

KELVEDON PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY 3 MAY
2016 AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT:

Cllrs J Anderson A Blackwell L Buttery L Humpington W Humpington
R Lancashire C Martin R Minns M Pilbeam
Clerk P Potter
Clerk's Assist. S Green

Also present: A representative from the Kelvedon Neighbourhood Plan & Mr T Dixon

Prior to the commencement of the meeting Mr T Dixon confirmed his resignation as a Councillor for personal reasons. Cllr Martin expressed his gratitude to Mr Dixon for all his hard work and loyalty over the years.

1/16-17 Election of Chairperson for 2016-17

Following nomination by Cllr L Humpington and seconded by Cllr Buttery, Cllr Martin was elected as Chairman for the year 2016/17 (9 votes for and 1 abstention) and signed the Declaration of Acceptance of Office (no other nominations for the role of Chairperson were received).

2/16-17 Appointment of Vice Chairperson for 2016-17

Following nomination by Cllr Martin and seconded by Cllr Anderson, Cllr Buttery was elected as Chairman for the year 2016/17 (9 votes for and 1 abstention). No other nominations for the role of Vice Chairperson were received.

3/16-17 Apologies for Absence

District Cllr Mitchell

4/16-17 Declarations of Interest

Cllr Pilbeam declared a pecuniary interest in item 23/16-17.

5/16-17 Confirmation of Minutes

The minutes of the full meeting of the Council held on 5 April 2016 (proposed by Cllr Pilbeam & seconded by Cllr Lancashire) and the minutes of the Extraordinary meeting of the Council held on 9 March 2016 (proposed by Cllr Buttery & seconded by Cllr Blackwell) were agreed and signed as a correct record.

6/16-17 County Councillor, District Councillor(s) and Police Reports

None.

7/16-17 Public Discussion

None.

8/16-17 Clerk's Reports

The Clerk gave a brief, verbal report highlighting the following:

- 8.1** The local Brownie pack would be borrowing the Council's litter pickers for a village litter pick due to be held on 27 June.
- 8.2** Cllrs were advised, for information only, that the 'wall of newspapers' backing onto Brockwell Meadows had recently been added to.
- 8.3** The Clerk notified Cllrs that the final legal paperwork relating to the acquisition of the land at Thorne Road/Glebe Road (play area) had now been completed and that all documents relating to the easement, in respect of the new property adjacent to Council offices, had also been concluded.

8.4 Councillors were advised that concern had been expressed regarding the lack of a dog bin on the Observer Way end of the public footpath that runs from the brick bridge. Clerk and PAMW to discuss location with land owner. KPC currently have one spare bin which can be used. Cllrs agreed to Cllr Pilbeam's request to purchase a further one to keep as a spare.

8.4 The Clerk reported that safety concerns had been raised regarding the gate on the toddler play area at the recreation ground. It was noted that the gate could not be locked shut by users as the locking bar had been removed and replaced by a rubber bung to prevent noise associated with a gate being regularly opened and shut. The Clerk would review the legal requirements regarding gates on toddler play areas.

9/16-17 Review of Appointment of Representatives on Outside Bodies

A list of bodies of which Council representatives sit was circulated prior to the meeting. Representatives were subsequently appointed to outside bodies for the 2016-17 year (Appendix 1 refers).

10/16-17 Review of Committees and Sub-Committees

10.1 Review of delegation arrangements and terms of reference

Cllrs noted that the Clerk had earlier distributed draft, amended terms of reference for all committees, with a proposal for them to be adopted at their first meetings of the 2016-17 year. Any suggestions for additions/deletions to be submitted to the Clerk. Cllrs agreed to the Clerk's proposals.

10.2 Appointment of members to all Committees, Sub-Committees and Lead Councillor roles

Council noted that the Chairman and Vice-Chairperson are ex-officio members of all committees and sub-committees. Appointments were duly recorded (Appendix 1 refers). Each committee to evaluate their own terms of reference as per minute no. 10.1 above.

Former Christmas Lights Sub-Committee now disbanded - minute no. 17.4.2 refers.

11/16-17 Meeting Dates 2016-17

A list of proposed dates was circulated previously. Clerk to report back to June meeting with finalised dates after Cllrs have been consulted in respect of the General Purpose Committee.

12/16-17 Review of Standing Orders

Cllrs noted that the Clerk is in the process of updating the current Standing Orders. Any suggestions/comments to be forwarded to the Clerk in time for their adoption at the June Council meeting.

13/16-17 Review of Financial Regulations and Internal Control

13.1 Review of Financial Regulations

Cllrs noted the amendments made by the Clerk to the Financial Regulations. Cllr Lancashire proposed their adoption (seconded by Cllr Martin). Mr Dixon left the meeting.

13.2 Review of Risk Register

The Clerk will circulate the updated Risk Register. Cllrs requested to pass on comments/suggestions to the Clerk in time for their adoption at the June Council meeting.

Internal Financial Control

Members of the Finance Committee were requested to draw up a list, at their next committee meeting, of what internal checks need to be carried out. The Clerk will investigate Cllr Lancashire's request for information from EALC regarding best practise.

13.3 Council to agree/confirm four cheque signatories

Following the resignation of Cllr Dixon, it was proposed by Cllr Martin, seconded by

Cllr Pilbeam that the authorised signatories in the current mandate, for the accounts detailed in section 2 of the Natwest Unincorporated Club, Society or other Community Organisation Mandate form, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended. Sections 5 and 6 remove Cllr Dixon as a signatory and appoint Cllr Lancashire as a signatory. This results in the following cheque signatories, as agreed: Cllrs Anderson, Blackwell, Lancashire & Minns. Cllr Blackwell also needs to change her name and signature following her recent marriage and the Clerk will obtain the necessary form from NatWest to progress this.

14/2016-17 Approval of Accounts 2015-16

14.1 Annual Governance Statement & Accounting Statement

& The Clerk confirmed that an extension of time on the external audit had been applied

14.2 for and agreed, to 4 July 2016. Cllrs agreed to defer the Accounting Statement to the June meeting, following which the Internal Auditor would need a further two weeks to approve the accounts.

15/2016-17 Review of Asset Register

The Clerk reported that work has now begun on updating the Asset Register.

16/16-17 Review of Insurance Policies

16.1 Motor Vehicle Insurance Renewal

The Clerk informed Council that the renewal figure, with Zurich for 2016-17, was £639.95 (£611 in 2015-16). Council agreed that the policy be renewed on this basis unless the Clerk is able to find an alternative, more cost effective quote prior to 16 May (renewal date).

16.2 Parish Council Insurance Renewal

The Clerk informed Council that the renewal figure, with Aon for 2016-17, was £4,110. Council agreed that the policy be renewed on this basis unless the Clerk is able to find an alternative, more cost effective quote prior to the renewal date.

17/16-17 Reports from Committees

17.1 Planning

17.1.1 Council noted the meeting held in March - confirmed minutes having been circulated. April meeting - draft minutes having been circulated. Next meeting due to be held on 16 May 2016 at 7.30 pm.

17.1.2 Application no: 16/00584/CLPLB - Application for a certificate of Lawfulness of Proposed Works to a Listed Building - Conversion of barn within curtilage of a listed building to living annexe The Greys, Maldon Road

Council agreed - No objection, no comment.

17.2 Finance

17.2.1 Council noted the next meeting to be held on 15 June 2016.

17.2.2 Council agreed to re-installing the existing Safe Scan Machine for time and attendance at a cost of £160 + vat (proposed by Cllr Lancashire & seconded by Cllr Minns).

17.3 Personnel Sub-Committee

17.3.1 Council noted the next meeting to be held on 15 June 2016.

17.4 General Purpose Committee

17.4.1 Clerk to advise of meeting date asap.

17.4.2 Christmas Lights

Cllr Blackwell informed the Council that KCA were willing to take over the responsibility for the lights with the intention of running a village event including stalls, Santa's grotto & refreshments etc.

Council agreed to the loan of the Christmas lights to KCA and to continue

to refund those households who supply electricity for the display. Cllr Lancashire suggested a portion of the High Street car park be made available for the event - KCA to approach KPC if necessary. Agreement proposed by Cllr Martin & seconded by Cllr Pilbeam.

17.4.3 Use of recreation ground (1)

Council noted the request made by St Mary's School PTFA to use the recreation ground in November for their annual firework display, if planned building works prevent the use of the usual school field this year. The Council agreed to the request in principle subject to a review of both KPC and school insurance policies as well as all necessary risk assessments, safety procedures and adequate stewarding arrangements being put in place.

17.4.4 Use of recreation ground (2)

Council noted the request made by Kelvedon URC for permission to use the recreation ground for 'Praise in the Park' on Sunday 10 July between 3-5 pm. Council agreed to this request.

17.5 Neighbourhood Plan Committee

17.5.1 First meeting of the Neighbourhood Plan Committee to take place on 16 May 2016 at 7.30 pm. Clerk to liaise with all Councillors to establish likely attendance. Cllrs L & W Humpington and Cllr Minns all gave their apologies for both the Planning and Neighbourhood Plan Committees.

17.5.2 Council agreed to an expenditure of £721 for printing of household survey literature (proposed by Cllr Lancashire, seconded Cllr Anderson).

18/16-17 Regular Items/reports from working parties

18.1 IWMF (Hooper, Lancashire, Martin)

No report.

18.2 High Street Car Park (Hooper, Lancashire, Minns)

No report.

18.3 Blackwater Aggregates (Lancashire)

No report. Cllr Lancashire requested details of meeting dates.

18.4 BALC (Buttery)

No report.

18.5 5 Year Plan (L Humpington, Lancashire)

Cllr Lancashire informed the Council, that despite some publicity, the public had not responded/provided comments.

18.6 A120 Community Forum (Any available Cllr)

No report.

19/2016-17 To receive written reports from representatives on outside organisations

None.

20/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

21/16-17 Highways and Road Safety matters

21.1 Follow up from Annual Parish Assembly - High Street traffic issues

A general discussion took place about the possibility of the Parish Council/Neighbourhood Plan group engaging in discussions regarding current High Street traffic issues and investigating potential means of improvement. Item to be referred to the Neighbourhood Plan Committee in the first instance, to then be brought back to Full Council.

21.2 Exit from High Street car park

Cllrs discussed the problems experienced by drivers when exiting the High Street car park as a result of reduced visibility caused by roadside parking. Cllr

Lancashire raised concerns about looking into one problem area in isolation, as all traffic issues have a knock on effect elsewhere. Council agreed to consider in more detail along side those issues raised under minute 21.1.

22/16-17 Facebook/Twitter Update – Report from Cllr Hooper

No report.

23/16-17 Accounts for payment

These were agreed and signed – proposed Cllr Martin and seconded Cllr Minns. Cllr Pilbeam declared a pecuniary interest as one of the cheques was payable to him, therefore he did not vote on this item.

23.1 Council noted the following payments made between meetings

Cheque no:	Payee	Purpose	£
106372-4	Staff	April salaries (mth 1)	2,672.64
Total			2,672.64

23.2 Council agreed the following amounts for payment

Cheque no:	Payee	Purpose	£
DD	Eon	Office electricity April	236.84
DD	Eon	Pavilion electricity April	19.05
DD	BT	Office tel, H St c/p line & b'band	286.42
106375	Doe Motors Ltd	Fuel for van	50.00
106376	Ernest Doe & Sons Ltd	Round up - spraying - PAMW	149.90
106377	Wicksteed Leisure Ltd	Graffiti Remover x 2	47.40
106378	RBS Tree Surgery Ltd	Curlew Close & The Green	1,440.00
106379	Baintree Assoc of Local Cncls	Annual subscription 2016-17	24.00
106380	The Kelvedon Institute	Car park electricity	167.87
106381	Essex Ecology Services	N'hood Plan, species data set	60.00
106382	Kempco	Office stationery	58.65
106383	EALC	EALC/NALC affiliation fees 16/17	617.89
106384	EALC	New Councillor files x 2	34.00
106385	Essex Playing Fields Assoc	Annual subscription 2016-17	30.00
106386	B W Whiffin & Co Ltd	Payroll service Mth 1	48.00
106387	HMRC	Tax & Ni Mth 1	553.53
106388	Essex Pension Fund	Pension ees, ers & admin Mth 1	105.74
106389	Mr M Pilbeam	Line markg equip/paint B'Ham PI	144.46
DD	Entanet	Office broadband May	19.78
Total			4,093.53

Signed:

Date: