

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 3 JULY 2018
AT 7.30 PM IN THE COUNCIL CHAMBER

Present

Chair: Cllr Jayatillake

Cllr Anderson	Cllr Astley
Cllr Goode	Cllr Hooper
Cllr Martin	Cllr Ormond
Cllr Pilbeam	Cllr Tremain

Clerk: P Potter Clerk's Assistant: S Green

County & District Cllr Mitchell

45/18-19 Apologies for Absence

Apologies for absence were received and accepted from Cllr Minns

46/18-19 Declarations of Interest

None declared.

47/18-19 Confirmation of Minutes

- It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved that the minutes of the meeting of the Full Council held on 5 June 2018 be approved and signed as a correct record.
- It was Proposed Cllr Tremain, Seconded Cllr Hooper and unanimously Resolved that the minutes of the meeting of the Full Council held on 12 June 2018 be approved and signed as a correct record.

48/18-19 County Councillor and District Councillor Reports

County & District Cllr Mitchell updated the Council on various matters including Option D being the favoured route for the upgrading of the A120 and the discussions he is involved in regarding the Norwich to Liverpool Street train line.

49/18-19 Public Discussion

None.

50/18-19 Clerk's Reports

50.1 General Report

The Clerk gave Councillors a brief update on the following:

- Draft Neighbourhood Plan document: This has now been signed off for printing and will be distributed to all Kelvedon residents as part of the Regulation 14 Consultation process.
- Footpaths within Kelvedon Parish: Discussions taking place between KPC and P3 team at ECC to determine what works KPC could consider taking on.
- ECC regulations regarding hedge/grass cutting along footpaths were noted.
- KPC PAMW is booked on a Brush Cutting course at Writtle College.
- Japanese Knotweed at allotments – Specialist survey and report now completed. To be referred to Full Council for agree costs over 5 year period.

50.2 Finance Report

To be circulated shortly.

51/18-19 General Power of Competence

Following further investigation, it was noted that the General Power of Competence does not need to be reinstated until the Annual Meeting of the Council in 2019 (following the elections) and still applies.

52/18-19 Parish Councillor Email Accounts

It was Proposed Cllr Martin, Seconded Cllr Astley and unanimously agreed to create a separate, dedicated email account for each Parish Councillor, under the existing IT system, to streamline administration for all.

53/18-19 Committees

53.1 Planning

53.1.1 June meeting - draft minutes have been circulated.
Next meeting to take place on Monday 16 July.

53.2 Finance

53.2.2 Next meeting to take place on Wednesday 12 September.

53.3 Neighbourhood Plan Committee

53.3.1 Meeting due to take place on Monday 16 July has been cancelled.

53.4 Allotment Committee

53.4.1 To be advised.

53.5 Pavilion Working Party

53.5.1 To meet as and when required.

54/18-19 Environment Reports – Cllr Pilbeam

54.1 Brockwell

- No report

54.2 Tree Warden

- No report

54.3 Allotments

- No report

55/17-18 Accounts for payment

It was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously agreed to approve the following payments:

Chq no.	Payee	Purpose	£
DD	Npower	Old Fire Station elect 13.02.18 - 03.05.18	37.10
DD	Utility Warehouse	Office broadband and landline June 2018	31.68
SO	Julia MacKay Properties	The Old Bank, office rental July 2018	666.67
DD	Anglian Water	Fire Station water & sewerage July 2018	14.00
DD	Anglian Water	Pav toilet block water & sewerage July 18	32.50
DD	Anglian Water	Allotment water July 18	33.00
106884	Doe Motors Ltd	PAMW fuel for van & equipment	62.45
106885	Rebecca Saunders	Communications Consultant	150.00
106886	Mrs Cara Savage	Japanese Knotweed Inspect & Survey rpt	200.00
106887	Kempco	Office stationery	7.02
106888	EALC	Cllr Training Days - Goode & Ormond	340.00
106889	Elizabeth Maxted	NH Plan - Dropbox Professional upgrade	199.00

106890	Rialtas Bus Solutions Ltd	Annual support	142.80
106891	RCCE	Annual subscription 01.07.18 - 30.06.19	105.60
106892	D Wallace	Mowing etc, app weed killer - Rec/Brck	347.00
106893	B W Whiffin & Co Ltd	Payroll charge mth 4	48.00
106894	HMRC	Tax & Ni mth 3	674.05
106895	Essex Pension Fund	Pen ees, ers & admin charge	401.06
106896-8	Staff	Salaries mth 4	3,002.34
DD	Data Protection Regis	Annual charge	35.00
106899	Deals of Kelvedon	July 18 - Lock Up rental	40.00
Total			6,569.27

56/18-19 Exclusion of the Public and Press

It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 57/18-19, to enable the Parish Council to consider confidential matters relating to Council owned property.

57/18-19 The Old Fire Station, 102 High Street

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously agreed to proceed with the sale of The Old Fire Station at Auction.

It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously agreed to use Auction House East Anglia for the purposes of the auction sale.

It was Proposed Cllr Tremain, Seconded Cllr Astley and unanimously agreed to set the reserve in accordance with the report provided by the Clerk.

Signed

Chairman

Date