

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 1 JANUARY 2016  
AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:** Chairman Cllr Martin  
Cllrs J Anderson            A Blackwell            T Dixon            T Dixon            D Holmes  
          R Lancashire            R Minns            M Pilbeam\*  
          Locum Clerk            K Money  
          Clerk's Assistant        S Green

\*arrived at 7.33 pm

**Also present:** Two Swan Street residents

**172/2015-16 Apologies for Absence**

County Councillor Lady P Newton  
District Councillor J Elliott  
District Councillor R Mitchell  
Cllr L Buttery  
Cllr J Hooper

**173/2015-16 Confirmation of Minutes**

The minutes of the full meeting of the Council held on 1 December 2015 were agreed and signed as a correct record.

**174/2015-16 Declarations of Interest**

Cllr Dixon - KCA, Youth Forum & The Institute

**175/2015-16 County Councillor, District Councillor(s) and Police Reports**

**175.1 District Cllr reports**

Council noted the emailed reports from DC Elliott and DC Mitchell in respect of blocked street drains (High Street & A12 bridge area) and Station Road parking issues respectively. Both updates were welcomed by Cllrs.

Cllr Pilbeam joined the meeting.

No other reports were received.

**176/2015-16 Public Discussion**

**176.1 Swan Street river bank**

A resident from Swan Street sought clarification from KPC that entering the area would be criminal trespass and if so, would KPC consider taking over ownership of the area to prevent the possibility of anyone, working there, facing criminal prosecution. The resident accepted that the river bank would not be cut by KPC.

In the light of the above discussion, Council agreed to bring forward item 8 on the agenda relating to Swan Street.

**177/2015-16 Swan Street**

The Chairman confirmed that, despite extensive investigations, it had not been possible to establish who owned the river bank. KPC, ECC, BDC & the Environment Agency have all confirmed that they are not owners. Firstly, Cllr Martin requested that the Council consider if it is willing to adopt the land in question and, secondly, Council were asked to consider if they

wished to carry out cutting/maintenance of the bank irrespective of whether or not the Council adopt the land.

After a vote, Council unanimously agreed **not** to adopt the land as KPC would then become riparian owners of the river bank which, in turn, would leave the Council liable for any possible dredging/flooding costs in the future.

The Clerk confirmed that he would be meeting with the resident next week and would carry out a risk assessment of the area to establish if the bank could be cut without breaching health and safety regulations and taking into consideration a lone worker using powered machinery near water. The outcome of this meeting would be reported back to the February Full Council meeting for Cllrs to consider and vote on whether it wishes to carry out maintenance/cutting of the bank.

The two members of the public left the meeting.

### **178/2015-16 Clerk's Reports**

**178.1** Cllrs noted the content of the Clerk's report (see appendix attached).

The Clerk advised that all future agendas would have an additional item entitled "Items for next agenda" to enable Cllrs to bring forward specific matters to Full Council. The Clerk must be made aware of any such items no later than 10 days before the agenda goes out with full, supporting evidence being provided when appropriate. The deadline for the February meeting being the 19 January 2016.

Clerk's Assistant to provide all Cllrs with planned meeting dates for 2016.

**178.2** Cllrs were issued with copies of the bank reconciliation and noted that the Clerk was preparing an alternative income & expenditure spreadsheet rather than continuing with the use of the RBS Accounting Systems, which appeared unduly complex. Cllr Hooper would be overseeing the process to ensure its compliance with vat reconciliations etc. The Clerk informed Council that he had begun discussions with Whiffins regarding the possibility of outsourcing the staff payroll.

Council agreed that the process of a Cllr carrying out regular internal audits of the accounts should be reinstated.

The Clerk advised that NatWest would take Council monies on a deposit account without having to open a current account alongside.

### **179/2015-16 Clerk vacancy**

The Chairman confirmed that 12 individuals had applied for the position and that Cllrs Anderson, Dixon, Lancashire, Martin & Pilbeam had viewed all the applications. Subsequently, 5 applicants had now been invited for interview on 18 January 2016 with half an hour slots being allocated to each person. Cllrs Anderson, Dixon, Lancashire, Martin & Pilbeam would all be in attendance at all interviews, but with only 2/3 Cllrs asking the pre-set questions. All 5 Cllrs would be given the chance to comment on the suitability of the applicants for the post and second interviews would be held if necessary.

Cllrs Anderson & Dixon queried the need for the recently revised interview process.

### **180/2015-16 Allotments**

Cllrs were advised of several, deep potholes that are causing problems at/near the entrance to the site. ECC Highways and Strutt & Parker had both been contacted to establish who is responsible for the area in question. The outcome of these investigations to be reported back to the February meeting.

**181/2015-16 Container/Garage security**

Following the recent theft of the strimmer from one of the containers on the recreation ground, the Clerk requested that Council consider relocating the PAMW's equipment to a more secure storage unit in an alternative location. Council agreed to this request and noted the revised location. Cllr Pilbeam advised that the scrap value of the containers would go some way towards covering the cost of relocation. Clerk to arrange.

The Clerk's Assistant advised that KPC's insurers had paid out £875 in respect of the claim for the stolen strimmer.

**182/2015-16 KPC Insurance**

The Chairman requested that the Council's insurance policies and the asset register be placed on the March Finance Committee agenda and advised that insurance policies should be reviewed on an annual basis.

**183/2015-16 Installation of two new litter bins on Brockwell Meadow**

Cllrs noted that the PAMW had recently installed two new litter bins adjacent to the existing dog bins on Brockwell Meadow.

**184/2015-16 River Blackwater**

**184.1 Reed & weed clearance**

Cllr Minns reported that the Environment Agency would contact KPC if any further works are to be done with Council hoping for a cut during the summer.

**184.2 Coggeshall/Feering/Kelvedon Flood Risk Management**

Cllr Pilbeam advised that he had now taken on this role. Council agreed that Coggeshall, Feering & Kelvedon should join forces rather than acting in isolation as Emergency Plan needed to link in with the Flood Risk Management Plan. Clerk's Assistant to contact Coggeshall PC to arrange meeting date(s).

Cllr Pilbeam informed Council that there were now 3 river wardens liaising with Essex Wildlife Trust and the Environment Agency.

**185/2015-16 Station Road parking matters**

Cllr Minns reported on a good turnout at the meeting held on 17 December, which was led by District Cllr Mitchell, to discuss the possibility of residents parking permits. The Traffic Regulation Order request form would now be making its way through the NEPP stages and DC Mitchell would keep KPC fully informed of progress.

**186/2015-16 Land transfer Kingfisher Way**

The Chairman advised that all the legal documents had now been executed. Copies to be held by KPC and originals to be retained by KPC's solicitors.

**187/2015-16 Reports from Committees**

**187.1 187.1.1 Planning**

Council noted the meeting held in November - confirmed minutes having been circulated. December meeting - draft minutes having been circulated. Next meeting due to be held on 11 January 2016.

**187.2 187.2.1 Finance**

Next meeting to be held on 9 March 2016. KPC Insurance & Asset register to be agenda items.

**187.2.2 Grant Applications for 2016-17 to be ratified following Finance Committee's**

Cllr Lancashire raised a number of concerns relating to the grant applications. Issues mentioned referred to the intended use of grant monies and their benefit to the wider community. Cllr Pilbeam

confirmed that the Finance Committee agreed that next year's applications must be of a standard where details can be clearly identified in respect of benefits to the community. The Chairman proposed that Council accept the Finance Committee's recommendations and that the grant figures be included in the precept. This proposal was seconded by Cllr Dixon and following a vote of 7-1 was agreed. A proposal put forward by Cllr Lancashire was not seconded and therefore no vote was held.

The Clerk requested that Council produce a more thorough grant procedure/policy and ensure that it is in place for the 17-18 grant applications.

**187.2.3 Precept for 2016-17 to be signed off following Finance Committee's recommendations**

Cllrs confirmed the precept for 2016-17 to be £91,607. A further £9,927 would come from the localism grant, making a total budget of £101,534.

The Clerk was requested to provide the public with an explanation for the increase in the precept which could be posted on the website and in the Kelvedon News Magazine.

**187.3 Personnel sub-committee**

**187.3.1** Next meeting to be held on 9 March 2016.

**187.4 General Purpose Committee**

**187.4.1** Council agreed to hold quarterly meetings of this newly formed committee (previously recreation & environment). Cllrs Anderson, Dixon, Lancashire & Minns agreed to sit on the committee. Committee members to liaise to discuss first meeting date.

**188/2015-16 Regular items/reports from working parties**

**188.1 Neighbourhood Plan - Cllrs Blackwell & Martin**

No report.

**188.2 IWMF - Cllrs Holmes, Hooper, Lancashire & Martin**

Cllr Lancashire gave an update on the recently held Environment Agency 'Drop In' event relating the public consultation on the Gent Fairhead's licence application. Council noted that the application is a significant change from the original proposal. Cllr Lancashire requested Council consider lobbying ECC to reinforce weight restrictions along Hollow Road, should permission be granted.

**188.3 High Street Car Park - Cllrs Hooper & Lancashire**

Cllrs were advised that a meeting is in the process of being arranged. Council to consider if any remedial maintenance works are required on the car park.

**188.4 Blackwater Aggregates - Cllr Holmes**

No report. Next meeting due end of January 2016.

**188.5 BALC - Cllrs Buttery & Martin**

No report.

**188.6 5 Year Plan - Cllr Lancashire**

No report. Article will be placed in next edition of Kelvedon News magazine requesting community input.

**189/2015-6 To receive written reports from representatives on outside organisations**

Cllr Dixon gave a brief report on Kelvedon Community Association.

Cllr Lancashire sought clarification on the A12/VTAG's official status and purpose. Cllr Dixon confirmed their main focus was on achieving a link from Tiptree to the A12.

**190/2015-16 Correspondence, and items from EALC**

The correspondence, and items from EALC, were noted.

**191/2015-16 Highways and Road Safety matters**

**191.1** Cllr Dixon requested that the Clerk contact P Patel querying why the Kelvedon A12 junctions were not mentioned in a recent report.

**192/2015-16 Facebook/Twitter Update – Report from Cllr Hooper**

Cllr Pilbeam gave an update in Cllr Hooper's absence.

**193/2015-16 Accounts for payment**

The following amounts for payment were agreed.

<b>Cheque no:</b>	<b>Payee</b>	<b>Purpose</b>	
DD	Eon	Office electricity December	119.94
DD	Eon	Pavilion electricity December	20.01
106298	Anglian Water	Office supply - sept/dec 2015	46.22
106299	Anglian Water	Allotment supply - sept/dec 2015	88.08
106300	Doe Motors Ltd	Fuel for van	65.47
106301	R H Electrics	Electrical work for Christmas lights	271.80
106302	Ernest Doe & Sons Ltd	Christmas lights supplies	125.35
106303	Ernest Doe & Sons Ltd	Replacement trimmer & access	1,000.00
106304	Ernest Doe & Sons Ltd	PAMW supplies	89.94
106305	Mrs S E Sharp	PAMW holiday cover - litter pick etc	102.00
106306	EALC	Good Councillor Guides	43.75
106307	Ridgeons	PAMW supplies - new bins Brck Mdw	25.74
106308	Thompson, Smith & Puxon	Profess chgs - trans land Kingfisher	780.83
106309	Kelvedon Institute	Elect cctv, broadband, c/p machine	138.96
106310	Essex Wildlife Trust	Annual membership	40.00
106311	Essex Pension Fund	Ees conts, Ers conts & Admin costs	427.11
106312	HMRC	Month 10 Tax & NI	243.60
106313	Mr K Money	Locum Clerk hours December	1,053.00
DD	Eon	Pavilion electricity January	18.90
DD	Eon	Office electricity January	143.40
DD	Entanet	January broadband - office	19.78
106314-5	Staff	Salaries January	1,521.30
<b>Total</b>			<b>6,385.18</b>

**Signed:**

**Date:**