

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 7 JUNE  
2016 AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:**

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

**Also present:** District Cllr R Mitchell, one representative from the Kelvedon Neighbourhood Plan (J Hinds) & one representative from the Kelvedon Community Festival (J Stobart)

**28/16-17        Apologies for Absence**

Cllr L Humpington

**29/16-17        Declarations of Interest**

None.

**30/16-17        Confirmation of Minutes**

The minutes of the Annual Meeting of the Council held on 3 May 2016 were agreed and signed as a correct record (proposed by Cllr Lancashire & seconded by Cllr Buttery). The minutes of the Extraordinary meeting of the Council held on 23 May 2016 will be taken to the July meeting for agreement.

**31/16-17        County Councillor, District Councillor(s) and Police Reports**

District Cllr Mitchell gave an update on BDC's meeting held in May when the preferred development sites for Kelvedon and Feering were discussed.

It was noted that BDC accepted Cllr Mitchell's proposal that a 4-way junction at the A12/Feering end would be essential if the Crown Estates' proposed development is to take place. Furthermore, BDC accepted Cllr Mitchell's request that a 'green buffer' is maintained between Feering and Marks Tey to prevent ribbon development.

Council noted that Crown Estates were keen to work with the Neighbourhood Plans of both villages.

Cllr Lancashire queried BDC's preference for the Coggeshall Road/Monks Farm site.

Cllr Martin informed the Council that he is hoping to speak with the Police to obtain an update on the 'Chris May' case.

**32/16-17        Public Discussion**

J Stobart spoke about this year's Community Festival which is due to take place on 16 July. Cllrs noted that the site plan has been submitted to BDC for their consideration and that the safety strategy had been prepared and is available for viewing by all interested parties, including the Police and Fire Dept. KPC would raise any issues with J Stobart as soon as the report has been read.

The following requests/comments were made by the festival committee:

- for KPC to instruct the PAMW to erect the usual highway signs, relating to festival parking, throughout the village as has been done in previous years (Clerk to liaise and report back to Festival Committee).

- Council agreed to the request from the organisers of the festival to access water from the pavilion (key to be supplied at later date).

- request for the PAMW to carry out High Street litter pick on the Saturday evening and a fine litter pick of the field on Sunday morning. Clerk to liaise with PAMW and report back.
- Council agreed to the request to allow the festival committee to remove the barrier which is located by the access way to Abbeyfields - to enable free access to the site.
- a question was raised by the lack of a Council nominated representative on the Festival Committee. It was noted that, whilst Cllr Anderson is not a nominated representative, she is both a member of the Committee and a Parish Cllr, thereby being in a position to report on festival matters.
- J Stobart requested that KPC review their relationship with the Festival now that several new Cllrs have come on board.
- KPC noted that the committee had requested additional financial assistance for this year's festival. This matter would be discussed at the Finance Committee Meeting due to take place on 15 June.

Cllr Lancashire sought assurances from the festival committee that the portaloos would be removed on Saturday evening to prevent a recurrence of last year's problems. Cllr Minns suggested the portaloos company are advised that monies will be withheld if the portaloos are not removed as per the agreed contract. J Stobart agreed to contact the supplier and make this point.

Cllr Lancashire queried if the Festival could charge an entrance fee but was advised that this was not allowed as the park is a free, public space open to all.

### **33/16-17 Clerk's Reports**

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

- 33.1** Cllr Minns advised that he would be unable to attend the 'Sniveller's Lane' railway crossing meeting and requested that the Clerk attend in his absence and report back.
- 33.2** Cllrs noted that ECC intend to site a 'Talking Bench' in either Kelvedon or Feering (exact timing and location to be advised).
- 33.3** Concern was raised regarding the length of grass in the toddler play area on the recreation ground. It was noted that contractors are currently covering the PAMW's duties, owing to annual holiday, and they would be asked to include this in their week's tasks.
- 33.4** The Clerk advised that KPC may be in a position to adopt the 'General Power of Competency' which gives Parish Councils similar powers to that of individuals. The Clerk would need to check the number of elected Cllrs before confirming (2/3rds of 11 required).

### **34/16-17 Co-option of Councillor**

Council agreed to advertise the Councillor vacancy with a deadline for applications being 12 July.

### **35/16-17 BDC Local Plan & Neighbourhood Plan**

The Chairman stressed the need for KPC to look at the general strategy of how it proposes to put forward KPC's comments in response to the planned public consultation.

Cllrs agreed to hold a public meeting on 19 July followed by an extraordinary meeting of the Council on 26 July. Council agreed to Cllr Pilbeam's request that the public be urged to copy KPC in on their responses to BDC.

Feering PC and both Neighbourhood Plan groups to be invited to attend both meetings. Clerk to contact Feering PC and request that the planned meeting dates are included in their June Full Council Agenda.

The Chairman reiterated the importance of improved infrastructure to support any planned development and the need for KPC to engage fully with both Kelvedon and Feering Neighbourhood Plans.

The Chairman adjourned the meeting at this point to allow the representatives from Kelvedon Neighbourhood Plan and Kelvedon Community Festival to speak.

The Chairman reconvened the meeting.

Council noted and agreed to the request from Kelvedon Neighbourhood Plan for £1,000 to be used on related expenditure. Cllrs were advised that this money would be from the previously agreed and budgeted amount of £5,000 (16-17 year). Grant monies up to a maximum of £9,000 were being made available by BDC for Neighbourhood Plan purposes, but time scales were not sufficient for those monies to be used in this instance

The Chairman advised that the A120/West Tey Consortium were keen to discuss their proposals with KPC. Cllr Pilbeam suggested that KPC take a look at their documentation prior to inviting them to attend a meeting - Council agreed (Clerk to contact consortium). Cllr Minns requested that Feering PC be kept informed.

DC Mitchell and J Stobart left the meeting.

**36/16-17 Adoption of Standing Orders**

Document not yet available.

**37/16-17 Asset Register**

Council agreed and adopted the revised asset register (proposed by Cllr Lancashire & seconded by Cllr Pilbeam).

Cllr Minns queried the 'cost price'. The Clerk advised this is now used as opposed to the previous system of allocating insurance values to acquisitions. If unknown, £1 is shown.

**38/16-17 Approval of Annual Governance Statement 2015-16**

Council agreed 'Yes' to accounting statements 1,2,3,4,5,7 & 8 and 'No' to statement no. 6 regarding internal control systems. Cllrs noted that the process of establishing internal checks would be discussed at the Finance Meeting due to be held on 15 June.

The statement was agreed (proposed by Cllr Lancashire & seconded by Cllr Minns) subject to the above, and signed by the Chairman and Clerk.

**39/2016-17 Approval of Accounting Statements 2015-16**

Agreed (proposed by Cllr Lancashire & seconded by Cllr Minns) and signed by the Chairman and Clerk.

**40/2016-17 Outside light on 1 Spurgeon Place**

Council noted that the light, the responsibility of KPC, was out of order and agreed to its repair. It was also confirmed that the annual payment to the occupier of the property, towards the electricity used, be resumed and backdated to 2015.

**41/16-17 PAMW equipment**

Council noted that the PAMW's existing mower was not fit for purpose and agreed to the sum of up to £500 + vat being spent on a replacement. The current mower would be kept as spare (proposed by Cllr Anderson & seconded by Cllr Lancashire).

Council noted the need for a cordless drill to enable the PAMW to carry out repairs on site. Expenditure of up to £100 + vat was agreed (proposed by Cllr Pilbeam & seconded by Cllr Minns).

**42/16-17 Reports from Committees**

**42.1 Planning**

**42.1.1** Council noted the meeting held in April - confirmed minutes having been

circulated – and the May meeting - draft minutes having been circulated.  
Next meeting due to be held on 20 June 2016 at 8.00 pm.

**42.2 Finance**

**42.2.1** Council noted the next meeting to be held on 15 June 2016.

**42.3 Personnel Sub-Committee**

**42.3.1** Council noted the next meeting to be held on 15 June 2016.

**42.3.2** Council agreed to Cllr Pilbeam's request that the Clerk's contract be sanctioned and authorised at the Personnel sub-committee meeting on 15 June.

**42.4 General Purpose Committee**

**42.4.1** Next meeting to take place on 21 July 2016.

**42.5 Neighbourhood Plan Committee**

**42.5.1** Specific committee members not confirmed.

**42.5.2** First meeting to take place on 20 June at 7.30 pm to be followed by planning at 8.00 pm.

**43/16-17 Regular Items/reports from working parties**

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

Cllr Hooper advised that the provisional decision on the environmental permit application would be made in July/August with a public consultation being planned for September.

Cllr Hooper reported that the last meeting was very 'heated'. The Council agreed to Cllr Pilbeam's request that the Clerk contact the meeting organisers and suggest that such conflict is not helpful towards useful liaisons with the developer.

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

Meeting not yet arranged. Cllr Hooper stood down as Cllr on this working party and Cllr Anderson agreed to take his place.

**43.3 Blackwater Aggregates (Lancashire)**

No planned meetings.

**43.4 BALC (Buttery)**

Cllr Buttery agreed to attend next meeting.

**43.5 5 Year Plan (L Humpington, Lancashire)**

Cllr Lancashire advised that Cllr L Humpington was reviewing documentation and would report back to July meeting.

**43.6 A120 Community Forum (Any available Cllr)**

No report.

**44/2016-17 To receive written reports from representatives on outside organisations**  
None.

**45/16-17 Correspondence, and items from EALC**

The correspondence, and items from EALC, were noted.

**46/16-17 Highways and Road Safety matters**

**46.1 NEPP Parking in Village**

Council agreed that the Civil Enforcement Officers be allowed to park in the High Street car park, free of charge, whilst carrying out their duties.

**46.2 A12 Chelmsford to A120 widening scheme**

Council noted that Highways England would be arranging forums with Parish Councils to discuss the development of the scheme. Clerk to advise Highways England that KPC would advise on which Cllr would attend, as soon as dates of forums advised.

**47/16-17 Facebook/Twitter Update – Report from Cllr Hooper**

Cllr Hooper reported on the concerns over grass cutting and which areas of land in the village that KPC were responsible for.

Council agreed to include article on Council/PAMW responsibilities in next issue of Kelvedon News.

**48/16-17 Accounts for payment****48.1 Council noted the following payments made between meetings**

<b>Cheque no:</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
106390	Zurich Municipal	PAMW van car insurance premium	630.95
106391	AON UK Ltd	Parish Council Annual Ins premium	4,110.63
106392-4	Staff	Salaries (Mth 02)	2,594.11
<b>Total</b>			<b>7,335.69</b>

**48.2 The following amounts for payment were agreed**

<b>Cheque no:</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
106395	D Wallace	Grass cutting Brock & Rec grd Apr/May	288.00
106396	Ernest Doe & Sons Ltd	PAMW supplies	92.21
106397	Doe Motors Ltd	Fuel for van	126.09
106398	Select Business Equipment Ltd	Copier charges	51.74
106399	Wicksteed Leisure Ltd	Replacemnt roundabout seats Thrn	216.13
106400	Kempco	Neighbourhood Plan Stationery	773.88
106401	The Kelvedon Institute	Car park/broad band electricity	40.00
106402	B W Whiffin & Co	Payroll services Mth 02	48.00
106403	RBS Tree Surgery Ltd	Works on Brockwell Meadon	564.00
106404	Playsafety Ltd	Playground(s) annual inspect reports	218.40
106405	S Sharp	2 days gardening services	204.00
106406	HMRC	Unpaid VAT	100.81
106407	HMRC	Tax & Ni Mth 2	498.97
106408	Essex Pension Fund	Er, Ee & Admin Pension conts	110.51
DD	Entanet	Internet top up charge	10.38
DD	Entanet	Office broadband June 2016	19.78
DD	Eon	Office electricity May	51.53
DD	Eon	Pavilion electricity May	14.70
<b>Total</b>			<b>3,429.13</b>

**Signed:**

**Date:**