

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 7 JULY 2015 AT
7.30 PM IN THE COUNCIL CHAMBER**

PRESENT: Chairman Cllr Martin
Cllrs J Anderson A Blackwell T Dixon D Holmes J Hooper
 R Lancashire* R Minns
 Clerk P Studd
 Clerk's Assistant S Green

*arrived at 8.11 pm

Also present: CC Lady Patricia Newton & one member of public

49/2015-16 Apologies for Absence

Cllrs Buttery (work) & Pilbeam (holiday)
District Cllrs Elliott (work) & Mitchell (other Council business)

50/2015-16 Confirmation of Minutes

The minutes of the full meeting of the Council held on 2 June 2015 were agreed and signed as a correct record.

51/2015-16 Declarations of Interest

None.

52/2015-16 County Councillor, District Councillor(s) and Police Reports

The Clerk questioned the County Councillor on the tough stance being taking by ECC on the revised home/school transport policy to Honeywood School. She could nothing to the detailed response from Priti Patel MP.

CC Newton noted the lack of information being given to KPC with regard to planned road works/closures and agreed to take steps to get the weekly lists sent by ECC Highways.

Cllrs noted that the London Road footways had now been repaired and that two new bus shelters had been installed.

CC Newton advised that a vehicle speed analysis (SVA) would be carried out along London Road for a 7 day period in September.

The Clerk & CC Newton agreed to liaise regarding the continuing problem with the broken drain under the A12 (south) bridge (ECC Highways issue).

The Clerk advised Cllrs that Rivenhall Airfield was now on ECC's reserve list of waste management sites. Privately owned, it currently has planning approval until 2016 and it is anticipated that a further extension to 2017 may be sought.

Cllrs noted the possibility of the ownership of the Thorne Road play area being transferred to KPC free of charge. CC Newton agreed to liaise with BDC to establish if BDC would also consider paying for the associated legal work.

Cllrs were advised that DC Elliott had objected to the planning application relating to the former South's site in the High Street and had requested that BDC call it in on planning grounds and had liaised with Lady Newton to arrange the speed survey on London Road.

No Police were present at the meeting.

53/2015-16 Public Discussion

The member of public present spoke about the increased litter problem on the recreation ground with several bags of rubbish being collected daily. Cllrs expressed their appreciation and gratitude for her ongoing and daily help. The Clerk advised that, during the school holidays, the PAMW would increase his duties and carry out a litter pick on each weekday to help alleviate the problem.

Cllrs attention was also drawn to the accumulation of dog waste in the URC burial ground as a result of the present dog bin being vandalised and it being left in a poor state of repair. Cllrs agreed to purchase and install a new bin.

The member of public left the meeting.

54/2015-16 Clerk's Reports

Cllrs noted the content of the Clerk's report.

54.1.1 Swan Street

The Chairman updated Cllrs on the content of recent correspondence between himself and Priti Patel concerning the river bank issue.

Cllr Lancashire joined the meeting.

54.1.2 The Institute – small hall project

The Clerk reported on the detail and points raised by the Institute's Solicitors in respect of the proposed granting of a lease by KPC, to allow development of the land by The Institute. Cllrs discussed the terms of the draft lease and made their requirements clear and these have been passed to the solicitor.

Cllrs agreed that as soon as an agreement is reached regarding the terms of the lease and provided the Clerk and Chairman are in agreement, the documents may be signed without referring back to Full Council.

Council noted the content of the Clerk's Financial reports.

54.2.1 Trees on Brockwell Meadows

Cllrs were advised of the problem of trees on Brockwell Meadows overhanging into the gardens of neighbouring residents. It was noted that Cllr Pilbeam and RBS Tree Surgeons would be visiting the problem areas to make an assessment of works required – nothing having been done here for many years.

54.2.2

Cllrs noted that the recent water leak at the pavilion had cost £169 to repair, with the possibility of further costs being involved as problems may be ongoing.

54.2.3 Former Clerk

Cllrs noted the correspondence sent by the former clerk to Cllr Dixon.

55/2015-16 Braintree Association of Local Councils - Cllr Buttery to report

Cllr Buttery absent - no report.

The Chairman advised that he had accepted a position on the BALC executive committee. It was noted that BALC have meetings arranged with Nicola Beach (Chief Executive) and Graham Butland (Leader of Council). A separate meeting is planned with Nick Alston (Police and Crime Commissioner).

56/2015-16 Kelvedon Parish Council linking to the rail users group

Deferred to 1 September meeting when Mark Lesley will attend.

57/2015-16 Allotments

The Clerk's Assistant updated the Council on the current position in respect of neglected plots. Council agreed that a tenant who has had the plot for several years and who has never cultivated it, would not be given the option to renew their tenancy in September. Further advice will be given at renewal to untended plot holders.

58/2015-16 High Street Car Park

The Clerk's Assistant advised that the Tiptree Sorting Office were seeking one further permit for the High Street Car Park taking their total from five to six. Cllrs agreed to this request at an annual fee of £200.

59/2015-16 Rospa - play equipment inspections

Cllrs noted that the zip wire required minor repairs. Clerk and Cllr Dixon to attend to this.

60/2015-16 20 20 Vision 4 Rural Essex County Update

We will not participate in this event.

61/2015-16 BIU group/Essex & Herts Air Ambulance Trust

Council considered the request to locate a clothing bank and agreed that it could be sited in the High Street car park adjacent to the bike stands.

Action: Clerk to liaise with BIU/Air Ambulance.

62/2015-16 Neighbourhood Plan - update (Cllr Lancashire)

It was noted that the 'catch up' meeting, held on 1 July, had not been well attended - with only 12 or so in attendance.

Cllr Lancashire advised that M McFadden would be assisting with the administration of the groups and the delivery and collation of data. A stand would be available at the Music Festival, on 18 June, to promote the Neighbourhood Plan - volunteers to man the stand required.

J Cole & M McFadden would be assisting with the preparation of the Project Plan and time line.

Cllr Lancashire stressed the need for more and improved communication to encourage more residents to become involved.

CC Newton advised that BDC may have an already prepared, village profile of Kelvedon.

Clerk to liaise with M McFadden regarding wording for advertisement banner.

Gazebo to be purchased for stand at Music Festival.

63/2015-16 5 Year Plan - update (Cllr Lancashire)

No report available – deferred until September.

64/2015-16 Reports from Committees

64.1.1 Planning

Council noted the meeting held in May - confirmed minutes having been circulated. June meeting - draft minutes having been circulated. Next meeting due to be held on 13 July 2015 at 7.30 pm. The change of use of the former Barclays Bank to be discussed at an early stage.

64.1.2 Former Butler Fuels Site, High Street

Cllrs noted the planned attendance of One Property Group at the next planning meeting.

Cllr Minns will liaise with resident regarding Japanese Knotweed to establish if meeting with developer still required.

64.1.3 ECC & Southend on Sea Borough Council

Joint Replacement Waste Local Plan - Revised Preferred Approach June 2015

Replacement Waste Local Plan - Engagement Event (Cllr Hooper to report)

Cllr Hooper confirmed the site now on ECC reserve list. Council noted that the ECC Proposal will have to be written if/when BDC future housing numbers are released.

64.1.4 Bradwell Quarry Liaison Meetings

Cllr Holmes attended the recent meeting and gave a brief report of a lively meeting.

64.2.1 Finance

No report.

Council noted the next meeting of the Finance committee due to be held at 7.30 pm on 22 July and the next meeting of the Personnel sub-committee due to be held immediately after the conclusion of the Finance committee meeting.

65/2015-16 Youth Forum

65.1 Cllr Dixon gave an update on the recent disco which had been well attended. Next disco Friday 10 July.

65.2 Refurbishment of Toddler Play Area

Council noted that the Clerk and Cllr Dixon were awaiting quotations for new play equipment. Approximately £40,000 - £50,000 would be needed to cover the costs, with around £30,000 coming from S.106 monies and the balance from KPC, CIF and other funding organisations. Improvements to include new toddlers and adult keep fit equipment and a MUGA.

65.3 Youth Forum Status

Following discussions held between the Clerk and NALC it had been determined that the current arrangement whereby the Youth Forum was part of Kelvedon Parish Council, was not legal. Cllrs agreed that this arrangement should cease and the Youth Forum should become a separate stand alone group with its own bank account. Furthermore it was agreed that KPC would continue to support the YF with free use of KPC's facilities. Youth Forum funds, currently held by KPC, would be transferred to the Forum via a legal process.

66/2015-6 To receive written reports from representatives on outside organisations

None.

67/2015-16 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

68/2015-16 Highways and Road Safety matters

None.

69/2015-16 Facebook/Twitter Update – Report from Cllr Hooper

Cllr Hooper reported on recent and encouraging website usage.

70/2015-16 Accounts for payment

The following amounts for payment were agreed.

Cheque no:	Payee	Purpose	£
DD	Eon	Electricity Pavilion June	13.88
106200	Doe Motors Limited	Fuel for PAMW/van	119.26
106201	Inkpen Downie Arch & Design Ltd	Institute developmnt frm grant	745.50
106202	Inkpen Downie Arch & Design Ltd	Institute developmnt frm grant	495.68
106203	Burr & Neve LLP	Institute developmnt frm grant	1,260.00
106204	J Hinds	Reimburse for 2 film club showings	199.20
106205	RCCE	RCCE Annual membership 15/16	96.00
106206	Kelvedon Social Football Club	Cont to elect for security lights	160.00
106207	D Wallace	Grass cutting 7/18 May & 1/15 June	384.00
106208	Playsafety Limited	Play area inspection reports	206.40

106209	Metric Group Limited	Call out/repair car park machine	128.10
106210	Anglian Water	Water/sewerage chg 102 High St	48.46
106211	Kelvedon Institute	Electricity for CCTV/car park mchne	83.40
106212	B P A Kennedy	Water leak pavilion - repairs	165.00
106213	Essex Pension Fund	Ees and Ers Conts & Admin costs	690.14
106214	HMRC	Tax & Ni deductions July 2015 Mth 4	574.84
DD	Eon	Electricity Office	31.21
DD	Entanet	Broadband July 2015	19.78
DD	Eon	Electricity Pavilion July	31.21
106215-7	Staff	Salaries July 2015	2,496.57
DD	Information Commissioner's Ofs	Data protection registration renewal	35.00
Total			7,983.63

Signed:

Date: