

# Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

24 November 2008

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45 pm on Tuesday 2 December 2008 in the Council Chamber, to transact the business shown in the agenda.

The public and press are welcome to be present.



Louise R Fuller  
Clerk

## A G E N D A

- 1 Apologies for Absence**  
To receive any apologies for absence.
- 2 Confirmation of Minutes**  
To confirm the minutes of the meeting held on 4 November 2008.
- 3 Declarations of Interest**  
Councillors to declare any personal and/or prejudicial interest in any items on the agenda.
- 4 Public Questions**  
To receive any questions from members of the public; a brief written outline to have been submitted to the Clerk before the meeting.
- 5 Matters for Report**  
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
- 6 Reports from Committees**  
To receive reports from committees.
  - 6.1 Planning**  
Report of meeting held on 10 November 2008; minutes have been circulated.
  - 6.2 Recreation**  
No further meeting.
  - 6.3 Finance**  
No further meeting; next meeting is on 9 December 2008 at 6 p.m..
  - 6.4 Environment**
    - 6.4.1** Report of meeting held on 30 October 2008; minutes have been circulated.
    - 6.4.2 Allotments**  
The committee has been corresponding with Strutt and Parker over the rent to be charged to the council for the allotment site, and this

has delayed setting the allotment rents. Strutt and Parker has now proposed a rent of £925 p.a. for the ensuing year. The council is asked to accept this figure and to agree the rents for allotment tenants for 2008/09. The current rent for an allotment is £7.25 + £3.50 for water; total £10.75. The committee is planning to carry out some works at the site in 2009/10.

Recommended: the rent be increased to a total of £13.00 per plot.

- 6.4.3** Report of meeting of the Footpath Sub-Committee held on 23 October 2008; minutes have been circulated.

**Kelvedon to Coggeshall Footpath Walk Leaflet**

The Footpath Committee is proposing to publish this booklet. The cost of printing 250 colour copies is £235; 500 copies £425. It is hoped that Essex County Council P3 might contribute half of the cost, and Coggeshall has also been asked to make a contribution.

The council is asked to agree to proceed with the booklet and to state the number to be printed.

**7 Police Report**

To receive a report from PC John Hallworth

**8 To receive reports from representatives on outside organisations**

**8.1** Tripartite Group

**8.2** Kelvedon Community Association

**8.3** Kelvedon in Bloom

**8.4** Brockwell Group

**8.5** RCCE

**8.6** Witham Local Area Committee

**8.7** Any other outside bodies

**8.8** Kelvedon Institute – Cllr Raison was the council's representative on this body. Now that he is no longer a councillor, the council is asked if it wishes to appoint a new representative.

**9 Correspondence and items from EALC**

For information: various items of correspondence and the mailing from EALC will be available for circulation.

**10 Highways and Road Safety matters**

To receive any reports on highways and road safety matters.

**11 Community Safety and Health**

**11.1** Report from the Community Warden

**11.2** Any other reports on community safety and health

**12 New Car Park**

Cllr Hackworth will report on any outstanding matters.

**13 Freedom of Information Act Publication Scheme**

All local authorities are required to have an approved Publication Scheme which tells people what information is available and how it can be obtained. The existing Publication Schemes will expire on 31 December 2008 and authorities must adopt a new one.

The Information Commissioner has changed the system for the new publication schemes. There is one generic model which will apply to all authorities and must be adopted without amendment. A copy is attached. There is also an Information Guide which must be published and the ICO has set out a template for parish councils. A suggested draft will be available at the meeting.

**14 Code of Conduct**

The Department of Communities and Local Government is consulting on changes to the councillors' Code of Conduct and also the introduction of an employees' Code of Conduct. The council is asked if it wishes to comment on these. The consultation can be seen on the website [www.communities.gov.uk](http://www.communities.gov.uk) or in the office. Deadline for comments is 24 December 2008.

**15 Braintree District Council Task and Finish Group – Bus and Rail Services in the District**

See attached letter inviting the council's views.

**16 Braintree District Council One District – One Vision**

The district council has produced a draft strategy for people and places in the Braintree district to 2025 and is inviting comments. A copy can be seen in the office. Deadline for responses 19 December 2008.

**17 Two Villages Voluntary Association – Christmas Vouchers for Older Citizens**

The TVVA has asked the council if it is willing to support this scheme as it has in previous years. It will be issuing vouchers to over 370 Kelvedon/Feering villagers to the value of £8. The council is asked if it wishes to contribute and if so, by what amount.

**18 Future events**

A list will be available at the meeting; councillors may be asked to agree attendances or other action.

**19 Accounts for payment**

**19.1** To note the payments already made.

**19.2** To agree the accounts for payment.

A list will be available at the meeting.

**20 Exclusion of Press and Public**

The council is 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 item contains confidential information related to the council's property affairs.

**21 Kelvedon House**

See attached letter on blue paper. Also refer to council minute 107.4 (September 2008).

