

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 9 JANUARY  
2018 AT 7.30 PM IN THE COUNCIL CHAMBER**

**COUNCILLORS**

**PRESENT:**

Chairman: C Martin  
Vice Chairman: R Lancashire  
Councillors: J Astley      J Hooper      I Jayatillake      R Minns      E Ormond  
                  M Pilbeam      A Tremain  
Clerk: P Potter  
Clerk's Assist: S Green

Also present: County and District Cllr Mitchell  
                  A representative of the A12/VTAG group

**150/17-18      Apologies for Absence**

Apologies for absence were received from Cllr J Anderson and Cllr S Goode

**151/17-18      Declarations of Interest**

Cllr Ormond declared a non-pecuniary interest in the renewal of the Essex Wildlife Trust subscription under item 162, as they are her employer.

**152/17-18      Confirmation of Minutes**

The minutes of the meeting of the Full Council held on 5 December 2017 were agreed and signed as a true record (proposed by Cllr Pilbeam and seconded by Cllr Jayatillake).

The Chairman agreed to bring the following item forward on the agenda.

**154/17-18      Public Discussion**

Following an informative presentation by a member from the A12/VTAG group, Councillors were asked to consider sending a regular representative to meetings. It was agreed that this request would be placed on the February Full Council agenda for consideration.

The A12/VTAG representative left the meeting.

**153/17-18      County Councillor and District Councillor Reports**

Cllr Mitchell updated the Council on the following matters:

- the recent installation of LED street lights throughout the main roads of Kelvedon and Feering
- the development of 1000 homes at Feering being dependent on the creation of a 4-way junction at the northern end of the A12
- the updating of the ECC Highways on-line reporting system

Cllr Mitchell left the meeting.

**155/17-18      Clerk's Reports**

**155.1      General Report**

- The Clerk's previously circulated report was noted.

**155.2      Finance Report**

- The Clerk's previously circulated report was noted.

### **156/17-18 Budget and Precept for 2018-19**

Councillors discussed the proposed budget, in particular the further decrease in income from Braintree District Council (BDC), which will be 50% down on 2017/18. This decrease, together with the increase in responsibilities being filtered down to Parish Councils will inevitably lead to a small rise in the Precept for the next financial year.

It was therefore Proposed Cllr Martin, Seconded Cllr Lancashire and unanimously Resolved that the budget would be set at £103,528, which resulted in a Precept being set at £100,219 for 2018/19. This represents a 4.91% increase for a Band D property, which breaks down to a £3.62 increase for the year, or 7p per week.

The following matters were also discussed within this item:

- Cllr Lancashire suggested the inclusion of additional funds in the budget to cover the use of a resource that would manage communications for the PC. After some discussion, it was agreed that this would be revisited at a later meeting.
- To help maximise income from the Bellingham Place car park, Cllr Hooper suggested that the Council offered, for one year only, any vacant spaces in the Bellingham Place car park as 'second spaces' to existing permit holders, on a first come first served basis, with effect from 1 April 2018. The Council also agreed to the advertising of general/commuter permits at the High Street car park.

The Chairman and Clerk signed the Precept demand, for submission to BDC.

### **157/17-18 Pavilion, Recreation Ground**

Cllrs Astley, Goode, Hooper and Tremain agreed to form a working party to progress plans for the future of the Pavilion and the sale of the Old Fire Station. The Clerk will arrange a meeting date.

### **158/17-18 Annual Parish Assembly - 25 April 2018**

Councillors suggested the following items for possible inclusion in this year's Parish Assembly:

- Launch of survey for the purpose of gauging how the public would like to see money spent for the parish.
- Neighbourhood Plan update
- Parish Council's WW1 Centenary commemoration proposal
- Environmental presentations

### **159/17-18 Emergency Plan**

Councillors acknowledged the need to review and update the existing plan. Clerk to circulate existing Emergency Plan to all Councillors prior to forming a working party to produce an updated version for adoption.

### **160/17-18 Committees**

#### **160.1 Planning**

##### **160.1.1 Application no: 17/00076/FUL**

**Location: Kelvedon House, 86 High Street**

**Description:** Erection of 4 flats and 4 dwelling houses (revised plans)

The Parish Council noted the revised drawings showing a proposed 'one-way' system for vehicles entering and leaving the site. It is considered that the revised plans do not deal with the

access/egress issues and both routes are still not of sufficient width to allow larger vehicles to access the site. The inclusion of an 'archway' as a means of access to the site is still considered to be a less than favourable solution as it further restricts, in terms of height, the type of vehicles which would be able to access the properties and would almost certainly result in further parking on an already congested and narrow area of the High Street. Concern is also expressed that this may lead to larger/high vehicles using the access at the side of the building to both enter and exist against the one-way system and that there is insufficient space within the site for large vehicles to turn in a satisfactory manner. The proposed two access/egress points will lead to two points of vehicle movements on the High Street as opposed to one and will create an additional loss of existing on-street parking in the immediate area. The principle of development on this site as proposed, remains unopposed, however, because the access issue is still considered unsafe, the Parish Council OBJECTS to the application.

**160.1.2 NEGC Issues and Options and Sustainability Appraisal**

It was noted that Councillors Jayatillake and Lancashire had reviewed the documentation which puts forward a vision with priority being given to green spaces; minimising impact on surrounding communities, and the retention of 'green wedges' to avoid the amalgamation of built up areas. Councillors raised concerns over the deliverability of such a scheme. The responses put forward by the above Councillors was agreed as the Parish Council's response to the consultation. The Clerk will progress its submission.

**160.1.3** December Planning Committee - draft minutes circulated.

**160.1.4** Next meeting to take place on Monday 22 January at 7.30 pm.

**160.2 Finance**

**160.2.1** Next meeting to take place on Wednesday 14 March at 7.30 pm.

**160.3 Personnel sub-committee**

**160.3.1** Next meeting to take place on Wednesday 14 March at 7.30 pm.

**160.4 General Purpose Committee**

**160.4.1** To be arranged when required.

**160.5 Neighbourhood Plan Committee**

**160.5.1** Next meeting to take place on Monday 22 January following the Planning Committee meeting.

**160.5.2** Cllr Pilbeam updated Council on the recent and positive meeting held between members of the Neighbourhood Plan Committee and Planning Consultant, A Skippers. It was noted that the Plan was on target to complete within the agreed timescale.

**161/17-18 Environment Reports – Cllr Pilbeam**

**161.1 Brockwell**

Cllr Pilbeam reported that the situation regarding the recent works to trees is still being investigated.

**161.2 Tree Warden**

No further reports.

**161.3 Allotments**

Cllr Pilbeam gave Council an update on the Allotment Association and its current activities.

**162/17-18 Accounts for payment**

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

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
DD	Eon	Pavilion electricity August 2017	15.62
DD	BT	Institute landline and broadband	193.08
DD	N Power	Office electricity 17.08.17 - 19.10.17	76.99
DD	Eon	Pavilion electricity November 2017	23.18
DD	Utility Warehouse	Office landline and broadband Dec 2017	64.55
DD	Anglian Water	Pavilion water charges Jan 2018	28.00
DD	Anglian Water	Allotment water charges Jan 2018	33.00
DD	Anglian Water	Old Fire Station water charges Jan 2018	14.00
106756	R Lancashire	Reimbursement travel EALC Chair train crs	19.88
106757	Doe Motors Ltd	Fuel for van and equip	115.46
106758	Towergate Insurance	Feering and Kel Hist Museum Ins frm budget	307.96
106759	Toms Farm Shop	Bollards and posts for safety signs	56.00
106760	M Pilbeam	Reimburse purchase of projector for ofs	74.99
106761	Braintree District Cncl	Prior approval application fee - 102 High St	80.00
106762	S Green	Reimbursement clips for safety signs	30.17
106763	Deal of Kelvedon	Rental of garage - December 2017	40.00
106764	Essex Wildlife Trust	Annual subscription renewal	33.00
106765	London Road Garage	Replacement tyre for van (puncture)	54.54
106766	S Sharp	PAMW holiday cover 4-8 December 2017	510.00
106767	Project Skills Sols Ltd	Clerk and PAMW signage and lighting course	405.60
106768	Kelvedon Institute Hall	Committee meetings and 2018 APA	103.00
106769	Julia MacKay Props	The Old Bank monthly rental 1-31 Jan 2018	666.67
106770	Thompson Smith and Puxon	Professional charges for pavilion lease work	530.40
106771	Office Furniture Online	Handling charge for return of mtg table	60.00
106772	Cash	Petty cash top up	137.49
106773	HMRC	Tax and Ni December Mth 09	672.64
106774	Essex Pension Fund	Pension ees, ers and admin charges Mth 09	471.64
106775-7	Staff	Staff salaries mth 10	2,674.35
106778	B W Whiffin and Co Ltd	Payroll charge mth 10	48.00
<b>Total</b>			<b>7,540.21</b>

Signed .....

Councillor .....

Date .....