

Kelvedon Parish Council

Suite 1, The Old Bank, 63 High Street, Kelvedon, Essex CO5 9AE

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 12 JUNE 2018
AT 8.00 PM IN THE COUNCIL CHAMBER

Present

Chair: Cllr Jayatillake

Vice-Chair: Cllr Lancashire

Cllr Astley Cllr Goode

Cllr Hooper Cllr Pilbeam

Cllr Tremain

Clerk: P Potter Five members of the public

37/18-19 Apologies for Absence

Apologies were received and accepted from Cllrs Anderson, Minns and Ormond.

38/18-19 Declarations of Interest

None

39/18-19 Public Discussion

None

40/18-19 Kelvedon Neighbourhood Plan

The draft plan was discussed and it was Proposed, Cllr Jayatillake, Seconded Cllr Astley and unanimously Resolved to approve the Draft Neighbourhood Plan for Regulation 14 Consultation, subject to amendments, which are briefly summarised as follows (proposer and seconders in brackets – all agreed):

- Policy HO1 – that the first sentence is changed around, so it reads: '*BDC's Local Plan sets out that the minimum number of new homes to be built in Kelvedon in the period 2017-2033 will be 291*' (Cllr Hooper, Cllr Astley)
- Policy: HO10 – that the first paragraph is removed (Cllr Jayatillake, Cllr Astley).
- Policy HE3 – that the policy is re-worded for clarity (Cllr Jayatillake, Cllr Tremain).
- Policy NE5 – add in a further area of land (Cllr Jayatillake, Cllr Lancashire)
- Policy BR6 – remove an entry under 'Community Assets' (Cllr Lancashire, Cllr Tremain).
- Developer Contribution section – keep the policy in but remove the table of requirements from this draft, to enable it to be worked on, and re-instate at the next stage (Cllr Jayatillake, Cllr Astley).

Details of each amendment are with the Clerk and it was Proposed Cllr Pilbeam, Seconded Cllr Jayatillake and unanimously Resolved for the Clerk to work on those amendments and to implement any changes which are required following the proof-read, regarding spelling, grammar, punctuation and clarity. The Clerk will also have document control for KPC.

41/18-19 Internal Audit 2017-18

The Internal Audit was received and the following items were highlighted for action:

- General Power of Competence – needs to be re-adopted (this will be taken to the July Parish Council meeting).
- More clarity on agendas with regard to costs.
- Both signatories to initial cheque stubs.
- Funds over the FSCS guarantee limit need to be moved (currently being undertaken).
- Review petty cash system for cost effectiveness
- Keep one asset register with both acquisition and insurance values (this has been done).

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved that the Internal Audit has been reviewed and all actions required by the report will be implemented.

42/18-19 Approval of Annual Governance and Accountability Return 2017/18

42.1 Annual Governance Statement – Section 1:

Each question on the Governance Statement was considered and answered ‘yes’ – it was Proposed Cllr Lancashire, Seconded Cllr Jayatillake and unanimously Resolved that this was correct and to approve Section 1 to be signed accordingly.

42.2 Accounting Statement – Section 2:

The figures were reviewed and it was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved that these were correct, and approved Section 2 to be signed accordingly.

43/18-19 Sky Guard – ‘Man Down SOS’ System

It was Proposed Cllr Lancashire, Seconded Cllr Astley and unanimously Resolved to purchase the ‘Sky Guard (Man Down SOS)’ emergency assistance system for the PAMW, for an initial contract length of one year, at the price of £16 per month, with a trial period of 30 days.

44/18-19 Accounts for payment

To following accounts for payment were agreed.

Chq no.	Payee	Purpose	£
106882	P Potter	Reimbursement for PAMW/Office H&S equip.	74.69
106883	Liane Rowland	Internal Audit report & recommendations	165.00

Signed

Date