

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 8 JANUARY 2008 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair. Cllrs Mrs J Coates, Q Colborn, T Dixon, G Dossett, N Ezra, J Hackworth, Mrs L Hill, L Raison. Cllr Mrs Anderson arrived at 8.40pm. Clerk and Clerk's Assistant in attendance. Two members of the public. Community Warden Jacqui Windard, PC Natalie Harding and PCSO Jack Brennan. Dist Cllr T Foster. The Chairman wished all present a Happy New Year.

237/2007-08 APOLOGIES FOR ABSENCE: Cllr Siggers.

238/2007-08 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.

239/2007-08 MINUTES OF ORDINARY MEETING 4 DECEMBER : Prop. Cllr Dixon, sec. Cllr Mrs Hill and agreed that the Minutes be accepted and signed.

240/2007-08 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

241/2007-08 PUBLIC QUESTIONS:

A letter received regarding public nuisance would be taken in Police Report below. Letter from Mr C Ramsden, Forth House, Coggeshall Road, would be taken in Open Session under Kelvedon House below.

The Meeting adjourned for:

REPORTS/DISCUSSIONS:

- a. **Police/Community Warden:** PC Harding reported that she had received that afternoon the letter referred to above from a local resident, concerning youths congregating at night around the seat outside St Mary's Primary School. As this had not previously been reported, the matter would be looked into immediately and raised with BDC Community Safety Team. Cllr Dixon would also raise matter at Police Liaison meeting in Witham the next day. Next NAPS meeting would be at Feering Community Centre on 13 February, 7.00 – 9.00 pm. PCSO Brennan introduced himself to the Meeting and reported that his recent concerns had been with incidents relating to mini-mopeds, motorcycles and cars. He urged residents to try to obtain registration details and report to Police. Cllr Raison stressed the importance of protecting the newly installed play equipment and received assurances that the Playing Field was patrolled regularly, including after dark. PCSO Brennan had also attended at the Tuesday evening youth football practice where disturbances had been experienced. Community Warden Mrs Windard reported that fly tipping had been reported on the Silver End road and in Croft Road and urged residents to report any instances and to note vehicle registrations if possible. Councillors also mentioned instances of dog fouling, especially in the Church Street – Fullers Close area and that the No Smoking signs had been defaced in the bus shelters.
- b. **PC Webmaster:** Cllr Dossett introduced Kate Murphy who has developed the Kelvedon website during the past year with great success. Mrs Murphy distributed her first annual report on the website to Councillors and outlined the main points, including user statistics. Cllr Ezra to pass on a disc containing 800 photos to Mrs Murphy. Mrs Murphy was congratulated by Members on her excellent work.
- c. **Residents' Parking:** Dist. Cllr Foster had previously circulated to Members a questionnaire and notes on a possible scheme, together with reply from ECC Highways. Noted that main problem area is where residents have waiting restriction outside their property between 10.00 am and 11.00 am, introduced to discourage all day parking. The last survey in 2002 had failed to produce sufficient numbers

interested in a scheme. Agreed that local businesses should be consulted and that a residents' parking scheme should tie in with the new car park. Mr J Colquhoun, The White House, High Street, reported that the current parking regulations outside his property caused extreme difficulty. Cllr Hackworth proposed that the questionnaire should be distributed to those properties currently affected by yellow lines. Agreed. Mr Buttery, Trews Gardens, requested that his earlier suggestion concerning parking restrictions in Trews Gardens be taken up immediately, rather than waiting for a decision on residents' parking. Agreed. (See *December Minutes*)

The Meeting reconvened.

242/2007-08 STATUTORY MATTERS AND ADMINISTRATION

- a. **Marler Almshouses:** Cllr Hackworth reported that a replacement Trustee would be put forward in the near future
- b. **BDC/ECC Groups:** Clerk had circulated a report to Members. To be considered in February.

243/2007-08: KELVEDON HOUSE:

- a. **Car Park:** A report to Members from Cllr Hackworth based on latest figures provided by Jacksons plc had been circulated, together with copy of a letter from Cllr Raison. The report recommended a choice to the Council of two options: Option 1, assuming no provision for a future building on the site and Option 2, with provision for a building.

The Meeting adjourned for Public Questions:

Mr C Ramsden outlined the details of his letter previously circulated to all Members, requesting deferral of a decision until the February Meeting to allow further discussion. Mr A Shortridge, 4 Argyle Court queried various design points, including provision for oil spillage and cost of maintenance of block paving. Cllr Hackworth responded giving answers supplied by Richard Jackson plc to previous similar queries and pointing out that the Steering Group awaited written confirmation on a number of points.

The Meeting reconvened.

Following further discussion, it was agreed that no additional full report from Richard Jackson was needed before decisions could be made.

Prop Cllr Hackworth, sec Cllr Mrs Hill that the tarmac surface option be rejected.

Agreed, 7 for 1 against, 2 abstentions.

Prop. Cllr Mrs Hill, sec Cllr Dixon that Option 2 (Provision for a building) be accepted. Agreed, 8 for, 1 abstention (Cllr Raison declared an Interest and did not vote).

- b. **Wall:** Clerk reported that the metal security fence between Kelvedon House and the new wall had been taken down.
- c. **KCA:** i) Big Lottery Fund: bid for inclusion in Stage 2 had been unsuccessful.
ii) Lease: Cllr Colborn had arranged to meet Mr Ramsden on 16 February, Cllr Martin to attend if available.

Cllr Mrs Hill left the Meeting (unwell)

244/2007-08 FINANCIAL MATTERS: (Cllr Ezra declared an Interest)

- a. **Report from Finance meeting 2 January:** available at Meeting.
- b. **To approve Draft Precept 2008/09:** Copies of recommendations available at Meeting. Total requirement £71,308, less PSG £8,297, leaving Precept at £63,011, in two equal halves of £31,505.50. Rise of £6,000 over current year due to cost of interest on loan. Prop. Cllr Martin and unanimously agreed that the Precept be accepted, signed Cllr Martin and witnessed Cllrs Dixon and Hackworth.
- c. **Any other financial matters:** Notification from Auditors that as 06/07 receipts and payments were above £200,000 (incl. loan and access payment), additional documentation is required.

245/2007-08 RECREATIONAL MATTERS:

- a. **To Note date of Next Meeting:** Wednesday, 16 January.
- b. **Youth Forum:** Next meeting 20 February. Noted that members of YF have been invited to attend a) Essex Police YF meetings and b) Brockwell Group Youth Festival planning meeting on 23 January.
- c. **Any other recreational matters:** Grant received for £1,500 towards play equipment project from Blackwater Aggregates. An official opening ceremony for the new play equipment was being planned to take place on Saturday, 17 May. All Councillors were asked to note this date in their diary.

246/2007-08 ENVIRONMENTAL MATTERS:

- a. **To note date of next meeting** – Tuesday, 12 February.
- b. **Flood Risk – house insurance:** Clerk had sent letter requesting further details, copy to Cllr Martin. Cllr Martin reported that on speaking to the resident concerned he had learnt that the matter had been resolved. In the absence of any further representations, no further action required.
- c. **Brockwell Group:** Spring Youth Festival – meeting 23 January
- b. **Any other Environmental matters:** Allotment field – waiting list/tenancy. Information received from H Siggers & Son concerning their tenancy.

247/2007-08 REPORTS:

- a. **Tripartite Group:** Meeting to be called to discuss way forward in view of lack of funding support from the Big Lottery.
- b. **KCA:** No report.
- c. **Kelvedon in Bloom:** No report
- d. **Kelvedon Institute:** At its meeting the previous evening, the Committee had discussed a proposal from KCA for a joint meeting and had agreed that they wished to discuss their own future plans prior to such a meeting
- e. **Christmas Lights:** Cllr Raison thanked all helpers for their work and Mr Foster for providing transport.

248/2007-08 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Residents' Parking:** Discussed under Public Questions above.
- b. **Junctions:** i) High St/Station Rd – Representations regarding need for improvements, particularly in view of works now taking place on Tiptree Trading site. Noted. Clerk had responded, pointing out that the Council had requested such improvements as part of its comments on both the Tiptree Trading and the Deals Garage planning applications; ii) Heron Rd/Swan St. Resident has written twice to ECC, no response as yet.
- c. **Footpath Meeting:** Change of date to 21 February. All members advised.

