

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 6
DECEMBER 2016 AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT:

Chairman: Cllr C Martin
Cllrs: J Astley* J Anderson L Humpington R Lancashire
 R Minns M Pilbeam
Clerk: P Potter
Clerk's Asst: S Green

*Joined meeting as Cllr after agenda item 155

Also present: S Hughes (ECC Youth Services), District Cllr Mitchell**

**arrived at 9 pm

154/16-17 Apologies for Absence

Cllrs Buttery, Hooper, Jayatillake & Tremain
District Cllr Elliott

155/16-17 Co-option of new Councillor

Cllrs unanimously agreed to appoint James Astley as Parish Councillor and the declaration of acceptance of office was duly signed (proposed by Cllr Martin & seconded by Cllr Minns). The Chairman introduced Cllr Astley to all those present.

156/16-17 Declarations of Interest

None.

157/16-17 Confirmation of Minutes

The minutes of the Meeting of the Full Council held on 1 November 2016 were agreed and signed as a correct record (proposed by Cllr Pilbeam & seconded by Cllr Lancashire).

160/16-17 Essex Youth Services

The Chairman agreed to bring this item forward on the agenda.

- Sue Hughes spoke about the services provided within the Braintree District area including volunteer run centres in Witham, Braintree and Halstead as well as a mobile youth bus which covers outlying villages. The purpose of the group being to support local communities whilst they get their own youth provisions up and running. The service targets children in the 13-19 age range, is central government funded and is supported entirely by volunteers.
- S Hughes will email all information to the Clerk with KPC to respond as and when any local issues arise which may benefit from a visit by the team.

S Hughes left the meeting at 7.50 pm.

158/16-17 County Councillor, District Councillor(s) and Police Reports

None.

159/16-17 Public Discussion

No public present.

161/16-17 Clerk's Reports

161.1 General Report

The Clerk had previously circulated a written report to all Cllrs, which was noted.

161.2 Finance Report

161.2.1 Council noted that the draft budget/precept for 2017-18 would be discussed at the Finance Meeting due to take place on 14 December 2016. The recommendations of the Finance Committee would then be taken to the January 2017 Full Council meeting for agreement.

161.2.2 Quarterly finance check

Cllr Lancashire confirmed that he had carried out the necessary checks and that all procedures and processes were in order.

161.2.3 KPC Van

Cllr Pilbeam requested that the van mileage is reconciled against the amount spent on fuel.

162/16-17 Recording of Council Meetings

Further to the July 2016 Parish Council meeting (minute 57/16-17), the Clerk confirmed that the written minutes still form the definitive record of a meeting regardless of how it may have been presented elsewhere. However, in the light of concern that members of the public may not wish to be recorded when they speak in the public forum, the Clerk presented advice given by NALC, which states that Councils can suspend meetings to allow members of the public to speak outside of the meeting and therefore not be recorded. To allow for this, the Standing Orders will need to be revised as follows:

'3(e): The meeting may be suspended to allow members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Comments made at the meeting may be noted for the record if they aid understanding of the decision making process'.

It will also be necessary to adopt a 'Recording of Meetings Policy', which will be circulated to Councillors by the Clerk and brought to the next available meeting of the Parish Council for approval.

Council agreed to the change being made to the Standing Orders to allow the suspension of a meeting and that the agendas will include the following phrase: 'Please note that this meeting may be recorded' (proposed by Cllr Lancashire & seconded by Cllr Martin).

163/16-17 On-line banking

- The Council agreed to implement Barclays' on-line banking system, to enable two registered Councillors to authorise payments electronically, initially to enable salary payments to be made directly into staff bank accounts, rather than paying by monthly cheque. The Clerk will only be able to view the accounts. It was agreed to register four Councillors (the maximum allowable), to allow for availability and any two of these can authorise the payments at any one time. It was agreed to register Cllrs Humpington, Minns, Pilbeam and Tremain (proposed by Cllr Humpington & seconded by Cllr Lancashire).

164/16-17 Pensioners' Piece - road traffic accident

Council noted the recent damage to the bollards, pavers and planting following a road traffic accident and confirmed that a claim be made on the car driver's insurance company to ensure a satisfactory outcome. The Clerk will progress this.

165/16-17 Allotments

165.1 Meeting of allotment tenants - 15 November 2016

Cllr Pilbeam gave an update on the recent meeting of allotment tenants when approximately 30 tenants attended. The general consensus of those present was to pursue the formation of an Allotment Association to, ultimately, take over the full running of the allotment site.

It was noted that a letter had now been distributed to all tenants to ascertain the level of interest in forming the association.

165.2 Allotment Association

Council agreed to Cllr Pilbeam's recommendation that KPC accept the proposal from the allotment tenants to form an Allotment Association (proposed by Cllr Martin and seconded by Cllr Lancashire).

165.3 Provision of funding to cover hire of meeting rooms

Council agreed to cover the cost of hiring meeting rooms for Association meetings when necessary (proposed by Cllr Martin and seconded by Cllr Lancashire).

165.4 Hollow Road/Church Hill signage

KPC to approach the Local Highways Panel to request the installation of a 'concealed exit' warning sign along Hollow Road/Church Hill to advise motorists of vehicles exiting the allotment area.

165.5 Potholes/manhole covers

Cllrs noted that County Cllr Lady Newton was still pursuing the repair of potholes near the allotment site and it is hoped that these works would be carried out in the new year.

Assurances were received from Anglian Water that repairs would be carried out on the raised manhole cover at the entrance to the allotment site and that these works would take place in early January.

166/16-17 High Street car park

166.1 Charges to be agreed

Council agreed to the increase in charges and charging bands as discussed and minuted at the November Full Council meeting (proposed by Cllr Minns & seconded by Cllr Anderson).

166.2 Ticket Machine

Council agreed that the Clerk could now proceed with the purchase of a new machine and additional signage (machine cost approx. £3,500/new signage approx. £315). Proposed by Cllr Minns and seconded by Cllr Anderson.

166.3 Access issues

The Clerk informed the Council that an approach had been made to the Council regarding a request by the developer, of the former Autism Anglia property (Kelvedon House), to be granted possible access rights (various options proposed) to the land at the rear of the property, via the Council owned public car park.

Council agreed that the Clerk instruct a local commercial property agent to look at all available options (proposed by Cllr Martin & seconded by Cllr Minns).

167/16-17 Electricity contract - Pavilion

Council agreed to a new contract with Eon (proposed by Cllr Humpington & seconded by Cllr Lancashire).

168/16-17 Kelvedon Community Festival

Council agreed to the request from KCF to use the recreation ground on Saturday 15 July 2017 for the music festival (proposed by Cllr Humpington & seconded by Cllr Anderson).

169/16-17 Reports from Committees

169.1 Planning

169.1.1 November meeting, draft meetings minutes have been circulated. Next meeting due to be held on 19 December 2016.

169.1.2 Land off Coggeshall Road

Councillors noted that the Parish Council had been contacted by the developer involved with the Coggeshall Road site, who has requested a meeting with KPC prior to a planning application being imminently submitted to BDC.

Council agreed that if a planning application is to be submitted then they would be able to meet with the applicant to look at the proposals, as is encouraged by BDC and is common practice, however, KPC could not engage in any discussions regarding any other proposed sites which are not the subject of a planning application, as is consistent with the Council's policy.

With regard to other speculative sites not currently allocated for development, the owners/developers are free to supply KPC with details of their proposals but KPC would not make any comment on these at this stage. The Parish Council reiterated its encouragement to any owner/developer to engage with the public regarding the sites being put forward to the BDC Local Plan, in the interests of openness, either by exhibition or by publishing information into the public domain (proposed by Cllr Pilbeam & seconded by Cllr Lancashire).

169.1.3 A120

District Cllr Mitchell joined the meeting and gave a report on today's A120 forum meeting where Ringway/Jacobs gave a presentation on how the funding would benefit the District/A120/A12 and other strategic routes. Councils would have the opportunity to influence major infrastructure.

DC Mitchell left the meeting at 9.15 pm

169.1.4 Council noted that BDC would be discussing the sites to be included in the draft Local Plan for Kelvedon at their meeting on 15 December 2016. A public consultation exercise would be held in the Spring.

169.2 Finance

169.2.1 Next meeting due to be held 14 December 2016.

169.2.2 Risk Register

Council agreed to adopt the current version for the 16-17 year (proposed by Cllr Lancashire & seconded by Cllr Martin).

169.2.3 Cllr Astley asked to be considered as an additional member of the Finance Committee. This request would be included on the Finance Agenda for agreement.

169.3 Personnel Sub-Committee

169.3.1 Next meeting due to be held 14 December 2016.

169.4 General Purpose Committee

169.4.1 November meeting, draft minutes have been circulated. Next meeting due to be held 18 January 2017.

169.5 Neighbourhood Plan Committee

169.5.1 Monthly report & update

Councillors received the monthly report and update from the Neighbourhood Plan Committee.

169.5.2 Terms of Reference

Council agreed and ratified the Terms of Reference for the Neighbourhood Plan Committee (proposed by Cllr Martin & seconded by Cllr Lancashire).

169.5.3 Next meeting provisionally set for 19 December 2016 (following planning committee).

170/16-17 Regular Items/reports from working parties

170.1 IWMF (Hooper, Lancashire, Martin)

Cllr Lancashire informed that the public had picked up on our recent comments to ECC.

170.2 High Street Car Park (Lancashire, Minns)

Dealt with under minute no. 166/16-17.

Council agreed this item could now be removed from future agendas.

170.3 Blackwater Aggregates (Lancashire)

No report.

170.4 BALC (Buttery)

No report.

170.5 A120/A12 Community Forum (Any available Cllr)

Next meeting 8 December 2016.

170.6 Brockwell Meadow (Pilbeam)

- Cllr Pilbeam advised that he had not heard back from the Essex Wildlife Trust.
- An extensive tree survey will need to be carried out - quotes to be obtained.

170.7 Tree Warden (Pilbeam)

No report.

171/2016-17 To receive written reports from representatives on outside organisations

None.

172/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

173/16-17 Highways and Road Safety matters

173.1 Church Hill/Hollow Road/Allotment entrance

Dealt with under minute no. 165.4.

174/16-17 Facebook/Twitter Update – Report from Cllr Hooper

No report.

175/16-17 Accounts for payment

The following amounts for payment were agreed (proposed by Cllr Martin & seconded by Cllr Lancashire):

Chq no.	Payee	Purpose	£
DD	Eon	Final office elec bill from Eon - Oct 2016	44.94
DD	Eon	Pavilion electricity October 2016	20.69
DD	Npower	Office electricity 20/11/16 to 04/11/16	38.72
DD	Utility Warehouse	Office phone & broadband Nov 2016	38.54
DD	Anglian Water	Dec payment 102 High Street - water	20.00
DD	Anglian Water	Dec payment 102 High Street - water	36.00
106517	Kempco	Office stationery/supplies	205.50
106518	Tin Bins Skip Hire	Hire of skip to clear old container	210.00
106519	Ridgeons	PAMW supplies	7.97
106520	Doe Motors Ltd	Fuel for van	109.00
106521	Ernest Doe & Sons Ltd	PAMW supplies	45.91
106522	M Pilbeam	Reimburse paint/stencils pav c/park	108.95

106523	B W Whiffin & Co Ltd	Payroll charge	48.00
106524	D W Maintenance	Grass cutting brock mdw & rec grnd	216.00
106525	Mode 3	AVG back up 1 year to Dec 2017	144.00
106526	SLCC	Share of Clerk's annual membership	123.58
106527	HMRC	Tax & Ni payment month 8	540.68
106528	Essex Pension Fund	Pens ers, pens ees & admin month 8	370.99
DD	Eon	Pavilion electricity November 2016	17.22
106529-31	Staff	Salaries December month 9	2,640.92
Total			4,987.61

Signed:

Date: