

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 10 APRIL 2018  
AT 7.30 PM IN THE COUNCIL CHAMBER

**Present:**

Cllr C Martin (Chair)  
Cllr J Astley  
Cllr I Jayatillake  
Cllr A Tremain

Cllr S Goode  
Cllr E Ormond

Clerk: P Potter

Clerk's Assistant: S Green

**199/17-18 Apologies for Absence**

Apologies for absence were received and accepted from Cllr Anderson, Cllr Hooper, Cllr Lancashire, Cllr Minns, Cllr Pilbeam\* and District Cllr Mitchell

\*on Council business

**200/17-18 Declarations of Interest**

Cllr Tremain declared a non-pecuniary interest in agenda item 210/17-18 (Kelvedon Community Association Grant Application), as a member of the Association.

**201/17-18 Confirmation of Minutes**

It was Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously Resolved that the minutes of the meeting of the Full Council held on 6 March 2018 be approved and signed as a correct record.

**202/17-18 County Councillor and District Councillor Reports**

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

**203/17-18 Public Discussion**

No members of public were present.

**204/17-18 Clerk's Reports**

**204.1 General Report**

- The Clerk's Report had been previously circulated. The following, additional points were mentioned by the Clerk:
  - a) Both the Feering and Kelvedon Garden Club and The Two Villages Voluntary Association thanked KPC for their recent grants
  - b) Volunteer Councillors were sought to attend the A12/VTAG day time meetings.

**204.2 Finance Report**

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

**05/17-18 Integrated Waste Management Facility (IWMF) Rivenhall**

It was agreed to revisit the Parish Council's views regarding the IWMF, to clarify their position regarding this facility going forward. Following discussion, it was Proposed Cllr Ormond, Seconded Cllr Astley and unanimously agreed that KPC now objects to the IWMF at Rivenhall, in its entirety.

**206/17-18 Health and Safety Documents – Working in the Office**

**206.1 Lone Working Policy**

Councillors requested that the following revisions be investigated prior to bringing the policy back to the next available meeting, for agreement:

- Fire approved device to be investigated for KPC office entrance
- Quotes to be sought for staff panic alarms
- Smart phone/Tracker app for PAMW

**206.2 Risk Assessment – Working in the Office**

To be referred back to another meeting, as above.

**206.3 Fire Evacuation Procedure**

To be referred back to another meeting, as above.

**207/17-18 Health and Safety Documents – PAMW**

Councillors Goode and Ormond will review all documents before bringing their recommendations back to the May meeting.

**208/17-18 Refill Campaign**

It was Proposed Cllr Ormond, Seconded Cllr Tremain and unanimously agreed that the Parish Council would support and take part in the Refill Campaign, where members of the public can drop into the office during opening times, to refill water bottles. The campaign will be promoted via the website and the Kelvedon News Magazine.

**209/17-18 CCTV – High Street Car Park**

It was Proposed Cllr Astley, Seconded Cllr Jayatillake and unanimously agreed to purchase a new CCTV camera for the High Street Car park, to replace one which has broken.

**210/17-18 Grant Application**

Cllr Tremain left the room while the item was discussed.

It was Proposed Cllr Astley, Seconded Cllr Goode and unanimously agreed to grant the sum of £1,250 to Kelvedon Community Association.

Cllr Tremain returned to the meeting.

**211/17-18 Tree Survey**

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously agreed to allocate up to £500 for a tree survey to be carried out at the Recreation Ground. The Clerk will also consult with tree surgeons regarding the condition of the trees on The Green, which have recently had some work undertaken.

It was agreed that the Clerk, with the assistance of Cllr Ormond, to formulate a tree policy and to start to record all trees on Parish Council owned land.

**212/17-18 Fees and Charges**

It was Proposed Cllr Martin, Seconded Cllr Jayatillake and unanimously agreed to make no changes to the current list of fees and charges.

**213/17-18 Draft Neighbourhood Plan**

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously agreed to include the following within the Neighbourhood Plan, subject to the inclusion of adjustments which are detailed below:

**213.1 Habitat Survey**

Phase 1 baseline survey of habitats - agreed.

**213.2 Brockwell Meadows**

- 213.2.1 **Improvements to access/paths**  
Agreed.
- 213.2.2 **Implement a Management Plan**  
Plan to be ongoing and subject to regular reviews. Clerk to re-word document with the exclusion of '10 yr' and circulate to Councillors.
- 213.3 **List of non-designated heritage assets**  
Agreed.
- 213.4 **Recreation Ground Policy**  
Provision of public toilets to be excluded from draft plan. Clerk to re-word document and circulate to Councillors.

**214/17-18 Committees**

**214.1 Planning**

- 214.1.1 March Planning Committee - draft minutes have been circulated.
- 214.1.2 It was noted that the next meeting would take place on Monday 16 April at 7.30 pm.

