

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

MINUTES of the Parish Council Meeting held 5 July 2016

49/16-17 Apologies for Absence

Apologies were received and accepted from Cllr Hooper and Cllr W Humptington. Apologies were also received from County Cllr Lady Newton and District Cllr Robert Mitchell.

50/16-17 Declarations of Interest

- Cllr Pilbeam declared an interest in item 68/16-17, with regard to the Packhorse Bridge Society.
- Cllr L Humpington declared an interest in item 69/16-17, as an allotment tenant.

51/16-17 Confirmation of Minutes

It was proposed Cllr Pilbeam, seconded Cllr Lancashire and unanimously agreed that the minutes of the full Council meeting held on 7 June 2016 are a true record and were signed accordingly.

It was proposed Cllr Lancashire, seconded Cllr Pilbeam and unanimously agreed that the minutes of the Extraordinary meeting of the Council held on 23 May 2016 are a true record and were signed accordingly.

52/16-17 County Councillor, District Councillor(s) and Police Reports

None

53/16-17 Public Discussion

There were no public in attendance.

54/16-17 Clerk Reports

- General report
A general report was circulated by the Clerk to all Councillors. One item to note is that there is currently a public consultation under way by Network Rail regarding the closure of pedestrian level crossings across the region. These include Sniveller's in Kelvedon and Potter's in Feering. This will be on the agenda for the General Purpose Committee on 21 July for the Parish Council's response to be agreed.
- Finance report
This will be circulated by email, as it was not completed in time for this meeting.

55/16-17 Internal Audit report

The internal audit was completed in Jun and circulated to all Councillors to read and retain. The report set out several items for review and implementation, the majority of which have already been set in motion. Some of these have been held up by problems which have been encountered with the accounts software package, which have now been resolved by the company. The Clerk is now able to input the accounts from April to date and therefore provide regular finance reports to Council.

The recommendations from the report will be fully implemented by the Finance Committee as follows:

- Regular financial reports to be given to Full Council and Finance Committee: *this will commence as soon as the Clerk has caught up with the accounts and by the September Parish Council meeting at the latest.*
- Internal scrutiny of accounts: *This will begin by the end of July.*
- Insurance policy reviews: *The review for the 2016 renewal took place in April and is scheduled for the Finance Committee at their March meeting each year.*
- Risk register to be reviewed: *On Finance Committee timetable at 6 monthly intervals.*
- Cash deposits in bank: *Agreed that the Clerk will look into splitting the Parish Council's bank accounts to take full advantage of FSCS guarantee. Currently being looked at.*
- Precept to be derived from adequate budgetary control: *On Finance Committee timetable from September to be ready for January deadline for Precept.*
- Initialising cheque stubs: *Commenced from this July meeting.*
- Petty cash receipts and separate cashbook: *already implemented.*
- Asset register to be reviewed regularly: *already implemented as an ongoing job and on Finance Committee timetable for March.*

An interim internal audit has been recommended for November to check that everything is on track, which will be agreed by the Finance Committee and arranged by the Clerk.

It was proposed Cllr Lancashire, seconded Cllr Minns and unanimously agreed to agree the findings of the internal audit report and take on the recommendations as outlined above.

56/16-17 Accounting Statements 2015-16 (revision)

The internal audit suggested corrections to the figures in the Accounting Statement on the Annual Return, for 2015/16, which the Clerk has verified and agrees with. The errors have resulted from a printout taken from the accounts software, which has subsequently been found to be incorrect. The 'bug' in the accounts system has now been rectified and the figures corrected on the Annual Return form. It was proposed Cllr Pilbeam, seconded Cllr Lancashire and unanimously agreed that the correct figures be input onto the form, which was then signed by the Chair and Clerk accordingly. The form and accompanying paperwork will now be forwarded on for External Audit.

57/16-17 Adoption of Standing Orders

The Standing Orders were revised to come into line with the current Model Standing Orders provided by NALC, including a further legislative change to Standing Order 3l, which provides that parish council meetings may be recorded without the permission of the Council.

The Parish Council discussed the potential implications of this and have agreed that Cllr Lancashire investigate the costs of purchasing audio recording equipment to record meetings, which the Parish Council could make available. The Clerk will also look into the issues surrounding this. To be brought back to Council at the September meeting.

58/16-17 Cheque signatories

Cllr Lancashire has decided not to be a signatory to the Parish Council accounts as he will be undertaking the monthly internal financial checks. It was therefore proposed Cllr Lancashire, seconded Cllr Minns and unanimously agreed that Cllr Pilbeam and Cllr L Humpington be added as signatories. They duly completed the change of mandate form which the Clerk will implement with the bank as soon as is practicable.

