

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 6 NOVEMBER 2018  
AT 8.00 PM IN THE COUNCIL CHAMBER

#### Present

Chair: Cllr Jayatillake  
Councillors: Cllr Anderson, Cllr Hooper, Cllr Leach (following co-option), Cllr Martin,  
Cllr Pilbeam, Cllr Tremain  
Clerk: P Potter  
Clerk's Assistant: S Green  
County and District Cllr R Mitchell,  
J Jenkison – Principal Planner for Highfields Solar Farm  
One member of the public

#### 109/18-19 Apologies for Absence

Apologies for absence were received and accepted from Cllr Astley, Cllr Goode, Cllr Minns and Cllr Ormond.

#### 110/18-19 Co-option of Parish Councillor

It was Proposed Cllr Jayatillake, Seconded Cllr Anderson and unanimously resolved to co-opt Natalie Leach to fill the current casual vacancy. Cllr Leach duly signed the Declaration of Acceptance of Office and joined the meeting as a Parish Councillor.

#### 111/18-19 Declarations of Interest

None declared.

#### 112/18-19 Confirmation of Minutes

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously resolved that the minutes of the meeting of the Full Council held on 2 October 2018 be approved and signed as a correct record.

#### 113/18-19 Highfields Solar Farm – James Jenkison

A presentation was made to the Council by J Jenkison, Principal Planner for Highfields Solar Farm including information regarding the potential 40 year life span of the panels.

County and District Cllr Mitchell queried the better than expected performance of the solar farm and was advised that the degradation of panels is far less than that originally thought.

Cllr Hooper enquired if it was possible for visits to be arranged for local schools but was advised, for safety reasons, that all visitors should be over 18.

#### 114/18-19 County Councillor and District Councillor Report

Cllr Mitchell spoke regarding the following matters:

- Potholes: following a recent request, five potholes have been identified as priority for repair and have been put forward to ECC Highways for action.
- Kelvedon House development: Cllr Mitchell will check that the coning off and closure of the pavement outside the site are as they should be.
- IWMF Meeting: Cllr Mitchell will be attending and chairing this meeting.

Cllr Mitchell left the meeting at 8.40 pm.

**115/18-19 Public Forum**  
None

**116/18-19 Clerk's Report**  
This had been circulated previously and no questions were raised. In addition, the Clerk advised Cllrs that the dedication ceremony for the WW1 centenary bench will take place at 3.45pm on Friday 9th November. Cllr Hooper requested that consideration be given to the installation of paths on The Green to allow easy access to the existing benches. It was agreed to place this matter on the December agenda.

**117/18-19 Finance Report**  
Cllrs acknowledged receipt of the previously circulated October Finance Report and noted that the November report would follow shortly. No questions were raised.

**118/18-19 Community Special Constables**  
It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously resolved to defer this matter to the Annual Parish Assembly, when an invite would be extended to Witham Town Council who will be asked to give their feedback on the effectiveness of the scheme that is currently running in Witham. A public consultation can then take place so that residents' views can be taken into account when the Parish Council make a final decision on whether to move forward with the scheme.

**119/18-19 Annual Parish Assembly 2019**  
119.1 It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously resolved that due to the elections in May 2019, the Annual Parish Assembly date be moved to 13th March 2019, if a venue is available. The confirmed date will be advised.  
119.2 It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously resolved to invite organisations from around the village, including the school and pre-school, to participate in the annual event by showcasing their activities. A public consultation regarding the proposal to fund Community Special Constables will also take place.

**120/18-19 Grant Applications**  
**120.1 Feering & Kelvedon Gardening Club**  
It was Proposed Cllr Jayatillake, Seconded Cllr Anderson and unanimously resolved to grant £200 to assist with the cost of putting on the 2019 show.  
**120.2 Two Villages Voluntary Association**  
It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously resolved to grant £200 towards the Christmas voucher scheme, which would be conditional upon a full audit being carried out in early 2019, as provided for in the terms and conditions.

**121/18-19 ECC Parish Paths Partnership (P3) Scheme**  
It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously agreed to enter into the P3 Scheme, under which the Parish Council will undertake footpath maintenance on behalf of ECC. It was noted that initially the scheme will start with Footpath 23 and some elements of Footpath 14.

**122/18-19 Allotment Committee – Bank Account**

It was Proposed Cllr Anderson, Seconded Cllr Tremain and unanimously agreed to open a new account with Barclays Bank, for the Allotment Committee to handle the monies which are fundraised towards the projects for the improvement and progression of the allotment site.

**123/18-19 Purchase of Charles Arnold-Baker – Local Council Administration Eleventh Edition**

It was Proposed Cllr Tremain, Seconded Cllr Martin and unanimously resolved that the Clerk can proceed with the purchase of the latest version at a discounted cost of £104.13.

**124/18-19 Accounts for payment**

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously resolved to make the following payments:

DD	Eon	Electricity Pavilion April 2018	18.67
DD	Anglian Water	Pavilion water October 2018	32.50
DD	Anglian Water	102 High Street water October 2018	14.00
DD	Eon	Pavilion electricity September 2018	18.62
DD	Utility Warehouse	Office phone & broadband October 2018	31.62
DD	Anglian Water	Pavilion water & sewerage charges Nov 2018	32.50
S/O	Julia MacKay Properties	KPC Office rent 1-30 November 2018	666.67
106977	Julia MacKay Properties	Water & sewerage charges ofs Apr-Oct '18	40.18
106978	Colchester IT	AVG Cloudcare 2 yrs 1.11.18 - 31.10.20	79.20
106979	Deal of Kelvedon	Lock up rental October 2018	40.00
106980	Shred 4 Security	Shredding destruction	108.00
106981	D Wallace	Grass cutting Brockwell & Rec 4th Oct 2018	106.00
106982	Ernest Doe & Sons Ltd	PAMW supplies	127.25
106983	Rebecca Saunders	Communications Consultant	220.00
106984	SLCC	Membership renewal 2018/19	165.00
106985	John Finch Partnership Ltd	Sports Ground & Pavilion Feasibility Study	2,209.58
106986	The Royal British Legion	Addit donation for Remembrance Day wreath	20.00
106987	London Road Garage	MOT & repair of KPC van	382.20
106988	Braintree District Council	Collect & disposal of rubbish from Old Fire St	84.73
106989	Thompson, Smith & Puxon	Professional charges for licence 33 St Marys	540.00
106990	The Play Inspection Company	Operational Inspections Glebe & Rec Grd	240.00
106991	Doe Motors Ltd	Fuel for van	127.98
106992	EALC	Project Management Course - 11/10/18 Clk	60.00
106993	Philip Liverton Limited	Hire of Robo Mower for Brockwell Meadow	252.00
106994	GC Fire Protection Limited	Fire Extinguisher service & spare parts	177.84
106995	Kelvedon Parish Church	KNP Christmas Tree Festival entry 2018	25.00
106996	B W Whiffin & Co Ltd	Payroll charge mth 8	48.00
106997	HMRC	Underpaid NI contributions	609.99
106998	HMRC	Tax & NI Mth 07	569.43
106999	Essex Pension Fund	Pension ees, ers & admin Mth 07	433.20
DD	Eon	Pavilion electricity October 2018	21.93
107000-2	Staff	Salaries Mth 8	2,918.44

**Total**

**10,420.53**

Signed .....

Date .....