

# Kelvedon Parish Council

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

## General Purpose Committee

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Minutes of the meeting held on Thursday 22 September 2016 at 8.00pm

- GP1/16-17 Election of Chairperson for 2016-17**  
It was Proposed Cllr Tremain, Seconded Cllr Humpington and unanimously resolved that Cllr Lancashire be elected Chair of the Committee.
- GP2/2016-17 Election of Vice Chairperson for 2016-17**  
It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously Resolved that Cllr Humpington be elected Vice-Chair of the Committee.
- GP3/2016-17 Apologies for Absence**  
Apologies were received and accepted from Cllr Minns and Cllr Anderson.
- GP4/2016-17 Confirmation of minutes**  
It was agreed to postpone the confirmation of the minutes to the next meeting, in order that some discrepancies be corrected.
- GP5/2016-17 Declarations of Interest**  
Cllr Humpington declared a non-pecuniary interest regarding item GP14/16-17 as an allotment holder.
- GP6/2016-17 Public Discussion**  
None present
- GP7/2016-17 Terms of Reference**  
The terms of reference were read and it was Proposed Cllr Humpington, Seconded Cllr Tremain and unanimously agreed to adopt them, subject to amendments which were discussed and agreed.
- GP8/2016-17 Play Area Inspection Reports**  
The Committee went through the two RoSPA Play Area Safety Inspection Reports and discussed each item which had been flagged for either monitoring or maintenance. It was Proposed Cllr Tremain, Seconded Cllr Humpington and unanimously agreed that the Clerk liaise with the PAMW to assess which jobs he can undertake and provide a schedule of works and supplies required and for the more specialised jobs, the Clerk will obtain quotes and go ahead with the works subject to the maximum authorised spend limit.

With regard to some of the older equipment, such as the climbing frame/slide and the Sputnik Carousel, it was agreed to contact the Youth Forum to ask for their input as to what they would like to see them replaced with. The Clerk will also check the current situation regarding S106 monies with BDC to ascertain funds available and the criteria that this can be used

under. It was agreed that the Parish Council are not considering purchasing or installing exercise equipment at this point.

**GP9/2016-17 Toddlers Play Area**

This item was amalgamated with item GP8/16-17 – please see minute under this reference for agreed action.

**GP10/2016-17 Brockwell Meadows – future management**

It was agreed to postpone this item until Cllr Pilbeam has contacted/met with the Essex Wildlife Trust, which will inform discussion on the future management of this area.

**GP11/2016-17 Seasonal Work – PAMW**

It was agreed that this needs to be looked at as part of an overall review of the maintenance work undertaken by the Parish Council in the parish. The Clerk will put this together and provide a report at the next meeting.

**GP12/2016-17 PAMW Containers/garages on recreation ground**

The Clerk outlined the planned works being undertaken in a week's time, to clear out the containers on the Recreation ground. Any scrap metal will be removed by a scrap metal dealer and any other unrecyclable rubbish will be removed via a skip. The metal container will be offered to the scrap metal dealer also.

It was agreed to put the purchase of a new container to temporarily house the PAMW equipment while a more permanent solution is sought, be put on the October Parish Council agenda for agreement. The Clerk will look into prices and any planning permission which may be required.

**GP13/2016-17 Car Park Permit Policies**

The Clerk provided a new application form, containing all the terms and conditions applying to permits for the High Street Car Park and Bellingham Place Car Park. These were discussed and it was Proposed Cllr Lancashire, Seconded Cllr Tremain to adopt the terms and conditions and application form with immediate effect. It was also Proposed Cllr Humpington, Seconded Cllr Lancashire and unanimously agreed to send a letter to the local estate agents to make them aware that the Bellingham Place Car Park Permits/Spaces are not to be included in property details when they are put up for sale. It was also Proposed Cllr Lancashire, Seconded Cllr Humpington and unanimously agreed to purchase and erect a 'Permit Holders Only' sign for the Bellingham Place Car Park. The Clerk will action this.

**GP14/2016-17 Allotments**

Due to Cllr Humpington declaring an interest in this item, the meeting was not quorate to discuss it. This will be put on the agenda for the next meeting.

**GP15/2016-17 Footpath Entrance on the Recreation Ground**

It has been brought to the Parish Council's attention that cars using the car park at the Recreation Ground are parking across the entrance to the footpath running along the edge of the field. This causes an obstruction to

those using wheelchairs and motability scooters and blocks this access. It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously agreed for the PAMW to 'hatch' white lines in a box in front of the barrier and for a 'no parking' sign to be purchased and erected at this point.

**GP16/2016-17 Date of next meeting**  
2 November 2016, 8.00pm

Signed .....

Date .....