59/16-17 General Power of Competence

The Clerk confirmed that she is now qualified under the CiCA in the General Power of Competence and that two thirds of the Parish Council are elected members, therefore fulfilling the criteria required under the Statutory Instrument: Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It was proposed Cllr Martin, seconded Cllr Pilbeam and unanimously Resolved that the criteria had been met and that the Parish Council could now use the General Power of Competence.

60/16-17 High Street Car Park

The report to be given under item 72.2 below, was moved up the agenda to this item, as it was more relevant to discuss all the points at the same time. Cllr Lancashire and Minns have been looking into the income and expenditure for the High Street car park and the need for a new ticket machine, to see if any changes can be made. Agreement was given for them to continue with the review, which will be brought back to full Council for consideration of their recommendations as soon as they are ready. Cllr Lancashire will inform the Clerk when this needs to be returned to the agenda.

61/16-17 BDC Local Plan & Neighbourhood Plan (regular item)

A draft agenda was agreed for the Public Meeting being held on 19 July at The Institute to gain the public's views on the BDC Draft Local Plan ahead of putting together their response by the end of the public consultation period.

62/16-17 Outside light on 1 Spurgeon Place

Council noted that the light has now been repaired and gave consideration to the recommendation that the payment for providing the electricity for this light be increased from £10 pa to £18 pa. It was proposed Cllr Martin, seconded Cllr Buttery and unanimously agreed to implement the increase from this financial year.

63/16-17 Kelvedon Community Festival

It was proposed Cllr Lancashire, seconded Cllr Pilbeam and unanimously agreed to the use of the recreation ground on Saturday 16 July for the Kelvedon Community Festival. The Parish Council are, once again, lending the services of the PAMW to put out the highway signs on the 15th and to empty bins and litter pick on the morning of the 17th, for which time in lieu will be given. The water supply at the Pavilion will also be made available to the organisers of the Festival.

64/16-17 Road naming – site off Church Road

Greenfields Housing had arranged for a competition to be held for pupils at Kelvedon Primary Academy, to help the Parish Council to name the road for the new development off Church Road. The school arranged a competition and put forward three finalists to the Parish Council to choose from. The winner was chosen as 'Moore's Lane', put forward by Robert Ellis from Year 5.

This was named after the Moore's Brothers Bus Company, founded in Kelvedon. The Parish Council felt that this would ensure that the road would reflect Kelvedon's history. A representative from the Parish Council will attend an assembly in the next couple of weeks, to present the winner and runners up with certificates and prizes. The first prize was arranged by Greenfields and the Parish Council agreed to present the two runners up with a £10 WHSmith voucher each.

65/16-17 Winter salt bag scheme

The Parish Council agreed not to take part officially in the ECC Winter Salt Bag scheme but to ensure that any salt bins in the village were filled up before the winter. The Clerk will look into where the salt bins are and ascertain the levels and also the current stock of salt held.

66/16-17 Consideration of purchase of office laptop/projector

The Council considered purchasing a Parish Council laptop, for use by the Clerk, Clerk's Assistant and any Parish Councillor, for Parish Council business. Having considered three options, it was Proposed Cllr Minns, Seconded Cllr Anderson and unanimously agreed to purchase the one from Kelvedon IT, with full set up and installation, including the Parish Council's emails, for £380 + VAT. It was also Proposed Cllr Minns, Seconded Cllr Anderson and unanimously agreed to enquire if they are able to supply a projector, for use in Parish Council and Committee meetings and if not, to purchase one, within the price range from £184 - £270, as per the three options looked at during the meeting.

67/16-17 Long service certificates for former Councillors

Following discussion, it was Proposed Cllr Lancashre, Seconded Cllr Pilbeam and agreed 5 for, 1 against, with one abstention, to provide Long Service Certificates for Parish Councillors who complete more than 10 years' service, upon their retirement from office.

68/16-17 Packhorse Bridge

The Parish Council have been asked if they would consider designating this area as an 'Open Space', in line with the Feering side of the land. It was agreed to look into whether 'open space', or 'nature reserve' would be the best designation and which would give the best protection. The Clerk will collate the necessary information and report back to the September meeting.

69/16-17 Allotment Lease

It was Proposed Cllr Martin, Seconded Cllr Tremain and agreed to accept the increase in rent proposed by Strutt & Parker, from £925pa to £1,100pa, with effect from September 2016.

70/16-17 Delegation of powers to Committees (Chairman to report)

It was agreed that this is all now in place, with the Terms of Reference for each Committee updated to reflect duties and responsibilities.

71/16-17 Reports from Committees

71.1 Planning

71.1.1 May meeting, confirmed minutes have been circulated. June meeting – draft minutes not yet circulated. Next meeting due to be held 18 July 2016.

71.2 Finance

71.2.1 Next meeting due to be held 14 September 2016.

- 71.3 Personnel sub-committee**
71.3.1 Next meeting due to be held 14 September 2016.
- 71.4 General Purpose Committee**
71.4.1 Next meeting due to be held 21 July 2016.
- 71.5 Neighbourhood Plan Committee**
71.5.1 Next meeting date will be agreed when required.
71.5.1 June meeting, draft minutes not yet circulated.

72/16-17 Regular items/reports from working parties

- 72.1 IWMF (Hooper, Lancashire, Martin)** – it was noted that a decision is due to be made soon on the permit.
- 72.2 High Street Car Park (Anderson, Lancashire, Minns)** – this was discussed at item 60/16-17, above.
- 72.3 Blackwater Aggregates (Lancashire)** - none
- 72.4 BALC (Buttery)** – Cllr Buttery attended the recent AGM and gave a brief report. No action required for KPC.
- 72.5 5 Year Plan (L Humpington, Lancashire)** – The adoption of the 5 Year Plan was Proposed, Cllr Pilbeam, Seconded Cllr Anderson and unanimously agreed. The Parish Council now needs to establish measures to take this forward. The Plan will be made available on the website.
- 72.6 A120 Community Forum (any available Cllr)** - none

73/16-17 To receive written reports from representatives on outside organisations

- 73.1** Following Cllr Dixon’s resignation, the Clerk will ascertain whether he wishes to continue to represent the Parish Council on various groups. Where there is a gap, this will need to be filled.

74/16-17 Correspondence, and items from EALC - none

75/16-17 Highways & road safety matters - none

76/16-17 Facebook/Twitter Update – Report from Cllr Hooper - none

77/16-17 Accounts for payment

It was Proposed Cllr Lancashire, Seconded Cllr Minns and unanimously agreed to make the following payments:

77.1 The following payments made between meetings were noted:

Cheque no:	Payee	Purpose	£
106409	Grasshopper Ltd	New mower	440.00
106410-12	Staff	Salaries June (Mth 03)	2,526.78
Total			2,966.78

77.2 The following amounts for payment were agreed:

Cheque no:	Payee	Purpose	£
DD	EON	Office electricity April 2016	113.26
DD	EON	Pavilion electricity April 2016	16.07
106413	Anglian Water	Office water & sewerage Mar-Jun	47.26

		2016	
106414	Anglian Water	Allotments water chg Mar-Jun 2016	29.98
106415	D W Maintenance	Grass cutting Brock/rec 9 & 30 June	192.00
106416	A & J Lighting	Light repair - The Chase	130.16
106417	EALC	Lone workng/perf appraisal crse P Potter	50.00
106418	RCCE	Annual mbrshp	96.00
106419	Liane Rowland	Internal Audit 15/16 - Auditor charge	131.25
106420	B W Whiffin	Payroll Run - Mth 3	48.00
106421	J Copping Electrical Ltd	Light repair - Spurgeon Place	70.68
106422	Mr Claydon	Reimburse elect for Spurgeon Lgt 15/16	10.00
106423	Mode 3	Configuration of clocking in system	192.00
106424	P Potter	Mileage claim for deliv of accts to auditor	22.80
106425	S Sharp	Cover for PAMW holiday 6-10 June	510.00
106426	Alphamstone & Lamarsh PC	1/3rd cont towrds Clrk Gen Pwr of Comp	10.00
106427	Native Promotions	N'Hood Plan T-shirts & caps	349.20
106428	M G L Rowan	N'Hood Plan print cart & prize	40.48
106429	N Joshua	N'Hood Plan - various expenses	116.83
106430	Rialtas Business Solutions Ltd	Accounts software - annual charge	135.60
106431	Kelvedon Institute	Car park & Broadband electricity	88.72
106432	Kempco	Office stationery	61.57
106433	Essex Pension Fund	June pension scheme conts - Mth 03	332.85
106434	HMRC	Tax & Ni Mth 03	480.29
DD	EON	Office electricity June 2016	33.72
DD	EON	Pavilions electricity June 2016	13.91
DD	Entanet	Office broadband July 2016	19.78
Total			3,342.41