

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 5 APRIL 2016 AT
7.30 PM IN THE COUNCIL CHAMBER**

PRESENT: Chairman - Cllr Martin*
Vice-Chairman - Cllr Dixon**
Cllrs J Anderson L Buttery J Hooper R Minns M Pilbeam
Clerk: P Potter
Clerk's Assistant: S Green

*arrived at 7.40 pm

**acting Chairman until Cllr Martin arrived

Also present: L Humpington & W Humpington (prospective Cllrs), CC Lady P Newton

243/2015-16 Apologies for Absence

Cllr Blackwell
Cllr Lancashire
DC Elliott

244/2015-16 Co-option of Councillors (2)

Following a unanimous vote L Humpington and W Humpington were duly co-opted onto the Council and the Declarations of Acceptance of Office were signed.

245/2015-16 Confirmation of Minutes

The minutes of the full meeting of the Council held on 1 March 2016 were agreed and signed as a correct record (proposed by Cllr Hooper & seconded by Cllr Minns).

246/2015-16 Declarations of Interest

Cllr Buttery declared a non-pecuniary interest in minute no: 254 (Friends of Kelvedon Institute) and minute no: 257.2.3 (St Mary's Church).
Cllr Dixon declared a non-pecuniary interest in The Institute and KCA.

247/2015-16 County Councillor, District Councillor(s) and Police Reports

247.1 Matters reported to ECC following January meeting

CC Newton asked members if matters earlier reported to ECC concerning the painting of the Swan Street railings, London Road/A12 lighting and potholes at the entrance to the allotments had now been rectified. Cllrs noted that, to date, no such works had been carried out.

(Cllr Martin joined the meeting).

247.2 IWMF

CC Newton reported that the planning application had now been granted and works had commenced on site. It was noted that a decision was still awaited on the application for an Environmental Permit which could take up to 6 months.

The next IWMF liaison meeting would take place in May (date to be confirmed).

The Police crime report for January had been previously circulated to Cllrs.

No other reports were received.

248/2015-16 Public Discussion

None present.

The Chairman formally welcomed the newly co-opted Cllrs to the meeting.

249/2015-16 Clerk's Report

Cllrs noted the content of the previously circulated report in particular the Clerk drew the Cllrs attention to the following matters:

- Cllrs noted the recent spate of shed thefts at the allotments.
- Following the recent destruction of a litter bin on the recreation ground the Clerk queried with Cllr Dixon the CCTV coverage of the area. It was agreed that the Clerk and the Clerk's Assistant would meet with B French to look at changing the direction of some of the cameras and to receive training in their use.
- The Clerk reported on the recent spate of problems at the Thorne Road/Glebe Road play area concerning litter, fly tipping and youth behaviour. Members of the public were being encouraged to report all issues to the Police.
- The Clerk reported that the potholes that had emerged following the recent connection of services to the new property adjacent to the KPC office had already been raised with the builders but agreed to make a follow up call.
- The PAMW reported that the strimmer wire had been stolen from the container/garage. The Clerk would query how this had occurred.
- Cllrs noted that changes would need to be made to the High Street car park ticket machine to enable it to receive the new 16 sided £1 coins when they come into circulation in 2017. Costs would be reported back to Council as soon as details were known.
- Cllrs noted that only a very small number of residents had raised concerns over the recent council tax bills.
- The Clerk drew the Council's attention to the current planning application for signage relating to the Crabb's Barn wedding venue. It was noted, that following an objection raised by KPC, that this application would be going before BDC's planning committee on 12 April and that a representative from KPC would be expected to attend. Cllr Buttery confirmed that she would be able to go the meeting.
- Cllrs Dixon & Minns (as cheque signatories) and Cllr Martin signed a Barclays Bank mandate which would confirm P Potter's appointment as Clerk and authorise her to speak on the Council's behalf.

250/2015-16 Formation of Neighbourhood Plan Committee

The Clerk confirmed to Cllrs that the Neighbourhood Plan must be made a Committee of KPC with a minimum of three Cllrs in attendance at all meetings. Cllrs noted that the Neighbourhood Plan must be Parish Council led in order to be adopted by BDC and that the Parish Council cannot hold funds or settle accounts on behalf of bodies that remain outside Council control.

Cllr Martin proposed that the Neighbourhood Plan Committee be set up (seconded by Cllr Dixon) and this was unanimously agreed.

251/2015-16 Parish Council Committee Structure for 2016-17

The Chairman raised the possibility of authorising/delegating more powers to the Council's committees within agreed pre-set limits. This would enable committees to make more decisions at the time of the meeting rather than deferring items to Full Council for ratification. The Council's planning committee already holds delegated powers in respect of commenting on planning matters.

Cllr Martin proposed that the Council agree to this in principle (seconded by Cllr Dixon). Cllrs were requested to consider the extent of decisions which each committee could make.

252/2015-16 BDC Street Scene Agreement for 2016-17

It was noted that contributions to Parishes, from BDC, may be reduced in 2017 and Parishes were being encouraged to make full use of the Highway Rangers (BDC) to do minor works such as the cleaning of directional road signs.

Cllrs agreed to the signing of the agreement.

253/2015-16 Approval of Clerk training

Cllrs agreed the attendance of the Clerk on the following courses:

June 7 - General Power of Competence (£16.67)

July 13 - HR: Lone working & performance appraisal (£50)

July 14 - Budget & Precept (£16.67)

Oct 13 - Council Finance (£16.67)

It was noted that KPC would pay for the HR course in full, but that the remaining course costs would be split between KPC and the other Parishes that the Clerk is employed by.

254/2015-16 Friends of Kelvedon Institute - Garage sale trail 23 May 2016

Cllrs noted the request to use a small area of the public car park up to 1pm on 23 May. The request was supported in principle but a request was made that the use of spaces was kept to a minimum with the proposed area being agreed by KPC beforehand. The group would be requested to 'sign/cone off' the area the day before. The Clerk has checked with KPC's insurers that this activity was agreeable to them. They confirmed that the PC's Public Liability Insurance would cover this event.

255/2015-16 Allotments

255.1 The recent spate of shed thefts was reported under the Clerk's report.

255.2 The Clerk's Assistant drew the Council's attention to the concern that had been raised regarding dogs being walked through the allotment site. The allotment warden confirmed that this practise had been continuing for years and was not considered a problem.

255.3 CC Newton agreed to speak again with ECC regarding the repair of the potholes at the entrance to the site.

256/2015-16 Transport meetings - Cllr Minns update

Cllr Minns reported on the meeting attended in February.

It was noted that, despite the minor re-routing of some bus services, the main Chelmsford to Colchester service remained largely unchanged. Areas to the north-west of Braintree and the east of Uttlesford would see some services being replaced by 'demand responsive' transport using a 'dial and book' service (to be rolled out in April).

The Chairman informed Council that, in June, the Secretary of State would be making a decision on who to award the Greater Anglia franchise to, to take over in October. It was noted that three companies were under consideration.

257/2015-16 Reports from Committees

257.1 Planning Committee

257.1.1 February meeting - confirmed minutes have been circulated. March meeting - draft minutes have been circulated. Next meeting due to be held on 11 April 2016.

257.2 Finance Committee/Personnel sub-committee

257.2.1 March meeting - draft minutes not yet circulated. Next meeting to be held 15 June 2016.

257.2.2 Payroll

It was noted that the payroll contract with Whiffen & Co had been signed, with the outsourcing of the staff payroll commencing with the April payroll (mth 1). Following the authorisation of the Clerk to liaise with Barclays Bank, it is intended that staff be paid via BACS with effect from May.

257.2.3 St Mary's Church - grant request 2016-17

With an absolute majority vote the Council approved the £675 grant request following the Finance committee's recommendation.

257.3 General Purpose Committee

257.3.1 March meeting - draft minutes not yet circulated. Next meeting - date to be arranged at Annual Meeting of Council in May.

257.3.2 Cllr Dixon requested that members of the GP committee arrange a suitable time and date to meet on the recreation ground and assess which play equipment needs replacing. Cllr Dixon to arrange.

258/2015-16 Regular items/reports from working parties

258.1 Neighbourhood Plan - Cllrs Blackwell & Martin

No report.

