

KELVEDON PARISH COUNCIL

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

PRESENT: Chairman Cllr Martin
Cllrs J Anderson A Blackwell L Buttery J Hooper R Lancashire
 R Minns M Pilbeam
 Clerk: P Potter
 Clerk's Assistant: S Green

Also present: None.

215/2015-16 Welcome to newly appointed Parish Clerk - Philippa Potter

The Chairman confirmed that Philippa Potter had been appointed as Clerk and Responsible Financial Officer. Philippa was welcomed to the meeting and introduced her to all those present.

216/2015-16 Apologies for Absence

CC Lady P Newton - BDC meeting
DC R Mitchell - working
Cllr T Dixon - unwell

217/2015-16 Confirmation of Minutes

The minutes of the full meeting of the Council held on 2 February 2016 were agreed and signed as a correct record (proposed by Cllr Lancashire & seconded by Cllr Anderson).

218/2015-16 Declarations of Interest

None.

219/2015-16 County Councillor, District Councillor(s) and Police Reports

219.1 District Councillor Report

DC Mitchell's report was circulated to Cllrs prior to the meeting.

219.2 Police Report

Chief Inspector Craig Carrington's letter to the PC was circulated to Cllrs prior to the meeting.

No other reports were received.

220/2015-16 Public Discussion

None (no members of public present).

221/2015-16 Clerk's Assistant Report

Cllrs noted the content of the report.

222/2015-16 Swan Street - update (railings)

Cllrs noted the email from Member Enquiries at ECC confirming that the request to paint the railings has been submitted to the Braintree Rangers and that it was likely that the works would be scheduled when the weather improves. Cllrs agreed to monitor the situation.

Cllr Lancashire to respond to Swan Street resident using extracts from ECC email.

223/2015-16 Allotments

223.1 Access to allotments - update (potholes)

Cllrs were advised that ECC's maintenance team would be repairing potholes in the vicinity of the access to the allotments with works due to be carried out before

the end of the financial year. PAMW to repair/fill those potholes on the allotment access/track not repaired by ECC.

223.2 Allotment lease

Cllrs noted that the allotment lease had expired, but agreed that it should not be renewed. It would be left to 'roll on' for the time being. Clerk's Assistant to inform Strutt and Parker.

224/2015-16 Annual Parish Assembly

224.1 CAUSE

Cllrs agreed not to invite CAUSE to speak at the APA in April nor was it considered necessary for CAUSE to deliver a presentation to the Parish Council.

224.2 Neighbourhood Plan

Cllrs agreed that a representative from the Kelvedon Neighbourhood Plan should be invited to attend and speak at the APA in April. Clerk's Assistant to contact the Chairman of the NP.

225/2015-16 Councillor Vacancies

Cllrs were advised that no applications, for the two vacancies, had yet been received. The closing date being 7 March 2016.

226/2015-16 KPC Council chamber/office

Cllr Minns suggested the Council should give consideration to the redecoration (including replacement windows where necessary) of the Council office to make it more 'public friendly'. Cllrs agreed to this proposal, requesting that the office staff bring forward quotes and ideas to the April meeting.

227/2015-16 River Warden - Cllr Pilbeam

Cllrs gave consent to Cllr Pilbeam to have access to the Brockwell Meadows Nature Reserve in order to carry out his other role of River Warden (Cllr Lancashire proposed, Cllr Anderson seconded).

228/2015-16 BDC Local Plan - Call for sites

Cllrs noted the content of the correspondence from BDC, but agreed that the planning committee should formulate a response to BDC at their next meeting due to be held on Monday 7 March.

229/2015-16 Reports from Committees

229.1 Planning Committee

229.1.1 January meeting - confirmed minutes have been circulated.
February meeting - draft minutes have been circulated. Next meeting due to be held on 7 March 2016.

229.2 Finance Committee/Personnel sub-committee

229.2.1 Next meeting to be held on 9 March 2016.

229.2.2 Cllr Pilbeam gave his apologies. Cllr Hooper to chair the meeting in his absence.

229.3 General Purpose Committee

229.3.1 Next meeting to be held on 16 March 2016.

229.3.2 Terms of Reference (previously circulated)

Paragraph 2 to be amended to read:

'The purpose of the General Purpose Committee is to:

- **Identify** medium and long term developments in relation to recreation, environment, maintenance and improvements of the

village amenities to the benefit of local residents'.

Cllrs agreed that, subject to the above changes being made, the Terms of Reference be agreed and adopted (proposed by Cllr Lancashire and seconded by Cllr Minns).

230/2015-16 Regular items/reports from working parties

230.1 Neighbourhood Plan - Cllrs Blackwell & Martin

Cllrs noted the recent correspondence from J Hinds regarding insurance cover for members of the NP. The Clerk agreed to investigate this matter and the status of the NP with the EALC.

230.2 IWMF - Cllrs Hooper, Lancashire & Martin

Cllrs noted the recent planning decisions relating to the proposed waste site at Rivenhall Airfield. Cllr Martin confirmed that Gent Fairhead had now, officially, started development on the site. It was also noted that the applicant still requires an operator's licence from the Environment Agency and a permit to take water.

230.3 High Street Car Park - Cllrs Hooper, Lancashire & Minns & Pilbeam

Meeting planned for April.

230.4 Blackwater Aggregates - Cllr Lancashire

No report.

230.5 BALC - Cllrs Buttery & Martin

No report.

230.6 5 Year Plan - Cllr Lancashire

Plan to be reported in forthcoming edition of Kelvedon News. Clerk's Assistant requested to invite comments on the plan via the KPC website.

230.7 Annual Parish Assembly

Cllrs agreed to Cllr Minns suggestion that the following list of local organisations and their contact details be made available to the public at the Parish Assembly in April:

West Tey consortium; Heritage Society; CAUSE and A120 Community Forum.

A disclaimer must be added to the list confirming that the Parish Council do not endorse the views of any of these groups.

231/2015-6 To receive written reports from representatives on outside organisations

None.

232/2015-16 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

233/2015-16 Highways and Road Safety matters

233.1 30 mph flashing sign - London Road

Cllr Hooper queried if it was possible to extract data which would identify the extent/pattern of the speeding problem/speed travelled/times of day etc. Police could then be asked to attend at specific times to monitor. Cllrs noted the high incidence of speeding vehicles in the High Street, particularly later in the evening. The Clerk was requested to contact DC Mitchell to establish if it is possible to extract the data required and to ask what criteria would need to be met in order to install an additional speeding sign in the area between the middle of the High Street and the Railway Tavern. Cllrs considered the current location of the sign was not overly beneficial to the village.

233.2 Request for location of bench/small garden - A12 bridge area

Cllrs agreed that the individual be asked to contact Highways.

233.3 'Clean for the Queen'

Cllrs noted the email from a local resident but advised that there were no plans to do a village litter pick.

234/2015-16 Facebook/Twitter Update – Report from Cllr Hooper

No report.

235/2015-16 Accounts for payment

The following amounts for payment were agreed (proposed by Cllr Pilbeam, seconded by Cllr Minns).

235.1 The following payments made between meetings were noted:

Cheque no:	Payee	Purpose	£
106326-7	Staff	Salaries February 2016	1802.25
106328	HMRC	Tax & NI February 2016	266.60
106329	Essex Pension Fund	Ee, Er conts & admin fee	123.21
106330	Braintree District Council	Balnce paymnt rent Thn/Gld Rd play	150.00
Total			2,342.06

235.2 The following amounts for payment were agreed:

Cheque no:	Payee	Purpose	£
DD	Eon	Pavilion electricity February	27.42
DD	Eon	Office electricity February	207.90
106331	EALC	PAMW Health & Safety Level 2 crse	80.00
106332	Doe Motors Ltd	Fuel for van	61.57
106333	Select Business Equipment	B/W & Colour copier 1/4ly charge	91.38
106334	Kempco	Neigh'd Pln printng/banner costs	160.06
106335	Anglian Water	Pavilion water Oct-Dec 2015 (revisd)	55.16
106336	Aon UK Limited	Addit pro-rata paymnt - 102 High St	92.96
106337	Ridgeons	PAMW supplies - bench painting	34.84
DD	Eon	Office electricity March	175.50
DD	Entanet	Office broadband March	19.78
Total			1,006.57

236/2015-16 Items for April Agenda

Cllr Minns requested an agenda item for the next ECC/BDC Transport meeting that he will be attending.

237/2015-16 Date of next planned Full Council Meeting

Tuesday 5 April 2016 at 7.30 pm.

Cllrs Blackwell and Lancashire gave their apologies.

238/2015-16 Vote on Private Session

Cllrs agreed to move into Private Session.

Exclusion of Press & Public

The Council agreed to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information.

Swan Street - Freedom of Information Request (previously circulated)

Council agreed to defer this matter to the Extraordinary Meeting of the Council which is due to be held on 9 March immediately after the Finance & Personnel meetings.

Signed:

Date: