

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 5 FEBRUARY 2019
AT 8.00 PM IN THE COUNCIL CHAMBER

Present

Chair: Cllr Jayatillake
Councillors: Cllr Anderson, Cllr Astley, Cllr Goode, Cllr Hooper, Cllr Leach, Cllr Martin, Cllr Minns, Cllr Pilbeam and Cllr Tremain
Clerk: P Potter
Clerk's Assistant: S Green

- 156/18-19 Apologies for Absence**
Apologies were received and accepted from Cllr Ormond.
- 157/18-19 Declarations of Interest**
None declared.
- 158/18-19 Confirmation of Minutes**
It was Proposed Cllr Martin, Seconded Cllr Pilbeam and unanimously resolved that the minutes of the meeting of the Full Council held on 8 January 2019 are a true record and were signed accordingly.
- 159/18-19 County Councillor and District Councillor Report**
None present.
- 160/18-19 Public Forum**
None present.
- 161/18-19 Clerk's Report**
The report had been previously circulated and noted by Councillors. The Clerk gave a brief explanation of Parish Council election procedures for the forthcoming May elections.
- 162/18-19 Finance Report**
The report will be circulated after the meeting.
- 163/18-19 Kelvedon Neighbourhood Plan**
The Clerk gave Councillors a progress update, making reference to two additional appendices which are in the process of being prepared; with the final draft document due to be presented to Councillors for approval at the March Full Council meeting.
- 164/18-19 Local Council Awards - Foundation**
It was Proposed Cllr Jayatillake, Seconded Cllr Goode and with one abstention it was resolved to agree to work towards achieving the NALC Local Council Foundation award, with an initial cost of £50 for registration with NALC and £80 to submit the entry. The Clerk outlined the work required to achieve the required standard in each award level.
- 165/18-19 Parish Council Action Plan**
It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously resolved to begin to draw up a Parish Council Annual Action Plan, for the civic year 2019-20, commencing on 1st May. The Clerk will prepare and circulate a

draft list of items for inclusion, prior to being brought to the April meeting of the Full Council for adoption.

166/18-19 Staff and Member Training Policy

The Clerk outlined the need for the Parish Council to have a comprehensive induction and on-going training programme for both Councillors and Staff. The Clerk will liaise with EALC with regard to the possibility of the provision of whole Council training, which would be delivered at KPC. It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously agreed to adopt the Staff and Member Training Policy, which had been previously circulated.

167/18-19 PAMW Equipment and Storage

It was Proposed Cllr Jayatillake, Seconded Cllr and unanimously resolved to agree to the sale of the existing trailer, and to the purchase of a new, smaller trailer up to the value of £900. It was noted the Clerk is currently pursuing quotes for the demolition of the existing garage and its replacement with a more secure unit.

168/18-19 Accounts for payment

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

Cheque no.	Payee	Purpose	£
DD	BT	Institute l'line & b'band cctv 1 Oct-31 Dec 18	204.96
DD	EON	Pavilion electricity November 2018	19.68
DD	Wave	Pavilion water & sewerage Jan 2019	32.50
DD	EON	Pavilion electricity December 2018	18.30
DD	Utility Warehouse	Office landline and broadband January 2019	35.94
DD	BT	Institute l'line & b'band cctv 1 Jan-31 Mar 19	195.36
S/O	Julia MacKay Properties	Office monthly rent 01-28 Feb 2019	666.67
DD	Wave	Pavilion water & sewerage Feb 2019	32.50
107040	Rebecca Saunders	Communications Consultant	80.00
107041	Viking	10 no. Hi Viz waistcoats for litter pickers	47.88
107042	R Minns	Travel expenses claim - various	38.70
107043	Essex Wildlife Trust	Annual membership	33.00
107044	Deal of Kelvedon	Lock up rental January 2019	40.00
107045	Ridgeons	PAMW supplies	18.02
107046	B W Whiffin & Co Ltd	Monthly payroll processing chg - Feb 2019	48.00
107047	Cash	Petty cash top up	131.95
107048	HMRC	Tax & Ni month 10	616.47
107049	Essex Pension Fund	Pension ees, ers and admin charge mth 10	439.76
107050-2	Staff	Salaries Feb 2019	2,730.90
107053	The Play Inspection Co	Operational inspections Glebe & Rec grd	240.00
107054	Ernest Doe & Sons Ltd	PAMW supplies	90.42
107055	Doe Motors Ltd	Fuel for PAMW van & equipment	123.47
Total			5,884.48

Signed

Date