258.2 IWMF - Cllrs Hooper, Lancashire & Martin

Dealt with under CC Newton's report.

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

Meeting planned for April.

258.4 Blackwater Aggregates - Cllr Lancashire

No report.

258.5 BALC - Cllrs Buttery & Martin

No report. Cllr Martin may have to stand down as representative due to timing of meetings. Concern expressed by Cllrs Buttery & Martin regarding the lack of notification of planned meetings.

258.6 5 Year Plan - Cllr Lancashire

No report.

258.7 A120 Community Forum

No report.

258.8 Gateway 120 group

It was noted that the consortium was in the process of putting a development project together and were currently trying to involve local stakeholders in discussions. Council did not consider it necessary, at this stage, for the group to be invited to make a presentation as no decisions had yet been made by BDC on these stand alone developments. Clerk to respond.

259/2015-6 To receive written reports from representatives on outside organisations

Youth Forum disco - Friday 8 April.

260/2015-16 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

261/2015-16 Highways and Road Safety matters

Cllr Dixon reported that the lights along London Road and under the A12 bridge had still not been repaired and the Chelmsford directional sign was now missing.

262/2015-16 Facebook/Twitter Update – Report from Cllr Hooper

No major issues reported.

263/2015-16 Accounts for payment

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

263.1 Council noted the following payments made between meetings

Cheque no:	Payee	Purpose	£
106339	Problem Free Limited	Hsng needs survey frms NHP	216.00

106340	Mersea Island Communications	Clerk vacancy ad - Tribune Nov	240.00
106341-3	Staff	Salaries March 2016	2,614.67
Total			3,070.67

263.2 The following amounts for payment were agreed			£
Cheque no:	Payee	Purpose	
DD	Eon	Office electricity March	175.50
DD	Eon	Pavilion electricity March	17.99
106344	S Sharp	PAMW holiday cover 4/2/16	102.00
106345	Doe Motors Ltd	Fuel for PAMW van	96.02
106346	Glasdon UK Ltd	Replacement bin for rec grd	207.69
106347	Thompson, Smith & Puxon	Prof chrges tran of land Glebe Rd	946.00
already paid	Thompson, Smith & Puxon	Prof charges easement 100-104a	540.00
106348	Anglian Water	Toilet block/rec grd water/sewerage	76.15
106349	Anglian Water	Water/sewerage KPC office	50.40
106350	Grasshopper Ltd	Mower repairs	106.91
106352*	D Wallace	Grss ctng Brck Mdw f/ball & Rec grd	96.00
106353	The National Allotment Society	Membership renewal	66.00
106354	Kempco	N'hood plan stationery from budget	51.47
106355	J Copping Electrical Ltd	Office outside light repairs	52.20
106356	NALC	LCR magazine subscription	17.00
106357	Mode 3	Config of office email accts	144.00
106358	Braintree District Council	Business rates High Street c/p	1,379.40
106359	Braintree District Council	Business rates B'ham PI c/p	580.80
106360	Braintree District Council	Business rates KPC office	2,565.20
106361	The PCC of Kelvedon Parish Church	Grant 2016-17	675.00
106362	Kelvedon Youth Forum	Grant 2016-17	500.00
106363	Feering & Kelvedon Local Hist Mus	Grant 2016-17	150.00
106364	Kelvedon Institute Hall	Grant 2016-17	2,000.00
106365	Feering & Kelvedon Garden Club	Grant 2016-17	100.00
106366	Feering Good Companions Club	Grant 2016-17	120.00
106367	Two Villages Voluntary Association	Grant 2016-17	630.00
106368	Kelvedon in Bloom	Grant 2016-17	765.00
106369	Kelvedon Festival	Grant 2016-17	675.00
106370	Essex Pension Fund	Pen ees, ers admin March 16	130.17
106371	HMRC	Tax & Ni March payroll	576.50
DD	Entanet	Office broadband April	19.78
Total			13,612.18

264/2015-16 Items for May agenda

None submitted at meeting.

265/2015-16 Date of next planned Full Council Meeting

Annual meeting of the Council - Tuesday 3 May 2016 at 7.30 pm.

Signed:

Date: