

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 6 MARCH 2018
AT 7.30 PM IN THE COUNCIL CHAMBER

Present:

Cllr R Lancashire (Chair)
Cllr J Anderson
Cllr J Hooper
Cllr I Jayatillake

Cllr R Minns
Cllr E Ormond
Cllr M Pilbeam

Clerk: P Potter

Clerk's Assistant: S Green

183/17-18 Apologies for Absence

Apologies for absence were received and accepted from Cllr Martin, Cllr Astley, Cllr Goode, and Cllr Tremain.

184/17-18 Declarations of Interest

No interests were declared.

185/17-18 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 6 February 2018 be approved and signed as a correct record.

186/17-18 County Councillor and District Councillor Reports

District Cllr Mitchell sent apologies that he would not be able to attend.

187/17-18 Public Discussion

No members of public present.

188/17-18 Clerk's Reports

188.1 General Report

- The Clerk gave a brief verbal report confirming that much of February had been concentrated on work relating to the Kelvedon Neighbourhood Plan.

188.2 Finance Report

- The Finance Report was circulated prior to the meeting and was approved.

It was Proposed Cllr Lancashire, Seconded Cllr Jayatillake and unanimously Resolved to accept the Clerk's reports.

189/17-18 Grant Applications

189.1 Feering and Kelvedon Garden Club and Feering Good Companions

Following discussion, it was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously Resolved to pay the following grants to the following organisations, as applied for:

- Feering & Kelvedon Garden Club
- Feering Good Companions

It was also agreed to put an item on the Finance Committee agenda to discuss the policy for agreeing grants for cross-parish organisations.

190/17-18 Praise in the Park 2018

It was proposed Cllr Lancashire, seconded Cllr Pilbeam and unanimously Resolved to agree to the request from Kelvedon URC to use the recreation ground for their annual Praise in the Park service on Sunday 10 June between 3pm and 5pm.

191/17-18 Internal Control Procedures

The internal control procedures were reviewed and agreed to be effective. The Internal Control Policy was received and read prior to the meeting. It was Proposed Cllr Lancashire, Seconded Cllr Hooper and unanimously Resolved to adopt the policy, with the inclusion of the internal financial checks which are undertaken by a Councillor on a quarterly basis.

192/17-18 Asset Register

Councillors reviewed the Asset Register and It was Proposed Cllr Lancashire, Seconded Cllr Hooper and unanimously Resolved to approve it.

193/17-18 Operational and Financial Risk Assessment

The Operational and Financial Risk Assessment was reviewed by Councillors. During discussion, the following items were put forward for inclusion:

- Total loss of office and related resources.
- Staff incapacity
- Injury to persons on KPC owned land
- Environmental damage to KPC owned land.

It was Proposed Cllr Lancashire, Seconded Cllr Jayatillake and unanimously Resolved to agree the document, amended as above.

194/17-18 Tree Survey - Brockwell Meadow

A Tree Survey was undertaken on Brockwell Meadow, which was read to Councillors. Work identified was in two categories – that which is required immediately (A1) and that which is classed as requiring completion within 6-12 months (A3). It was Proposed Cllr Lancashire, Seconded Cllr Ormond and unanimously Resolved to proceed with the work identified in the survey provided that the work required falls within the current budget. Cllr Pilbeam stated that areas open to the public need to be safe and that any areas considered unsafe need to be signed accordingly. The Clerk will progress the work accordingly.

195/17-18 Refill Campaign

Following discussion, it was agreed to postpone a decision as to whether to take part in this campaign until the Lone Working Policy is reviewed. It was Proposed Cllr Lancashire, Seconded Cllr Jayatillake and unanimously Resolved to take both of these items to the April 2018 Parish Council meeting.

196/17-18 Committees

196.1 Planning

196.1.1 February Planning Committee - draft minutes not yet circulated.

196.1.2 Draft Planning Enforcement Planning Strategy

It was Proposed Cllr Lancashire, Seconded Cllr Hooper and unanimously Resolved that KPC were happy with the strategy and had no comments to make.

196.1.3 It was noted that the next meeting would take place on Monday 19 March at 7.30 pm. Councillors Minns and Pilbeam gave advance apologies.

196.2 Finance

196.2.1 Next meeting to take place on Wednesday 14 March at 7.30 pm. Councillors Anderson and Pilbeam gave advance apologies which were accepted.

196.3 Personnel sub-committee

- 196.3.1** Next meeting to take place on Wednesday 14 March following the Finance Committee meeting. Councillors Anderson and Pilbeam gave advance apologies which were accepted.
- 196.4 General Purpose Committee**
- 196.4.1** To be arranged when required.
- 196.5 Neighbourhood Plan Committee**
- 196.5.1** Next meeting to take place on Monday 19 March following the Planning Committee meeting.
- 197/17-18 Environment Reports – Cllr Pilbeam**
- 197.1 Brockwell**
Tree survey has been carried out, as discussed in item 194, above.
- 197.2 Tree Warden**
Cllr Pilbeam reported on the current TPO works applications out for consultation.
- 197.3 Allotments**
The first Allotment Committee meeting will take place as soon as it can be arranged. The Clerk is progressing this.

198/17-18 Accounts for payment

It was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously Resolved to make the following payments:

198.1	The following payments made between meetings were noted		£
Chq no.	Payee	Purpose	
106801	Charisma Spatial Plan Ltd	Support on the Kelvedon N'bourhood Plan	915.66
106802	Nick Foster	Misc office works	75.00
106803	Office expenses	Purchase of picture frame	27.96
Total			1,018.62

198.2	The following amounts for payment were agreed		£
Chq no.	Payee	Purpose	
SO	Julia MacKay Properties	Office rental 1-31 March 2018	666.67
DD	Anglian Water	Allotment water charges March 2018	33.00
DD	Anglian Water	Pavilion water charges March 2018	28.00
DD	Anglian Water	Old Fire Station water charges March 2018	14.00
DD	Npower	Old Fire Station elect 20.10.17-12.02.18	115.05
106804	Signs Express	3 Frosted window vinyls for bay window	264.00
106805	Glasdon UK Ltd	New waste bin for Thorne Road play area	222.15
106806	Ridgeons	PAMW misc supplies	108.98
106807	Essex Wildlife Trust	Annual subscription renewal - shortfall	7.00
106808	Kempco	Office stationery supplies	21.30
106809	Thompson Smith and Puxon	Legal services	198.00
106810	RBS Tree Surgery Ltd	Brockwell Meadows Tree Survey	600.00
106811	D Wallace	Tree works recreation ground	320.00
106812	The Nat Allotment Soc	Annual membership renewal	66.00
106813	Deal of Kelvedon	Rental of lockup February 2018	40.00
106814	HMRC	Tax and Ni Mth 11	542.18
106815	Essex Pension Fund	Pens ees, ers and admin charge mth 11	370.09
106816	B W Whiffin and Co Ltd	Payroll charge mth 12	48.00

106817-19 Staff	Salaries mth 12	2,765.49
Total		6,429.91

Signed

Chairman

Date