

KELVEDON PARISH COUNCIL

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

PRESENT:

Chairman: Cllr C Martin
Cllrs: J Hooper I Jayatillake R Lancashire R Minns
 M Pilbeam
Clerk: P Potter
Clerk's Asst: S Green

135/16-17 Apologies for Absence

Cllrs Anderson, Buttery, Humpington & Tremain

136/16-17 Declarations of Interest

Cllr Lancashire declared a non-pecuniary interest in agenda item 141/16-17 (acquaintance of one of the applicants) and excluded himself from the interview process.

137/16-17 Confirmation of Minutes

- The minutes of the Meeting of the Full Council held on 4 October 2016 were agreed and signed as a correct record (proposed by Cllr Pilbeam & seconded by Cllr Lancashire).
- The minutes of the Extraordinary Meeting of the Full Council held on 17 October 2016 were agreed and signed as a correct record (proposed by Cllr Lancashire & seconded by Cllr Jayatillake).
- The minutes of the Planning meeting held on 17 October 2016 were not signed as the chairperson and vice chairperson of the Planning Committee were not in attendance.

138/16-17 County Councillor, District Councillor(s) and Police Reports

None.

139/16-17 Public Discussion

The Clerk advised that concern had been raised by a home owner concerning the growth of ivy alongside a property in Station Road. The Clerk is investigating if the ivy is on Council owned land and will report back to the December meeting.

140/16-17 Clerk's Reports

140.1 General Report

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

140.2 Finance Report

The Clerk informed Council that the Finance Report would be circulated to Cllrs in the next few days.

140.2.1 Conclusion of External Audit

The Clerk advised the Council of one or two minor points raised by the Auditor. Cllr Lancashire would investigate these during the coming week whilst carrying out the regular internal financial check.

141/16-17 Councillor Vacancy

The Chairman advised Cllrs that two applicants had applied for the vacancy. The following interview process was agreed:

- Panel to consist of Cllrs Hooper, Jayatillake & Pilbeam.
- Interviews to take place on Tuesday 8 November between 7 & 8 pm.
- Panel to circulate recommendation to Cllrs prior to December Full Council meeting.

- Interview panel's recommendation to be brought to Full Council for formal co-option at December meeting.

142/16-17 Formation of committee/sub-committee for Asset Management

Council agreed to the formation of a sub-committee of the General Purpose Committee for the purposes of Asset Management. The sub-committee would be open to any member of the Council who wishes to put themselves forward for membership.

142.1 Pavilion on recreation ground

Newly formed sub-committee to agree which Cllr should liaise with the football clubs in the first instance.

142.2 Clerk to consult the Land Registry in respect of buildings on Council owned land in the first instance.

142.3 Date for first sub-committee meeting to be set at the next available General Purpose Committee.

143/16-17 Consideration to be given to possible refurbishment of PAMW garage

Council agreed that the Clerk should begin obtaining three quotations for the repair/refurbishment of the existing garage - to include quotations for the installation of security lighting.

144/16-17 Car Park Machine

Cllrs noted the content of the verbal report from Cllr Minns recommending the purchase and installation of a new machine to incorporate facilities for the new pound coins (in circulation from March 2017) as well as providing a facility to accept bank notes. Estimated cost in the region of £4,700.

- Council agreed to the purchase of a new machine on this basis - Clerk to obtain three quotes (including new signage) and circulate recommendation to Council prior to purchase.
- Clerk to investigate if it is possible for machines to be leased.
- Council noted the recommendation from Cllrs Minns & Lancashire to increase car parking charges and to extend the current charging periods as follows:

up to 2 hrs	50p	(currently 20p)
2-3 hrs	£1.50	(currently £1.00)
2-4 hrs	£2.00	(currently £1.50)
over 4 hrs	£6.00	(currently £5.00)

 - Charging periods to be extended to 6 days a week - Mon to Sat (currently Mon- Fri)
 - Day rates from 8.00 am to 6.00 pm (as at present)
 - New rate from 6.00 pm to 00.00 (midnight) to be £1.00
 - 00.00 to 8.00 am free
 - Sundays free all day (as at present)

Cllrs agreed that the proposal for increased charges and an extension to the existing charging periods be brought before Full Council at the December meeting.

145/16-17 Community First Responders

- Council noted the request for donations for the purchase of portable equipment and agreed it was a worthy cause.
- It was agreed that the Clerk should liaise with neighbouring Parish Councils to establish the level of donation(s) already made and to query the ownership status of any such equipment purchased in the event of the responder moving out of the area; prior to bringing it back to the December meeting.

146/16-17 Procedure for KPC Policy review and implementation

Council agreed that individual committees to take responsibility for the review and monitoring of the policies relevant to that committee. Following which, all draft policies to be brought to Full Council for ratification.

147/16-17 Reports from Committees

147.1 Planning

147.1.1 September & October meetings minutes have been circulated. Next meeting due to be held on 21 November 2016.

147.1.2 Application no: 16/01654/FUL - Retention of summer house, 2 Kingfisher Way - revised plans
Cllrs agreed no further comment required.

147.2 Finance

147.2.1 Next meeting due to be held 14 December 2016.

147.2.2 Bank accounts/on-line Banking

Council agreed to the Clerk's recommendation that KPC continue to use Barclays, for current account services, as it offered the most suitable online banking system and agreed that the Clerk should now progress this further. Alternative banking arrangements would need to be established for the Council's deposit accounts in line with FSCA's recommendations.

147.3 Personnel Sub-Committee

147.3.1 Next meeting due to be held 14 December 2016.

147.4 General Purpose Committee

147.4.1 Next meeting due to be held 2 November 2016.

147.5 Neighbourhood Plan Committee

147.5.1 Next meeting date not yet decided.

148/16-17 Regular Items/reports from working parties

148.1 IWMF (Hooper, Lancashire, Martin)

No report.

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

Dealt with under minute no. 144/16-17.

148.3 Blackwater Aggregates (Lancashire)

No report.

148.4 BALC (Buttery)

Planned meeting with Police & Crime Commissioner - Clerk to circulate details.

148.5 5 Year Plan (L Humpington, Lancashire)

Council agreed to remove this item from future agendas as plan has been established.

148.6 A120/A12 Community Forum (Any available Cllr)

No report.

148.7 Brockwell Meadow (Pilbeam)

Cllr Pilbeam reported that he had met with the Essex Wildlife Trust regarding the future management of the meadows and will report back once further information was to hand.

148.8 Tree Warden (Pilbeam)

Cllr Pilbeam reported on the escalating problem of Ash die-back on the meadows and informed Council that further, costly tree works would need to be carried out when the situation requires it.

149/2016-17 To receive written reports from representatives on outside organisations

None.

150/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

151/16-17 Highways and Road Safety matters**151.1 ECC Transport Representatives Meeting**

Cllr Minns gave Cllrs a brief report on the recently attended meeting.

- It was noted that S106 monies could possibly be used towards providing bus shelters in villages.
- Cllrs were advised of the problems associated with buses not stopping at certain lay-by stops on the A12 due to safety issues when trying to re-enter the carriageway.
- ECC are currently reviewing the routes that are entirely funded by subsidy - this includes the Sunday 71c service that runs through Kelvedon. Any changes to be made will take effect from August 2017.
- With regard to planned new housing developments, local councils are requested to consider options for varying bus routes early on in the planning stage.

152/16-17 Facebook/Twitter Update – Report from Cllr Hooper

No report.

153/16-17 Accounts for payment**153/16-17 The payments made between meetings were agreed**

Chq no.	Payee	Purpose	£
106495	Post Office Limited	PAMW van car tax	230.00
106496	Anglian Water	Ofs water & sewerage 21.06.16 - 30.09.16	52.42
106497	Anglian Water	Pav water & sewerage 08.07.16 - 30.09.16	77.58
106498	Anglian Water	Allotments water 22.06.16 - 04.10.16	201.34
106499	James Hunt	Emergency electrical repairs at container	100.00
Total			661.34

153/16-17 The following amounts for payment were agreed

Chq no.	Payee	Purpose	£
DD	Eon	Office electricity - Sept 2016	61.72
DD	Eon	Pavilion electricity - Sept 2016	20.46
DD	Utility Warehouse	Office landline & broadband Oct 2016	21.43
DD	BT	Office tel, Institute landline & b'band	251.66
106500	Doe Motors Ltd	Fuel for PAMW equip & van	54.00
106501	Royal British Legion	Donation	30.00
106502	RBS Tree Surgery	Tree works Brockwell Meadws - various	5,784.00
106503	James Hunt	Providing assistance with skip filling	120.00
106504	Kempco	Neighbourhood Plan print costs	259.12
106505	Kelvedon Parish Church	Entrance fee for Christmas Tree Fest	25.00
106506	London Road Garage	MOT & service - KPC van	513.14
106507	Ridgeons	New padlock allots, gloves PAMW	20.81
106508	R Minns	Mileage/expenses ECC Trans Reps Mtg	20.10
106509	PKF Littlejohn LLP	External Audit fees	480.00
106510	B W Whiffin & Co Ltd	Payroll charges month 8	48.00
106511	Cash	Petty cash top up	138.78
106512	HMRC	Tax & NI Month 7	573.00

106513	Essex Pension Fund	Pens ee, ers conts & admin fee Oct 16	387.80
106514-6	Staff	Salaries November 2016	2,652.62
Total			11,461.64

Signed:

Date: