

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 6 FEBRUARY 2007 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair, Cllrs Mrs J Anderson, R Bunting, Mrs J Coates, Q Colborn, T Dixon, G Dossett, T Foster, Mrs L Hill, L Raison. Clerk in attendance.
Two members of the public.

23/2007 APOLOGIES FOR ABSENCE:

Cllrs Hackworth (Family funeral).

Cllr Mrs Hill moved that Item 27/2007 Kelvedon House be brought forward prior to Public Questions. Agreed.

24/2007 MINUTES OF COUNCIL MEETING 9 JANUARY

Prop. Cllr Dixon, sec. Cllr Dossett, and agreed that the Minutes be signed as a correct record of the Meeting.

25/2007 CIRCULATION OF CORRESPONDENCE FILES:

Available at the Meeting, including EALC file.

26/2007 DECLARATIONS OF INTEREST:

Cllr Foster declared an interest in Item 27/2007 Kelvedon House, as being associated commercially with the tender bid for the car park, and remained in the Meeting.

27/2007 KELVEDON HOUSE:

A meeting had been held of the car park steering group with Mark Jones of Richard Jackson plc on Tuesday, 23 January. A report of the meeting and site inspection had been circulated to all Members. Proposed from the Chair that given comments and correspondence following the meeting, an Extraordinary Meeting be held with part, at least, possibly to be held in private session because of commercial confidentiality. Members then discussed whether the matter should be debated or deferred for discussion at a later date. Cllr Foster reiterated the proposal that a Special Meeting be held. Agreed nem con. Meeting to be held on Monday, 19 February at 8.00 pm at the Council Chamber. Clerk reported award of a grant of £10,000 from ECC Community Initiatives Fund towards car park.

28/2007 PUBLIC QUESTIONS:

Members noted a letter from Mr Clive Ramsden regarding the proposed car park, copies of which he had circulated to all Members. To be considered at Extraordinary Meeting. Cllr Martin made a statement regarding the Agenda note asking for submission of a written outline of proposed public questions, emphasising that there was no intention to stifle public debate and that any urgent matter could be brought to the Council's attention even in the absence of a written outline.

The Meeting then adjourned to take a question from a resident of Kingfisher Way, asking whether there was any progress in the imposition of a one-hour parking restriction. Cllr Dixon reported that the matter had been discussed at the Witham Traffic Liaison meeting that afternoon. Implementation of parking regulations was in progress and could be expected after the beginning of 07/08.

The Meeting then reconvened.

29/2007 STATUTORY MATTERS AND ADMINISTRATION

- a. **Parish Website and Logo Competition:** Cllr Dossett reported that the Website competition had been entered and the site was receiving an increasing number of hits. He asked Members to remember to provide details of any current events or concerns for inclusion. Logo competition – details sent out.

- b. **Annual Parish Assembly:** Noted that the Hall had been booked for Thursday, 26 April. Meeting to begin at 7.45 pm. Invitations had been sent to all regular participants. Clerk reported that she had contacted Jonathan Bloomfield of the Environment Agency, who had reported that the proposed flood alleviation scheme to serve Coggeshall, Feering and Kelvedon would not be able to be implemented in the immediate future. The cost of the proposed scheme would be too large to be met from the 'local levy' system and Defra had recently imposed a two-year moratorium on the points scoring system for larger schemes. This would not re-open until April 2008, when there was a strong possibility that a revised points system would be implemented. Members expressed disappointment, but noted that Mr Bloomfield would be willing to attend the April 2008 if required.
- c. **Blackwater Cluster Group:** New date had been advised as Wednesday, 28 February at 7.30 pm at St Peter's Hall, Coggeshall. Clerk to remind all Members of details.
- d. **Chelmsford Cathedral Service for Local Government:** An invitation had been received from ECC for Friday, 27 April at 7.30 pm. Noted that it was addressed to all Parish Councillors and their spouses/partners. Clerk to circulate Members.

30/2007 MAJOR PROJECTS:

- a. **A120:** No further information received.
- b. **Rivenhall Airfield:** No further information received.

31/2007 FINANCIAL MATTERS:

- a. **To note date of next meeting:** Thursday, 8 February.
- b. **BDC:** Notification that the Parish Band D council tax rate had increased by 5.02% for the year 2007/08.

32/2007 RECREATIONAL MATTERS:

- a. **Kelvedon Festival:** To note that the meeting with the representatives of the Kelvedon Festival Committee would be held on Tuesday, 20 February at 7.30 pm, prior to the Environment Committee. Members of the Recreation Committee were asked to attend. Noted that Kelvedon Labour Club would also be represented as it had requested permission to organise a family fun day on the field in June, to celebrate the Club's 80th anniversary.
- b. **Works on the Field:** Cllrs Raison and Foster had visited tennis courts at Kirby Cross laid by Wilson Sports Surfaces Ltd and had also spoken to other clients of the company. The inspection and all comments had been excellent and it was agreed to accept the quotation from Wilson's with consideration of a polyurethane binder, subject to further advice. Recommended that consideration be given to annual professional cleaning of the surface.
- c. **Youth Forum:** Minutes of the meeting held on 22 January had been circulated to all Parish Councillors and Youth Forum members. Noted that arrangements had been made for meetings with three play equipment companies, on site during half-term.
- d. **Cricket Club:** Members noted a letter from Kelvedon & Feering Cricket Club requesting a grant in kind for specified sports equipment. Passed to Recreation Committee for consideration.

33/2007 ENVIRONMENTAL MATTERS:

- a. **Date of next meeting:** Tuesday, 20 February.
- b. **Brockwell Meadows:**
 - i) grant application – confirmation received that all necessary information had been submitted and that a decision could be expected in late May.
 - ii) Accident on path – Members noted that Mrs Judge had slipped on an uneven area of the concrete access path. The path had subsequently been 'spring cleaned' by the PAMW and the Clerk had written to local

contractors seeking quotations for patching/ refurbishment. Members were pleased to hear that Mrs Judge had not sustained any serious injury and that a damaged piece of jewellery had been repaired free of charge.

- c. **Quotation for Tree Work at Doucecroft open space:** Members noted that a quotation had been received from the Council's approved contractor for the area for the removal of the chestnut tree plus minor associated works at a total of £900. Agreed that the quotation be accepted and the work put in hand. Suitable replacement tree to be found.
- d. **Green Waste Bins:** Clerk reported that BDC had confirmed that a garden waste refuse vehicle would visit St Mary's Road between 11.00 – 11.45 am on regular dates between March and November, in response to requests from residents not served by the green wheelie bin collection. Posters to be displayed.

34/2007 REPORTS:

- a. **Tripartite Group:** Cllr Raison reported that meetings of the ad hoc funding committee continued to be held in preparation for the Big Lottery Fund Community Buildings Bid. Further details were given in response to a request from Cllr Martin. Noted that the Open Evening held at the Institute on Wednesday 24 January had attracted considerable interest. Cllr Dixon requested that a meeting of the Tripartite Group be held in the near future. Cllr Raison responded that as soon as the bid had been finalised, a meeting of the group would be called.
- b. **KCA:** No further report.
- c. **Kelvedon in Bloom:** No further report.
- d. **Kelvedon Institute:** Noted that the new fire escape had been installed and had been available for use at the Open Evening on 24 January, enabling visitors to view the Kelvedon House site.
- e. **Packhorse Bridge:** A meeting had been held the previous afternoon. Cllr Mrs Hill reported that good progress was being made.

35/2007 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Proposed VAS at London Road:** (Vehicular Activated Sign): To be installed. This proposal was welcomed.
- b. **Witham Area Traffic Liaison Meeting:** Cllr Dixon reported on the meeting held that afternoon.
- c. **Community Speed Watch:** Cllr Dixon distributed leaflets to all Members. Co-operation with Feering to be explored.
- d. **Glebe Road Disabled Parking Bay:** Copy of final order, etc. received. No objections.
- e. **Various Footpath Matters:** Passed to Sub-Committee for consideration at its meeting on Tuesday, 16 February.

36/2007 EALC & RCCE: Separate file circulated during Meeting.

- a. **Training Days:** Details of Training Days, etc. noted. Cllr Dossett reported on 'Raising the Profile of your Council' training morning, which had taken place earlier that day.
- b. **The Funding Game:** 1 March. One place reserved for Clerk to attend. Cllr Mrs Hill to accompany her if place available.
- c. **EALC County Update January Newsletter:** Noted.
- d. **ECC EALC 'Making the Links' Newsletter:** Noted.
- e. **RCCE 'Best Kept Village' Competition:** Details to be passed to Environment Committee.
- f. **LIO Roadshow:** Cllr Mrs Hill to attend and report March Meeting.

37/2007 COMMUNITY SAFETY & HEALTH MATTERS:

a. Police Matters:

- i) **Witham Multi-tasking Meeting:** February meeting Wednesday, 7th. Clerk to attend. Noted with regret that Inspector Couldridge would be leaving Witham and moving to Braintree.
- ii) **Police Surgery:** At present the February surgery might be the last in the series, as arrangements were under review. It was understood that JAG's were to be set up to promote regular monthly meetings between groups of parishes to discuss public safety issues.
- iii) **Community Warden Report:** Noted.

b. Health Matters:

- i) **Surgery telephone number:** Members noted new information obtained by Cllr Dossett under the Freedom of Information Act. Clerk to write to the Chief Executive of the local Primary Care Trust requesting information as to whether the Trust would be implementing the DoH advice on 084/03 telephone numbers.

c. Housing Inspections: Cllrs Mrs Anderson and Dixon had attended the January inspection. Noted that the next inspection would take place on Wednesday, 21 February. Meet at Easterford Road at 2.30 pm.

d. Emergency Plan: A report of the meeting held on 31 January had been previously circulated to all Members.

38/2007 CHRISTMAS LIGHTS:

Noted that a letter of thanks had been sent to all helpers and host premises, with a request to host householders for details of their power rates. Agreed that a meeting be held on a date to be arranged late spring/early summer.

39/2007 UNSUNG HEROES:

Cllr Mrs Hill reported that owing to other commitments she had not been able to progress this matter during the month. Agreed that it be placed on the March agenda.

40/2007 PLANNING:

a. Correspondence

b. Applications & Comments

41/2007 CORRESPONDENCE:

1. Allotment request.
2. Copy of email to ECC Youth Services re Youth Shelter
3. Copy of email re radio base station @ Kelvedon Playing Field
4. Standards Board – notice of investigation re complaint
5. Community Wardens – 1st report
6. Agenda for BDC Clerks' Network meeting
7. Kelvedon Institute – circular letter + copy of Booking Form/requirements
8. Essex Wildlife Trust – membership card. Previously kept by Cllr Mrs Coates
9. Primary Care Trust – request for info re Parish Magazine. Clerk asked whether a Website link should be instigated?
10. Copy of dates, etc. as sent to Members
11. Posters, circulars, magazines, etc. PLEASE TAKE IF REQUIRED at end of Meeting

42/2007 PAYMENTS:

Proposed Cllr Martin, seconded Cllr Mrs Hill that the following be passed for payment. Agreed.

For confirmation

E Doe & Sons Ltd – leaf sweeper and trolley	2253.71
Mr M Andrews PAMW, Wks 41, 42, 43, 44	898.28
A James – Clock refurbishment – PCC grant	2937.50

For approval:

Mrs J I Hinds – Clerk’s salary re January	590.32
Inland Revenue per Clerk & PAMW January (449.85 less 250.00 re filing on-line)	199.85
Mrs A Carruthers – re January	162.50
Mr N Ezra – caretaking January	30.33
EALC Delegates’ fees re 2 courses	50.00
BDC – rent re Toddlers Play Area	1.00
E Doe & Sons Ltd – trailer sides and hi-viz jacket	165.90
Mr C G Blackwell – power re Christmas lights	117.76

Total passed for payment 7407.15

43/2007 DATES OF FUTURE MEETINGS:

- a. Next Ordinary Meeting – 6 March 2007.
- b. Any Other Meetings
 - i) Footpath Sub-committee – Tuesday 13 February
 - ii) Extraordinary Meeting – Monday 19 February
 - iii) Environment Committee – Tuesday 20 February
 - iv) Recreation Committee – Tuesday 20 February, 7.30 pm. To meet Festival Committee members and Labour Club re management of events at Playing Field
 - v) Emergency Planning – Monday 26 February (after Planning)
 - vi) Planning Committee – Monday 12 March (at Institute)