDC Business Rates 102 High Street – Oct/Nov	220.00
BDC re Code of Conduct Advertisement	80.32

**For approval:**

Mrs J I Hinds – Clerk’s salary re September	635.54
Inland Revenue per Clerk & PAMW	486.46
Mrs Carruthers – re September salary	167.91
Mr Ezra – caretaking 102 High Street	31.41
BDC – rent Glebe Road play area	25.00
Chelmsford Diocesan Glebe Board – allotment rent	770.00
ECC Contact bus summer visits	300.00
Kelvedon Social Football Club – power	130.00
EALC – New Councillor’s pack	7.50
Friends of Essex Heritage sub	15.00
Petty Cash – imprest re September	126.04

Total	£6,747.07
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**197/2007 DATES OF FUTURE MEETINGS:**

- a. Ordinary Meeting – Tuesday, 6 November 2007
- b. Any Other Meetings:
  - i) Finance – 26 November
  - ii) Environment – 30 October
  - iii) Recreation – 31 October (following Youth Forum)