

KELVEDON PARISH COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY 2 MAY
2017 AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT:

Cllrs J Astley L Buttery J Hooper L Humpington
R Lancashire C Martin M Pilbeam
Clerk P Potter
Clerk's Assist. S Green

1/17-18 Election of Chairperson for 2017-18

The following nominations were received:

Cllr Martin (proposed by Cllr Buttery & seconded by Cllr Pilbeam)

Cllr Jayatillake (proposed by Cllr Humpington & seconded by Cllr Lancashire)

Cllr Martin left the room whilst voting took place.

The following votes were cast:

Cllr Martin - 3 votes

Cllr Jayatillake - 3 votes

Following the existing Chairman's right to use his casting vote, Cllr Martin was duly elected as Chairman for the year 2017-18.

2/17-18 Appointment of Vice Chairperson for 2017-18

The following nominations were received:

Cllr Buttery (proposed by Cllr Martin & seconded by Cllr Hooper)

Cllr Lancashire (proposed by Cllr Humpington & seconded by Cllr Astley)

The following votes were cast:

Cllr Buttery - 3 votes

Cllr Lancashire - 4 votes

Cllr Lancashire was duly elected as Vice Chairman for the year 2017/18.

3/17-18 Apologies for Absence

In accordance with the LGA 1972 (S85), apologies were received & accepted from Cllr Anderson, Cllr Minns, Cllr Jayatillake & Cllr Tremain.

4/17-18 Declarations of Interest

None.

5/17-18 Confirmation of Minutes

The minutes of the full meeting of the Council held on 4 April 2017 (proposed by Cllr Hooper & seconded by Cllr Lancashire) were agreed and signed as a correct record.

6/17-18 County Councillor, District Councillor(s) and Police Reports

None.

7/17-18 Public Discussion

None.

8/17-18 Clerk's Reports

8.1 General Report

The Clerk gave a verbal report highlighting the following:

- Positive feedback had been received regarding April's Annual Parish Assembly.
- The follow up from BDC's Local Plan sub-committee had generated a large amount of work but had now been dealt with.
- The Audit for 2016-17 was currently being worked on.
- Issues being raised by the late posting of minutes on the website. Agreed that minutes would go on in 'draft' form as soon as possible after the meeting.
- Feering Good Companions thanked KPC for their 2017-18 grant.
- BDC owned ditch in Teal Way would be programmed in for clearance in June/July.
- Concerns raised regarding parking in High Street - resident to be referred to Highways/Parking Partnership.

8.2 Finance Report

The monthly Finance Report had been circulated by the Clerk prior to the meeting and was noted by Cllrs.

9/17-18 Review of Committee structure & membership of Committees

9.1 Committee Structure

Cllrs agreed to disband the Asset Management Committee (proposed by Cllr Lancashire & seconded by Cllr Humpington) with Cllrs agreeing to establish working parties as and when required on specific issues which would subsequently feed back to the existing General Purpose Committee.

At the Clerk's request, the Chairman agreed to bring the following item forward:

11/17-18 Meeting Dates 2017-18

Cllrs agreed the following:

- General Purpose Committee - to be held quarterly.
- Finance Committee & Personnel Sub-Committee - to be held quarterly.
- Planning to continue on a monthly basis (excluding August when no meeting would be held and Clerk would use delegated powers if required). Next Planning Committee to take place in the small hall on 22 May.
- Full Council to continue on the first Tuesday of every month (excluding August when no meeting is held). The meeting planned for 2.1.18 would be rescheduled to 9.1.18 and the meeting planned for 3.4.18 would be rescheduled for 10.4.18.

All meeting dates will be circulated by the Clerk.

9/17-18 Review of Committee structure & membership of Committees

9.2 Membership of Committees

Cllr Humpington expressed concern regarding non-attendance at meetings. The Committee memberships were subsequently agreed by those in attendance (Appendix 1 refers).

10/17-18 Review of appointment of Parish Council Representatives

10.1 The existing list was revised and updated (Appendix 2 refers).

10.2 The Chair instructed Cllr Buttery and Cllr Lancashire to address outside the meeting, the issue of people who had sent in content to the magazine whilst Cllr Lancashire was Editor and whom had not been acknowledged or their content included. Cllrs agreed that the Editor of the magazine should be given editorial discretion on what content was included. Cllrs agreed that all contributors should be acknowledged wherever possible. Cllrs agreed that for the time being all items should be submitted

to the office, who would then pass them on to the magazine Editor until such time as Cllr Hooper had set up a specific email address which would create a direct link with the Editor.

10.3 Following a proposal by Cllr Pilbeam (seconded by Cllr Lancashire) it was agreed that KPC would formally resign from the A12/VTAG group.

10.4 The Clerk informed Cllrs that the Neighbourhood Plan Group were considering setting up workshops, for the benefit of Cllrs, to discuss the next stages of the plan; how the system works; process and policy making etc. Clerk to establish provisional dates and liaise with Cllrs Astley & Pilbeam, who are likely to attend on behalf of the Council.

12/17-18 Cheque Signatories

12.1 Cllrs noted the existing signatories of Anderson, Humpington, Minns, Pilbeam & Tremain. Following Cllr Humpington's decision to stand down as Councillor it was agreed that Cllr Astley would be the replacement signatory. Clerk to arrange.

13/17-18 Approval of Accounts 2016-17

13.1 Annual Governance Statement

The Council completed the Governance Statement, which was duly signed by the Chair and the Clerk accordingly, having been proposed by Cllr Lancashire, Seconded Cllr Pilbeam and unanimously Resolved.

13.2 Accounting Statement

Cllr Hooper advised that he had reviewed the Accounting Statement with the Clerk, as there were some queries on the amounts entered on the Statement for 2015/16. The review concluded that due to a change in accounting system used by a previous Clerk in the 2014/15 financial year, an anomaly had arisen in the calculation of the figures. This seems to be a paper issue, rather than a financial one, as all bank accounts are reconciled correctly against the cashbook and all printouts from the Council's accounting software are reconciled and correct.

Therefore, Council agreed that the figures from the software printouts are the correct ones and that these should be used to complete the 2015/16 Accounting Statement, as presented by the Clerk. The figures for 2015/16 were marked as 'restated' and the Accounting Statement was signed by the Chair and the Clerk accordingly, having been Proposed Cllr Hooper, Seconded Cllr Lancashire and unanimously Resolved.

14/17-18 Review of Insurance Policies

14.1 Parish Council Insurance Renewal

The Clerk informed Council of some anomalies on the schedule. Cllr Lancashire agreed to review these matters with the Clerk after the meeting and request a new premium quote on the revised basis. Councillors agreed, that once this process has been completed, the Clerk would be authorised to process the renewal up to a limit of £4,500.

15/17-18 High Street Car Park - Electrical problems

Council agreed that the Clerk to liaise with the Chair about the issues raised and costs involved.

16/17-18 Kelvedon Litter Pickers - school poster suggestion

Council considered a request from the litter picking group for the funding of prizes under a competition to be held for children to design a litter poster. The group are liaising with local businesses also for contributions towards this idea and Council felt that although they support the idea, this was the most appropriate avenue for the group to explore. Therefore,

the request could not be met at this time.

17/17-18 KPC Annual Action Plan

The Clerk drew Council's attention to the need for a 12 month action plan identifying KPC's objectives. Council agreed that the objectives previously used as part of the 5 year plan be used as a starting point for developing into something more concrete. Clerk and Cllr Lancashire to liaise with the draft being brought back to Council for discussion.

18/17-18 Street Cleaning Agreement 2017-18

Council agreed to the agreement being taken up again this year and the form was signed accordingly (proposed by Cllr Humpington & seconded by Cllr Astley).

19/17-18 The Institute Funding

Council agreed to the request made by The Institute for their 2017-18 budget allowance being switched from window repairs to electrical works, if needed.

20/17-18 Reports from Committees

20.1 Planning

20.1.1 April meeting - draft minutes have been circulated. Next meeting to be held on 22 May 2017 in the small hall at The Institute.

20.2 Finance

20.2.1 March meeting - draft minutes not yet circulated.

20.2.2 Clerk to advise of next meeting date.

20.3 Personnel Sub-Committee

20.3.1 March meeting - draft minutes not yet circulated.

20.3.2 Clerk to advise of next meeting date.

20.4 General Purpose Committee

20.4.1 Clerk to advise of next meeting date.

20.5 Neighbourhood Plan Committee

20.5.1 Clerk to advise of next meeting date.

20.6 Asset Management Committee

20.6.1 April meeting - draft minutes circulated.

20.6.2 No further meetings to take place.

21/16-17 Regular Items/reports from working parties

21.1 IWMF (Hooper, Lancashire, Martin)*

No report.

21.2 Blackwater Aggregates (Lancashire)*

No report.

21.3 A120/A12 Community Forum (any available Cllr)*

No report.

21.4 Brockwell Meadow (Pilbeam)

Cllr Pilbeam reported that he is still in discussions with Essex Wildlife Trust. Council will arrange for the 'Robo Mower' to be booked for grass cutting in the next few weeks.

