

KELVEDON PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 1 JULY 2008 AT 7.45 PM IN THE COUNCIL CHAMBER

PRESENT: Cllr C Martin in the Chair
Cllrs Mrs J Coates Q Colborn G Dossett N Ezra
J Hackworth L Raison H Siggers
Clerk Designate Ms L R Fuller Retiring Clerk Mrs J I Hinds

One member of the public (from min. no. 071).

066/2008-09 APOLOGIES FOR ABSENCE

Cllrs Mrs Anderson, Dixon, Mrs Hill.

067/2008-09 DECLARATIONS OF INTEREST

The Chairman reminded Members that declarations must be made at the beginning of the meeting or as soon as an interest in an item became apparent.

068/2008-09 MINUTES OF ORDINARY MEETING OF THE COUNCIL HELD ON 3 JUNE

Prop. Cllr Ezra, sec. Cllr Martin and signed as a correct record of the meeting.

069/2008-09 CIRCULATION OF CORRESPONDENCE FILES

The council noted that the correspondence and EALC files were available at the meeting.

070/2008-09 PUBLIC QUESTIONS

There were no public questions.

071/2008-09: KELVEDON HOUSE

a. Car Park

The council noted the report of the site meeting which resulted in a snagging list, most of which had been dealt with. The ticket notice had been installed and the machine was awaited. The lamps for the columns had yet to be delivered; the columns would then be connected by EDF. It was hoped that the project would keep within its budget.

The council agreed that Cllr Colborn would deal with further work on the lease for KCA.

It was noted that the council would have to register for VAT as the car park was a vatable business supply. Various options for emptying the cash from the ticket machines were considered and it was agreed that the Conservative Club should be approached.

The sight lines from the exit were discussed.

The clamping company, Impact Security Services, would be asked for a copy of its standard contract and if it was suitable, would be awarded the work.

072/2008-09: NEW CLERK

A meeting of the Personnel Committee would be arranged.

073/2008-09 FINANCIAL MATTERS

- a. A meeting of the Finance Committee would be arranged.
- b. The report on a new accounts package was noted and it was agreed to purchase the Alpha software from RBS Software Solutions Ltd.

074/2008-09 RECREATIONAL MATTERS

- a. The date of the next meeting on 7 July 2008 was noted.
- b. Cllr Ezra reported on the meeting of Kelvedon Youth Forum on 30 June 2008. Monthly discos were to be held at the Labour Club; the club required a guarantee of the cost of £80 per month to be underwritten, although this was unlikely to be utilised. A personal guarantee had already been given for the first disco in September. The council agreed to

underwrite the second and two subsequent events and would review the situation subsequently.

Members of the Forum would promote sales of the Kelvedon Parish Map and it was agreed that the proceeds would in future be split 50/50 between Kelvedon Community Association and the Youth Forum, with the parish council retaining 50p per map as previously.

- c. The requests from two allotment holders to erect sheds were agreed.
- d. **ECC Youth Bus** – it was agreed to book the bus for five weekly sessions if available, at a cost of £80 per session.
- e. **RoSPA Playground Report** – A copy of the report would be circulated to members of the Recreation Committee.

075/2008-09 ENVIRONMENTAL MATTERS:

a. Rivenhall Waste Disposal Public Exhibition

The council expressed a number of concerns about the proposals and agreed to write to the County Councillor.

b. Environment Agency – Swan Street – noted that work commenced on 16 June 2008.

c. Other Environmental Matters

i) It was reported that the overhanging tree at Brimpton House has a Tree Preservation Order on it and advice from BDC Tree Officer was awaited.

ii) Proposal to list the telephone box at Station Road – evidence that it had been in situ for over 30 years was required.

iii) Footpath Sub-Committee

Cllr Dossett reported on the meeting held on 29 May 2008.

1 Work on the Kelvedon/Coggeshall link walk guide was nearly complete.

2 The next meeting would consider circular walks.

3 Paths on Rivenhall Airfield appear to have been blocked by gravel extractors.

4 Use of the logo which won the competition was required; some amendments had been requested.

076/2008-09 REPORTS

a. No meetings of the Tripartite Group, Kelvedon Community Association or the Brockwell Group had taken place.

b. **Kelvedon in Bloom** – it was noted that the judging would take place on 9 July 2008.

077/2008-09 HIGHWAYS AND ROAD SAFETY MATTERS

a. The traffic orders related to the Kelvedon Free Music Festival were noted; ECC had borne the cost of making these.

b. The council discussed the occasions when traffic is diverted off the A12 through Kelvedon and agreed to write to the Highways Agency.

078/2008-09 EALC & RCCE

The correspondence from EALC and RCCE was noted. Cllr Mrs Hill would attend the RCCE AGM.

079/2008-09 COMMUNITY SAFETY & HEALTH MATTERS

a. **Police Matters** – the report of the Community Warden was noted.

b. Health Matters

i) The public meeting of Mid Essex PCT on 23 July 2008 was noted.

ii) Cllr Dossett had prepared a draft letter to the MP, Brooks Newmark, about the use of 0844 telephone numbers at the doctors' surgery and it was agreed that this would be sent.

080/2008-09 MEETINGS:

a. Witham Area Local Committee

The next meeting was on 15 July 2008; Cllr Ezra would not be able to attend.

081/2008-09 PLANNING**a) Correspondence:**

None

b) Applications:

08/00095/FUL. Appeal re St Dominics Residential Home. Comments submitted as original, with note that this is notwithstanding improvements made to existing entrance off London Road.

08/00927/FUL & 00928/LBC. Greys Cottage Barn. Renovation to create annex to main dwelling. Questions raised re window in rear wall of Bedroom 1 – shown in one version. If this window exists, would create overlooking of adjacent private garden. Also request for Planning Condition – to be maintained in single ownership.

08/00992/FUL: Lucas Croft. 2 storey extension. No objection.

08/01033/FUL: 2 The Smallholdings. Erection of 3 bed dwelling. Whilst the Council had no objection in principle to the erection of a dwelling on this site, the following points were drawn to the attention of the District Council. Despite the size of the plot, the design/layout and orientation of the proposed building gives the impression of overdevelopment. It is felt that this should be addressed with the applicant prior to further consideration. A new cross-over serving the proposed joint driveway has recently been installed and it is understood that on several occasions the ditch 'upstream' of the culvert has flooded. Any permission granted should include a minimum pipe size adequate to cope with the water in this area. If permission is not given, the culvert should be inspected by the District Engineer and steps taken to ensure that this danger to pedestrians and vehicles is prevented.

08/00981/FUL: 5 Wagtail Place. Erection of front first floor extension over existing entrance porch.

082/2008-09 CORRESPONDENCE

The following correspondence was noted:

- 1 Braintree District Museum 2008 Summer programme
- 2 email re: home insurance in Dunlin Court
- 3 email re: school grounds in Epping district
- 3 Community Achievement Awards
- 4 letters from KPC to 1 St Mary's Road re: land adjacent to 102 High Street and to Mr McNally re: drains.
- 5 ECC leaflets; various posters, leaflets, circulars, booklets and catalogues

083/2008-09 PAYMENTS

It was proposed by Cllr Martin, seconded by Cllr Hackworth, and agreed that the accounts for payment be passed as follows.

For confirmation	£
Mr M Andrews, weeks 9, 10, 11, 12	968.04
Allianz Cornhill	2933.65
Wicksteed Leisure (part payment)	2271.51
Ridgeons – sundries	38.58
Euroloo re: Brockwell Group (cancellation fee)	58.75
E-on – 102 High Street & P/F toilets	319.99
J L Knight Roadworks Ltd (from Bank of Ireland account)	76619.89
For approval	
Mrs J I Hinds – clerk's salary	655.16
Ms L R Fuller – clerk designate, salary	511.34
HMRC – re: clerk, clerk designate & PAMW	692.60
Mrs A Carruthers – clerk's asst, salary	169.00
Mr N Ezra	32.50
Richard Jackson plc	937.06
Kelvedon Institute re: Annual Parish Assembly	28.40
Braintree ALC – subs 08/09	24.00
Kelvedon Youth Football Club grant 08/09	500.00
RCCE subs	80.00

CIS motor insurance re: mower	106.37
Playsafety Ltd	98.70
Witham CAB – grant	250.00
Kelvedon Social FC re: training lights	160.00
Wicksteed play equipment (final payment)	5304.42
Stadia Sports International Ltd – new netball posts	274.95
Kelvedon Community Association – sale of maps	153.00
Kelvedon Social FC payments towards pitch maintenance 50%	129.77
Cash – petty cash	141.46
Essex Playing Fields Association subs 08/09	25.00
Signs Made Easy Ltd	252.63
Total	93732.77

084/2008-09 DATES OF FUTURE MEETINGS

- a. Ordinary Meeting: Tuesday, 2 September 2008
- b. Other meetings: Recreation – 7 July 2008
 Finance Committee and Personnel Sub-Committee – Monday
 21 July 2008
 Environment – August – date to be confirmed

085/2008-09 EXCLUSION OF PRESS AND PUBLIC

The council resolved to exclude the press and public from the following item under the Public Bodies (Admission to Meetings) Act 1960 as it contained confidential information related to the council's legal affairs.

086/2008-9 KELVEDON HOUSE – WALL

Cllr Siggers declared a personal and prejudicial interest in the item as he was a committee member of the Conservative Club, but he remained in the council chamber as there was no debate or vote on the subject. The retiring clerk reported that the insurance company had written to the Conservative Club but no response had yet been received.

087/2008-09 RETIRING CLERK

The Chairman expressed his formal thanks to Mrs J Hinds, who was shortly to retire from the council after thirty years' service as the clerk, for all her hard work on behalf of the council. The other members of the council echoed his thanks and had greatly appreciated Mrs Hinds' unstinting attention to her duties.

Signed:

Date: