

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 6
FEBRUARY 2018 AT 7.30 PM IN THE COUNCIL CHAMBER**

COUNCILLORS

PRESENT:

Chairman: C Martin
Vice Chairman: R Lancashire
Councillors: J Anderson J Astley S Goode J Hooper I Jayatillake
 A Tremain
Clerk: P Potter
Clerk's Assist: S Green

Also present: Four members of the public

163/17-18 Apologies for Absence

Apologies for absence were received from Councillors Minns, Ormond and Pilbeam.

164/17-18 Declarations of Interest

Cllr Tremain declared a non-pecuniary interest in agenda item 175 (Allotment Association) as her husband is an allotment tenant.

165/17-18 Confirmation of Minutes

The minutes of the meeting of the Full Council held on 9 January 2018 were agreed and signed as a true record (proposed by Cllr Jayatillake and seconded by Cllr Lancashire).

166/17-18 County Councillor and District Councillor Reports

None available at time of meeting.

County and District Cllr R Mitchell arrived after the close of the meeting to give Councillors an update on ECC budgeting proposals for 2018/19 and various highways matters.

167/17-18 Public Discussion

The members of public present spoke about the following matters of concern affecting Kelvedon.

167.1 Proposed re-routing of stretches of the A120

- Two members of the public spoke about the potential impact of the proposed route options B and C and the detrimental effect it was felt that this would have on residents living on the outer fringes of the Parish, with a request that KPC object to these routes when they next arise for consultation.
- Another member of public spoke about wildlife and environmental issues, with regard to these proposed A120 routes, with an appeal to KPC to have no preferred option on any of the four proposed routes.

167.2 Kelvedon House

A member of the public spoke about the current planning application for possible redevelopment of the site and made the following comments:

- The Parish Council were thanked for the constructive comments made with regard to the current planning application.
- The member of public wished it to be known that, in his opinion, existing property boundaries had been shown incorrectly and BDC's processes for the advertising of planning applications had not been followed. The Chairman advised the member of public to contact his local District Councillors and the leader of BDC if he wished to progress a complaint.

- The member of the public questioned why item 181 on the agenda (High Street car park access) was being discussed in private session. The Clerk explained that this matter related to the commercial interests regarding Council assets and therefore was not able to be discussed in public session.

The Chairman thanked all members of public for their contributions and confirmed that KPC would be mindful of the comments made when making any further representations.

Three members of public left the meeting.

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

169/17-18 Communications

169.1 Communications with neighbouring parish councils regarding future infrastructure and development issues

The Clerk confirmed to Cllr Hooper that the Parish Council could liaise with residents regarding information which they have collected on issues such as the A120 route consultations and the Garden Community proposals. This will be taken forward. It was also agreed to contact neighbouring Parish Councils to establish how best to share information between us regarding these issues. The Clerk will progress this also.

169.2 Communications and Social Media Policy

Councillors discussed the proposed revisions to this policy, which centred on Councillors issuing a disclaimer on social media responses if they were posting as an individual, rather than in their role as Parish Councillor, to ensure that this was clearly understood by anybody reading the posts. A further revision stipulates that if the opinion of KPC is sought or if clarification on its policy or response to any issue was questioned, then the 'poster' be directed to the Parish Clerk to arrange for a response to be sent. It was proposed (Cllr Martin) and seconded (Cllr Lancashire) that the revisions to the Communications and Social Media Policy are adopted as they stand, which was resolved by a majority of votes.

169.3 Outsourcing of Communications

It was proposed (Cllr Lancashire) and seconded (Cllr Jayatillake) and unanimously resolved to explore outsourcing some of KPC's communications to a third party. Cllr Lancashire and the Clerk to liaise with regard to bringing a costing proposal to the March Full Council meeting.

168/17-18 Clerk's Reports

168.1 General Report

- The Clerk's previously circulated report was noted.
- The Clerk advised that both she and the PAMW had passed the recently attended Health and Safety course regarding signing, lighting and guarding.

168.2 Finance Report

- The Clerk's previously circulated report was noted.

170/17-18 A12/VTAG Group

Owing to the timings of meetings, it was agreed that no KPC representative would usually be able to attend meetings, but that a request would be made to the A12/VTAG group for copies of agendas and minutes to be forwarded to the Clerk for distribution amongst Councillors.

171/17-18 Emergency Plan

It was agreed that the revised plan should be brief and concise to cover immediate actions required in the event of an emergency. The Clerk agreed to review the current plan and bring a reformed version to the March meeting for adoption.

172/17-18 WW1 Centenary

It was proposed (Cllr Tremain), seconded (Cllr Jayatillake) and unanimously resolved to proceed with the purchase and installation of a commemorative bench for the centenary of the end of the First World War. Possible locations were discussed and the Clerk will look into whether this bench could replace the one currently on the corner of New Road/High Street, and if this is not a viable option, Council agreed it would be sited on The Green.

173/17-18 Data Protection

The Chairman gave Councillors a summary of the legal requirements for compliance with the General Data Protection Regulations which will come into force on 25 May 2018. Essex Association of Local Councils is advising Parish Councils on how to undertake ensuring their systems and paperwork is in place, which the Clerk will implement accordingly.

174/17-18 Grant Applications

It was agreed to defer the decision on these applications to the March meeting.

175/17-18 Allotment Association

It was proposed (Cllr Martin), seconded (Cllr Lancashire) and unanimously agreed to set up an Allotment Committee with Councillors Astley, Ormond, Pilbeam and Tremain as members.

176/17-18 KPC IT

It was proposed (Cllr Lancashire), seconded (Cllr Jayatillake) and unanimously agreed to reconfigure the IT between the office systems and the laptop so that documents can be accessed from the desktop and laptop in the same way, for the agreed cost of around £150.

177/17-18 Committees

177.1 Planning

177.1.1 January Planning Committee - draft minutes circulated.

177.1.2 Next meeting to take place on Monday 19 February at 7.30 pm at the Kelvedon Institute small hall.

All Councillors in attendance will be co-opted onto the Planning Committee for this meeting only.

177.2 Finance

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

177.3 Personnel sub-committee

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

177.4 General Purpose Committee

177.4.1 To be arranged when required.

177.5 Neighbourhood Plan Committee

177.5.1 Next meeting to take place on Monday 19 February following the Planning Committee meeting.

178/17-18 Environment Reports – Cllr Pilbeam

178.1 Brockwell

No reports available owing to Cllr Pilbeam's absence.

178.2 Tree Warden

No reports available owing to Cllr Pilbeam's absence.

178.3 Allotments

No reports available owing to Cllr Pilbeam's absence.

179/17-18 Accounts for payment

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

The following amounts for payment were agreed:

Chq no.	Payee	Purpose	£
DD	Utility Warehouse	Office landline and broadband January 2018	29.68
DD	Anglian Water	Pavilion water charges February 2018	28.00
DD	Anglian Water	Allotment water charges February 2018	33.00
DD	Anglian Water	Old Fire Station water charges Feb 2018	14.00
106779	Julia MacKay Properties	The Old Bank monthly rental 1-28 Feb 2018	666.67
106780	Ian Menzies	Reimbursement NHP expenses - land reg	51.00
106781	Deal of Kelvedon	Rental of lock up January 2018	40.00
106782	Office Furniture Online	Purchase of 3 meeting tables for office	464.40
106783	The Kelvedon Institute	Car park electricity Oct 17 - Jan 18	194.43
106784	Select Business Equip	Black and white/ colour photocopying chgs	128.91
106785	Ridgeons	PAMW misc supplies	123.72
106786	Doe Motors Limited	PAMW van and equip fuel	60.00
106787	Ernest Doe and Sons Ltd	H and S crse equip and misc PAMW supplies	144.15
106788	Signway Supplies	Railing clips for safety signs	75.31
106789	The Play Inspection Co	Operational Inspections - Rec and Glebe Rd	240.00
106790	UK Point of Sale Grp Ltd	Cable and rod display system for ofs window	91.42
106791	Kempco	Office noticeboards (2) and misc stationery	197.00
106792	Robert Brewer	Tree works	1,200.00
106793	Lewis Hunt	Mileage and misc expns Signing, lighting crs	47.30
106794	B W Whiffin and Co Ltd	February payroll charge mth 11	48.00
106795	HMRC	Tax and Ni month 10	549.17
106796	Essex Pension Fund	Pension ees, ers and admin charge mth 10	369.21
DD	Eon	Pavilion electricity January 2018	43.91
106797-99	Staff	Salaries month 11	2,682.87
106800	Braintree District Council	Business rates The Old Bank 17/18	691.72
Total			8,213.87

The remaining member of public left the meeting.

180/17-18 Exclusion of the Public and Press

It was resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 181/17-18 and 182/17-18, to enable the Parish Council to consider commercial interests concerning assets of the Parish Council.

It was agreed to take the items out of agenda order.

182/17-18 Licence Request

It was proposed (Cllr Jayatillake), seconded (Cllr Martin) and unanimously resolved to grant a licence for access to the High Street Car Park via an adjacent property. The Clerk will progress this with the Council's solicitors.

181/17-18 High Street Car Park Access

Cllr Anderson raised concerns regarding the evening rate charge. The Chairman agreed that these concerns would be taken into account when the next review was carried out as no discussion could take place as this was not an agenda item.

It was proposed (Cllr Lancashire), seconded (Cllr Anderson) that a resolution shall be passed, by a majority of votes, that the Council did not wish to enter into any negotiations regarding access to the High Street car park.

Signed

Councillor

Date