

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL  
TUESDAY 6 MARCH 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, J Hackworth, Mrs L Hill, L Raison.  
Clerk and Clerk's Assistant in attendance. Six members of the public.

**50/2007            APOLOGIES FOR ABSENCE:** None

**51/2007            MINUTES OF COUNCIL MEETING 6 FEBRUARY & EXTRAORDINARY  
MEETING 19 FEBRUARY:**

- a. Prop. Cllr Dixon, sec. Cllr Mrs Hill, and agreed that the Minutes of the Council Meeting 6 February be signed as a correct record of the Meeting.
- b. The Council adjourned to take amendments to the Minutes of the Extraordinary Meeting 19 February suggested by members of the public present. The meeting reconvened. Proposed Cllr Mrs Hill, seconded Cllr Colborn and agreed that the following amendments be accepted.

Item 2. Chairman's reply to read: The Chairman replied that the land was purchased solely for community use, and that the development of the car park was seen as part of that. Mr Marshall stated that when he was Chairman of the Parish Council it was envisaged that KCA would develop the land and fund it.

Item 4. Mrs Sue Ramsden's statement to read: Mrs Ramsden, Forth House, Coggeshall Road, applauded the Council in trying to save unnecessary expense but questioned whether it might turn out to be a false economy if the car park needed to be dug up at a later date to improve the surface water drainage arrangements for a community facility. Cllr Mrs Hill questioned whether the soil samples were correct.

Item 5. Cllr Hackworth's reply to read: Cllr Hackworth stated that the total cost of the car park as designed would be in excess of the £100,000 originally projected.

Item 9. Mr Clive Ramsden's statement to read: Asked whether the Council would benefit from the KCA building a new community centre on the Council's land, assuming the Council granted an appropriate lease to the KCA, since KPC would receive a valuable asset at the end of the lease period. In reply the Clerk stated that the new building could possibly be a liability, depending on the terms of the lease and the state of the building should it be returned to the Council. In response, Mr Ramsden suggested that any such new building would be at least a benefit to the community at virtually no cost to the Council.

**52/2007            CIRCULATION OF CORRESPONDENCE FILES:**

Available at the Meeting, including EALC file.

**53/2007            DECLARATIONS OF INTEREST:**

As a result of part of a letter from Cllr Colborn, Cllrs Raison and Dixon had taken legal advice on whether they should declare a personal or prejudicial interest in Kelvedon House matters. Cllr Raison had been advised that as a committee member of KCA he should declare a personal interest but would not be debarred from speaking and voting. Cllr Raison stated that he wished to declare a personal interest in Kelvedon House. Cllr Dixon stated that he had been advised that as an ordinary paid-up KCA member he had no interest to declare.

Cllr Foster stated that he had previously declared an interest as one of the bidders for the car park contract but that his company had now withdrawn their tender which was time expired and consequently had no interest to declare.

Cllr Colborn stated that he had raised the subject of declarations of interest in order that the Parish Council should be seen by the public as following correct procedures.

Cllr Hackworth stated his view that as KCA has a financial interest in the Council's proposed work on the land, Cllr Raison (as Chairman) should not vote on such matters.

Clerk advised that membership of an organisation open to all and formed for general community benefit does not establish a personal interest but that membership of the committee of such an organisation should be included on the Register of Interests and in some circumstances might constitute a prejudicial interest. Committee members appointed by the Council as representatives (eg Institute Hall) do not have any interest to declare.

Cllr Dossett had looked at the rules on prejudicial aspects and did not feel he had any interest to declare.

The Chairman ruled that Cllr Raison's position was tenable and that he could vote. Clerk to take further advice from BDC and NALC.

#### **54/2007 KELVEDON HOUSE:**

- a. **Car Park:** Cllr Hackworth had contacted BDC Planning Department who did not foresee any problems in altering the specification - formal confirmation awaited. Car parks do not need Building Regulation approval so construction takes place as agreed in the Application plus any conditions imposed. Mark Jones of Jacksons had raised technical queries and also awaited answers from BDC. Cllr Mrs Hill questioned whether a complete set of revised tenders should be sought, given the various discrepancies highlighted, and whether it would be possible for KCA to reimburse the Council for the extra costs of surface water drainage if the proposed building did not go ahead. Suggestions noted. Copies of Mark Jones' contract to be circulated to Members prior to signature.
- b. Cllr Raison confirmed that he had circulated details of a grasscrete surface car park at Cressing, which he considered would be totally inadequate for the Council's purposes. Noted. Letter in support of Cllr Raison's view from Mr Curtis noted.
- c. **Any other matters:** Letter from Mark Jones to KCA notifying them that Foster Contracting had formally withdrawn from the tender process. Noted that the grant of £5,000 from BDC towards the construction of the wall needs to be claimed by mid-June and that in order to do so a contract to carry out the work must be produced. Telephone call from Mr Jennings re matters outstanding on which he has raised query. His greatest concern is the design/construction of the splay at his vehicular entrance. This had been raised with Mark Jones through KCA last February and to date no ruling had been obtained. Mr Jennings will appreciate talks in due course regarding his boundary hedge/RHS footway, landscaping, CCTV and lighting. Essex Autistic Society would still press for a wall along the 'balance' of the boundary. Clerk to explore funding.

