

# Kelvedon Parish Council

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

31 December 2008

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45 pm on Tuesday 6 January 2009 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 2 December 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 8 December 2008; minutes have been circulated.
  - 6.2 Recreation**  
Next meeting scheduled for 7.15 p.m. on Tuesday 20 January 2009.
  - 6.3 Finance**
    - 6.3.1 Committee Membership**  
Cllr Raison was a member of the Finance Committee; his resignation leaves a vacancy which the Council is asked to consider filling.
    - 6.3.2** Report of meeting held on 9 December 2008; minutes have been circulated. See agenda item 12.  
Next meeting scheduled for 6.00 p.m. on Tuesday 17 March 2009.

**6.4 Environment**

**6.4.1 Trees**

See attached report.

**6.4.2** Next meeting scheduled for 7.00 p.m. on Monday 16 February 2009.

**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 – further to the item on the December agenda, the Institute Secretary has confirmed that the Constitution says “Two Representative Members shall be appointed by the following organisation: Kelvedon Parish Council.”

**8.9** Packhorse Bridge Society – Cllr Raison’s resignation means the council no longer has a representative on this Society. It is invited to consider appointing a replacement.

**9 Correspondence and items from EALC**

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

The Council’s attention is particularly drawn to a letter from Braintree District Council about its 2009/10 budget proposals, on which it invites comment from the parish council.

**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

**11.3** Cllr Dossett would like to draw the Council’s attention to the Department of Health’s consultation on the use of 084 prefix telephone numbers; to ask the Council to consider responding and to consider publicising the consultation opportunity to Kelvedon residents.

Closing date for the consultation period is 31 March 2009.

**12 Council Estimates and Precept for 2009/10**

A report has been circulated to councillors and is available for the public on the website and at the council office.

**13 New Car Park**

Cllr Hackworth will report on any outstanding matters.

**14 Annual Parish Assembly**

The Annual Parish Assembly is required to take place between 1 March and 1 June every year. It is a public meeting where local electors can take the opportunity to participate.

The Council is asked to consider the arrangements for the meeting for 2009.

Although no date has formally been fixed, knowing that the event was due to take place, the Institute has provisionally booked Thursday 23 April 2009 for the meeting.

**15 Braintree District Council Overview and Scrutiny Committee**

See attached letter re: investigation into two issues in relation to disabled provision.

**16 Parking Restrictions, New Road**

The East of England Co-operative Society has asked Essex County Council to introduce parking restrictions by the entrance to the car park in New Road. Vehicles making deliveries to the Co-op store are required to use the New Road entrance to the car park rather than the High Street entrance, but they are experiencing difficulty in manoeuvring due to cars parked on the southern side of the entrance.

ECC has responded that it might be possible to put in 15 metres of double yellow line junction protection markings either side of the entrance and it will carry out a site visit. It has also said that the parish council must support the scheme before it could go ahead.

The East of England Co-op Society has therefore asked the parish council for its views.

**17 Future events**

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

**18 Accounts for payment**

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

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

A list will be available at the meeting.

**19 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.

**20 New car park**

See attached confidential report on blue paper.

## Agenda Item 6.4.1

### Environment Committee – Tree Report

The meeting of the Environment Committee on 30 October 2008 agreed that the Chairman of the Committee, the Tree Warden and the Clerk would carry out site visits to look at a number of issues which had been raised.

This has now been done and the Council is asked to agree the following recommendations:

- 1 Land to the rear of the Institute  
Much of the ground is in reasonable condition and with regular mowing the weeds will be suppressed and the grass encouraged. The PAMW can keep the grass mown, also strim/cut back the nettles, brambles etc round the edge.  
Rubbish clearance: It has been suggested that a group of volunteers would be willing to assist in removal of this. The Chairman could dispose of the bricks.  
It was agreed to recommend that the area should not be fenced off from the car park. It was also agreed to recommend that the chain link fencing at the rear of the car park be extended to the corner of the hard surface, as it looks a bit odd at present finishing part way along.  
The weeds round the perimeter of the car park will be sprayed out (the Chairman would arrange this) and the PAMW would pull them out.
- 2 Doucecroft Open Space  
Mr Blackwell has offered to plant a tree to replace lost ones, and this should be accepted; meet on site to agree location and type (not chestnut or oak due to possibility of disease transmission).  
Take out existing self-seeded saplings and reinstate ground.  
Allow holly to bush up for a year then shape up next year; plant grass seed around.  
The possibility of placing a post box, to replace the one lost just down the road, was discussed, with the open space appearing to be a good option, and preferable to trying to find space for it just down the road (near junction with Trews Gardens) where there are several trees in place.
- 3 Brockwell Meadows  
Several possible dead elms – leave till spring to check which are dead then remove.  
Complaint from 39 Riverside Way re: large tree with overhanging branches – these hardly cross the boundary and do not appear to be a major issue – leave them alone.



