

KELVEDON PARISH COUNCIL

MINUTES

OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON TUESDAY 1 MAY 2018
AT 7.30 PM IN THE COUNCIL CHAMBER

Present:

Cllr Anderson	Cllr Astley
Cllr Goode	Cllr Hooper
Cllr Jayatillake	Cllr Lancashire
Cllr Martin	Cllr Minns
Cllr Ormond	Cllr Tremain

Clerk: P Potter Clerk's Assistant: S Green
Two members of the Public

1/18-19 Election of Chairperson for 2018-19

The following nominations were received:

Cllr Jayatillake (Proposed by Cllr Astley and Seconded by Cllr Lancashire)

Cllr Martin (Proposed by Cllr Anderson and Seconded by Cllr Hooper)

With one abstention, a majority decision elected Cllr Jayatillake as Chair.

2/18-19 Appointment of Vice-Chairperson for 2018-19

It was Proposed, Cllr Goode, Seconded Cllr Minns to nominate Cllr Lancashire as Vice-Chair. With one abstention, a majority decision elected Cllr Lancashire as Vice-Chair.

Cllr Lancashire expressed his thanks and gratitude, on behalf of the Council, to Cllr Martin, for his many loyal years of service as Chair.

3/18-19 Apologies for Absence

Apologies for absence were received and accepted from Cllr Pilbeam and County and District Cllr Mitchell.

4/18-19 Declarations of Interest

None declared.

5/18-19 Confirmation of Minutes

- It was Proposed Cllr Martin, Seconded Cllr Astley and unanimously Resolved that the minutes of the meeting of the Full Council held on 10 April 2018 be approved and signed as a correct record.
- It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously Resolved to provisionally approve the minutes of the Annual Parish Assembly held on 25 April 2018.

6/18-19 County Councillor and District Councillor Reports

In his absence, the Clerk gave a brief, verbal report on behalf of County and District Cllr Mitchell which concerned the possible removal of parking restrictions on Bank Holidays. It was agreed that this item be brought back to the June meeting for a formal discussion.

7/18-19 Public Discussion

One member of public spoke about the existing parking restrictions in Kelvedon and the perceived lack of publicity in respect of the Annual Parish Assembly.

8/18-19 Clerk's Reports

8.1 General Report

Previously circulated and noted.

8.2 Finance Report

To be circulated.

9/18-19 Membership of Committees

The following alterations were agreed:

- It was agreed that the General Purpose Committee is no longer required.
- Cllr Ormond to become a member of the Planning Committee and the Neighbourhood Plan Committee.
- Cllr Martin to become a member of the Finance Committee, Personnel sub-committee and Planning Committee.
- Cllr Jayatillake to become a member of the Allotment Committee.

Members were reminded that, following a decision in 2017/18, all Councillors were members of all committees, with a number of lead Councillors named for each. An updated and revised list of lead Councillors on each Committee would be circulated after the meeting.

10/18-19 Review of Appointment of Parish Council Representatives

No changes made.

11/18-19 Meeting Dates 2018-19

The circulated list of dates for Parish Council and Committee meetings was agreed. It was noted that the Planning Committee and Neighbourhood Plan Committee would now meet on the 3rd Tuesday of the month.

12/18-19 Review of Insurance Policies

12.1 Parish Council Insurance Renewal

It was noted that Aviva were no longer continuing with Parish Council Insurance and that all business had now been passed to BHIB. Premium for 2018 renewal not yet available, but Clerk confirmed there were no changes to be made. Additional quotes would be obtained from two other companies. Prior to the 1st June renewal it was agreed that the Clerk will liaise with Cllr Hooper to ensure that all KPC assets are included within the cover. It was Proposed Cllr Minns, Seconded Cllr Lancashire and unanimously agreed that the Clerk could proceed with the renewal of the Parish Council insurance up to a maximum increase of 5% based on the 2017 figures.

12.2 Vehicle Insurance Renewal

The renewal of this year's vehicle renewal shows an increase of £11.53 on last year's premium. It was Proposed Cllr Lancashire, Seconded Cllr Minns and unanimously agreed to proceed with the renewal.

13/18-19 Street Cleaning Agreement 2018-19

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously agreed to continue with the agreement for the 2018-19 year.

14/18-19 General Data Protection Regulations (GDPR)

The Clerk updated Councillors that a Data Audit had been undertaken and all necessary procedures are being put in place to comply with the GDPR. The following documents were circulated to Councillors in readiness for them to be agreed at the June meeting:

- Data Protection Policy
- Subject Access Request Policy
- Privacy Notices

15/18-19 Health and Safety Documents - Working in the Office

15.1 Lone Working Policy - as amended

It was Proposed Cllr Goode, Seconded Cllr Astley and unanimously agreed to purchase the following items for staff members:

- 3 Personal Alarms (£15 for 3)
- Subscription to Sky Guard (£10 mth)

15.2 Risk Assessment

It was agreed that the Clerk will ensure that the Landlord agrees to the Parish Council fitting a 'Doorguard' device to the office door, to enable it to be propped open safely.

15.3 Fire Evacuation Procedure

It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously agreed to approve the Fire Evacuation Procedure.

16/18-19 Standing Orders Update

It was agreed to defer this item to the June meeting.

17/18-19 Community Funding

17.1 Kelvedon Festival

It was Proposed Cllr Goode, Seconded Cllr Astley and unanimously agreed to approve funding of £801 to the 2018 Kelvedon Festival, from the Community Funding Budget.

17.2 Kelvedon Institute

It was Proposed Cllr Goode, Seconded Cllr Minns and unanimously agreed to approve funding of £1,000 to the Kelvedon Institute, from the Community Funding Budget.

18/18-19 Children's Society - Council Tax Campaign

It was Proposed Cllr Astley, Seconded Cllr Ormond and unanimously agreed to support the Children's Society's Campaign to reduce the Council Tax burden on children leaving care.

19/18-19 Committees

19.1 Planning

19.1.1 April Planning Committee - draft minutes have been circulated.

19.1.2 18/00616/FUL - Erection of two storey side/rear extension, 63 Riverside Way

It was Proposed Cllr Lancashire, Seconded Cllr Minns and unanimously agreed to make no comment and no objection.

19.1.3 Next meeting to take place on 22 May.

19.2 Finance

19.2.1 March Finance Committee - draft minutes not yet circulated.

19.2.2 Next meeting to take place on 13 June.

19.3 Neighbourhood Plan Committee

19.3.1 Next meeting to take place on 22 May.

19.4 Allotment Committee

19.4.1 First meeting to take place on 15 May.

19.5 Pavilion Working Party

19.5.1 To meet as and when required.

20/18-19 Environment Reports – Cllr Pilbeam

The following three items were not reported on, as Cllr Pilbeam was absent from the meeting:

20.1 Brockwell

20.2 Tree Warden

20.3 Allotments

21/17-18 Accounts for payment

It was Proposed Cllr Lancashire, Seconded Cllr Anderson and unanimously agreed to make the following payments:

The following amounts for payment were agree			
Chq no.	Payee	Purpose	£
DD	EON	Pavilion electricity March 18	20.06
DD	Utility Warehouse	Office landline & broadband April 2018	34.03
SO	Julia Mackay Properties	Monthly rental of office premises May 2018	666.67
DD	Anglian Water	102 High Street water & sewerage supply May	14.00
DD	Anglian Water	Pavilion water & sewerage supply May	28.00
DD	Anglian Water	Allotment water & supply May	33.00
106848	Kelvedon Institute Hall	Electricity for car park machine & CCTV	163.63
106849	Kempco	Office stationery	35.60
106850	The Play Inspection Co	Operational Inspections Rec & Glebe Rd	240.00
106851	Golding Audio Ltd	Installation of new CCTV camera High St c/p	433.90
106852	Kelvedon Community Assoc	Grant 2018-19	1,250.00
106853	Deal of Kelvedon	Rental of lock up - April 2018	40.00
106854	NALC	LCR subscription renewal	17.00
106855	HMRC	Tax & NI Mth 01	419.85
106856	Essex Pension Fund	Pension ees, ers & admin charge Mth 1	392.89
106857	B W Whiffin & Co Ltd	Payroll processing charge Mth 2	48.00
DD	BT	Institute landline & broadband 1/4ly charge	189.60
106858-60	Staff	Salaries Mth 2	2,870.46
106861	D Wallace	Grass cutting Brock, Rec, app of weed killer	417.00
Total			7,313.69

Signed

Chairman

Date