

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

**PRESENT:** Cllr C Martin in the Chair. Cllrs Mrs J Anderson, Mrs J Coates, Q Colborn, T Dixon, G Dossett, N Ezra, J Hackworth, Mrs L Hill, H Siggers.  
Clerk and Clerk's Assistant in attendance. Two members of the public.

**198/2007 APOLOGIES FOR ABSENCE:** Cllr Raison.

**199/2007 DECLARATIONS OF INTEREST:** None. The Chairman reminded Members that Declarations must be made at the beginning of the Meeting or as soon as a Member realises that they have an Interest in an item.

**200/2007 MINUTES OF ORDINARY MEETING 2 OCTOBER :** Prop. Cllr Dixon, sec. Cllr Dossett that the Minutes be accepted subject to the following amendment: Item 191, b ii) should read 'Advertising Standards' rather than 'Trading Standards'. Agreed.

**201/2007 CIRCULATION OF CORRESPONDENCE FILES:**

Available at the Meeting, including EALC file.

*The Meeting adjourned for.*

**202/2007 PUBLIC QUESTIONS:**

- i) Mrs S Moore had written regarding traffic danger arising from parking in vicinity of new house corner of Heron Road with Swan Street. Clerk had advised her to write to ECC Highways. Council to request copy of their reply. Noted that height of new wall obstructs view.
- ii) Letter from Mr Henson regarding exercising his dogs on Brockwell Meadows to be passed to Environment.
- iii) Ms J McDermott, a student at Leeds University, explained to Members her dissertation on crime, using Kelvedon as a typical rural area. Members answered her questions and agreed to meet at a later date to continue the discussion.

*The Meeting reconvened.*

**203/2007 STATUTORY MATTERS AND ADMINISTRATION**

**a. 102 High Street:**

- i) Land adjacent to Council Office. No reply to date to letter sent to owner in September, with reminder on 29 October.
  - ii) Replacement windows: Receipt of guarantees noted.
- b. Model Code of Conduct:** Further information received, including guidance on interpretation of new regulations. To be included in standard file.
- c. Marler Almshouses:** Mrs Pam Larner, currently one of the Council's nominated Trustees, has indicated her intention of retiring. Members were asked to consider the appointment of a new representative. The Charity's AGM is in November.
- d. (not on Agenda) ECC/BDC Bodies/Committees etc:** Clerk pointed out the increasing numbers of reports from various groups set up to include Parish Councils on which the Council is not currently represented. Agreed to review current representations and to itemise on January Agenda.

**204/2007: KELVEDON HOUSE:**

**a. Car Park:**

- i) Cllr Hackworth reported that Paul Budd of Jacksons plc had been away until 5 November, but would be in contact with Knights to arrange two costings – i.e. with/without a building on site.
- ii) Following a site inspection and further correspondence, confirmed that the Conservative Club's foul water system would be adequate for use by a

new building and agreed by Conservative Club. Change of access point to the Conservative Club car park also discussed and agreed. This would greatly simplify safety measures proposed by Mr Budd to restrict access by large vehicles and provide space for traffic calming plus a pedestrian crossing. Agreed by Conservative Club subject to Parish Council providing foc bricks from its reused stock. Confirmation given. Council contractor to build this short section of wall.

- b. **Letter to KCA re Lease:** Clerk had circulated copies of letter to KCA. Mr Ramsden had confirmed that he would respond once he had consulted his Executive Committee to discuss the points put forward.
- c. **Wall at Car Park:** Clerk confirmed that all current building work would be completed by end of week. Council and Conservative Club had agreed to share cost of removal of extra soil. Due to differences in height on each side of the wall, two extra courses had had to be laid to give sufficient height on the school boundary. Additional pillar at end of Wendon House wall required, not included in original specification. Full quote received for remainder of wall for which contractor has reserved matching bricks. (Clerk preparing grant applications).

#### **205/2007 FINANCIAL MATTERS:**

- a. **To note date of next meeting:** Monday, 26 November, when the precept for 2008/09 will be set.
- b. **Any other Financial Matters:** Query from BDC re PSG return – Clerk to respond.

#### **206/2007 RECREATIONAL MATTERS:**

- a. **To receive minutes of meeting 31 October:** Minutes available at Meeting. Cllr Mrs Coates reported a very useful meeting with Free Festival and Football Club representatives.
- b. **Matters Arising:**
  - i) CCTV: Clerk had contacted OCP re broadband connection. Access to Football Club to be arranged.
  - ii) Hard Play Area: Contractor had recoated area defaced by graffiti.
  - iii) Cllr Dixon reported intimidation by youths at football training on Tuesday evenings. Police to be informed.
  - iv) Infra red lighting to be installed at Playing Field.
- c. **Play Equipment:** Members noted that work was well underway.
- d. **Youth Forum:** Members noted change of date for disco to 3 January. Youth forum members would arrange to have posters printed.

#### **207/2007 ENVIRONMENTAL MATTERS:**

- a. **To receive minutes of meeting 30 October:** Minutes available at Meeting. Cllr Dixon reported a well attended meeting.
- b. **Matters Arising:**
  - i) Report of meeting with Environment Agency.
  - ii) Report of meeting with Kris Radley – circulated to all Members. Meeting with Feering PC and Colchester BC on 30 November (probably at Kelvedon St Mary's Church Rooms), where Colchester BC to be asked about their 'green travel plans' for Tiptree, particularly regarding provision of an improved public transport service for Tiptree – Kelvedon railway station. Cllrs Mrs Hill, Ezra and Dixon to attend.
- c. **Any other Environmental matters:** Tree at Doucecroft: Two quotes received for replacement tree - £240 from Kings, £120 from BDC, who recommend a 15' lime tree. Order placed with BDC.
- d. **Brockwell Meadows:** Cllr Ezra reported that the Girl Guides had worked on ditch clearing.

**208/2007      REPORTS:**

- a. **Tripartite Group:** No report.
- b. **KCA:** Annual allocation – letter received requesting that the grant of £500 be carried over and added to the monies reserved for KCA. Agreed.
- c. **Kelvedon in Bloom:** Cllr Mrs Hill reported that winter pansies were being planted.
- d. **Kelvedon Institute:** A special meeting had been held in October to discuss the Community Centre and the way forward for the Institute. November meeting cancelled, next meeting to be December or January.

**209/2007      HIGHWAYS & ROAD SAFETY MATTERS:**

- a. **BDC/Witham Local Committee:** Letter re Residents' Parking.
- b. **ECC Highways:** Members noted response to points raised re Liaison meeting.
- c. **Zebra Crossing** – Members learnt that Mr Lindsell had organised a petition to ECC Highways in support of a pedestrian crossing in the High Street. His letter and reply from ECC circulated to Members. Kelvedon not included amongst allocations for the next three years. Clerk to respond to Mr Lindsell, copy to ECC, pointing out Parish Council's position.
- d. **Any other matters:** Noted Dist.Cllr Foster's letter to Police re speeding in London Road. 30 mph electronic sign due to be installed. Noted that Residents' Parking in High Street is being pursued by District Councillors and that the condition of Brockwell Lane is on Braintree Local Area Agenda. Matter had been raised with Linda Gore.

**210/2007      EALC & RCCE:**

- a. **Correspondence:** File circulated during Meeting.

**211/2007      COMMUNITY SAFETY & HEALTH MATTERS:**

- a. **Police Matters:**
  - i) Witham Multi Tasking Meeting: Cllr Dixon reported on the October meeting, noting that local problems will be addressed, plus Neighbourhood Watch incidents. Cllr Dixon to attend November and December meetings.
  - ii) NAPS: Cllr Dixon reported that the follow-up meeting in Coggeshall. Had been poorly attended but that residents present had been pleased with actions taken by the Police.
- b. **Health Matters – 0844 telephone numbers:** Cllr Dossett reported that he had received a reply from the Primary Care Trust, based on a doctor's point of view. Cllr Dossett had drafted a reply re the excessive cost of calls. Prop. Cllr Dixon, sec. Cllr Mrs Anderson, and agreed that letter be sent on behalf of Parish Council, with a reply required within 28 days.
- c. **Housing Inspections:** 7 November at 2.30 pm at Easterford Road. Cllrs Mrs Anderson and Dixon to attend. Noted rubbish pushed over back fences has almost pushed over a tree on FP14 between Playing Field and Scout Hut. To check whether from private or BDC property(ies).

**212/2007      MEETINGS:**

- a. **Christmas Lights:** New bulbs had been ordered. Installation now to be 24 November, with fall back of 1 December in case of bad weather. All volunteers informed.
- b. **Emergency Planning:** Clerk awaiting reply from Coggeshall Group re liaison.
- c. **Footpath Committee:** Minutes of the meeting of 18 October had been circulated to Members and Cllr Dossett reported three main issues relating to Kelvedon FP11 and path at Braxted Mill. Footpath diversion at Ashmans Bridge - Cllr Hackworth reported completion of installation of new bridge.

**213/2007 ROTARY CLUB QUIZ:** 18 October. Cllr Mrs Hill and Ezra had formed a team with two Youth Forum members – Charlotte and Karen.

**214/2007 PLANNING:**

**To Note:** Next Planning Committee meeting Monday, 26 November. Then Monday 10 December, possibly Wednesday 2 January.

Meeting with BDC Planning Development Team – report sent to Councillors.

**a) Correspondence:**

1. BDC – re land rear of Falcon House, 32 High Street. Application to be considered by Planning Committee on 7 November 2007 at Causeway House, 7.15 pm.
2. BDC – re changes to Public Expiry Date and Weekly List. In future, plans will be validated on the date of receipt, with comments to be received 28 days later. Paper plans will be sent to Parish Councils on the day of validation, rather than with the weekly list, and can be viewed on the BDC website 48 hours after validation. Weekly list to be emailed or can be viewed and printed from BDC website.
3. BDC – 215-217 High Street. Change of use of first floor offices to 3 no one-bedroom flats – granted.
4. Copy letter from G Crowe re above application. Noted
5. BDC – Enforcement Case Details for period 1 July – 30 September 2007. Note:
  - i) Clarks Farm, Cranes Lane – Unauthorised adverts – two large trailers alongside A12.
  - ii) Greys Mill, Maldon Road – Wooden doors replaced. Obscure glazed window replaced with clear glass (breach of planning permission).
  - iii) Falcon House, 32 High Street.
6. Parish Forum on 22 October re ‘Planning Enforcement’. Cllr Mrs Hill to report.
7. BDC – Development Planning up to 2025 – Report of meeting 16 October circulated to Members.

**b) Applications:**

07/01860/LBC: 1 High Street. Installation of 2 no rooflights to rear of main roof. No objection.

07/01924/FUL: Land rear of 32 High Street. Erection of detached house and garage with associated access/parking and turning facility. The Council object to this application, which, it feels, despite modifications to the previous design, is unsuitable in character for this site. In addition, the design proposed appears to present complex requirements for future maintenance and in the interests of any future owner should be revisited. Finally, the Council remains concerned that all construction traffic will have to enter and leave the site via a driveway which lies on top of the cellars of the adjacent listed building – No 30 High Street. The Council has consistently urged that, should permission be granted, conditions be imposed requiring the applicant to undertake appropriate structural surveys prior to any use of the access. It is understood that concerns remain regarding the legality of the use of the access between Nos 32 and 30 – the Council is aware that this is not a material planning consideration but feels that any such problems which remain unresolved can only add to the need for an appropriate survey prior to the commencement of any work on this site.

07/01936/FUL:07/01937/LBC: Doucecroft, 163 High Street. Erection of glazed lantern over existing flat roof. No objection.

07/01928/LBC: 113 High Street. Replacement of front window with new sash window to match existing. No objection.

07/01961/ADV: Barclays Bank, 63 High Street. Installation of new replacement non-illuminated fascia sign and replacement internally illuminated projecting sign. No objections but the Council understands that BDC has a Policy relating to such advertising material within the Conservation Area and Kelvedon PC would require that this element of the application be judged against such criteria.

07/01987/COU: Packhorse Bridge, Feering Hill. Change of use of iron bridge to restore arches of bridge and wildlife conservation area. (*FPC – plans retained*).

07/02029/LBC – 3 Swan Street. Replace rotten timber stud with adjacent sound timber stud, strengthen existing timber plate/lintel with steel plate where timbers no longer meet. Create doorway to hall and lobby. Door to match other hall doors in design and joinery. No objection.

07/02037/FUL – 20 Kingfisher Way. Erection of single storey rear/side extension. No objection.

07/02043/FUL – 2 The Small Holdings, Coggeshall Road. Erection of three bedroom dwelling. The Council has no objection to the works proposed which appear to present proposals appropriate to the location between the existing dwelling and the light industrial site on the other side. However, members are concerned at the creation of an additional vehicular entrance so close to the existing entrances to neighbouring premises. They recommend that, should the Council be minded to approve this application, the entrance be redesigned so as to combine it with a new entrance to No 2 The Small Holdings and attention is drawn to the nearby entrance shared by Highview House and Rowan Lodge as a suitable example. Amendment to plans noted by Members of Planning Committee.

07/02049/FUL – 26 Easterford Road. Erection of two storey side and part single storey rear extension and erection of front porch. No objection.

07/02090/FUL – 3 Kingfisher Way. Erection of rear conservatory. No objection.

07/02135/TPOCON: 8 Swan Street. Fell one tree. No objection.

#### **215/2007      CORRESPONDENCE:**

1. Essex Heritage Trust – Membership card.
2. Daisy East re help – suggest Xmas lights if available.
3. Lisa Woolgar re flooding material for GCSE.
4. Feering Good Companions – pass to Finance
5. GO-East – re impact on the East of England Plan on protected wildlife habitats and consequent relatively minor Further Proposed Changes to the Plan. These changes may be relevant when A120 proposals are finally released.
6. Cllr Dossett re email.  
Plus general pamphlets, brochures, etc.

#### **216/2007      PAYMENTS:**

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

##### **For Confirmation**

Mr M Andrews Wks 27, 28, 29, 30, 31	1162.68
MJB – 1 <sup>st</sup> payment re wall	6719.83
MPE Alarms – village hall grant re new fire alarm system at Institute	587.50
Ridgeons – sundries	32.39
Does – spare parts	26.34

*(KPC transfer re PWLB monies - £90,000 to Bank of Ireland)*

##### **For Approval**

RBS Tree Surgery re tree @ Doucecroft	940.00
Mr J Hackworth – reimbursement re computer cable	13.98
TVVA Christmas vouchers	676.00
BTCV – work on willow dome	352.50
Fulcher Sports – repair to cable at HPA	183.59
Chubb Fire Ltd – extinguisher service & hire	189.07
Kart-a-Way – Waste Skip	221.19
Mrs J I Hinds – Clerk's salary October	635.56

Inland Revenue per Clerk & PAMW October	401.51
Mrs A Carruthers – October	167.91
Mr N Ezra – caretaking Council Chamber	31.41
Cash per Petty Cash imprest re October	85.80
Just Lamps – call out re light @PF	52.88
Sub Total	<u>12,480.14</u>
MJB – 2 <sup>nd</sup> payment re wall (from Bank of Ireland a/c)	10,226.40
Total	<u>£22,706.54</u>

**217/2007 DATES OF FUTURE MEETINGS:**

- a. Ordinary Meetings: Tuesday, 4 December  
Tuesday, 8 January 2008
- b. Other meetings: Planning – Monday, 10 December