

# KELVEDON PARISH COUNCIL

## MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 5 JUNE 2018  
AT 7.30 PM IN THE COUNCIL CHAMBER

### Present

**Chair:** Cllr Jayatillake

**Vice-Chair:** Cllr Lancashire

Cllr Astley                      Cllr Goode  
Cllr Hooper                      Cllr Ormond  
Cllr Pilbeam                      Cllr Tremain

Clerk: P Potter                      Clerk's Assistant: S Green

### **22/18-19      Apologies for Absence**

Apologies for absence were received and accepted from Cllr Anderson, Cllr Martin, Cllr Minns, and District and County Cllr Mitchell

### **23/18-19      Declarations of Interest**

None declared.

### **24/18-19      Confirmation of Minutes**

It was Proposed Cllr Lancashire, Seconded Cllr Hooper and unanimously Resolved that the minutes of the meeting of the Full Council held on 1 May 2018 be approved and signed as a correct record.

### **25/18-19      County Councillor and District Councillor Reports**

None.

### **26/18-19      Public Discussion**

No public present.

### **27/18-19      Clerk's Reports**

#### **27.1      General Report**

The Clerk gave Councillors a brief update on the following:

- Health and Safety supplies purchased
- Risk Assessments completed
- Highway cutting issues - liaising with County Cllr Mitchell
- GDPR - urgent requirements now in place
- Progress regarding the sale of Old Fire Station

#### **27.2      Finance Report**

To be circulated shortly.

### **28/18-19      Data Protection Documents**

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and agreed, with one abstention, to approve and adopt the following documents:

- Data Protection Policy
- Subject Access Request Policy
- Privacy Notices

**29/18-19 Health and Safety**

**29.1 Purchase of a 'Dorguard' Fire Door Retainer**

It was Proposed Cllr Goode, Seconded Cllr Astley and unanimously agreed to the purchase of a 'Dorguard Fire Door Retainer' device, for up to an amount of £120.

**29.2 Risk Assessment - Working in the Office**

It was Proposed Cllr Pilbeam, Seconded Cllr Lancashire and unanimously agreed to approve and adopt the document with the proviso that the document is individually numbered, in conjunction with other Council risk assessments.

**29.3 Approval and adoption of PAMW Risk Assessments**

It was Proposed Cllr Ormond, Seconded Cllr Goode and unanimously agreed to approve and adopt the documents, subject to the assessments being individually numbered.

**30/18-19 Standing Orders**

It was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed to approve the revised Standing Orders.

**31/18-19 Parking Restrictions**

It was Proposed Cllr Pilbeam, Seconded Cllr Goode and unanimously agreed to support the proposal by District Cllr Mitchell, that existing Bank Holiday parking restrictions, on single yellow lines, in specific locations, be lifted.

**32/18-19 Committees**

**32.1 Planning**

**32.1.1** May meeting - draft minutes have been circulated.  
Next meeting to take place on Tuesday 19 June.

**32.1.2 Planning Application:  
17/02271/OUT - Land adjacent to Watering Farm, Coggeshall Rd.**

It was Proposed Cllr Lancashire, Seconded Cllr Astley and unanimously agreed to object to the revised application on the following grounds:

- Highways
- Traffic data not provided
- Environment - Wildlife concerns
- Location - Outside the village envelope

A full response will be written and submitted to BDC.

**32.2 Finance**

**32.2.1** March Finance Committee - draft minutes circulated.

**32.2.2** Next meeting to take place on 12 September.

**32.3 Neighbourhood Plan Committee**

**32.3.1** Next meeting to take place on Tuesday 19 June.

**32.4 Allotment Committee**

**32.4.1** To be advised.

**32.5 Pavilion Working Party**

**32.5.1** To be advised.

**33/18-19 Environment Reports – Cllr Pilbeam**

**33.1 Brockwell**

Cllr Pilbeam updated Councillors on the following:

- Forest School visits, arranged by St Mary's Primary, will be taking place at the Meadows in the near future.
- It was suggested that the millennium willow dome could be taken forward as a project for children to be involved in, either via the school or other

organisations.

- The walkways were recently cut by the PAMW, using hired 'robo-mower' equipment.

### 33.2 Tree Warden

All recent Tree Warden recommendations regarding TPO/TPOCON applications have been submitted to BDC.

### 33.3 Allotments

The establishment of the Allotment Committee and Sub-Committee are progressing well.

## 34/17-18 Accounts for payment

It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously agreed to note the payments made between meetings and the following payments:

34.1 The following payments made between meetings were noted:			£
Chq no.	Payee	Purpose	
106862	Zurich Municipal	KPC van ins renewal 16.5.18 - 15.5.19	645.36
<b>Total</b>			<b>645.36</b>

## 34.2 To following amounts for payment were agreed:

Chq no.	Payee	Purpose	£
DD	Utility Warehouse	Office phone & broadband May 2018	33.07
SO	Julia MacKay Properties	Monthly office rental 1-30 June 2018	666.67
DD	Anglian Water	Allotment water supply June 2018	33.00
DD	Anglian Water	Pavilion water supply June 2018	32.50
DD	Anglian Water	Old Fire Station water supply June 2018	14.00
106863	Philip Liverton Ltd	Hire of robo-mower to cut Brck Mead paths	252.00
106864	Ridgeons	PAMW misc supplies	12.85
106865	Ernest Doe & Sons Ltd	PAMW misc supplies	62.96
106866	Select Business Equip	Black & white and colour copying charges	148.21
106867	Kempco	Office stationery	4.92
106868	Zurich Municipal	KPC Insurance renewal 1.6.18 - 31.5.19	2,073.77
106869	D Wallace	Grass cutting rec ground & Brck meadow	106.00
106870	Deal of Kelvedon	Lock up rental May 2018	40.00
106871	Julia MacKay Properties	KPC office gas, elect, water, sewerage	88.23
106872	Doe Motors Ltd	PAMW fuel for van & equipment	123.15
106873	Olivers Plants Limited	Kelv in Bloom plants from community fndng	851.36
106874	B W Whiffin & Co Ltd	Month 3 payroll charge	48.00
106875	Cash	Petty cash top up	129.00
106876	HMRC	Tax & Ni Mth 2	463.93
106877	HMRC	Vat period ended 31.03.18	157.05
106878	Essex Pension Fund	Pension ees, ers & admin charge May 18	439.94
DD	Npower	Fire Station electricity 13.02.18 - 03.05.18	37.10
DD	EON	Pavilion electricity May 2018	14.92
DD	Public Works Loan Board	High Street C/Park loan repayment June 18	7,801.33

106879-81	Staff	Salaries mth 3	2,508.31
<b>Total</b>			<b>16,142.27</b>

**35/18-19 Exclusion of the Public and Press**

It was Proposed Cllr Hooper, Seconded Cllr Lancashire and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 36/18-19, to enable the Parish Council to consider confidential staffing matters.

**36/18-19 NALC Pay Scales**

It was Proposed Cllr Ormond, Seconded Cllr Tremain and unanimously agreed to implement the increased Pay Scales as advised by NALC from April 2018.

Signed .....

Chairman .....

Date .....