21.5 Tree Warden (Pilbeam)

The Clerk was requested to chase up tree works at Brockwell Meadow and arrangements are being discussed regarding the annual tree survey.

*Council agreed that in future, these items will be put on the agenda as and when required, rather than being standing items.

22/17-18 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

23/17-18 Facebook/Twitter Update – Report from Cllr Hooper

No report.

24/17-18 Accounts for payment

These were agreed and signed – proposed Cllr Lancashire & seconded Cllr Buttery.

24/17-18	The following amounts for payment were agreed:		£
Chq no.	Payee	Purpose	
DD	Anglian Water	Toilet block rec ground -underpayment for Apr	10.00
DD	Eon	Elect hard play area lights pavilion - Apr	20.13
DD	Utility Warehouse	Office landline & broadband April	34.76
DD	Anglian Water	Toilet block rec ground -May (revised fig)	28.00
106596	Anglian Water	Toilet block rec ground - underpayment	12.14
DD	Anglian Water	Allotment water supply - May	30.00
DD	Anglian Water	Office water supply - May	17.00
DD	BT	Institute landline/broadband cctv & car park	186.48
106597	Npower	Office electricity 20.10.16-04.11.16	38.72
106598	Playquip	Rec ground equip repairs & new surfacing	4,055.64
106599	London Road Garage	PAMW van - new lamp cover & lock repairs	119.40
106600	Kempco	Stationery - copier paper	33.00
106601	EALC	EALC & NALC affiliation fees 2017-18	620.32
106602	EALC	Playground Inspection Exam - Clk & PAMW	280.00
106603	R Minns	Cllr travel expenses - BDC/EALC/ECC	41.55
106604	Doe Motors	Fuel for van	59.00
106605	Ridgeons	PAMW supplies	16.05
106606	Zurich Municipal	KPC van annual insurance 16.05.17 - 15.05.18	633.83
106607	B W Whiffin	May payroll charge	48.00
106608	The Kelvedon Institute	Reimburse electricity for c/park mach & cctv	123.68
106609	Cash	Petty cash top up	144.94
106610	HMRC	Tax & NI Month 1 (April)	529.63
106611	Essex Pension Fund	Pension Sch ees, ers & Admin charge April	376.68
106612-14	Staff	Salaries May	2,703.09
			10,162.04

Total

Council noted Cllr Humpington's resignation from the Council and Cllr Martin thanked her for her sterling work during the time she was with the Council and wished her and her family all the best for the future.

Signed:

Date:

APPENDIX 1

COMMITTEE MEMBERS 2017-18

Finance Committee and Personnel Sub-Committee

Cllr Hooper
Cllr Lancashire
Cllr Anderson
Cllr Buttery
Cllr Pilbeam
Cllr Tremain

General Purpose Committee

Cllr Lancashire
Cllr Buttery
Cllr Minns
Cllr Anderson
Cllr Jayatillake
Cllr Astley
Cllr Pilbeam

Planning Committee

Cllr Tremain
Cllr Anderson
Cllr Lancashire
Cllr Minns
Cllr Pilbeam
Cllr Astley
Cllr Jayatillake

Neighbourhood Plan Committee

Cllr Pilbeam
Cllr Tremain
Cllr Anderson
Cllr Lancashire
Cllr Minns

Cheque signatories

Cllr Anderson
Cllr Minns
Cllr Pilbeam
Cllr Astley
Cllr Tremain

Cllr Astley
Cllr Jayatillake

The Chair and Vice-Chair of the Parish Council sit ex-officio on all Committees.

APPENDIX 2

PARISH COUNCIL REPRESENTATIVES 2017-18

Tree Warden	Cllr Pilbeam
Allotment Warden	Cllr Pilbeam
River Warden	Cllr Pilbeam
Brockwell Meadow Representative	Cllr Pilbeam
Public Transport Representative	Cllr Minns
Kelvedon News Magazine Editor	Cllrs Jayatillake/Lancashire
Web Editor	Cllr Hooper
Bradwell Pit/Blackwater Aggregates	Cllr Lancashire
IWMF	Cllr Lancashire
EALC	tba
RCCE	Cllr Lancashire
TVVA	Cllrs Astley & Lancashire
Youth Forum	Cllrs Tremain, BATTERY
Neighbourhood Plan Steering Group	?
Cheque signatories	Cllrs Astley, Anderson, Minns, Tremain, Pilbeam
Marlers Almshouses	tba
Blackwater Housing	tba