**214.2 Finance**

- 214.2.1 March Finance Committee - draft minutes not yet circulated.
- 214.2.1 Date of next meeting to be advised.

**214.3 General Purpose Committee**

- 214.3.1 To be arranged when required.

**214.4 Neighbourhood Plan Committee**

- 214.4.1 March Neighbourhood Plan Committee - draft minutes have been circulated.
- 214.4.2 It was noted that the next meeting would take place on Monday 16 April at 7.30 pm.

**214.5 Pavilion Working Party**

- 214.5.1 It was noted that the working party met in March and would report back to Full Council as and when required.

**215/17-18 Environment Reports – Cllr Pilbeam**

Cllr Pilbeam was absent from the meeting, so the following items were not discussed:

- 215.1 **Brockwell**
- 215.2 **Tree Warden**
- 215.3 **Allotments**

**216/17-18 Accounts for payment**

It was Proposed Cllr Astley, Seconded Cllr Martin and unanimously agreed to make the following payments:

**216/17-18 To agree the following amounts for payment**

Chq no.	Payee	Purpose	£
DD	BT	Institute landline, broadband 1/4ly charges	189.60
DD	Eon	Pavilion electricity Feb 2018	21.81
DD	Utility Warehouse	Office landline, broadband mthly chg Feb 18	35.46
DD	Utility Warehouse	Office landline, broadband mthly chg Mar 18	31.70
SO	Julia MacKay Properties	KPC office rental April 2018	666.67
DD	Anglian Water	Allotment water charge April 2018	33.00
DD	Anglian Water	Pavilion water charge April 2018	28.00
DD	Anglian Water	Old Fire Station water charge April 2018	14.00
106820	Julia MacKay Properties	KPC office water, gas, elec charges	103.89

106821	Kempco	Office stationery	8.39
106822	Doe Motors Limited	Fuel for PAMW van & equip	169.34
106823	Ernest Doe & Sons Ltd	PAMW supplies	68.15
106824	Glasdon UK Ltd	Purchase of new bench for o/s OneStop	697.10
106825	Feering Good Companions	Grant Funding	125.00
106826	Two Villages Voluntary Assoc	Grant Funding	228.00
106827	Feering & Kelv Garden Club	Grant Funding	200.00
106828	BDC	Non Domestic Rate Bill - 102 High St	2,928.00
106829	BDC	Non Domestic Rate Bill - Suite 1, 63 High St	1,632.00
106830	BDC	Non Domestic Rate Bill - Bellingham PI c/pk	688.75
106831	BDC	Non Domestic Rate Bill - High St c/park	1,635.78
106832	Kelvedon Community Festival	Pitch fee for Neighbourhood Plan stand	40.00
106833	Wicksteed Leisure Ltd	Replacement parts for swing seats	32.04
106834	M K Fabrications	Installation of new bench o/s OneStop	120.00
106835	Deal of Kelvedon	Rental of lock up - March 2018	40.00
106836	Charisma Spatial Planng Ltd	Planning support - Kelvedon Neigh'hood Pln	2,100.00
106837	EALC	2018-19 Affiliation fees	631.37
106838	B W Whiffin & Co Ltd	Payroll charge - April 2018	48.00
106839	Mr I Claydon	Contribution towards elect for street light	18.00
106840	Cash	Petty cash top up	143.50
106841	HMRC	Tax & Ni Mth 12	591.28
106842	Essex Pension Fund	Pension ees, ers, admin charge Mth 12	398.10
DD	Eon	Pavilion electricity Mar 2018	20.06
106843-45	Staff	Staff salaries mth 1	2,724.51
106846	EALC	GDPR Toolkit Course - Clerk	50.00
106847	EALC	CCTV Briefing - Clerk	55.00
<b>Total</b>			<b>16,516.50</b>

### **217/17-18 Exclusion of the Public and Press**

It was Proposed Cllr Martin, Seconded Cllr Astley and unanimously resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 218/17-18 and 219/17-18, to enable the Parish Council to consider commercial interests concerning assets of the Parish Council and details of contracts currently being negotiated.

### **218/17-18 Communications/PR Consultant**

It was Proposed Cllr Astley, Seconded Cllr Goode and unanimously agreed to the appointment of a Communications/PR Consultant to assist with communications for the Neighbourhood Plan and Parish Council.

**219/17-18 Architectural Plans for Recreation Ground**

It was Proposed Cllr Astley, Seconded Cllr Tremain and unanimously agreed to proceed with commissioning three overall options for the Recreation Ground, to enable the project to be taken forward with an agreed overall budget of £2,750 to include plans for three designs and a summary of anticipated building costs.

Signed .....

Chairman .....

Date .....