

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 1 APRIL 2008 AT 7.45PM AT COUNCIL CHAMBER**

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

001/2008-09 APOLOGIES FOR ABSENCE: Cllr G Dossett.

002/2008-09 DECLARATIONS OF INTEREST: 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.

003/2008-09 MINUTES OF ORDINARY MEETING 4 MARCH : Prop Ezra, sec. Cllr Dixon and signed as a correct record of the Meeting.

004/2008-09 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

The Meeting adjourned for:

005/2008-09 PUBLIC QUESTIONS: Letter from Mr C Ramsden, Acting Secretary of KCA, concerning the provision of a Lease from the Council to KCA for the land on which they propose to build a community centre. Following discussion it was agreed that the Clerk would reply to KCA that all requests for details of a Lease to be included in funding applications would be dealt with on an ad hoc basis and that no firm decisions regarding certain aspects of the Lease could be made until firm information was available regarding funding and funders' requirements.

The Meeting reconvened.

006/2008-09: KELVEDON HOUSE:

a. Car Park: *Cllr Raison declared an Interest.* Cllr Hackworth reported that he had received a letter from Richard Jackson plc giving assurances that all planning requirements had been met. This had been passed to Knights, payment terms had been agreed and work was due to commence on Monday 8 April. CDM to be carried out by Knights as Main Contractor (CDM could have been carried out either by Cllr Dixon or Cllr Hackworth, as professionally qualified). Asbestos garage to be removed and noted Cllr Raison had already disconnected the electricity supply foc. Discussion took place on type of CCTV. Further investigations would be made by the Steering Group on number and type of cameras.

b. Wall/Conservative Club car park: *Cllr Siggers declared an Interest.* Agreed to consider in Private Session at end of Meeting.

007/2008-09: APPOINTMENT OF REPLACEMENT CLERK: To date, several expressions of interest had been received, with two full applications. Sub-committee to arrange a meeting.

008/2008-09: ANNUAL PARISH ASSEMBLY: Thursday, 24 April. Arrangements in hand. Grant certificates to be awarded at the Assembly. Mr Doughton to be invited to thank him for his donation of a seat in Swan Street.

009/2008-09 STATUTORY MATTERS AND ADMINISTRATION

a. Standards Board: Newsletter available at Meeting – noted changes in standards.

b. Blackwater Cluster Group: Information available at Meeting.

c. Chelmsford Cathedral Service for Local Government: 7.30 pm on 17 April. Cllrs Dixon and Mrs Anderson to attend.

d. BDC – Direction & Ambition: Summary of Four Year Objectives 2008-12. Copies available at Meeting.

e. ECC – A12 Consultation: Cllr Dixon reported on a meeting in Chelmsford on 25 March attended by representatives from Parishes along the route of the A12. Enquiry to take place at end of May, with request for representation. Clerk to write summarising problems in Kelvedon,

i.e. need for omni-directional access at each end of the by-pass and/or new access for Tiptree traffic, number of accidents and flooding on the by-pass, traffic from Coggeshall and Earls Colne. Cllr Martin hopes to attend the next meeting.

010/2008-09 FINANCIAL MATTERS:

- a. **New Accounts Package:** Agreed that Clerk and Cllr Hackworth visit Feering PC to inspect package in use.
- b. **Audit matters:** Confirmation of appointment of External Auditor 2007/08 – 2011/12 plus signed off audit from Lubbock Fine.
- c. **To note date of next Finance meeting:** Tuesday, 8 April. Internal Auditor will attend to discuss Risk Assessment. Draft figures for Annual Assembly to be presented.

011/2008-09 RECREATIONAL MATTERS:

- a. **Date of Next Meeting:** Noted that the March meeting had been postponed and next meeting arranged for 14 April
- b. **Report of meeting between Kelvedon Festival/ECC Highways and KPC:** Received from Mrs Cole and will be circulated to members of the Recreation Committee.
- c. **Youth Forum:**
 - i) Minutes of the meeting on 20 February had been circulated to Members. Successful disco at Labour Club noted.
 - ii) Play equipment: Noted that a cap on one piece of equipment had come loose and this had been reported to Wicksteeds as a warranty matter. Clerk to request Wicksteeds to supply an allen key so that in future PAMW can effect minor repairs when necessary. Official opening to be Saturday 17 May.
 - iii) Brockwell Group meeting re Youth Festival – 16 April.
- d. **BDC Activity Day:** Friday, 1 August.