**2 Draft Estimates 2009/10**

<b>Recreation Committee</b>	<b>£</b>	<b>£</b>
<b>Income</b>		
General Income	50	
<b>Total income</b>		<b>50</b>
<b>Expenditure</b>		
Recreation Ground, HPA & Playgrounds	8,990	
Other Recreational Activities	1,000	
Grants	2,300	
<b>Total expenditure</b>		<b>12,290</b>
<b>Environment Committee</b>		
<b>Income</b>		
Allotments	1,180	
Car Parks	2,175	
Agency	1,940	
General Income	680	
<b>Total income</b>		<b>5,975</b>
<b>Expenditure</b>		
Allotments	1,700	
Car Parks	16,700	
Footpaths	200	
Brockwell Meadows and Open Spaces	8,830	
Street Furniture and Lighting, Christmas Lights	1,800	
Other Environmental Services	11,880	
Grants	1,725	
<b>Total expenditure</b>		<b>42,835</b>
<b>Finance Committee</b>		
<b>Expenditure</b>		
Council Expenses	7,100	
Central Support – Admin	15,800	
Central Support – Old Fire Station	3,800	
Grants	1,155	
<b>Total expenditure</b>		<b>27,855</b>

For information:

As this is her first year of preparing the estimates the clerk does not have the benefit of experience of past years, so it is possible some figures could be under- or over-estimated. She is also not yet clear about how the remainder of 2008/09 will pan out and what the balances will be at 31 March 2009. The budgets will be monitored during 2009/10 and some revisions may be required in the light of events.

The balance of the cost of the car park is due to be paid during 2009/10. The amount has not been included in the estimates; as it will come from earmarked reserves, there will be no effect on the bottom line.

There has been no specific provision for some new items such as litter bin liners, dog bins, seats or street lighting, but it is hoped that as time goes on and the financial picture becomes clearer, then it will be possible to find the necessary funds if these items are required.

No figure has been included for the election fund; the earmarked reserve currently stands at £1,117 and experience has shown that elections are rarely contested. If this should change then the council will need to revisit the contingency plan.

The amount for bank interest (see below) might be over-optimistic.

The draft estimates include provision for grants as per list below, and also £500 for the Youth Forum. The list includes organisations which may have received grants in recent years but to whom no grant is planned for 2009/10. There is a small amount "spare" for unforeseen applications received during the year.

<b>Grants</b>	<b>2009/10</b>		
	<b>Cttee</b>	<b>Amount</b>	
<b>Empowered</b>			
KIB	Env	700	
St Mary's churchyard	Env	750	up to this amount, depending on expenditure
URC churchyard	Env	250	up to this amount, depending on expenditure
St Mary's clock	Env	0	
Village halls	Rec	500	for specific projects
War memorials	Env	25	
Museum	Rec	450	
KCA	Rec	0	
Kel Social FC	Rec	0	
Kel & Feer Cricket Club	Rec	0	
Kel Youth FC	Rec	750	half of cost of maintaining field, up to this amount
Kel Music Festival	Rec	500	
Kel Good Companions	Rec	50	
Feering Good Companions	Rec	50	
Scouts	Rec	0	
CAB	Fin	0	
Other	Fin	350	
		<b>4,375</b>	
<b>S137</b>			
TVVA Christmas vouchers	Fin	680	
Other		125	
		<b>805</b>	
<b>Total grants</b>		<b>5,180</b>	

**Summary of Draft Estimates and Precept for 2009/10**

	<b>Income</b>	<b>Expenditure</b>
Recreation	50	12,290
Environment	5,975	42,835
Finance	0	27,855
<b>Total</b>	<b>6,025</b>	<b>82,980</b>
<b>Net requirement</b>		<b>76,955</b>
Use of Earmarked Reserves		1,500
Bank interest		1,000
Parish Support Grant (BDC)		8,297
<b>Precept</b>		<b>66,158</b>

For a Band D property, this represents council tax of £48.98 p.a.

Note:

The precept for 2008/09 was £63,011.

An increase of 5% on the previous year's precept produces an additional amount of £3,150. This represents an increase in council tax for a Band D property of £2.33 p.a. (not quite 4½p per week).

An increase of £1,000 on the previous year's precept represents a rise of 1.59%, an increase in council tax for a Band D property of 74p p.a.

**Conclusion**

The Council is asked to agree the recommendations from Finance Committee, to consider the draft estimates, to make any changes it wishes, and to agree the council's precept for 2009/10.