The Meeting was adjourned for:

#### **55/2007 PUBLIC QUESTIONS:**

*Mr Clive Ramsden, Forth House, Coggeshall Road:* In light of the letter dated 5 March from the Chairman of the KCA, previously circulated to all Members, would the Council be prepared to consider extra funding from the KCA towards any additional cost arising from storm drain enhancement? The letter also asked Members to bear in mind the financial contributions made by KCA towards works already undertaken on the site. Cllr Mrs Hill reminded Members that contributions had also been made by the Institute Hall and the Parish Council. The Chairman replied there was no objection in principle to this offer and that the KCA would be notified when the further facts awaited from BDC had been received and considered.

The Meeting reconvened.

#### **56/2007 STATUTORY MATTERS AND ADMINISTRATION**

- a. **Parish Website:** Cllr Dossett reported that unfortunately the Kelvedon website had not been included in the list of eight finalists in the competition. The website was now linked to Essex Infonet and this had resulted in increased hits. The logo competition was to be judged shortly. More items to go on website and more publicity to be arranged.

- b. **Annual Parish Assembly:** Thursday 26 April. Letters had been prepared and already sent to some organisations. Copies circulated to Councillors - details sent to Parish Magazine and on website. Environment Agency to provide written report on flood measures to date. As Assembly falls within the Election period, no Party Political or electioneering points can be made.
- c. **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. Details sent to all Members of how to apply if they wish to attend.
- d. **Local Government Elections – Thursday 3 May 2007:** Clerk had received timetable. Full details plus application/nomination forms should be with Clerk by following week. Clerk attended Clerks' Networking meeting 22 February at which a good presentation had been made by the BDC Electoral Officer. Any joint effort which Councillors or any grouping of Councillors may wish to make to publish a joint 'manifesto' is a personal matter. The count to be made at Towerlands on the day after the Election. Noted that as the May Meeting is also the Council's AGM, it will now be held on Tuesday 8 May, agenda to be circulated to all candidates. Timetable as follows: 19 March: publication of notice of election; 4 April: final date for receipt of nominations; 11 April: last date for withdrawal of nominations.

**57/2007 MAJOR PROJECTS:**

- a. **A120:** A parliamentary question by Brooks Newmark MP had ascertained that construction has been put back by three years.
- b. **Rivenhall Airfield:** No further information received.

**58/2007 FINANCIAL MATTERS:**

- a. **To receive report of meeting:** Thursday, 8 February. The minutes, having previously been circulated, were signed as a correct record.
- b. **Audit Matters:** Clerk reported that documents were being completed and returned to Lubbock Fine. Circular proposal received from Audit Commission that Lubbock Fine be reappointed as Auditors for this area. Agreed.
- c. **Any other matters:** Loan sanction. Clerk reported that the remaining £100,000 from the original loan sanction of £250,000 expires on 31 March. Agreed to request extension for further six months.

**59/2007 RECREATIONAL MATTERS:**

- a. **Kelvedon Festival:** Members noted the report of the meeting held on 20 February (previously circulated). Cllr Dossett pointed out that he had not been present. Cllr Raison reported that the meeting had been very constructive and that all matters raised would be addressed by the Festival Committee. Although invited, no representative from Labour Club attended to discuss arrangements for an anniversary party on the field on 16 June. Agreed that such a meeting must be arranged prior to this date.
- b. **Works on the Field:** Replacement swing seats received and installed. Hard Play Area surface – instructions given and dates awaited. Old baby swings – frame still in place but seat removed as worn out. No need to replace as replacement swings in Toddler Area.
- c. **Youth Forum:** Three meetings had been held with equipment suppliers over two days. Cllrs Raison, Dixon and Mrs Coates and Clerk had attended meetings with members of the Youth Forum. One set of recommendations/prices received to date. Grant application for CIF funding to be in by 25 May, to include three sets of quotations. Clerk to chase remaining two suppliers. Next meeting 19 March at 7.00 pm at the Council Chamber at which quotations, etc. to be discussed. Youth Council handbook purchased. Letter from Mr McNally noted re youth nuisance in The Chase.

Discussion on illegal use of mini-motos and motorbikes on Playing Field. Police are aware and can issue warnings on suspicion of use, followed up by confiscation of bikes. Matter raised at Liaison meeting on 25 February.

**60/2007 ENVIRONMENTAL MATTERS:**

- a. **To receive report of meeting:** Tuesday, 20 February. The report and its recommendations were accepted.
- b. **Matters arising:** Cllr Dossett reported on plans to compensate for carbon footprint through additional tree planting. Agreed that more information was needed – referred to next Environment meeting.  
Noted that B1023 Feering to Tiptree road to be closed for eight weeks from 2 April for repairs. Official diversion via Colchester. Letter sent to ECC Highways requesting two comparative traffic surveys – one within the closure period and one outside. ECC proposing meeting to discuss closure on either 14 or 15 March. Volunteers requested.  
Path to Meadows: instructions sent to contractor.  
Minutes of Footpath sub-committee meeting had been circulated to all Members.

**61/2007 REPORTS:**

- a. **Tripartite Group:** Including Ad Hoc Funding committee. Cllr Raison reported that draft application for grant funding would be completed by the following week.
- b. **KCA:** There had been an Executive meeting and a general meeting. Big Band Evening arranged for 9 June.
- c. **Kelvedon in Bloom:** No further report.
- d. **Kelvedon Institute:** Next meeting Monday 12 March.
- e. **Blackwater Cluster Group:** Cllr Dixon and Clerk attended the meeting at Coggeshall. Minutes awaited.
- f. **Packhorse Bridge:** Minutes of February meeting circulated for information.

**62/2007 HIGHWAYS & ROAD SAFETY MATTERS:**

- a. **Witham Area Traffic Liaison Meeting:** Cllr Dixon reported on the meeting held on 6 February. Police are monitoring speeding in London Road and also cracking down on obstruction of pavements and parking in wrong direction overnight.
- b. **Community Speed Watch:** Requests for volunteers made on website and in Parish magazine.
- c. **Residents' Parking:** Cllr Foster had received email from High Street resident requesting Council consider residents' parking permits. April Agenda. Clerk to check BDC policy.
- d. **Any Other Matters:** Quiet Lanes: Government initiative some years ago. Two pilot schemes in operation. Pass to Environment Committee

**63/2007 EALC & RCCE:**

- a. **Correspondence:** File circulated during Meeting.
- b. **The Funding Game:** 1 March. Cllr Mrs Hill and Clerk attended. All information to be available in Council Chamber.

**64/2007 COMMUNITY SAFETY & HEALTH MATTERS:**

- a. **Police Matters:**
  - i) **Witham Multi-tasking Meeting:** February meeting Wednesday, 7<sup>th</sup>. Clerk attended. Police are looking at effect of change in licensing laws. Two new Sergeants appointed. ASBO re Kelvedon and Coggeshall in progress. Police had investigated incident at Institute – report noted. Cllr Dixon to attend March meeting.

- ii) **Police Surgery:** Police did not attend February surgery. New arrangements now in force. Further information awaited on NABS.
- iii) **Community Warden Report:** Monthly report noted.
- b. **Health Matters:**
  - i) **Surgery telephone number:** Clerk had sent letter to Mid Essex Primary Care Trust.
- c. **Housing Inspections:** Cllrs Mrs Anderson and Dixon had attended the February inspection. Report not yet available. Cllr Dixon had attended a meeting re allocation of housing, which is still handled by BDC.
- d. **Emergency Plan:** Clerk reported meeting on 26 February at which Members had considered remainder of proforma plan and listed information needed. Very helpful BDC flooding leaflet – to be distributed to premises at risk.

**65/2007 CHRISTMAS LIGHTS:**

Agreed that a meeting be held on a date to be arranged late spring/early summer.

**66/2007 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 April agenda.

**67/2007 POSTWATCH:**

Consultation as circulated to all Members. Comments received from Cllr Dossett. No apparent effect on Kelvedon Post Office. Comments to go forward.

**68/2007 PLANNING:**

**a. Correspondence**

1. Letter from BDC: Application for erection of storage and distribution unit at Polish Camp Site, Rivenhall Airfield. Granted, but a decision notice restricts further development of the site. Parish Councillors Mrs Hill and Dixon were invited to a site meeting with Mr Smith to discuss the conditions and reported to the Planning Committee on the 26 February.
2. Letter from BDC: Application for erection of extension for 11 no additional bedrooms and ancillary accommodation at St Dominics Residential Home, London Road. Granted.
3. Letter from BDC: Application withdrawn for demolition of existing garage buildings and erection of 3 no dwellings and extend and refurbish existing bungalow at London Road Garage, London Road.
4. Letter from Llewelyn Davies Yeang. Urban Capacity Study for Braintree District Council. Seminar at Public Hall, Witham on 2 March. Circulated to Councillors but no-one available to attend.

**b. Applications**

**07/00139/TPCCON:** Easterford Mill, Swan Street. Notice of intent to carry out works to trees protected by the Conservation area – lop overhanging branches and cut back 2 willow trees. Inspected by Tree Warden and no objection.

**07/00185/OUT – 07/00186/CON:** Railway Garage, Station Road. Demolition of existing garage buildings, erection of mixed use development comprising 32 no. two bedroom apartments, split level commuter car park (215 spaces), 2 no. two storey office buildings, single storey retail unit (A1, A2, A3), vehicle repair workshop, associated parking and formation of new access road. Comments attached to file Minutes.

**07/00233/FUL – 07/00234/LBC:** 119 High Street. Erection of kitchen extension and alterations to rear. No objections.

**07/00297/DEM - 07/00296/COU:** Land rear of 215-217 High Street. Demolition of bus depot buildings, pits filled in and land levelled for the creation of car park for

Kelvedon Railway Station for approx. 50 cars. In respect of the demolition application, Clerk to contact BDC for advice on historical building record. With regard to COU, unanimously agreed that the application showed inadequate detail and should be rejected.

**07/00260/FUL:** 6 Newtown. Erection of double garage. No objection.

**07/00291/FUL:** 50 Riverside Way. Proposed loft conversion. No objection.

**07/00314/FUL:** 72a – 72b High Street, Alliance Pharmacy. Construction of wheelchair disabled ramp to shopfront of no. 72a. The Council objects to the application as submitted for the following reasons: No indication is given of any consultation with ECC Highways for this construction which will take up more than 50% of the existing footway – it is felt that the remaining width of one metre will present dangers to pedestrians, particularly young children; may be inadequate for users of electric scooters for the elderly/disabled and will be blocked whenever a car door is opened by customers parking outside the pharmacy premises. No indication is given of any alternative location/design, eg ramp located within the existing premises; construction of whole footway width higher section; use of corner doorway shown as being taken out of use. The Council would welcome information as to whether these or any other alternatives have been explored. In addition, the Council asks whether the building is Listed? And in any case whether Planning Permission should have been sought for the proposed combination of Nos 72A and 72B into single premises as shown.

New House in The Chase: Easement in Chase not taken up. New cables laid in verge.

**69/2007            CORRESPONDENCE:**

1. BDC Leaflet re Public Question time as used by District Council
2. BDC letter re waste sacks (incl. new PC 'lilac' sacks)
3. Mid Essex NHS – acknowledgement re Family Planning comments
4. Standards Board
5. BDC – latest funding information
6. Making the Links – ECC
7. BDVSA – Feb newsletter. **NB** PACT Annual Review 21 March.
8. HSE – Health and Safety
9. Heritage Society – re meetings
10. Copy of various articles for Website and Parish Magazine (March & April)
11. URC new secretary
12. Other magazines, catalogues, etc.
13. At back – Stansted, also circular letter re mobile phone use. Leaflets and poster displayed

**70/2007            PAYMENTS:**

Proposed Cllr Hackworth, seconded Cllr Dossett that the following be passed for payment. Agreed.

**For confirmation**

Mr M Andrews PAMW – Wks 45,46,47,48	931.56
Ridgeons – sundries	45.84
Viking Direct – copier paper	60.37
RHElectrics – printer cartridges	135.11
Cash per Petty Cash – imprest re January	16.19
EALC – 2 <sup>nd</sup> delegate re 'Funding Game'	20.00
Record Play Equipment – all metal seat plus spare parts	876.55
BT re 102 High Street	65.71

**For approval**

Mrs J I Hinds – Clerk's salary Feb + In.Rev. rebate re revised tax code (365.36) 1044.17

Inland Revenue per Clerk and PAMW	5.18
Mrs A Carruthers	162.50
Mr N Ezra	30.33
EALC Youth Council handbook	15.00
URC Churchyard Grant	250.00
Kelvedon in Bloom – balance of grant re 06/07	375.78*
Petty Cash imprest re February	80.52
<b>Total passed for payment</b>	<b>4114.81</b>

* Kelvedon in Bloom	Grant	£700.00
	Less	<u>324.22</u> exp. During year
		375.78

**71/2007 DATES OF FUTURE MEETINGS:**

- a. Next Ordinary Meeting – 3 April 2007.
- b. AGM – 8 May 2007
- c. Any Other Meetings
  - i) Recreation Committee – 8.00 pm, Monday 26 March, after Planning. Date for Xmas Lights meeting to be arranged.
  - ii) Tiptree road closure meeting – 14 or 15 March. Names taken for attendance. Clerk to advise date and venue.
  - iii) Youth Forum – Monday 19 March
  - iv) Website meeting – 8.00 pm, Wednesday 21 March.
  - v) Packhorse Bridge meeting – 4.00 pm, Monday 26 March
  - vi) NABS meeting – 7.30 pm Thursday, 29 March at Council Chamber