012/2008-09 ENVIRONMENTAL MATTERS:

- a. **To note date of next meeting:** Tuesday, 13 May.
- b. **Brockwell Group report:** *Cllr Ezra declared an Interest.* KPC had been asked by the Group to make a funding application for support for the Spring Festival to Witham Local Committee on their behalf. Agreed.
- c. **Environmental Audits:** Damaged bus stop in High Street – reported to ECC and damaged pole removed. Noted that ECC Highways had inspected blocked pipe causing flooding at entrance to Felix Place and confirmed to Clerk that work would shortly take place.
- d. **BDC Street Scene Partnership:** Agreement signed re 2008/09.
- e. **ECC Consultation – Future of Waste in Essex:** Circulated to members of the Environment Committee.
- f. **Any Other Environment Matters:** Noted that BDC funding for recycling communications had ended. Clerk to contact BDC to ascertain whether dates, etc. could be displayed on website.

013/2008-09 REPORTS:

- a. **Tripartite Group:** No meeting.
- b. **KCA:** No report.
- c. **Kelvedon in Bloom:** Request to carry over balance of grant to next year. Agreed. Cllr Mrs Hill reported receipt of a letter from Feering PC requesting co-operation over planting schemes in Feering, which KinB had considered and agreed to help with advice and support.
- d. **Kelvedon Institute:** No meeting since previous report. AGM in May.

014/2008-09 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Residents' Parking:** Questionnaire had been circulated to residents of High Street, with date for return of 13 April.
- b. **ECC – Bus Passenger News/Area Timetables:** Full timetable received, but does not include all information relevant to this area.

015/2008-09 EALC & RCCE:

- a. **Correspondence:** Separate file on table. Best website competition entered.
- b. **Best Kept Village Competition:** Entry submitted.

016/2008-09 COMMUNITY SAFETY & HEALTH MATTERS:

a. Police Matters:

- i) Witham Multi Tasking Meeting: Cllr Dixon reported that he had been unable to attend the March meeting but would attend the next meeting on 2 April.
- ii) Any other Police Matters: Next NAP meeting at Rivenhall Village Hall on 9 April, 7 – 9 pm. Posters to be displayed.

b. Health Matters –0844 telephone numbers: Briefing note from Cllr Dossett circulated to Members, who noted that letter plus follow-up information had been sent to Brooks Newmark MP.

c. Housing Inspection: Cllr Dixon had queried whether inspections would continue under Greenfields Housing Association. Clerk to write to Greenfields expressing disappointment at cancellations of inspections and to ascertain date for next inspection.

017/2008-09 MEETINGS:

- a. **Emergency Planning:** BDC revised Emergency Plan received.

018/2008-09 PLANNING:

a. Correspondence

1. BDC – Tree Preservation Order – 8 Swan Street
2. BDC – Granting of extension to the Orangery, Felix Hall Park
3. BDC – Refusal of erection of 21no bed EMI unit – St Dominics Residential Home
4. BDC – Notice of Appeal – The Cottage, Brockwell Lane, Kelvedon

b. Applications

08/00365/TPO – 2 Greys Mill, Maldon Road. Notice of intent to carry out works to trees – prune-top branches from 1 tree.

08/00438/FUL – 11 Bittern Close. Erection of single storey rear conservatory extension. No objection.

08/00526/REM – 18 New Road. Erection of 5 no two-bedroom dwellings – reserved matters. The Council has no objection to the planting plan proposed but would press for the inclusion of water conservation measures such as water butts. In addition no measures appear to have been included for the storage and use of BDC wheelie bins (2 per household) and such provision should be incorporated into landscaping proposals. The Council refers to Paras 2.2.6 and 2.2.7 of the Design and Access Statement – both of which deal with crime reduction. The site fencing (along the line of the proposed fence and wall to Plot 1?) appears to have been erected beyond the centre point of the previous boundary hedge – thus reducing the width of the adjacent (unmade) Rolley Lane. Members are concerned that this may result in creation of an unlit walk-through which suffers from a reduction in use to the detriment of local amenity.

It is suggested that lighting should be included at the access to the site serving the proposed housing and also the Lane for the benefit of residents of Little Orchard and also of users of Rolley Lane. Comment submitted to ECC Highways, information received for Members.

08/00534/FUL – Polish Camp site, Rivenhall Airfield, Woodhouse Lane. Erection of storage and distribution unit. Whilst welcoming opportunities for local employment, the Council continues to be concerned at the growing volume of traffic using Hollow Road/Silver End Road, Kelvedon and would wish to draw attention to traffic restrictions in Hollow Road. Copy of this submission has been forwarded to ECC Trading Standards as the body responsible for the enforcement of regulations relating to the size and weight of vehicles with the request that particular attention be paid to vehicles using the historic section of road at Hollow Road.

c. Tiptree Trading Site: Further to the comments made during the previous month and reported in March Minutes, ECC had reported that they were in negotiations with the applicant, who had also emailed the Council suggesting that if the Council's objections were to be withdrawn,

