

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 2 FEBRUARY  
2016 AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:** Chairman Cllr Martin\*  
Cllrs A Blackwell            L Buttery            T Dixon    J Hooper    R Lancashire  
          R Minns  
          Clerk's Assistant    S Green

\*arrived at 7.50 pm

**Also present:** County Councillor Lady P Newton, S Gibbs (KCA) & P Potter

The Vice-Chairman, Cllr Dixon, chaired the beginning of the meeting

**194/2015-16 Apologies for Absence**

Cllr Martin (train delays)\*  
Cllr Anderson (unwell)  
Cllr Pilbeam (holiday)

**195/2015-16 Confirmation of Minutes**

The minutes of the full meeting of the Council held on 5 January 2016 were agreed and signed as a correct record.

**196/2015-16 Declarations of Interest**

Cllr Dixon - KCA, Youth Forum & The Institute  
Cllr Blackwell - KCA & Youth Forum  
Cllr Buttery - Youth Forum & St Mary's Church

**197/2015-16 County Councillor, District Councillor(s) and Police Reports**

**197.1 County Councillor Report**

CC Newton gave a detailed report on ECC's budget preparation for the coming year. It was noted that £120million+ of savings still need to be made. Council Tax for the 2016-17 year will rise as a result, with provision also being made for an increase in the Social Care budget for authorities with those responsibilities. Council noted that Highways England and ECC were now working together and are keen on public engagement at a local level. Priority road repairs have now been completed with the emphasis now on rural roads. CC Newton agreed to contact ECC regarding the lack of lighting under the A12 bridge (London Road area).

Cllr Buttery queried whether others were receiving Neighbourhood Watch information since she relinquished her role. Cllr Blackwell reported on a recent drugs related incident which had not yet received any response from Police. Cllr Lancashire advised that such incidents should be reported to Crime Stoppers to generate a quicker response.

Cllr Martin joined the meeting.

No other reports were received.

**198/2015-16 Public Discussion**

**198.1 Christmas Lights 2016**

The Chairman agreed to bring this agenda item forward.  
S Gibbs raised the issue regarding the 2015 Christmas Lights and the negative

feedback from Facebook. Cllr Dixon requested that Council give consideration to using monies from Council reserves to contribute towards the purchase of new & improved lighting for 2016. It was noted that KCA would match fund any reasonable additional expenditure. Cllrs noted that finding suitable locations was an issue. Cllr Blackwell suggested that, if location was a problem, more emphasis could be placed on providing an enhanced display on The Green. Cllr Minns suggested leaflet dropping all High Street properties to see if residents would be interested in having a string of lights along their property. Council agreed to defer the discussion to the next General Purpose Committee to be held on 16 March.

#### **199/2015-16 Clerk's Reports**

##### **199.1 High Street Car Park**

The Clerk's Assistant reported that the Post Office had renewed 5 parking permits providing an income to the PC of £1,000.

A six month commuter permit had also been purchased (£250).

##### **199.2 The Chase (leading to 102)**

Cllr Martin advised that he was reviewing correspondence from the Council's solicitors regarding the granting of an easement to UK Power Networks in respect of the new dwelling adjacent to the Parish Office.

#### **200/2015-16 Councillor resignation/vacancies**

Councillors noted the resignation of Cllr Holmes. The deadline for the electorate to force an election being 4 February. After this time, this and the unfilled vacancy following last year's election would be advertised for a month from Monday 8 February 2016.

Cllr Lancashire agreed to refer to the vacancies in the next issue of Kelvedon News.

#### **201/2015-16 Swan Street**

Cllr Lancashire reported on his recent meeting with two residents from the Swan Street area. The residents were informed of the Council's decision, made at the January meeting, that they would **not** be taking steps to adopt the river bank in this location.

Council agreed to the PAMW's recommendations, that for Health & Safety reasons, it would not be possible to cut/trim the area between the railings and the river.

Cllr Lancashire made two proposals to the Council:

1. that, approximately 2/3 times a year during the growing season, the strip of land between the railings and the road be cut.
2. that Council give consideration to the painting of the railings.

Council agreed to the first proposal provided that, to protect wildlife that used the cover of this strip, any overgrowth was cut no lower than a height which provided for the safe use of road by cars and pedestrians.

Council requested that the Clerk's Assistant contact ECC to determine whether or not the railings are owned by them and if so, would they be prepared to paint them.

CC Newton also agreed to investigate the ownership of the railings.

S Gibbs left the meeting.

#### **202/2015-16 Allotments - condition of track**

The Clerk's Assistant produced photos showing the abundance of potholes at the entrance to the allotment site. Council noted the content of the expired lease regarding the need to keep and maintain cart tracks in good order. Cllrs were shown the ECC map showing the extent of their responsibilities in the area.

Council agreed that the PAMW be provided with 1 tonne of type 1 aggregate and the use of a hired, vibrating plate to fill the pot holes believed to be the responsibility of KPC.

CC Newton requested copies of the photos and ECC plan of ownership with the intention of approaching ECC requesting them to fill those that are their responsibility.

**203/2015-16 Office IT**

Council noted the recent works carried out on the office computers and agreed to the Clerk's Assistant request that Colchester IT (based in Kelvedon) proceed with updating the current email system (£120 + vat).

**204/2015-16 Items unsuitable for landfill**

Cllrs noted the correspondence received from a local resident regarding the possible provision of a collection bin/point for small electric/electronic items.

The Clerk's Assistant was requested to contact BDC for advice in the first instance.

**205/2015-16 Reports from Committees**

**205.1 205.1.1 Planning**

Council noted the meeting held in December - confirmed minutes having been circulated. January meeting - draft minutes having been circulated. Next meeting due to be held on 8 February 2016.

**205.2 205.2.1 Finance**

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

**205.2.2 Staff Payroll**

Cllr Dixon raised the possibility of staff being paid direct into their bank accounts. Cllr Hooper advised that a payroll account could be placed with Barclays, whereby payroll figures would be faxed directly across to the bank for payment, from the payroll provider (Whiffin from April), with a copy being kept by the office and the Chair of Finance. Council agreed to this being the way forward from Month 1 of the new tax year.

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

Cllr Buttery declared an interest in St Mary's Church grant application.

Council confirmed the Kelvedon in Bloom grant (£765.00).

St Mary's Church grant application to be referred back to next Finance Committee meeting (9 March 2016).

Council agreed to Cllr Lancashire's request that a draft, revised grant policy be created at the March meeting, with a view to a final version being presented to the June Finance Committee meeting. The finalised and agreed grant policy to be signed off by Full Council before the summer recess.

**205.2.4 Internal Audit of Finances**

Cllr Lancashire agreed to carry out regular audits of the Council's internal finances.

**205.3 Personnel sub-committee**

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

**205.4 General Purpose Committee**

**205.4.1** Council noted the meeting held in January - confirmed minutes having been circulated. Next meeting due to be held on 16 March 2016. Swan Street railings to be discussed.

**205.4.2** Council ratified the committee's recommendations in respect of use of potential S106 monies for new multi-gym and toddler play area

equipment on the recreation ground.

**205.4.3 Land rear of 26-30 High Street - S106**

Council noted the correspondence from BDC requesting details of how monies should be attributed. Cllrs agreed that any monies received be used towards new multi-gym and toddler play equipment on the recreation ground. Monies also to be used for new goals on the hard play area. Clerk's Assistant to notify BDC.

**206/2015-16 Regular items/reports from working parties**

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

Cheques being raised for Neighbourhood Plan advertising banners. Exhibition due to be held May/June - Cllr Lancashire to promote in Kelvedon News.

**206.2 IWMF - Cllrs Hooper, Lancashire & Martin**

Cllrs noted that objections had been raised by KPC on the basis that the current plan is entirely different to that which was originally proposed. Council considered that it should now be dealt with as an entirely new application rather than the current 'piecemeal' approach.

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

Meeting still to be arranged.

**206.4 Blackwater Aggregates - Cllr Lancashire**

Cllr Lancashire agreed to take on the role following the resignation of Cllr Holmes.

**206.5 BALC - Cllrs Buttery & Martin**

Cllr Martin reported that the main issues being discussed related to the new Braintree Local Plan/Site Allocations. R Bass and N Alston noted as possible speakers at next meeting(s).

CC Newton agreed to clarify position with regard to the number of objections required before an application is referred to BDC planning committee.

**206.6 5 Year Plan - Cllr Lancashire**

Article will be placed in next edition of Kelvedon News magazine requesting community input.

**207/2015-6 To receive written reports from representatives on outside organisations**

Cllr Dixon gave a brief report on the recent successful disco run by the Youth Forum.

**208/2015-16 Correspondence, and items from EALC**

The correspondence, and items from EALC, were noted.

**209/2015-16 Highways and Road Safety matters**

**209.1 Highways England: Area 6 & 8 Cycle Schemes - A12 Witham to Marks Tey**

Noted.

**209.2 Invitation to join A120 Community Forum**

Clerk's Assistant requested to contact Forum to ask that KPC be kept informed of future meetings as no representative able to attend on 8 February.

**209.3 KPC Transport Representative**

Cllr Minns agreed to be representative and attend relevant meetings when available.

**210/2015-16 Facebook/Twitter Update – Report from Cllr Hooper**

No report.

**211/2015-16 Accounts for payment**

Council noted the following payment made between meetings:

| <b>Cheque no:</b> | <b>Payee</b> | <b>Purpose</b>            |               |
|-------------------|--------------|---------------------------|---------------|
| 106317            | L Hunt       | January salary correction | 115.04        |
| <b>Total</b>      |              |                           | <b>115.04</b> |

The following amounts for payment were agreed:

| <b>Cheque no:</b> | <b>Payee</b>             | <b>Purpose</b>                        |                 |
|-------------------|--------------------------|---------------------------------------|-----------------|
| DD                | BT                       | Office phone, cp line rent, cp b'band | 276.39          |
| 106318            | Colchester IT            | Office IT callout/issues              | 144.00          |
| 106319            | Doe Motors Limited       | Fuel for van                          | 54.66           |
| 106320            | Ridgeons                 | PAMW supplies                         | 20.95           |
| 106321            | Mr K Money               | Locum Clerk payment                   | 972.00          |
| 106322            | Kelvedon Youth Forum     | Transfer of YF monies                 | 6,935.58        |
| 106323            | Get Yourself Noticed Ltd | Neigh'd Pln expenses - pvc banner     | 72.00           |
| 106324            | GK Motor Factors         | Neigh'd Pln expenses - banners        | 135.00          |
| 106325            | Cash                     | Petty cash                            | 138.73          |
| DD                | Entanet                  | Office broadband February             | 19.78           |
| <b>Total</b>      |                          |                                       | <b>8,769.09</b> |

**212/2015-16 Items for March Agenda**

None submitted.

**213/2015-16 Date of next planned Full Council Meeting**

Tuesday 1 March 2016 at 7.30 pm.

**Signed:**

**Date:**

**214/2015-16 Vote on Private Session**

Council agreed to move into Private Session.

**Exclusion of Press & Public**

The Council agreed to exclude the press & public from the remainder of the meeting under the Public Bodies (Admission to meetings) Act 1960 as the following item contains confidential information relating to staffing matters.

**Appointment of Clerk**

Council ratified the panel's recommendation to appoint Philippa Potter as the new Clerk and noted that, subject to satisfactory references being received, an offer had been made with a follow up acceptance having been received. Points were clarified with regard to annual leave and hours of work. Chair of Personnel to hold regular supervision meetings.