

**KELVEDON PARISH COUNCIL**

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

**PRESENT:**

Chairman: Cllr C Martin  
Cllrs: J Anderson                      J Hooper                      L Humpington                      W Humpington  
          R Lancashire                      R Minns                      M Pilbeam                      A Tremain  
Clerk: P Potter  
Clerk's Asst: S Green

**Also present:** S Thompson - BDC Street Enforcement Team & 2 members of the public

**87/16-17      Apologies for Absence**

Cllr L Buttery

**88/16-17      Declarations of Interest**

Cllr L Humpington declared a non-pecuniary interest in agenda item 95 as she is a personal acquaintance of one of the applicants.

**89/16-17      Confirmation of Minutes**

- The minutes of the Meeting of the Full Council held on 5 July 2016 were agreed and signed as a correct record (proposed by Cllr Lancashire & seconded by Cllr Minns).
- The minutes of the Extraordinary meeting of the Council held on 26 July 2016 were agreed and signed as a correct record (proposed by Cllr Anderson & seconded by Cllr Tremain).

**90/16-17      County Councillor, District Councillor(s) and Police Reports**

None.

**91/16-17      Public Discussion &**

**93/16-17      Dogs on recreation ground**

(The Chairman agreed to take bring this item forward on the agenda)

- One member of public present spoke about a recent incident that had taken place on the recreation ground involving his young dog and a small child.
- S Thompson gave Cllrs an explanation of the legislation (Public Space Protection Order) that can be invoked to bring in controls relating to dogs in public spaces. Applications for such orders need to be submitted to BDC, relate to specific areas, last for 3 years and are only enforceable by Police, PCSOs or BDC Officers.
- After consideration of the incident and the powers available, Cllrs agreed that to take any action at present would be disproportionate to the incident concerned, but would continue to monitor the situation (proposed by Cllr Lancashire & seconded by Cllr Anderson).
- KPC website to be updated to include reminder to public to keep dogs under control in public spaces and to report any concerns to BDC Street Enforcement Team.

**94/16-17      Anti-social behaviour**

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

- Cllr Martin informed those present of the recent spate of offensive graffiti that had taken place on the recreation ground, recent confrontations between groups of youths, some petty vandalism and reports of alleged drug use/dealing.

- S Thompson advised KPC to contact him with as much information as possible regarding the alleged drug dealing and he would speak directly with local Police Officers. Limited action could be taken with regard to graffiti unless witnessed at the time by relevant enforcement officers.
- Cllr L Humpington raised a question about the availability of group outreach teams as a way of connecting with the youths in the village. The Clerk advised that Essex Youth Services had approached KPC to ask if they can attend and speak at a future Council meeting.

S Thompson left the meeting.

## **92/16-17 Clerk's Reports**

### **92.1 General Report**

The Clerk supplied both a written and verbal report, the content of which was noted by Cllrs. The following additional points were made:

- 92.1.1** The Clerk spoke about the difficulties involved in KPC purchasing a further annual subscription for Microsoft Office 365. Cllr Pilbeam suggested speaking to Colchester IT to look into the possibility of purchasing it from them; purchasing via use of office petty cash or investigating the possibility of setting up a direct debit.
- 92.1.2** A120/A12 Community Engagement Forum - 26 September 2016.  
Cllr L Humpington to attend on KPC's behalf.  
The two members of public left the meeting at this point.
- 92.1.3** Swan Street trees. The Clerk reported that UK Power Networks had carried out an initial assessment. No further information available.
- 92.1.4** The Clerk reported that all KPC Policy documents needed reviewing and updating where necessary. Cllr Lancashire agreed to take on this task.
- 92.1.5** Level crossing closure proposals (Sniveller's Lane). The Clerk advised that a second public consultation was being carried out. Council agreed to Cllr Minns' proposal that the content of our first letter is re-submitted. Item to be placed on October agenda to formalise.

### **92.2 Finance Report**

The Clerk supplied both a written and verbal report, the content of which was noted by Cllrs. The following additional point was made:

- 92.2.1** Cllr Hooper advised that the reports contained too many cost codes. Councillors agreed to review the accounting reports system whilst setting the precept for 2017-18. Cllr Lancashire agreed to look at the current system to establish what reports were available.

### **95/16-17 Co-option of Councillor**

- Cllrs noted that three applicants had come forward for the vacancy.
- It was agreed to hold interviews on 28 September at 6.30 pm, 7.15 pm & 8.00 pm.
- The interview panel to comprise Cllrs Anderson, Hooper & Pilbeam.
- Decision will require absolute majority vote at the next Parish Council meeting.

### **96/16-17 Volunteers**

- Cllr Hooper informed Cllrs that approaches had been made via Facebook from residents wishing to act as volunteers in order to carry out duties around the village such as litter picking etc. Council agreed that any such scheme would require volunteer co-ordinators to administer it and KPC may have to consider purchasing additional equipment for their use. It was noted that volunteers acting on KPC instructions would be covered by the Council's insurance policies.
- Cllr Minns queried whether there may be a need for an additional 'seasonal' person to work alongside the current PAMW (either permanent or on a contract basis).

- Council agreed to place this item on the next General Purpose Committee agenda for a more detailed discussion.

**97/16-17 Council meeting times - consideration of later start time**

Council agreed that all meeting times would continue with a 7.30 pm start apart from the General Purpose Committee which would now start at 8.00 pm.

**98/16-17 Emergency Planning**

The Clerk had previously circulated the draft plan.

- Cllr Pilbeam volunteered to act as co-ordinator in place of Cllr Martin.
- Cllr Minns questioned the purpose of the plan and was advised that it was a requirement of BDC to have updated contact details and agreed places of safety defined in such a document in order to liaise with utility and emergency services.

**99/16-17 Brockwell Meadows - Council to discuss way forward**

Council noted that Cllr Pilbeam had contacted the Essex Wildlife Trust to consider the possibility of the land being leased to them in the future and agreed to Cllr Martin's suggestion that he open up initial discussions with the Trust. In the meantime, it was agreed that the matter should be discussed at the General Purpose Committee, on 22 September, to establish what the future and purpose of the Meadows should be. Following that meeting, it was agreed to refer the matter back to October Full Council for a decision to be made.

**100/6-17 Reports from Committees**

**100.1 Planning**

**100.1.1** June meeting, confirmed minutes have been circulated. July meeting - draft minutes circulated. August meeting cancelled. Next meeting due to be held on 19 September 2016.

**100.2 Finance**

**100.2.1** Next meeting due to be held 14 September 2016.

**100.3 Personnel Sub-Committee**

**100.3.1** Next meeting due to be held 14 September 2016.

**100.4 General Purpose Committee**

**100.4.1** Next meeting due to be held 22 September 2016.

**100.4.2** Review of General Purpose Committee - 4 Cllrs confirmed their availability for the next meeting.

**100.5 Neighbourhood Plan Committee**

**100.5.1** Next meeting date not yet decided.

**100.5.2** June meeting, draft minutes circulated.

**101/16-17 Regular Items/reports from working parties**

**101.1 IWMF (Hooper, Lancashire, Martin)**

No report.

**101.2 High Street Car Park (Anderson, Lancashire, Minns)**

Item will be reported as separate agenda item when details available.

**101.3 Blackwater Aggregates (Lancashire)**

No report.

**101.4 BALC (Buttery)**

No report.

**101.5 5 Year Plan (L Humpington, Lancashire)**

No report.

**101.6 A120/A12 Community Forum (Any available Cllr)**

No report. Cllr L Humpington to attend forum on 26 September 2016.

**102/2016-17 To receive written reports from representatives on outside organisations**  
None.

**103/16-17 Correspondence, and items from EALC**

The correspondence, and items from EALC, were noted.

**104/16-17 Highways and Road Safety matters**

None.

**105/16-17 Facebook/Twitter Update – Report from Cllr Hooper**

- Cllr Hooper reported on the usual concerns regarding traffic, speeding and grass cutting.
- Council agreed that all Cllrs should have CCTV access.

**106/16-17 Accounts for payment**

- Cllrs agreed that the Clerk contact DC Mitchell regarding the recent parking fine incurred whilst the PAMW was carrying out litter picking duties.
- Salary payments - Finance Committee to investigate possible BACS payments.
- Anglian Water - Finance Committee to consider setting up of direct debit facility.

**106.1/16-17 The following payments made between meetings were noted**

Chq no.	Payee	Purpose	£
DD	Public Works Loan Board	Car park loan - 6 mth payment	7,801.33
106435	Mr Claydon	Cont towards elect for light on prop	18.00
106436	Anglian Water	Pavilion water & sewerage charge	66.07
106437	Ridgeons	PAMW supplies	23.68
106438	Reprohouse	Neighbourhood Plan printing costs	450.00
106439	N Joshua	Neighbourhood Plan printing costs	113.98
106440	Kempco	Neighbourhood Plan stationery	8.50
106441	Doe Motors Ltd	Fuel for van and equipment	65.30
106442	Colchester Borough Council	Penalty Charge Notice - van Trews	35.00
106443	M K Fabrications	Removal of goal post meadows	120.00
106444	P Potter	Refund gift vouch rd name comp sch	20.00
106445	B W Whiffin	Fees for running payroll mth 04	48.00
106446	Metric Group Ltd	Car park machine call out	153.01
106447	HMRC	Tax & Ni mth 04	494.55
106448-50	Staff	Salaries July 2016 - mth 04	2,548.94
106451	L Rowland	Internal Auditor charge 15/16	131.25
106452	Anglian Water	Allots water chg Mar-Jun 16 rep chq	29.98
106453	Anglian Water	Ofs water & sew chg Mar-Jun 16 rep chq	47.26
106454-56	Staff	Salaries August 2016 - Mth 05	2,515.76
106457	Essex Pension Fund	Pension ees, ers & admin Mth 04	338.40
<b>Total</b>			<b>15,029.01</b>

**106.2/16-17 The following amounts for payment were agreed**

Chq no.	Payee	Purpose	£
DD	Barclays	Charge for stopped cheque - Int Auditor	12.50
	Information Commissioners		
DD	Ofs	Data protection - annual renewal	35.00
DD	BT	Ofs phone, H St c/park line rent, brd bnd	304.18
DD	Eon	Office electricity Jul 16	32.59
DD	Eon	Pavilion electicity Aug 16	14.84

106458	B W Whiffin & Co Ltd	Payroll charges mth 05	48.00
106459	S Sharp	4 days gardening maintenance	408.00
106460	Select Business Equipment	Black & White & Colour copier charges	56.91
106461	Doe Motors Ltd	Diesel for PAMW van	108.33
106462	D Wallace	Grass cutting Brock & Rec Grd Jul Aug	192.00
106463	Mode 3	Laptop & set up for Clerk	456.00
106464	J Traynier	High Street c park permit - partial refund	145.00
106465	Kempco	Office stationery	25.74
106466	The Kelvedon Institute	Hire of hall - public meeting 19 July	40.00
106467	The Tree Council	East Anglian Tree Warden Forum - MP	15.00
106468	EALC	Cllr training day 2 - 21.06.16 Cllr W H	75.00
106469	Cash	Petty cash	116.53
106470	HMRC	Tax & Ni mth 5	493.18
106471	Essex Pension Fund	Ees, Ers & admin mth 5	330.25
DD	Eon	Office electricity Aug 16	21.56
DD	Eon	Pavilion electicity Aug 16	14.04
DD	Entanet	Office broadband Sept 2016	19.78
106472	B W Whiffin & Co Ltd	Payroll charges mth 06	48.00
106473-5	Staff	Salaries mth 06	2,522.70
<b>Total</b>			<b>5,535.13</b>

Cllr L Humpington advised that Cllr W Humpington would be standing down as a Cllr due to work commitments. Two vacancies now exist - with 3 applicants being invited to attend interviews.

**Signed:**

**Date:**