

KELVEDON PARISH COUNCIL

**MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 4 NOVEMBER 2008 AT 7.45 PM
IN THE COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair
Cllrs Mrs J Anderson Mrs J Coates T Dixon G Dossett
N Ezra J Hackworth Q Colborn H Siggers
Clerk Ms L R Fuller Clerk's Asst Mrs A Carruthers

Also Present: County Cllr N Edey
Police Representative: PC John Hallworth

123/2008-09 APOLOGIES FOR ABSENCE

Cllr Mrs Hill

124/2008-09 MINUTES OF ORDINARY MEETING OF THE COUNCIL HELD ON 7 OCTOBER 2008

Prop. Cllr Dosset, sec Cllr Dixon and signed as a correct record of the meeting.

125/2008-09 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.

126/2008-09 PUBLIC QUESTIONS

None

127/2008-09 MATTERS FOR REPORT

127.1 Councillor Resignation

It was noted that as no by-election had been demanded the vacancy would now be advertised.

128/2008-09 REPORTS FROM COMMITTEES

128.1 Planning

The reports of the meetings held on 29 September and 13 October 2008 were noted.

128.2 Recreation

The report of the meeting held on 21 October 2008 was noted, minutes having previously been circulated. Cllr Dixon had been elected Chairman.

128.3 Finance

The report of the meeting held on 14 October 2008 was noted, minutes having previously been circulated. Prop Cllr Hackworth, sec Cllr Dixon that a Reserves Policy be adopted as follows:

To aim to maintain a minimum cash balance of seven months' worth of budgeted outgoings. Sums of money held in earmarked reserves would be available in case of emergency need.

Unanimously agreed.

128.4 Environment

128.4.1 Cllr Dixon had resigned as Chairman and at the meeting held on 30 October 2008 Cllr Siggers had been elected in his place.

128.4.2 Christmas Lights

Discussion took place on the Christmas Lights for 2008 and it was agreed that a meeting of Councillors and volunteers would be arranged for mid-November. It was agreed that the lights would be set up on the weekend of 29/30 November (or the following weekend in the event of inclement weather) and taken down on 3/4 January 2009.

128.4.3 Footpath Sub-committee

It was noted that the minutes of the meeting held on 23 October 2008 had not yet been issued.

129/2008-09 POLICE REPORT

PC John Hallworth presented his report for October on incidents in Kelvedon. He reported that the NAP meetings were to be restructured with a formal list of members. Any councillors who wished to be involved with NAP meetings were requested to give their names to PC Hallworth. The next NAP meeting would be at 7.00 pm on 14 January 2009 at Silver End Village Hall. In response to a query from Cllr Mrs Coates, PC Hallworth pointed out that although the police would investigate incidents of fly-tipping, prosecution was the responsibility of local councils.

130/2008-09 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS

130.1 Tripartite Group

No report.

130.2 Kelvedon Community Association

AGM – Friday, 7 November 2008. It was noted that a meeting had been arranged at Colchester Arts Centre on 14 November 2008 to discuss the way forward for the KCA. Some councillors hoped to attend.

130.3 Kelvedon in Bloom

Noted that the winter pansies had been planted.

130.4 Brockwell Group

No report.

130.5 RCCE

No report

130.6 Witham Area Local Committee

Cllr Dixon would take PC Hallworth's report on incidents in Kelvedon to the next meeting.

130.7 Greenfields Housing Association

Cllr Dixon reported that it appeared that the rules for the grant scheme in which the Youth Forum had been successful for play equipment had been redrawn; he would be pursuing this matter.

130.8 Essex Playing Fields Association

Cllr Dixon had attended the awards ceremony where Kelvedon was presented with a cup to share jointly with Mayland for the teenage play equipment at the playing field. The playing field itself and the toddler play area had also been commended. The clerk would arrange a press release.

130.9 John Marler Charity & David Chaplin Trust

Two of the council's representatives, Mrs A Neilson and Mr S Gibbs, had reached the end of their four-year term of office. They had expressed their willingness to continue and it was proposed by Cllr Dixon and seconded by Cllr Siggers that the council should re-appoint them. Agreed unanimously.

131/2008-09 CORRESPONDENCE & ITEMS FROM EALC

The correspondence and items from EALC were noted.

132/2008-09 HIGHWAYS & ROAD SAFETY MATTERS

Cllr Mrs Coates requested that the police be more vigilant in controlling adults cycling on pavements. It was noted that contractors parking in the vicinity of the level crossing in Station Road were causing a traffic hazard.

133/2008-09 COMMUNITY SAFETY & HEALTH

133.1 Community Warden Report

The report from the Community Warden was noted.

133.2 Any other Reports

None received.

134/2008-09 NEW CAR PARK

134.1 Cllr Hackworth reported that double yellow lines had now been painted on both sides of the entrance to the car park. Knights still had minor snagging items to attend to and EDF was due to change the sensors. Discussions were to take place with the installers of the CCTV to decide the best means of monitoring the cameras, possibly in conjunction with the playing field cameras.

134.2 Clamping

The clerk had already reported to the Finance Committee on her meeting with the clamping firm. Notices would be required to be placed around the car park giving details of the penalty for non-payment of parking fees. The charge to the council would be £75 per annum. It was agreed unanimously to proceed with engaging the clamping company.

County Cllr Edey left the meeting.

135/2008-09 FUTURE EVENTS

A list and details of future events was circulated. The Chairman reminded members about Remembrance Sunday.

PC Hallworth left the meeting.

136/2008-09 PAYMENTS

It was agreed that the accounts for payment be passed as follows.

136.1 To note payments already made

| Cheque no. | Payee | Purpose | £ |
|---------------|-------|--------------------|---------|
| 104868-104873 | Staff | Salaries and wages | 3680.96 |

136.2 To agree the following accounts for payment

| | | | |
|---------------|------------------------------|----------------------------------|------------------|
| 104874 | Anglian Water | Toilet block, office, allotments | 411.00 |
| 104875 | Richard Jackson | Car park fees | 959.01 |
| 104876 | N Ezra | Cleaning, council office | 32.50 |
| 104877 | EALC | Course fee | 32.00 |
| 104878 | Kart-a-Way, Waste Management | Skip hire, allotments | 244.69 |
| 104879 | Able Group UK | Office, broken window | 98.70 |
| 104880 | Elite Contract Services Ltd | Computer | 522.88 |
| 104881 | Chubb Fire Ltd | Fire extinguisher maintenance | 198.14 |
| 104882 | L R Fuller | Reimbursement, office heaters | 89.95 |
| 104883 | Petty cash | Reimburse imprest | 143.54 |
| 104884 | Royal British Legion | Poppy wreath donation | 30.00 |
| 104885-104890 | Staff | Salaries and wages | 2145.17 |
| TOTAL | | | £8,588.54 |

136.3 Direct Debit

The council was asked to agree to pay the rates on 102 High Street by direct debit, at £115 per month for 2008/09. Unanimously agreed.

137/2008-09 EXCLUSION OF PRESS AND PUBLIC

The council was asked to resolve to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contained confidential information related to the council's property affairs.

138/2008-09 NEW CAR PARK

138.1 Deed of Grant to Autism Anglia

The clerk reported that the council's solicitor had been in correspondence regarding the Deed of Grant which permitted Autism Anglia to cross the car park to access the rear garden of its premises.

The Finance Committee had already confirmed that the right was personal to Autism Anglia and would not transfer to any subsequent purchaser.

Autism Anglia had asked the council to covenant as follows: The grantor [the council] so as to bind the Servient Land [the car park] into whosoever's hands the same come and for the benefit of the Grantee's [Autism Anglia] Dominant Land [Kelvedon House] covenants with the Grantee for himself and his successors in title not to obstruct or allow to be obstructed that part of the Servient Land [shown on the plan as the right of way] at all times after the date of this deed.

Words in square brackets were the clerk's explanatory words.

It was agreed that the council would intend to grant the right of way for as long as it owned the land but would not bind a subsequent purchaser; the clerk would ask the solicitor to check if this was compatible with the agreement already made. It was also agreed that the council would not obstruct the right of way nor allow others to do so as far as was in its power.

The plan provided by the solicitor was agreed as correct.

138.2 Letter from C Ramsden

It was noted that another letter had been received from C Ramsden and that a response had been sent in the same vein as previously agreed by the council.

Signed:

Date: