

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
KELVEDON PARISH COUNCIL  
TUESDAY 6 MAY 2008 AT 7.45PM AT COUNCIL CHAMBER**

**PRESENT:** Cllrs C Martin, Mrs J Anderson, Mrs J Coates, Q Colborn, N Ezra, G Dossett, J Hackworth, Mrs L Hill, L Raison, H Siggers  
Clerk and Clerk's Assistant in attendance. One member of the public.

**022/2008-09 ELECTION OF CHAIRMAN &  
DECLARATION OF ACCEPTANCE OF OFFICE**

No nominations having been received, prop Cllr Mrs Hill, sec Cllr Mrs Coates, that Cllr Martin be elected Chairman. Accepted and unanimously agreed.

**023/2008-09 APOLOGIES FOR ABSENCE:** Cllr T Dixon (family bereavement)

**024/2008-09 ADOPTION OF STANDING ORDERS:** Members agreed to adopt existing regulations, subject to any recommendations from the Risk Assessment Group.

**025/2008-09 MEMBERS' INTERESTS:**

- a. **Annual Review of Register:** Copies of Members' entries available. No changes notified.
- b. **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 Colborn declared an Interest in Item 17e.

**026/2008-09 MINUTES OF ORDINARY MEETING 1 APRIL :** Prop Cllr Ezra, sec. Cllr Siggers and signed as a correct record of the Meeting.

**027/2008-09 ELECTION OF VICE CHAIRMAN:** Prop. Cllr Mrs Coates, sec Cllr Hackworth and unanimously agreed that Cllr Mrs Hill be elected Vice Chairman.

**028/2008-09 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES & OUTSIDE BODIES:** Members agreed to accept en bloc the appointments as previously circulated. Agreed with addition of BDC Area Committee – Cllr Ezra.

**029/2008-09 CIRCULATION OF CORRESPONDENCE FILES:**

Available at the Meeting, including EALC file.

**030/2008-09 PUBLIC QUESTIONS:** None received

**031/2008-09: APPOINTMENT OF REPLACEMENT CLERK:** Agreed to consider in Private Session at the end of the Meeting.

**032/2008-09: KELVEDON HOUSE/CAR PARK:**

a. **Progress:** Cllr Hackworth reported that work was progressing well and should be complete within 2-3 weeks.

b. **Charges:** A proposal by the Steering Group was put before Members and following discussion it was agreed that the Clerk take advice from BDC's Car Park Officer regarding wording and free car parking for handicapped users. Members voted in favour of the principle of charging for use of the car park from Monday to Friday 8.00 am – 6.00 pm.  
(8 in favour, 1 against, 1 abstention)

c. **Essex Autistic Society:** The Society had requested changes to the original Agreement to reflect current requirements regarding permitted vehicles on their land – access from max 10 to max 15 vehicles, and weight increase from 2.5 to 2.7 tonnes for school minibus. Special permission would be required for any other vehicles requiring access for building work, etc. Noted that building work on school car park was scheduled for the school summer holidays. Agreed.

**d. Grass Area:** Kelvedon Players had requested permission to use the grass area on Saturday, 19 July and KCA also wished to use the area on their Open Day. Agreed, subject to surface being suitable by required dates.

**e. Wall:** Agreed to consider in Private Session at the end of the Meeting.

#### **033/2008-09 STATUTORY MATTERS AND ADMINISTRATION:**

**a. Braintree District Open Space Audit:** Consultation Document received recommending that Kelvedon should have additional recreational areas. Passed to Environment Committee.

**b. BT Payphone Provision:** BT consultation previously circulated to all Members. Agreed to oppose the plan to remove the box at New Road due to its central position and to remind BT to remove the box in Church Street as previously agreed.

**c. BDC Homelessness Strategy:** Previously circulated to all Members. Cllr Ezra had replied direct to BDC, no other comments.

