

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 5 FEBRUARY 2008 AT 7.45PM AT COUNCIL CHAMBER**

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

256/2007-08 APOLOGIES FOR ABSENCE: Cllr Colborn.

257/2007-08 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.

258/2007-08 MINUTES OF ORDINARY MEETING 8 JANUARY : Cllr Hackworth proposed an amendment to Item 243/2007-08, confirming that the contractor, through the consulting engineer, was unable to provide costs for installing pipes for services for a future possible building. The Steering Group, with Jacksons, had concluded the best way forward was to provide a soft verge to the side of the entrance way which could accommodate all of the likely requirement. The amendment was agreed for inclusion and the Minutes were signed as a correct record.

259/2007-08 CIRCULATION OF CORRESPONDENCE FILES:

Available at the Meeting, including EALC file.

260/2007-08 PUBLIC QUESTIONS: None

261/2007-08: KELVEDON HOUSE:

- a. **Car Park:** i) Cllr Hackworth reported that consultations were continuing with Jacksons and the contractor and a start date would be reported as soon as known. A meeting of the Steering Group had been arranged for Wednesday, 6 February, followed by a site meeting with Essex Police Architecture Liaison Officer, to advise on CCTV. Noted that BDC will include the car park free of charge on its 4 sweeps per year, subject to the sweeping specification for the surface installed.
ii) Freedom Information request. As per letter copied to all Councillors, a reply had been sent confirming that the matter is being considered by the Council. Agreed that request be dealt with within the statutory 20 days allowed.
- b. **Wall/Conservative Club car park:** Agreed to consider in Private Session at end of Meeting.
- c. **KCA Lease:** Cllr Colborn had met Mr Ramsden and recommended that this matter be left in abeyance until such time as KCA had a clear idea of way forward.

262/2007-08: APPOINTMENT OF REPLACEMENT CLERK: Draft advert for Parish Magazines available at Meeting. Agreed that Chairmen of the three sub-committees (Cllrs Raison, Hackworth and Dixon), plus Cllr Colborn and Cllrs Martin or Mrs Hill form an appointment sub-committee, to meet on either 21 or 28 February. To be confirmed.

263/2007-08: ANNUAL PARISH ASSEMBLY: Thursday, 24 April. The Institute had been booked and invitations sent to MP, County and District Councillors and the Police. In the first instance, BDC Recycling Officer to be invited as speaker.

264/2007-08 STATUTORY MATTERS AND ADMINISTRATION

- a. **Marler Almshouses:** Prop. Cllr Hackworth, sec. Cllr Dixon and agreed that Mrs Angela Carruthers be appointed as Parish Council nominated Trustee.
- b. **BDC/ECC Groups:** The following agreed to attend meetings:
Witham Area Local Committee – Cllr Ezra and in his absence Cllr Siggers;
BDC Local Compact & Partnership Agreement – Cllrs Mrs Anderson, Mrs Hill and Dixon;
ECC Local Area Agreement –More information required.

Mid Essex Area Forum –Parish Council to participate as appropriate.

Cllr Dossett declared an Interest in the following Item:

- c. **The Chase:** Deed of Easement from Council's solicitor re new house in The Chase. Agreed to sign. Noted that developer would pay legal costs.
- d. **Website:** i) TVVA Guide: Cllr Dossett reported that he and Mr Colquhoun had discussed using the TVVA local directory as part of the Kelvedon website. Agreed to incorporate, but as a separate entity;
ii) Neighbourhood Watch: The possibility of inclusion of reports on the website had been raised by a member of the public. It was agreed that as these are designed for circulation to NW members, inclusion would not be appropriate. Clerk to check circulation of newsletter with Mrs Papworth in light of comments made to Councillors.
- e. **Consultation on Code of Conduct:** Details received from Department of Local Government. Cllr Martin to inspect.

265/2007-08 FINANCIAL MATTERS:

- a. **New Accounts Package:** Cllr Hackworth to inspect package from RBS Software as recommended by EALC and currently used by Feering PC.
- b. **Audit matters:** Internal audit completed. Mrs Cole to be invited to next Finance meeting to discuss risk assessment. Notification from Audit Commission that for next five year period, the external auditor appointed is Allan Williams.
- c. **To arrange date of next Finance meeting:** Due in April.
- d. **Other financial matters:** BDC confirmation of Precept. Noted that Band D Parish Council tax rate will be £42.27, an increase of 10.22%.

266/2007-08 RECREATIONAL MATTERS:

- a. **To receive report of meeting Wednesday, 16 January.** Cllr Raison drew attention to tyre marks to the surface of the Hard Play Area and damage to netball posts.
- b. **Youth Forum:** i) To note date of next meeting – 20 February;
ii) Play equipment: Notification from Youth Opportunities Programme of full grant applied for. All funding for Phase 2 now in place, order in hand. Work should be complete in good time for official opening.
iii) Brockwell Group Meeting re Youth Festival: Cllr Ezra reported a successful meeting. Local Scout groups to provide marquees.
- c. **Any other recreational matters:** Repair in place after damage to HPA lighting box. Clerk to purchase repair kit for damage to safety tiles at play area.

267/2007-08 ENVIRONMENTAL MATTERS:

- a. **To note date of next meeting:** Tuesday, 12 February.
- b. **Environmental Audits:** Clerk had received reports from Cllr Dossett, on which action had been taken. The following had been added: signs missing from poles on Church Hill; damaged pole at Church Hill awaiting removal; broken posts at Bridgefoot.
- c. **Any other Environmental matters:** Clerk and Cllr Ezra to inspect trees at Brockwell Meadows. Letter from BDC notifying withdrawal of garden waste collection from St Mary's Road due to insufficient use.

