

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

**PRESENT:** Cllr C Martin in the Chair. Cllrs Mrs J Anderson, Mrs J Coates, Q Colborn, G Dossett, N Ezra, J Hackworth, Mrs L Hill, H Siggers.  
Clerk and Clerk's Assistant in attendance. County Cllr N Edey. Two members of the public.

The Council offered congratulations to Deli@56 for its recent success in a national foods award competition.

**218/2007 APOLOGIES FOR ABSENCE:** Cllrs Dixon and Raison.

**219/2007 DECLARATIONS OF INTEREST:** 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. Cllr Siggers declared an Interest in Item 7 on the Agenda (Kelvedon House) as a member of Kelvedon Conservative Club Committee.

**220/2007 MINUTES OF ORDINARY MEETING 6 NOVEMBER :** Prop. Cllr Dossett, sec. Cllr Colborn and agreed that the Minutes be accepted and signed.

**221/2007 CIRCULATION OF CORRESPONDENCE FILES:**  
Available at the Meeting, including EALC file.

*The Meeting adjourned for.*

**222/2007 PUBLIC QUESTIONS:**

Mr G Buttery, 15 Trews Gardens, outlined the contents of his recent letter, concerning parking in Trews Gardens, which was causing problems to local residents. A petition had been signed by residents requesting extension of the double yellow lines and resiting of signage. Cllr Martin pointed out that Cllr Foster was currently investigating the possibility of a residents' parking scheme for the High Street and suggested that this matter be addressed at the same time. (Item 12a on Agenda).

*The Meeting reconvened.*

Agreed to take up with Highways.

**223/2007 STATUTORY MATTERS AND ADMINISTRATION**

- a. **102 High Street:** Letter received from owner of adjacent property stating that she would not be able to sell the land as the new owner wished to purchase it. Additional recommendations as noted in Finance minutes.
- b. **Marler Almshouses:** Councillors were reminded of the need to appoint a Cllr nominated Trustee. Cllr Hackworth, as a member of the Almshouse Committee, reported that a possible candidate was being approached. January agenda.

**224/2007: KELVEDON HOUSE:**

- a. **Car Park:** Cllr Hackworth reported that drawings had been received from Jacksons which had been passed to Knights for provision of final costings/report for consideration at the January Meeting. Cllr Raison had submitted a written Resolution (copy to all Members) asking for two weeks to consider report. Unanimously agreed that four days would be the minimum required notice.
- b. **Wall:** Now completed, with favourable comments on construction and appearance. Letter had been received from Conservative Club regarding incorrect marking out of car park boundary wall. Proposals awaited.
- c. **KCA:** Permission requested to hold an Open Day on site – to be arranged for a date after completion of car park. Mr Ramsden had replied to points put forward by Cllrs Martin and Colborn concerning the proposed lease and a meeting between the three to be arranged.

**225/2007 FINANCIAL MATTERS:** (Cllr Ezra declared an Interest)

- a. **Report from Finance meeting 26 November:** available at Meeting.
- b. **To approve Draft Precept 2008/09:** Cllr Hackworth confirmed that the Precept had not yet been fixed and pointed out that 10% must be allowed for interest costs on car park loan. He would prefer written submissions from other Committees on their budgetary requirements.
- c. **Any other financial matters:** Clerk confirmed that the Council's Financial Statement needed to be signed off by the Council, in line with all figures submitted but with previous year's carry forward adjusted to take account of change from Income & Expenditure to Receipts & Payments. Signed copy to be forwarded to audit and to internal auditor for confirmation.
- d. **Flooding Insurance:** (Cllrs Martin & Colborn declared an Interest). Cllr Martin had received a letter from a resident of Dunlin Court concerning difficulties in obtaining future flood insurance. As this could pose a potential problem for many residents, agreed to raise matter with County and District Councillors. January agenda.

**226/2007 RECREATIONAL MATTERS:**

- a. **Installation of Play Equipment:** Completed and payment made. *Clerk reported that the Kelvedon Youth Forum had been awarded funding from Essex Environment Trust towards Phase 2 of the Play Equipment Project (PEP). Accordingly it was resolved to enter into the deed with Essex Environment Trust in the form before the meeting, and to authorise the Clerk to execute the deed on behalf of the Youth Forum in partnership with the Parish Council and to agree any minor amendments which may be necessary and to execute any supplementary deeds or documents required by the deed.*  
Cllr Mrs Hill reported that an additional £1,500 grant had been awarded by Bradwell Aggregates to the PEP (a further sum would be available in 2008 towards the car park).
- b. **Youth Forum:** Report of meeting 28 November to be circulated during the month. Fundraising disco on 3 January and a proposed Sponsored Footpath Walk in 2008. Will be co-operating with Brockwell Group for Springwatch Youth Festival.
- c. **Any other recreational matters:** Broadband for CCTV due to be installed. Provisional date of Friday, 7 December. Agreed to supply access to two or three Members plus 102 High Street.
- d. **To note date of next meeting:** Wednesday, 16 January.

**227/2007 ENVIRONMENTAL MATTERS:**

- a. **To note date of next meeting** – Tuesday, 12 February.
- b. **Any other Environmental matters:** Tree at Doucecroft: Now planted but in slightly different location from that expected. Councillors asked to inspect. Any comments by end of week.