**d. ECC – A12 Enquiry:** The Clerk had submitted comments agreed at the April Meeting, several of which had been included in the joint submission. Agreed that Clerk resubmit omitted item concerning dangerous design of Kelvedon by-pass, leading to frequent accidents which affect the village when traffic is diverted along the High Street. Cllr Siggers had also had contact with the Small Business Advisory Service who were concerned with the effect on local businesses of problems with the A12.

**e. BDC Local Committee Grants:** The Clerk reported that Witham Area Committee had funds available for grants to local organisations supported by their Parish Council.

#### **034/2008-09 ANNUAL PARISH ASSEMBLY:**

**a. Report & Matters Arising:** Well attended by approx. 55 members of the public. Suggestion concerning fabric bank – details of fabric collection by the school to be posted on the website.

**b. Feering Annual Parish Assembly:** Thursday, 22 May at Feering Community Centre at 8.00 pm.

#### **035/2008-09 FINANCIAL MATTERS:**

**a. Report of Meeting – 8 April:** The Minutes had previously been circulated to Members.

**b. Matters Arising:** i) Cllr Raison expressed concern that Wicksteeds had failed promptly to carry out repairs under warranty – Clerk to chase.

ii) Clerk to suggest either 22 May or 9 June to Mrs Cole for a Risk Assessment Meeting with members of the Finance Committee.

iii) Audit 07/08 – Notices to be posted giving Council Office as contact for Electors.

**c. Year End Financial Statements:** Clerk to circulate confirmed Statement during month for approval and signature at the June Meeting.

#### **036/2008-09 RECREATIONAL MATTERS:**

**a. To receive Report of meeting 14 April:** In absence of Clerk, Cllr Ezra had taken notes.

**b. Matters Arising:** Response awaited from the Football Club regarding maintenance work planned for the forthcoming season. Members expressed concern that the Club were failing to look after the pitch surface at the Playing Field. Agreed that the Council may have to reconsider the financial support provided to the Club. Members had also received complaints about bad language during matches and this matter to be raised with the Club. Members agreed to send a letter of condolence to the Club following the recent death of Mr Keith Riseley.

**c. Youth Forum:** Opening Ceremony of Playing Field Equipment to be Saturday, 17 May by County Cllr John Jowers. Representatives from the Council to attend. Cllr Ezra reported that all arrangements were in hand.

**d. Greenfields Grants:** The Clerk reported that Greenfields Housing Association had funds available for local projects which may be suitable for providing play equipment at the open area in Thorne Road. Cllr Dixon had submitted a preliminary application on behalf of the Youth Forum for play and exercise equipment at the Thorne Road play area and had gained sufficient votes for inclusion in the next round. The Youth Forum had agreed to write to occupiers of all houses on ex-BDC estates asking for support from Greenfields tenants. Cllr

Ezra reported that Witham Area Committee would also fund this type of project. Cllr Mrs Hill believed that ECC Community Initiative Fund also supported youth projects.

**e. The Chase:** *Cllr Dossett declared an Interest as a resident of The Chase.* Receipt of Grant Easement from Georgan Homes noted.

**f. Kelvedon Free Festival:** Following meeting with ECC Highways, a full report had been received by the Festival Committee. Mrs Cole had confirmed that the Festival is happy to undertake works/responsibilities required.

**g. Any Other Recreational Matters:** See item 035 (b) above concerning Wicksteeds repairs.

#### **037/2008-09 ENVIRONMENTAL MATTERS:**

**a. To note date of next meeting:** Tuesday, 13 May. In office to allow Packhorse Bridge Group use of Chamber.

**b. Brockwell Group report:** Cllr Ezra reported a grant of £1180 from BDC, still awaited. £60 garden certificates also received for Kelvedon in Bloom.

**c. Environmental Audits:** Brockwell Lane sign – resident had confirmed that replacement was in hand .

**d. Flooding Figures from Feering PC:** Report received.

**e Swan Street - Ducks:** Letter from Dist Cllr John Elliott noted. Clerk to reply.

**f. Any Other Environment Matters:** i) Details of gravel extraction at Site R (Bradwell Pit) received – to be passed to Environment Committee.

ii) Cllr Ezra had received a request from BDC Wildlife Team to report ‘veteran’ trees. To be posted on website.

#### **038/2008-09 REPORTS:**

**a. Tripartite Group:** No meeting.

**b. KCA:** No report.

**c. Kelvedon in Bloom:** Cllr Mrs Hill reported work at Pensioners Piece and receipt of new containers. Mini plant sale on Saturday, 24 May and Quiz Night on Thursday, 12 June.

**d. Parish Website:** Channel (gutter) Sweeping Dates posted.

#### **039/2008-09 HIGHWAYS & ROAD SAFETY MATTERS:**

**a. Residents’ Parking:** No further replies received since Parish Assembly. Responses to be sent to ECC Highways for June meeting. Noted new administrative arrangements at Highways.

**b. Footpath Sub-committee 29 May:** Kelvedon – Coggeshall walk - draft booklet now finalised.

**c. A12 Works:** Cllr Dossett had learnt that work to improve the A12 would commence in late Autumn 2008. Members expressed disappointment that improvements would extend only from Rivenhall to Highfields Bridge but noted financial constraints.

#### **040/2008-09 EALC & RCCE:**

**a. Correspondence:** Separate file on table.

**b. Braintree ALC AGM – 14 May:** Clerk to send apologies..

#### **041/2008-09 COMMUNITY SAFETY & HEALTH MATTERS:**

**a. Police Matters:**

i) Witham Multi Tasking Meeting: In the absence of Cllr Dixon – no report on April meeting.

ii) Any other Police Matters: Next NAPS meeting at Bradwell Village Hall on 25 June.

**b. Health Matters – i) 0844 telephone numbers:** Cllr Dossett had spoken to Brooks Newmark MP, who had offered to write direct to the Surgery. The Clerk had sent him copies of correspondence. Cllr Dossett had been interviewed by Essex FM who were also investigating the charges. Members thanked Cllr Dossett for his work.

ii) NE Essex PCT – Launch of 5 Year Strategy – Circulated to all members of Health Reading Group and no comments received.

**c. Housing Inspection:** Date for inspection by Greenfields still awaited.

**042/2008-09 PLANNING:****a. Correspondence**

1. BDC – Polish Site, Rivenhall Airfield – erection of workshop – withdrawn.

**b. Applications**

08/00583/FUL – 08/00584/LBC – 17 High Street. Erection of satellite dish (in connection with business). No objection.

08/00704/FUL – Former Coal Yard, Station Road. Erection of two no. cartlodges to provide car parking. See submissions made in March and April Minutes.

08/00722/TPOCON – Blandford House, 70 High Street. Notice of intent to carry out works to trees protected by the Conservation Area – fell and remove 1 tree – monkey puzzle. The Council has considerable misgivings given importance in street scene – must be judged by BDC on grounds of nuisance/health of tree.

08/00724/ADV – Former Coal Yard, Station Road. Display of advertisements on hoardings surrounding development detailing the development on site. No objections.

08/00765/TPOCON – 9 Rosslyn Terrace, Station Road. Notice of intent to carry out works to trees protected by the Conservation Area – reduce size of tree by 50% - 1 conifer. Inspected by Tree Warden. No objection.

08/00758/FUL – 45 Heron Road. Erection of rear conservatory. No objection.

08/00802/FUL – 14 New Road. Erection of fencing of 3m in height surrounding 3 sides of an area of decking, one side of which bounds on to the public highway. Plans awaited – site visit suggested.

**c. Wendon House:** Cllr Raison raised the matter of the alterations currently being made to the front of Wendon House, for which no planning application has been made. Cllr Raison was concerned that any possible alterations may compromise vision from the car park. Clerk to report to BDC.

**043/2008-09 CORRESPONDENCE:**

1. Mr McNally re manhole cover in The Chase.
  2. Little Haven – various posters etc. re fundraising.
  3. ROSPA - inspection during month
  4. BDC Sweeping dates (on website)
- Various leaflets, brochures, etc.

**044/2008-09 PAYMENTS:**

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

**For confirmation:**

Mr M Andrews – Wks 53, 1 – 4	1216.09
Inland Revenue per PAMW Wk 53	91.63
Does – mower service/repairs	476.22
Ridgeons – sundries	11.99

**For approval:**

Mrs Hinds – Clerk’s salary April	655.16
HMRC re Clerk & PAMW April	420.06
Mrs Carruthers – April	169.00
Mr Ezra – April	32.50
Kelvedon PCC re Churchyard – grant	750.00
K & F Local History Museum grant	450.00
Feering Good Companions grant(Section 137)	50.00
CPRE - subs 08-09	31.00
EALC - subs 08-09	497.92
NALC – Local Council Review – Magazine 1 yr	48.00
Cash per Petty Cash - imprest re April	129.31

Total £5028.88

**045/2008-09 DATES OF FUTURE MEETINGS:**

- a. Ordinary Meeting: Tuesday, 3 June 2008
- b. Other meetings: Risk Assessment 22 May or 9 June  
Footpath sub-committee – Thursday 29 May

**Items 031 and 032 (e) 2008-09**

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

From AGM – 6 May 2008

**MEMBERSHIP OF COMMITTEES:**

**Finance** Cllrs Mrs Anderson, Colborn, Hackworth, Raison  
**Recreation** Cllrs Mrs Coates, Dixon, Ezra, Raison  
**Environment** Cllrs Mrs Anderson, Dixon, Dossett, Siggers  
(NB – Cllr Ezra will continue to attend as Brockwell Group rep)  
**Health Reading Group** Cllrs Mrs Anderson, Coates, Hill

The Chairman and Vice-Chairman of the Council sit ex-officio on all Committees.  
Environment and Recreation Committees co-opt additional members and the Brockwell Group appoints a representative to sit on the Environment Committee.

**SUB-COMMITTEES AND OUTSIDE BODIES:**

**Feering PC Liaison** Chairman, Vice Chairman and one other by subject/availability  
**Planning** Cllrs Mrs Anderson, Colborn, Dixon, Ezra and Mrs Hill  
**FP Working Group** Cllrs Dossett, Hackworth, Siggers, Mr Lerner (**ECC FP Rep**)  
+ local walkers (currently 5)  
Cllr Ezra  
**Allotment Warden** Cllr Mrs Hill & Dossett, Dist. Cllr Foster  
**Emergency Planning** Cllr Raison  
**Christmas Lighting** Chairmen Finance, Recreation, Environment  
**PAMW Sub-Committee** Finance Committee members – S-C Chairmen – Cllr Colborn  
**Personnel Sub-Committee** Cllrs Dixon, Martin & Raison  
**Tripartite Meetings** Cllrs Dixon, Hackworth & Mrs Hill  
**Car Park Steering Group** (Cllr Martin to cover absences)  
Cllr Mrs Coates  
**Kelvedon in Bloom** Cllr Mrs Hill + Cllrs as available  
**EALC & Braintree ALC** Cllrs Raison, Dixon  
**Institute Hall** Cllr Mrs Coates  
**Youth Club Management** Mr Simon Gibbs, Mrs Carruthers, Mrs Neilson  
**Marlers Almshouses** Cllr Mrs Anderson  
**Local History Museum** Mrs Pat Hall  
**TVVA** Cllr Martin  
**Public Transport Rep.** Cllr Dixon  
**ECC Traffic Liaison – Witham Area** Cllr Ezra  
**Tree Warden** Clerk as contact  
**Mid-Essex Community Health** No representation  
**Kelvedon Community Association** Cllrs Mrs Anderson, Dossett, Raison  
**Blackwater Cluster** Rota of Members  
**Police Multi-Tasking Group** Cllr Mrs Hill  
**Bradwell Pit Liaison Group** Cllr Dossett &/or Cllr Mrs Coates  
**Brockwell Group** Cllrs Mrs Hill and Raison  
**Packhorse Bridge** Cllr Dossett  
**Web Editor** Ms Kate Murphy  
**Web Master** Cllr Ezra  
**BDC Area Committee**