

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 2 OCTOBER 2018
AT 8.00 PM IN THE CHURCH ROOMS, ST MARY THE VIRGIN PARISH CHURCH,
CHURCH STREET

Present

Chair: Cllr Jayatillake

Vice-Chair: Cllr Astley

Cllr Anderson Cllr Hooper
Cllr Pilbeam Cllr Tremain

Clerk: P Potter Clerk's Assistant: S Green

Also present:

Les Hawkins - Essex Police Special Policing Co-ordinator

3 Members of the Public

County Cllr R Mitchell (joined the meeting at 8.25 pm)

89/18-19 Apologies for Absence

Apologies for absence were received and accepted from Cllr Goode, Cllr Martin, Cllr Minns, and Cllr Ormond.

90/18-19 Declarations of Interest

None declared.

91/18-19 Confirmation of Minutes

It was Proposed Cllr Hooper, Seconded Cllr Anderson and unanimously Resolved that the minutes of the meeting of the Full Council held on 4 September 2018 be approved and signed as a correct record.

92/18-19 Special Constables

A presentation was made to the Council by Les Dawkins, of Essex Police, who gave an informative talk regarding the Community Special Constable Scheme, with details of the service provided and how it is operated and funded. He explained that the Parish Council could fund the expenses of a Community Special, the maximum amount for which would be £1000 pa.

The Chair asked members of the public if they wished to comment on the presentation. They reiterated their concerns about recent break-ins in the area and the fact that the public would be reassured if there was a police presence in the village. Councillors agreed to bring this matter to a subsequent Council meeting for further discussion.

94/18-19 Public Discussion

Council agreed to bring this item forward.

A member of the public spoke to the Council regarding concerns about parking problems in Bellingham Place. The issues are caused by parking on the pavements and around the junction, which in turn cause the pavements to be blocked, with pedestrians walking in the road. The road is in turn narrowed to single carriageway which causes problems with access and egress.

101/18-19 Parking Issues in Kelvedon

Council agreed to bring this agenda items forward.

101.1 Bellingham Place/High Street Junction

It was noted that both District and County Cllr Mitchell and District Cllr Elliott had visited the area of concern and are willing to support a submission to the North Essex Parking Partnership, to establish if further parking restrictions are possible.

101.2 The Chase to The Old Fire Station

Council agreed that as there is only occasional parking along The Chase, no action needs to be taken.

101.3 Swan Street/Heron Road Junction

Council noted the concerns which have been raised regarding the parking of vehicles in this area and acknowledged the safety issues involved. District and County Cllr Mitchell confirmed he would support a request if the Parish Council agreed to submit one to the NEPP.

101.4 Riverside Estate Area

Council agreed no action to be taken.

93/18-19 County Councillor and District Councillor Reports

District and County Cllr Mitchell requested information from KPC in respect of pot holes in Kelvedon. Clerk to liaise and respond.

Cllr Mitchell left the meeting at 9.15 pm.

95/18-19 Clerk's Report

This had been previously circulated and was noted.

96/18-19 Finance Report

The report is to follow.

97/18-19 Sale of The Old Fire Station, 102 High Street

It was Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously Resolved that the Chair sign the 'Transfer of Whole of Registered Title' document, to complete the sale of the building. The document was duly signed by the Chair and witnessed by the Clerk.

98/18-19 Licence Agreement

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved that the Chair sign the Licence Agreement regarding pedestrian access from the High Street Car Park to an adjacent property. The document was duly signed by the Chair and witnessed by the Clerk.

99/18-19 Signage request for the Institute

It was Proposed Cllr Anderson, Seconded Cllr Astley and unanimously Resolved to agree to the request from The Institute to erect two arrow signs onto the existing Pay and Display car park posts, to assist in directing users of the new small hall to the premises, subject to the Parish Council's approval of the proposed signage.

100/18-19 WW1 Centenary Bench Plaque

Cllr Pilbeam declared a non-pecuniary interest in this item as a member of the Royal British Legion and abstained from the vote.