**228/2007 REPORTS:**

- a. **Tripartite Group:** As these meetings were currently in abeyance, item to be removed pro tem.
- b. **KCA:** No report.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill reported that winter pansies were being planted at the Labour Club.
- d. **Kelvedon Institute:** No report.

**229/2007 HIGHWAYS & ROAD SAFETY MATTERS:**

- a. **Residents' Parking:** Discussed under Public Questions above and noted that Cllr Foster will be putting forward a draft scheme at January Meeting.
- b. **Feering Parish Council** – i) Cllr Mrs Hill reported recent meeting, attended by Cllrs Dixon and Ezra plus Clerk, with FBC and Colchester Borough Council, specifically

concerning the development of Tiptree and the need for an A12 link. The meeting had agreed the need to maintain pressure on Colchester and Councils were urged to consider contributing to Colchester's Local Development Framework document.  
ii) A12 matters: Understood that improvements to part of Kelvedon by-pass due late 2008 but no provision for Tiptree A12 improvements.

- c. **Brockwell Lane:** Copy letter from Dr Kent to BDC objecting to lack of notification that road has apparently passed to Greenfields Housing Association. Noted that BDC garages have been transferred in a similar way, in contravention of original advice re intentions.
- d. **VAS at London Road:** Pole has been installed, but no sign to date.

**230/2007 EALC & RCCE:**

- a. **Correspondence:** File circulated during Meeting.

**231/2007 COMMUNITY SAFETY & HEALTH MATTERS:**

**a. Police Matters:**

- i) Witham Multi Tasking Meeting: Minutes of November meeting.
- ii) NAPS: Next meeting on Wednesday, 12 December at 7.00 pm at Silver End Village Hall.
- iii) Community Warden: Two reports received . Clerk to invite Warden to January Meeting to discuss further liaison on matters reported.

- b. **Health Matters – 0844 telephone numbers:** Cllr Dossett reported a detailed response from the Primary Care Trust, who appear to have ignored agreed Government advice. Letter to be sent to MP, copy to County Cllr Edey. Clerk to also write to Advertising Standards Agency on breach of law.

- c. **Housing Matters:** Noted that the Council had written supporting a local resident in her application for housing, as previously agreed in principle.

**232/2007 MEETINGS:**

- a. **Christmas Lights:** Clerk reported that there had been a good turnout of volunteers and that Cllr Ezra and the PAM Warden had completed all outstanding locations.
- b. **Emergency Planning:** Clerk to arrange meeting with Coggeshall group in January.

**233/2007 PLANNING:**

**a) Correspondence:**

- 1. BDC – 32 High Street – erection of detached house and garage at rear. Granted.
- 2. BDC – 2 The Small Holdings, Coggeshall Road – erection of a three bedroom dwelling. Withdrawn.

**b) Applications:**

- 07/02430/TPOCON: The Hollies, Orchard Road. Carry out work on trees. No objection.
- 07/02269/FUL: 66 Heron Road. Erection of single storey front and rear extensions. No objection.
- 07/02316/FUL: The Garden House, Felix Hall Park. Alterations and addition of a garage building. No objection.
- 07/02357/FUL: 15 Riverside Way. Relocation of fence and provision of gated entry. No objection.

**234/2007 CORRESPONDENCE:**

- 1. BDC Community Warden Report for September & October
- 2. BDC – Notice of new switchboard
- 3. Essex Carers Support
- 4. BDC – District Clerks' Network Meeting 25 February 2008
- 5. BDC – WRAP Funded Communications re winter edition of Recycle Newsetter
- 6. Witham Local Committee – Minutes of meeting 6 November

7. Making the Links November bulletin
8. RCCE Going Green Information Events (Copies to all Environment Committee Members)

Plus general pamphlets, brochures, etc.

**235/2007 PAYMENTS:**

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

**For confirmation:**

Mr M Andrews Wks 32,33,34,35	930.44
BT re 102 High Street	83.29
MJB – final phase wall	1043.60
G Bass – Mowing	1805.51
Allianz Insurance	244.70
Just Lamps re lighting column, The Chase	581.63
Ridgeons Ltd – Sundries	10.97
Kempco Ltd	8.49
BDC Business Rates – 102 High Street, Dec & Jan	220.00
E Doe & Sons	258.64
Anglian Water	396.78
Christmas Light bulbs & trees	105.00
RH Electrics – bulbs & tree lights	169.20

**For approval:**

Mrs J I Hinds, Clerk's salary	635.55
Inland Revenue per Clerk & PAMW Nov	483.18
Mrs A Carruthers, Clerk's asst	167.91
Mr N Ezra, caretaking 102 High Street	31.41
Public Works Loans Account	6341.37
Cash per Petty Cash	99.91

Sub total	13617.69
Bank of Ireland re Wicksteeds – Play Equipment	32073.88
Total	45691.57

**236/2007 DATES OF FUTURE MEETINGS:**

- a. Ordinary Meetings: Tuesday, 8 January 2008
- b. Other meetings: Youth Disco – Thursday, 3 January
  - Finance - Wednesday, 2 January
  - Recreation – Wednesday, 16 January
  - Environment – Tuesday, 12 February