

**MINUTES OF THE ORDINARY MEETING OF KELVEDON PARISH COUNCIL
TUESDAY 3 JUNE 2008 AT 7.45PM AT COUNCIL CHAMBER**

PRESENT: Cllr C Martin in the Chair. Cllrs Mrs J Anderson, T Dixon, N Ezra, Mrs L Hill, L Raison, H Siggers.

Clerk and Clerk's Assistant in attendance. Ms L Fuller and five members of the public. The Chairman welcomed Louise Fuller, the Council's new Clerk, to the Meeting.

046/2008-09 APOLOGIES FOR ABSENCE: Cllrs Mrs Coates, Colborn, Dossett, Hackworth.

047/2008-09 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. Cllr Raison wished to point out that he had at no time disclosed matters discussed in Private Session of the Council.

048/2008-09 MINUTES OF ANNUAL GENERAL MEETING 6 MAY: Prop Cllr Ezra, sec. Cllr Dixon and signed as a correct record of the Meeting.

049/2008-09 CIRCULATION OF CORRESPONDENCE FILES:
Available at the Meeting, including EALC file.

The Meeting adjourned for:

050/2008-09 PUBLIC QUESTIONS:

- a. Mr Main, a member of KCA, asked to know what the extra cost would have been to make the entrance wider in order to accommodate underground services. The Chairman replied that in consultation with the professional engineers, it had been decided not to install underground services for a potential new building at this stage and that only a minimal amount of relaying would be required in the future if the need should arise. Mr Main then asked about the relationship between KCA and the Parish Council. The Chairman outlined the history of the establishment of KCA and pointed out that the contract for the construction of the car park was between the Council and Knights.
- b. Letter from Mr A Shortridge to Cllr Raison as Chairman of KCA was discussed. Mr Shortridge questioned the space allowed for underground services to be installed at a later date. The Chairman replied that all plans had been drawn up and agreed with the professional engineers, Richard Jackson plc, and that planning approval had been granted by Braintree District Council. In response to a further question, the Clerk stated that vehicular access for the Autistic Society across the car park to the rear of Kelvedon House had been a condition of the original purchase agreement. She confirmed that the Society would be submitting an application as necessary in the near future.
- c. A resident of Riverside Way reported that youths had removed the boards at the base of his fence to use in the 'snake pit' at the end of the playing field. He had reported the matter to the Police. The Council agreed to discuss the matter at the next meeting of the Recreation Committee and also to bring it to the attention of the Community Warden.

The Meeting reconvened.

051/2008-09: KELVEDON HOUSE:

- a. **Car Park:** Cllr Dixon reported that the surface had now been laid and that various matters had been drawn to the attention of the foreman. Disabled bay markings still to be done. Cllr Raison suggested that all Councillors should look at the car park and bring any issues to the attention of the Steering Group. Site meeting with Paul Budd of Richard Jackson to be arranged as soon as possible. Clerk had obtained quote of £215 exc VAT, + £150 for installation for signage. Agreed to order with black lettering on a yellow background, size 1000mm x 750mm. Clamping company to be given contract for surveillance at new car park and Bellingham Place, as BDC will no longer cover the latter. Clerk to arrange.
- b. **Wall/Conservative Club car park:** No further response from Insurance Company to date. Clerk to resend copy letter.

c. Freedom of Information Request: Request from Mr Ramsden for amplification of points previously raised. Clerk to respond.

052/2008-09: APPOINTMENT OF REPLACEMENT CLERK: The appointment of Louise Fuller having been agreed at the May Meeting, she had started work with effect from 26 May. Remaining details of contract of employment to be finalised. Suggestion that Ms Fuller assume full duties on 1 July, with Mrs Hinds remaining in an advisory capacity for one month. Unanimously agreed. Members agreed that they would wish to arrange a social occasion to mark Mrs Hinds' retirement. Past Councillors to be invited.

053/2008-09 STATUTORY MATTERS AND ADMINISTRATION

- a. Dates for Committee Meetings:** For further discussion with Ms Fuller.
- b. ECC – A12 Consultation:** Clerk to circulate to Cllrs Martin and Dixon.

054/2008-09 FINANCIAL MATTERS:

- a. New Accounts Package:** Agreed to obtain sample of larger (Omega) package to compare with Alpha package.
- b. Audit matters:** Dates for public inspection had been published.
- c. End of Year Financial Statement:** Members noted Statement of Accounts and Annual Statement of Governance. All details having been agreed, signed by Chairman.
- d. Preliminary Risk Assessment Meeting:** Cllr Martin reported on meeting with Mrs Cole also attended by Cllrs Mrs Hill and Hackworth. Further meeting to be arranged to include Ms Fuller and Mrs Cole.
- e. Date of next Meeting:** To be arranged in July.

055/2008-09 RECREATIONAL MATTERS:

- a. Date of Next Meeting:** To be arranged in late June.
- c. Youth Forum:**
 - i) Play Equipment Official Opening 17 May. Councillors reported a well attended and successful event. Karen Dixon, Chairman of Youth Forum, had written thank you letters to the invited guests.
 - ii) Greenfields Grant: Cllr Dixon reported that the next meeting would be on 1 July. Follow-up letter to be sent to all tenants requesting support.
- d. Best Kept Playing Fields Competition:** Entered.

056/2008-09 ENVIRONMENTAL MATTERS:

- a. To receive minutes of meeting Tuesday, 13 May.** The Minutes having previously been circulated were agreed as a correct record.
- b. Environmental Audit:** Cllr Dixon reported that BDC were inspecting phone boxes. The box in Church Street had been repaired by BT, although removal had been agreed.
- c. Rivenhall Waste Disposal Public Exhibition:** Noted that Cllr Abbott of Rivenhall PC had urged neighbouring Councils to act together on this matter. Public Exhibition at site on 17 and 18 June. Clerk to arrange publicity of event via website and The Tribune.
- d. Environment Agency – Swan Street:** Work to be undertaken on bank in August/September. Request for permission to store equipment on area by seat granted. No response from Robert Goodwin re willow retention – Clerk to chase.
- e. Footpath Sub-committee:** The report of the meeting on 29 May had been circulated to Members.
- f. Any Other Matters:** Cllr Dixon raised the matter of the fishing platform – Clerk to follow up with Environment Agency.

057/2008-09 REPORTS:

- a. Tripartite Group:** No meeting.
- b. KCA:** Cllr Raison reported that tickets were available for the Big Band evening. Community Centre plans – KCA's architects had produced amended versions of basic plan giving lower roof lines in accordance with BDC requirements. Project Group meeting to consider the alternatives was being arranged.

- c. **Kelvedon in Bloom:** Quiz night - 12 June. Plant sale on Green – cancelled due to ill health. Anglia in Bloom judges to visit Kelvedon on 9 July from 10.00 a.m.
- d. **Kelvedon Institute:** Next meeting in July.
- e. **Brockwell Group:** Cllr Ezra reported that the Youth Festival had had to be cancelled as the Meadows were waterlogged. New date to be arranged in September. Costs of approx. £100 incurred.

058/2008-09 HIGHWAYS & ROAD SAFETY MATTERS:

- a. **Witham Traffic Management Liaison Committee:** Cllr Dixon reported on 3 June meeting. Speed sign in London Road due to be fitted in July. Noted that May Gurney were parking vehicles at Rivenhall Airfield - to be reported to BDC Planning.
- b. **Copy letter from Mrs Smee to BDC:** Recycling/refuse collection causing traffic hold-ups at peak time on Tuesday mornings. Council to write to BDC in support of Mrs Smee.

059/2008-09 EALC & RCCE:

- a. **Correspondence:** Separate file on table.

060/2008-09 COMMUNITY SAFETY & HEALTH MATTERS:

- a. **Police Matters:**
 - i) Witham Multi Tasking Meeting: Cllr Dixon had been unable to attend the May meeting but had submitted a copy of the Neighbourhood Watch newsletter. Cllr Dixon agreed to attend June meeting and to raise matter of fence next to playing field.
 - ii) Essex Police Authority: Members noted request for appointment of independent members to Essex Police Authority.
- b. **Health Matters:**
 - i) 0844 telephone numbers: Acknowledgement from Brooks Newmark noted.
 - ii) Consultation re GP services in Colchester. Circulated during month to Health Reading Group. Following discussion agreed to forward to other members.
- c. **Housing Matters:** Cllr Dixon had been informed by David Woods that Greenfields Would be carrying out four inspections per year, commencing 6 August.

061/2008-09 MEETINGS:

- a. **Witham Local Committee:** Next meeting 15 July. Minutes of previous meeting to Cllr Ezra.

062/2008-09 PLANNING:

a) Correspondence:

1. BDC – St Dominics Residential Home, London Road. Notice of appeal against refusal of erection of 21 no bed EMI unit in association with existing care home.
2. BDC – 18 New Road, Kelvedon. Notice of Grant of application for erection of 5 no two bedroom dwellings.
3. ECC - Extraction of sand and gravel at Bradwell Pit. Notification that no formal Environmental Impact Assessment required – impact level of changes too low.
4. BDC – 14 New Road, Kelvedon. Notice of Refusal of application for erection of 3m high fence. The following comment had been made by Planning Committee: The Council objects to the installation of fencing of this height because of its impact on neighbouring gardens and on the character of Church Road. It is felt that the applicant could achieve the desired degree of privacy by landscaping within his garden so as to lower the area to be fenced rather than installing fencing which is out of proportion and obtrusive.
5. Essex Design Guide – copy of Guide plus supplementary handbooks received from ECC.

b) Applications:

- 08/00829/FUL – 141 High Street. Erection of two storey rear extension. No objection.
- 08/00858/FUL – 9 Heron Road. Erection of single storey side extension and replacement garage. No objection
- 08/00904/FUL – 44 Heron Road. Erection of two storey rear extension. No objection.

08/00918/FUL – Bailiffs Cottage, Felix Hall, Hollow Road. Erection of single storey rear extension. No objection.

08/00945/TPOCON – 98C High Street. Notice of intent to carry out work to trees protected by the Conservation Area – Fell 2 Acer trees. Inspected by Tree Warden – no objection.

08/00838/FUL – 8 Godwit Court. Erection of two storey side extension. No objection.

08/00981/FUL – 5 Wagtail Place. Erection of front first floor extension over existing entrance porch. No objection.

063/2008-09 CORRESPONDENCE:

1. Kelvedon in Bloom – Quiz – Volunteers
 2. BDC – Lady Newton. Visits to Parishes
 3. Witham Police re feedback re PCSO Jack Brennan
 4. NALC – result of National Website Competition – not successful
- Various items, brochures, newsletters, etc.

064/2008-09 PAYMENTS:

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

For confirmation:

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| Mr M Andrews, weeks 5,6,7,8 | 979.36 |
| Anglian Water – toilet block £155.11, allotments £64.64, 102 High Street £84.54 | 304.29 |
| RH Electrics – 3 toner cartridges | 126.16 |
| Richard Jackson plc – car park site supervision | 528.75 |
| Finance Redirect Ltd – insurance premiums re Brockwell Group events (to be reimbursed by BDC Witham Area grant) | 302.40 |
| Essex PF Association – fee for Best Kept Playing Field Competition | 10.00 |
| BT re 102 High Street | 79.13 |

For approval :

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| Mrs J I Hinds – Clerk's salary May | 655.16 |
| L R Fuller – Clerk w/c 26.5.08 | 123.56 |
| Mrs A Carruthers – May salary | 169.00 |
| Inland Revenue – per Clerk, Clerk Designate & PAMW, May | 457.68 |
| Mr N Ezra – caretaking May | 32.50 |
| PWLA – playing field and car park loans | 7811.37 |
| BDC business rates 102 High Street June & July | 230.00 |
| RJN Halls – top soil (pp Football Club) | 75.00 |
| E W King & Co Ltd – grass seed | 134.40 |
| Wicksteed Leisure Equipment | 6007.07 |
| Petty cash reimburse imprest – May | 100.42 |
| Kempco – copying re footpaths | 19.35 |

Sub Total £18145.60

Bank of Ireland a/c J L Knight Roadworks Ltd car park first payment 64508.66

Total £ 82654.26

NB: Invoice expected shortly – Allianz Cornhill annual ins. premium estimated 3000.00

065/2008-09 DATES OF FUTURE MEETINGS:

- a. Ordinary Meeting: Tuesday, 1 July 2008
- b. Other meetings: Recreation – 7 July