It was Proposed Cllr Anderson, Seconded Cllr Tremain and with one abstention a majority decision confirmed agreement to the proposed wording with the suggestion of an additional, smaller plaque to include the date of installation of the bench.

102/18-19 Storage Container for PAMW Equipment

It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved that the Clerk proceed with the purchase of a new storage container for the recreation ground up to a maximum cost of £3,000 for purchase and installation.

103/18-19 Kelvedon News Magazine

It was Proposed Cllr Tremain, Seconded Cllr Pilbeam and unanimously Resolved to include an article in the December edition of the Kelvedon News Magazine for specialists and advisors to assist the Council on a voluntary basis.

104/18-19 Reports from Committees

104.1 Planning

104.1.1 September meeting – draft minutes have been circulated.

104.1.2 Next meeting to be held on 16 October 2018.

104.2 Neighbourhood Plan Committee

104.2.1 Next meeting to be held on 16 October 2018.

104.3 Finance Committee

104.3.1 September meeting – draft minutes have been circulated.

104.3.2 Next meeting to be held on 12 December 2018.

104.4 Allotment Committee

104.4.1 Next meeting date to be advised.

104.5 Pavilion Working Party

104.5.1 Next meeting date to be advised.

105/18-19 Environment Reports – Cllr Pilbeam

105.1 Brockwell

105.2 Tree Warden

105.3 Allotments

No reports. Council agreed to remove this item from future agendas.

106/18-19 Accounts for payment

106/18-19 The following payments made between meetings were noted:			£
Chq no.	Payee	Purpose	
106950	Braintree District Council	Removal of hornets nest at allotments	100.00
106951	Rubbish Clearance Ltd	Clearance of Old Fire Station	600.00
Total			700.00

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

106/18-19 The following amounts for payment were agreed:			£
Chq no.	Payee	Purpose	
DD	Eon	Pavilion electricity Aug	9.93
DD	Utility Warehouse	Office phone & broadband September 18	30.30
S/O	Julia MacKay Properties	KPC office rent 1-31 October 2018	666.67
106952	Ernest Doe & sons Ltd	PAMW supplies	82.97

106953	Kelvedon Institute Hall	Hire of hall for Local Police Community Mtg	26.00
106954	Kelvedon Parish Church	Payment for use of Church Rooms 2/10	20.00
106955	Kelvedon Parish Church	Entry to 2018 Christmas Tree Festival	25.00
106956	Rebecca Saunders	Communications Consultant	280.00
106957	S Sharp	PAMW holiday cover	612.00
106958	Colchester I T	PC issues call out and new hardware	124.80
106959	PKF Littlejohn LLP	Review of Annual Return	480.00
106960	Kelvedon Institute Hall	May & Aug 2018 hire - N'hood Plan related	73.50
106961	C D B F	Allotment Rent 29.09.18 - 28.09.19	1,100.00
106962	Doe Motors Ltd	PAMW fuel for van and equipment	60.10
106963	Kempco	Neighbourhood copying charges	27.36
106964	London Road Garage	Two new tyres for van	100.93
106965	Braintree District Council	Pest control call out fee	50.00
106966	Deal of Kelvedon	Lock up rental September 2018	40.00
106967	D Wallace	Grass cutting Rec, Brock & arisings removal	676.00
106968	Cash	Petty cash top up	126.97
106969	B W Whiffin & Co Ltd	Payroll charge mth 7	48.00
106970	HMRC	Tax & Ni mth 6	511.91
106971	Essex Pension Fund	Pen ees, ers & admin mth 6	365.96
106972-4	Staff	Salaries mth 07	2,814.74
Total			8,353.14

107/18-19 Exclusion of the Public and Press

It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 36/18-19, to consider confidential matters relating to Council owned property.

108/18-19 Pavilion Lease

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to accept the legal advice received and to proceed with making arrangements to move the lease forward.

Signed

Chairman

Date