

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 4 OCTOBER
2016 AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT:

Chairman: Cllr C Martin

Cllrs: J Hooper L Humpington I Jayatillake* R Lancashire
 R Minns M Pilbeam A Tremain

Clerk: P Potter

Clerk's Asst: S Green

*Joined meeting as Cllr after agenda item 108

Also present: Mr B French (CCTV)

107/16-17 Apologies for Absence

Cllrs Anderson and Buttery
District Cllrs Elliott and Mitchell

108/16-17 Co-option of new Councillor

Cllr Humpington declared a non-pecuniary interest in this item and refrained from voting. Councillors unanimously agreed to appoint India Jayatillake as Parish Councillor and the declaration of acceptance of office was duly signed. The Chairman introduced Cllr Jayatillake to all those present.

109/16-17 Declarations of Interest

Cllr L Humpington declared a non-pecuniary interest in agenda item 113.

110/16-17 Confirmation of Minutes

The minutes of the Meeting of the Full Council held on 6 September 2016 were agreed and signed as a correct record.

111/16-17 County Councillor, District Councillor(s) and Police Reports

None.

112/16-17 Public Discussion

- Mr French informed Councillors that the recent problems incurred with the CCTV were caused by poor broadband upload speeds but confirmed that the Police had been able to successfully view the stored footage in relation to an issue on the recreation ground.
- Following further discussion, it was agreed that the Clerk will liaise with Mr French in respect of further training for Councillors in the use of the CCTV.
- Cllr Hooper asked if the timing and positioning of the cameras could be adjusted. Mr French confirmed this could easily be done if he is provided with a list of camera locations and details of how these are to be adjusted.

114/16-17 Telephone Line/Broadband for CCTV at The Institute

(The Chairman agreed to take bring this item forward on the agenda).

- Councillors noted that The Institute were interested in taking over the existing telephone line and broadband (currently paid for by KPC) in order to offer Wi-Fi facilities to hirers of the hall.
- Cllrs Humpington & Minns queried the access security of the CCTV recorder and were advised by Mr French that secure passwords were in place.

- Councillors requested that the Clerk investigate the cost of installing an additional telephone line at The Institute to be a dedicated line for CCTV only with the possibility of The Institute taking over the existing line.
- For security reasons Councillors agreed to change the CCTV passwords when either Councillors or staff resign their position.
- Following Cllr Pilbeam's request it was agreed that for added office security, the side door tumbler would be changed as well as the code for the key box.

Mr French left the meeting (8pm)

113/16-17 Allotments - unlet/unkempt plots

- Councillors agreed that a policy should be established with regard to the condition of unlet and unkempt plots.
- Council agreed to Cllr Pilbeam's suggestion that a meeting be arranged with all plot holders to discuss the problems associated with such plots and the best way forward. It was agreed to arrange the meeting for early November.

115/16-17 Clerk's Reports

115.1 General Report

The Clerk had previously circulated a written report to all Councillors.

115.2 Finance Report

The Clerk had previously circulated a financial report to all Cllrs.

- 115.2.1** Cllr Lancashire informed Councillors that the Clerk would be speaking to RBS, the account software providers, to establish if alternative reporting methods were available.

116/16-17 Councillor Vacancy - update

- Following the recent resignation of Cllr W Humpington, Councillors were advised that the closing date for 10 individuals to come forward and request an election is 10 October. After this deadline, the Parish Council are free to co-opt if no such request is made.
- Councillors agreed that the vacancy would be advertised after 10 October, with a closing date of 5pm on 25 October 2016.

117/16-17 Consideration of new container for PAMW equipment

- The Clerk advised that the cost of a new 'flat pack' container would be in the region of £1,600 and could be placed on the recreation ground car park under permitted development (no planning permission required) - option 1.
- Other alternatives, to be considered, involve storage of the trailer at an alternative secure location and the possible use of the Pavilion for the storage of hand held equipment - option 2.
- The Council agreed that the Clerk is to pursue option 2 in the first instance and bring back the issue of purchasing a container if Option 1 is not feasible.
- Cllr Lancashire requested that the Clerk investigate the safety of the KSFC/Kelvedon Community Festival container on the recreation ground and investigate liability and insurance issues regarding health and safety. The Clerk will pursue these issues and report back to Council.

118/16-17 BDC Consultation on removal of payphone boxes within Kelvedon

The Council have been consulted regarding the proposed removal of payphones in the village and agreed that the box located in New Road to the rear of the URC should be retained. The Clerk will respond accordingly.

119/16-17 Essex Playing Fields Association - AGM 13 October 2016

It was agreed that any Councillor who wishes to attend, contact the Clerk.

120/16-17 Future of Kelvedon News Magazine

- Councillors noted that Cllr Lancashire is standing down as editor after the publication of the December edition, following two years of being in the post. The Council thanked Cllr Lancashire for all his hard work and commitment to the magazine.
- Cllrs Humpington and Jayatillake agreed to co-edit the magazine with effect from the March 2017 edition.

121/16-17 Christmas Tree Festival

- Council agreed to the Clerk's request to spend around £50 to purchase a tree and enter the festival on behalf of KPC (proposed by Cllr Lancashire and seconded by Cllr Hooper).
- Cllrs thanked the Clerk and her family for taking on this project.

122/16-17 EALC - Local Government Finance Settlement Technical Consultation (DCLG)

- Councillors unanimously objected to the proposal to hold a referendum if Parish Councils need to put up their precept by more than 2%.
- The Clerk will draft a response and forward to all Councillors for their comments.

123/2016-17 Snivellers Lane rail crossing consultation

- Councillors noted that Network Rail's preferred option is to close the crossing and create a new, short circular path and bridleway.
- Cllr Minns objected to the proposal on the grounds that yet another walking through route is being closed. Council agreed to the objection being submitted (proposed by Cllr Minns and seconded by Cllr Tremain).

124/16-17 Reports from Committees

124.1 Planning

124.1.1 July meeting, confirmed minutes have been circulated. September meeting - draft minutes not yet circulated. Next meeting due to be held on 17 October 2016.

124.1.2 Application no: 15/01593/FUL - Land rear of 26-30 High Street
Demolition of existing outbuilding and erection of new dwelling and single detached garage - revised plans/additional plans/additional information.
Council agreed - no comment, no objection.

124.2 Finance

124.2.1 Next meeting due to be held 14 December 2016.

124.3 Personnel Sub-Committee

124.3.1 Next meeting due to be held 14 December 2016.

124.4 General Purpose Committee

124.4.1 Next meeting due to be held 2 November 2016.

124.4.2 Terms of Reference

Clerk to make minor amendments, circulate to all committee members for comments and endorsement.

124.5 Neighbourhood Plan Committee

124.5.1 Next meeting date not yet decided.

125/16-17 Regular Items/reports from working parties

125.1 IWMF (Hooper, Lancashire, Martin)

No report.

125.2 High Street Car Park (Anderson, Lancashire, Minns)

Meeting due to be held.

125.3 Blackwater Aggregates (Lancashire)

- Cllr Lancashire gave Councillors an update on the recent meeting.
- Blackwater Aggregates agreed to stress to drivers of vehicles that Hollow Road carries a weight restriction and should not be used for access to the quarry.

125.4 BALC (Buttery)

Nothing to report.

125.5 5 Year Plan (L Humpington, Lancashire)

Nothing to report.

125.6 A120/A12 Community Forum (Any available Cllr)

- Cllr Humpington gave Councillors a detailed update on the content of the recent forum. Written notes will be circulated to all Councillors in due course.
- Cllrs noted that ECC and Highways England were keen to hold meetings with Parish Councils as part of the pre-consultation phase. It was agreed that Highways England and ECC be invited to attend a joint meeting with Councillors from both Feering and Kelvedon Parish Councils in attendance (Cllr Humpington to liaise with Feering Councillors).

Cllr Pilbeam requested that 'Brockwell Meadow' and 'Tree Warden' be added to the regular items list on all future agendas.

126/2016-17 To receive written reports from representatives on outside organisations

None.

127/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

128/16-17 Highways and Road Safety matters

Cllr Minns will be attending the Passenger Transport Representative's meeting next week, and will report back to November meeting.

129/16-17 Facebook/Twitter Update – Report from Cllr Hooper

No report.

130/16-17 Accounts for payment

The following accounts for payment were agreed:

DD	Entanet	Office broadband Aug	19.78
106476	Wicksteed Leisure Ltd	Graffiti remover - 2 cans	47.40
106477	Kempco	Office stationery supplies	29.88
106478	EALC	Employmnt overview & VAT crse - Clerk	160.00
106479	Strutt & Parker LLP	Rental of allotment site 16/17	1,100.00
106480	Mrs S Sharp	Holiday cover for PAMW	408.00
106481	Doe Motors Ltd	Fuel for van/PAMW	67.95
106482	The Kelvedon Institute	Electricity for CCTV/car park machine	63.37
106483	Ridgeons	PAMW	34.13
106484	Leaders Ltd	Refund of overpayment for NH Plan cont	700.00
106485	D W Maintenance	Grass cutting Brock Mdw & Rec grnd	636.00
106486	B W Whiffin & Co	Payroll run mth 7	48.00
106487	Seton	Permit holders only sign - BP car park	26.70

106488	M Pilbeam	Repaymnt of mileage - Tree Council mtg	59.40
106489	P Potter	Refund Clerk - High Viz vests litter grp	39.91
106490	HMRC	Tax & Ni Mth 6 (Sept)	523.50
106491	Essex Pension Fund	Ees conts, ers conts & admin cont Mth 6	337.00
DD	Entanet	Office broadband Oct	19.78
106492-3	Staff	Salaries Mth 7	2,700.17
Total			7,020.97

Signed:

Date: