

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL  
TUESDAY 3 APRIL 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. Three members of the public.

**72/2007 APOLOGIES FOR ABSENCE:** None

**73/2007 MINUTES OF COUNCIL MEETING 6 MARCH:**

The Minutes of the Meeting of 6 March having previously been circulated were agreed. Prop. Cllr Dossett, sec. Cllr Dixon.

**74/2007 CIRCULATION OF CORRESPONDENCE FILES:**

Available at the Meeting, including EALC file.

**75/2007 DECLARATIONS OF INTEREST:**

Following the last Meeting the Clerk had circulated a note giving advice from Secretary, Essex Association of Local Councils. Cllr Dossett had raised the question as to who should make the decision as to whether an interest needs to be declared – this is a matter for each individual member to judge his/her interest and the degree. If an Interest is declared in the Register, then it must be declared, such declaration can be at the beginning of the Meeting if the matter to be discussed is clearly defined in advance. However, if an Interest becomes apparent during the Meeting, then a Member should declare at that point. Cllr Raison declared an Interest in Kelvedon House.

**76/2007 PUBLIC QUESTIONS:**

None received in advance. Mr Clive Ramsden, Forth House, Coggeshall Road, stated that he was present in order to learn the latest position on Kelvedon House.

**77/2007 STATUTORY MATTERS AND ADMINISTRATION**

- a. **Parish Website: Logo Competition & Website Publicity.** Cllr Dossett reported two entries for the logo competition. One had been selected and the designer will be asked to make some amendments before final approval. Clerk to undertake more publicity to raise profile of website. 1,000 hits have now been recorded. Village photos to be added to website.
- b. **Annual Parish Assembly:** Thursday 26 April. Posters had been prepared and due to be published this week. Invitations went out in January and letters have been sent to some 30+ village organisations. Notice on website and in Parish Magazine.
- c. **Local Government Elections – Thursday 3 May 2007:** To date, 9 nominations completed for 11 places, with list closing at noon on 4 April.
- d. **BDC Consultation – Street Trading Policy:** Draft can be inspected on BDC website. Relates to all street trading, burger vans, etc. and the issue of licences.
- e. **BDC Street Naming Procedures:** Changes to come into effect in April 2007 to try to ensure that Developers consult Town/Parish Councils before committing themselves to a name for a development.
- f. **Spring/Summer Parish Cluster Meeting:** No date as yet.

**78/2007: KELVEDON HOUSE:**

The Chairman stated that decisions were urgently needed on the drainage issue and the preferred contractor, as well as project management. Cllr Hackworth stated that Mark Jones had not replied regarding costs of drainage, but would provide guidance once his position as Project Manager had been formalised, i.e. Richard Jackson would be working for Kelvedon Parish Council once the contract had been signed. Copies of the contract having been

circulated to all Members as agreed at the March Meeting, it was agreed that Cllr Martin should sign the contract on behalf of the Council.

Construction of the wall to be treated as a matter of urgency, as the BDC grant could expire before the work was completed. A meeting needed to be arranged as soon as possible and negotiations to be opened with preferred contractor to explore whether work on the wall might need to be carried out in advance of the remainder of the contract.

The Clerk had spoken and emailed regarding an extension to the Borrowing Requirement agreement but no formal response had been received to date.

Cllr Raison, speaking as Chairman of KCA, stated that his committee had agreed to fund the difference in drainage system costs between that for a car park only and, as proposed, for car park plus community centre building. A letter of confirmation from KCA to follow. The Chairman expressed appreciation for the offer.

Richard Jackson plc had submitted a statement of fees incurred to date to KCA. A copy had been circulated to Members and was noted. Clarification needed. CDM: As this could not be undertaken by Richard Jackson plc, preferred contractor to be approached.

Membership of Steering Group: confirmed as Cllrs Hackworth, Dixon and Raison, with Cllr Mrs Hill as a 'reserve'. Requested that Clerk attend meetings.

Appointment of preferred contractor: Proposed Cllr Dixon, sec. Cllr Mrs Hill that Knights be so appointed. Ten in favour, one abstention.

ECC Community Initiative Fund: Noted that a cheque for £8,000 had been received towards cost of purchase of access.

#### **79/2007 FINANCIAL MATTERS:**

- a. **Audit Matters:** No internal audit for 2005/06. Auditors happy to accept given past record. Agreed that statement of assurance be signed by Chairman.
- b. **To note date of next meeting:** Monday 16 April.

#### **80/2007 RECREATIONAL MATTERS:**

- a. **To receive minutes of meeting Monday 26 March:** The minutes, having previously been circulated were agreed and signed as a correct record.
- b. **Wilson Sports Surfaces:** ECC grant of £1,700 towards cost received. Clerk to accept contract for resurfacing with proviso re possible extra cost of aggregates.  
**Youth Forum:** Minutes of meeting Monday 19 March available at Meeting and distributed to members of Recreation Committee. Date of next meeting – 12 April, 7.00 pm at Council Chamber, to discuss play equipment proposals from Monster.

#### **81/2007 ENVIRONMENTAL MATTERS:**

- a. **To note date of next meeting:** Tuesday, 22 May
- b. **Environment Audit Report:** Clerk to send details to Cllr Dossett.
- c. **Brockwell Meadows:** Brockwell Group had received a quotation of £300 + VAT received from BTCV for work on willow dome, to be carried out in autumn. The Group would apply for grants. Agreed that if none were received, the Council would cover the cost of the work.  
Work on path to Meadows to improve safety to commence after Easter. Grant application to Big Lottery Fund 'Breathing Places' for further improvements to access. Decision awaited.

#### **82/2007 REPORTS:**

- a. **Tripartite Group:** Including Ad Hoc Funding committee. Cllr Raison reported that Big Lottery Fund application had been submitted.
- b. **KCA:** Meeting Friday, 13 April.
- c. **Kelvedon in Bloom:** Permission granted for a stall on the Green on Saturday, 26 May. Cllr Raison reported a dangerous and unsightly piece of open land following removal of a garage by BDC on corner of Fullers Close and Thorne Road. Cllr Foster to raise with BDC and to be looked at during next housing inspection.

- d. **Kelvedon Institute:** Permission granted to Kelvedon Players for use of Council's grass area at rear for a social event in June. Full insurance cover held.
- e. **Packhorse Bridge:** Cllr Mrs Hill presented a display which will be shown at the Parish Assembly.

**83/2007 HIGHWAYS & ROAD SAFETY MATTERS:**

- a. **Meeting re road closure B1023:** Cllrs Dixon and Mrs Anderson had attended the meeting giving details of road closure during works on Tiptree – Feering road. All businesses to remain accessible. Full details available from Clerk on request.
- b. **Community Speed Watch:** No response from any residents to date.

**84/2007 EALC & RCCE:**

- a. **Correspondence:** File circulated during Meeting. Courses available after Elections.
- b. **Local Government Review Magazine:** Members noted article on greater powers to be made available to Parish Councils.

**85/2007 COMMUNITY SAFETY & HEALTH MATTERS:**

- a. **Police Matters:**
  - i) **Witham Multi-tasking Meeting:** Cllr Dixon reported on March meeting. Letter from Mr McNally re youths on bikes, handed to Police, no response to date. Report of thefts from cars.
  - ii) **Kelvedon Mobile Police Office:** List of available of dates for 2007 – received and displayed around village.
  - iii) **Police Meetings:** Clerk reported on first NAP meeting, also attended by Cllr Dixon. NAP meetings to take place every 8 weeks with representatives from parishes of Neighbourhood Policing Area. Not open to public. Next meeting 24 May.
  - iv) **Community Warden Report:** Monthly report noted with 9 incidents. PCSO had confiscated a mini-moto which will be crushed.
- b. **Health Matters:**
  - i) **Surgery telephone number:** No response to letter sent to Mid Essex Primary Care Trust on 21 February.
- c. **Housing Inspections:** Next inspection 16 May.
- d. **Emergency Plan:** Meeting to be arranged after election.

**86/2007 CHRISTMAS LIGHTS:** Date to be arranged after the election.

**87/2007 UNSUNG HEROES:** To be reconsidered after the election.

**88/2007 PLANNING:**

**a. Correspondence**

1. Maldon District Council – copies of Local Development Plan
2. Kelvedon & Feering Heritage Society – copy of a joint representation dealing with Deal's Garage and Hedingham Coaches, asking for overall consideration of both sites.
3. Letter from ECC Highways objecting to ramp at Chemist because of undue obstruction of footpath.

**b. Planning Applications:**

**06/02492/FUL:** London Road Garage. Application withdrawn.

**07/00320/FUL:** Land adj. The Thatched Cottage, Cranes Lane, Kelvedon. Replacement of storage buildings. No objection.

**07/00416/TPOCON:** The Old Convent, 2 Church Street. Notice of intent to carry out works to trees protected by the Conservation Area – reduce 20%, crown clean, remove deadwood to 1 Lime. To be inspected by Tree Warden.

**07/00426/TPOCON:** 146 High Street. Notice of intent to carry out works to trees protected by the Conservation Area – remove 1 Eucalyptus tree. To be inspected by Tree Warden.