268/2007-08 REPORTS:

- a. **Tripartite Group:** No meeting.
- b. **KCA:** Cllr Raison reported a meeting of the Project Committee. Chelmsford Borough Council had been instructed to make the planning application. Other forms of finance for village halls to be explored. A general meeting had been arranged to take place later in February.
- c. **Kelvedon in Bloom:** No report
- d. **Kelvedon Institute:** Noted that the Institute is to host a Modern Music Hall on Sunday, 9 March. Tickets £8 including a traditional tea.

269/2007-08 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Residents' Parking:** A draft questionnaire and notes were available at the meeting. Cllr Dossett queried extent of circulation.
- b. **ECC Consolidated Parking Areas Order:** New order had been received. Noted that there were no proposals relating to Kingfisher Way. Clerk to write to ECC Highways.
- c. **Witham Traffic Management Liaison Panel:** Cllr Dixon reported on the meeting held on 5 February. The pole for the mobile speed sign in London Road is to be moved on to the pavement. Noted that the A12 had been closed overnight for repairs for longer than had been anticipated. Pot holes appearing in High Street – ECC aware. Cllr Dixon to contact ECC re repairs and resurfacing. Next meeting 3 June.

270/2007-08 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) **Witham Multi Tasking Meeting:** Cllr Dixon had attended the January meeting and reported problems in Kelvedon. Evening incident at school grounds – lack of Police response to be investigated. Cllr Ezra to attend February meeting.
 - ii) **Any other Police matters:** Reports of youth nuisance around seat outside school – letter sent to local residents requesting them to notify Police of any trouble. Damage to Parish noticeboard had been reported to Police. Community Warden report received for December- main issues were fly tipping and litter.
 - iii) **Jasmin McDermott.** Letter received thanking Councillors for their assistance in her research.
- b. **Health Matters** – i) 0844 telephone numbers: Cllr Dossett reported that a Freedom of Information request had been sent to Dr Alsayed. No reply as yet from Advertising Standards Authority. Clerk to write to Health Minister.
ii) NE Essex PCT 5 yr plan. Comments from Reading Group have been forwarded.
- c. **Housing Inspection:** Scheduled meeting postponed. New date awaited.

271/2007-08 MEETINGS:

- a. **Emergency Planning:** Visit to Coggeshall – Clerk to arrange meeting in late February.
- b. **Blackwater Cluster Group:** Wednesday, 20 February, Kelvedon Institute. Cllr Martin to Chair meeting (Cllr Dixon if not available). Cllrs Mrs Anderson and Dossett to also attend. Time – 7.00 pm for 7.30 pm.

272/2007-08 PLANNING:

a. **Correspondence:** None received.

b. Applications:

08/00002/FUL: 22 Riverside Way. Erection of single storey rear extension. No objection.

08/00008/FUL: 215-217 High Street. Replace existing windows and doors. Installation of new windows and doors manufactured in upvc. No comment.

08/00074/OUT: Land adj. 16 New Road. Erection of detached two-bedroom house. The Council has no objection in principle to the erection of a detached house as proposed. However, greater attention should be paid to arrangements for parking in order to preserve the character of the row of houses and, in the interests of traffic and pedestrian safety, it is suggested that the entrance for the existing No. 16 and that for the proposed dwelling should be combined so as to permit vehicles to enter and leave the site in a forward direction. Attention is also drawn to several houses in the row which have taken advantage of parking off Church Road to the rear of their properties.

08/00095/FUL: Land at St Dominics Residential Home, London Road. Erection of 21 no bed EMI unit in association with existing care home. Considered by planning committee. Full report March. Noted that application is outside the village envelope.

273/2007-08 CORRESPONDENCE:

1. ECC Service for Local Government (Agenda for March)
2. Mr Ramsden - FOI request plus copy of acknowledgement
3. Re Village Plan/Appraisal. Request for info RCCE – copy of information.
4. ECC re Bradwell Quarry
5. Neighbourhood Watch – copies of recent updates.

6. Footpaths – Amendments to Definitive Map (passed to Footpath committee)
Various leaflets, booklets, pamphlets, etc.

274/2007-08 PAYMENTS:

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

For confirmation::

Mr M Andrews, Wks 41 – 44	999.91
Ridgeons	57.05
Power Xmas lights	Institute 36.32
	K Lees 71.36
	C Blackwell 75.99
	R Scott 75.99
R H Electrics – stationery (30 reams laser paper)	91.30
Kelvedon Social FC re power for security lighting	160.00

For approval:

Mrs J Hinds – Clerk’s salary January	635.60
Inland Revenue (less £150 re filing on line)	305.67
Mrs A Carruthers – January	167.91
Mr Ezra – re caretaking	31.41
Earth Anchors Ltd	438.75
Kelvedon Institute – hire Youth Disco	31.00
Essex Wildlife Trust – subs 2008	40.00
Cash per Petty Cash imprest re January	13.04
Mrs Y Driffield - re War Memorial	25.00
Kelvedon British Legion – 2007 Remembrance Sunday wreath	30.00
Kelvedon United Reformed Church (Churchyard grant)	250.00
Mrs J Cole - Internal Audit	125.00

Total £3663.30

275/2007-08 DATES OF FUTURE MEETINGS:

- a. Ordinary Meetings: Tuesday, 6 March 2008
- b. Other meetings:
 - Brockwell Group – Wednesday, 16 April
 - 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
 - Finance – TBA for April (Mrs Cole to attend)

261/2007-08 KELVEDON HOUSE

Public Bodies (Admission to Meetings Act) 1960 – Private Session minuted separately.