249/2007-08 EALC & RCCE:

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

250/2007-08 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) Witham Multi Tasking Meeting: Cllr Dixon unable to attend December meeting but would attend 9 January meeting and raise recent incidents.
 - ii) Any other Police matters: Cllr Ezra reported that two members of the Youth Forum had attended the Essex Police Youth Forum and raised the matter of rural policing. Next meeting 15 February.
- b. **Health Matters** – i) 0844 telephone numbers: Agreed that Clerk would write to MP and Health Minister. No reply as yet to letter to Advertising Standards Authority.

Prop. Cllr Dossett, sec. Cllr Dixon that Clerk send Freedom of Information Act questions to the surgery. Agreed.

ii) NE Essex PCT 5 yr plan. Comments received from Reading Group.

- c. **Housing Inspection:** 2.30 pm, 30 January – New Road. Cllrs Mrs Anderson and Dixon to attend. Letter from Dr Kent re surface of Brockwell Lane. Dist. Cllr Foster confirmed that he is pursuing the matter with Greenfields Housing Association.

251/2007-08 MEETINGS:

- a. **Emergency Planning:** Visit to Coggeshall. No date fixed owing to health problems
b. **Blackwater Cluster Group:** Wednesday, 20 February, Kelvedon Institute. Email sent to all parishes requesting agenda items by 20 January. Cllr Mrs Anderson and Mrs Carruthers to attend. Chairman needed for the meeting.

252/2007-08 PLANNING:

- a. **Correspondence:**
1. BDC response to Colchester Core Strategy Submission Document.
2. BDC Tree Preservation Order 20/2007 re 8 Swan Street.
b. **Applications:**
07/02593/REM: Little Orchard, 18 New Road. Erection of 5 no two bedroom dwellings. Amendment to previous application. No objection.
07/02395/FUL: 7 Teal Way. Erection of conservatory. No objections.
07/02430/TPOCON: The Hollies, Orchard Road. Reduce size of crown of 1 poplar. Inspected by Tree Warden and no objection.
07/02441/FUL: 12 Teal Way. Erection of single storey rear and side extension. No objection.

253/2007-08 CORRESPONDENCE:

1. Thanks had been received from the resident whose case for local housing the Council had supported.
2. Copy of letter to Charlotte Campbell at Deli@56
3. Allotments – for information. Recreation or Environment?
4. Footpath matters – to FP Sub-committee
5. BUPA – for Staff information. Copy passed to Mrs Carruthers
6. For info – letter of thanks to Blackwater Aggregates re grant towards play equipment
7. Email from Kelvedon House re staff difficulties when using playing field car park
8. Mrs Sparrow. Copy for information.
9. Copy of letter to Mrs Larner
10. BDC re Recycling leaflet.
Plus general pamphlets, brochures, etc.

254/2007-08 PAYMENTS:

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

For confirmation::

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| Mr Andrews, PAMW, Weeks 36 – 39 | 1196.84 |
| Kempco | 14.53 |
| Richard Jackson plc – First stage payment re car park | 2232.50 |
| Cash per Youth Forum Disco | 155.00 |

For approval:

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| Mrs J I Hinds re December | 635.54 |
| Inland Revenue per Clerk & PAMW December | 418.09 |
| Mrs Carruthers re December | 167.91 |
| Mr Ezra re caretaking December | 31.41 |

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| Society of Local Council Clerks – Sub 08 | 113.00 |
| RH Electrics – timer re Christmas lights | 15.86 |
| E.ON re 102 High Street | 101.55 |
| BDC re tree at Doucecroft | 141.00 |
| Petty Cash imprest re December | 39.85 |
| E.ON re Playing Fields/Toilets | 36.53 |
| Total | 5299.61 |

NB- Christmas Lights – power payments to be worked out during the month

255/2007-08 DATES OF FUTURE MEETINGS:

- a. Ordinary Meetings: Tuesday, 5 February 2008
- b. Other meetings:
 - Recreation – Wednesday, 16 January
 - Brockwell Group – Wednesday, 23 January
 - Environment – Tuesday, 12 February
 - Cluster Group – Wednesday, 20 February, The Institute.
refreshments from 7.00 pm, meeting 7.30 pm
 - Youth Forum – Wednesday, 20 February, 7.00 pm
 - Footpath Sub-Committee – Thursday, 21 February