

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 3 OCTOBER  
2017 AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:**

Chairman:  
Vice Chairman: R Lancashire  
Councillors: J Anderson      J Astley      S Goode      J Hooper      I Jayatillake  
                  R Minns  
Clerk: P Potter  
Clerk's Assist. S Green

Also present: Two members of the public

The Vice Chairman, Cllr Lancashire, chaired the meeting in the absence of Cllr Martin.

**96/17-18      Apologies for Absence**

In accordance with the LGA 1972 (S85), apologies were received and accepted from Cllr Martin, Cllr Pilbeam, Cllr Tremain and District/County Cllr Mitchell.

**97/17-18      Declarations of Interest**

None declared.

**98/17-18      Confirmation of Minutes**

The minutes of the meeting of the Full Council held on 5 September 2017 were agreed and signed as a true record (proposed by Cllr Jayatillake and seconded by Cllr Anderson).

**99/17-18      County Councillor and District Councillor Reports**

In his absence, a brief report from Cllr Mitchell was read out by the Clerk's Assistant which referred to the recent A120 route consultation held at Braintree; the IWMF meeting at Rivenhall and works to potholes in Kelvedon and Feering.

No other reports were received.

**100/17-18      Public Discussion**

**100.1      High Street Car Park - Consideration of Commercial Request (Street Trading)**

Following last month's decision not to pursue negotiations with the owner of a mobile food outlet regarding possible trading from the High Street car park, an appeal was made to the Council to reconsider the possibility of granting permission. The prospective trader spoke about his proposal, the type of food to be made available and the intended hours of work. Cllr Lancashire explained that the decision made at the September meeting of the Full Council still stood and permission would not be given.

**100.2      Public meeting held on 6 September regarding proposed development off London Road**

A member of public spoke about his concerns regarding the process and handling of the meeting by KPC. Cllr Lancashire explained the purpose and parameters of the meeting and that the meeting had been drawn to a close by the Chair due to a minority of attendees disrupting proceedings and ignoring the agreed process.

**101/17-18 Signing of Lease for Office Premises**

Cllr Lancashire (Vice-Chairman) and Cllr Hooper (Chairman of Finance Committee) signed the lease for the new office premises at 63 High Street, Kelvedon, witnessed by the Clerk, as authorised by the resolution numbered 71/17-18 and in accordance with Standing Order 22 (a) and (b).

**102/17-18 Office moving expenditure**

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously resolved to authorise moving expenditure of up to and including £3,000, administered by the Clerk. This amount includes £2,100 for capital expenditure (purchase of meeting table, additional chairs, notice board, kitchen equipment and other sundry items), and £900 for moving expenses (removal services and IT/telephone set up).

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously resolved to authorise the Clerk, in conjunction with Cllr Hooper (as Chair of Finance), to arrange contents insurance for the new office.

**103/17-18 Clerk's Reports**

**103.1 General Report**

Council noted the previously distributed Clerk's Report.

**103.2 Finance Report**

Council noted the previously distributed Finance Report.

**103.3 External Audit and Conclusion of Audit**

The Clerk reported that the External Audit had been concluded, with no issues raised. Cllrs Anderson and Lancashire thanked the Clerk for her work on the accounts and audits over the last financial year.

**104/17-18 Co-option for Parish Council Vacancy**

The following timescale was agreed to progress the co-option of a Parish Councillor to the current casual vacancy (proposed by Cllr Hooper and seconded by Cllr Minns):

- Advertisement for vacancy to be placed on the website and notice board - 5 Oct 2017.
- Closing date for applications - 5 pm on Sunday 22 Oct 2017.
- Interviews to be held w/c 30 Oct 2017.
- Interview panel agreed as three Councillors from the following - Cllrs Astley, Anderson, Goode, Lancashire and Pilbeam.

**105/17-18 Purchase of Office Equipment**

It was Proposed Cllr Jayatillake, seconded by Cllr Minns and unanimously agreed to the purchase of a money sorter and counter up to the value of £100, to save staff time when totalling and sorting cash takings.

Following Cllr Hooper's suggestion, it was agreed that certain Parish Council assets, such as the money counter/sorter, may be made available to local community groups to use (proposed by Cllr Hooper and seconded by Cllr Goode).

**106/17-18 Grant Policy**

**106.1 To agree the revised Grant Policy and application form**

It was proposed by Cllr Astley, seconded by Cllr Minns and unanimously resolved to adopt the revised grant policy and application form.

**106.2 To agree membership of the Grant Application Working Party**

It was Proposed Cllr Astley, Seconded Cllr Hooper and unanimously resolved that the working party should consist of not less than three Councillors.

Any member of the Full Council would be eligible to sit on the working party, subject to any conflicts of interest relating to the applications under consideration.

With regard to the first grant application which has been received under the new policy, it was agreed that Cllrs Lancashire, Astley and Anderson would form the working party to assess the application and forward their recommendation to the next available Full Council meeting.

**107/17-18 Committee Terms of Reference**

It was Proposed Cllr Hooper, Seconded Cllr Minns and unanimously resolved to adopt the revised Terms of Reference for the Finance Committee and Personnel Sub-Committee.

**108/17-18 Parish Council Policies**

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously resolved to ratify the following policies, as recommended by the Personnel Sub-Committee:

- Pay Review Policy
- Disciplinary and Grievance Policy

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously resolved to adopt the following policies:

- Retention of Documents Policy
- Freedom of Information Policy

**109/17-18 PAT Testing - Electrical Equipment**

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously agreed to undertake Portable Appliance Testing on the electrical equipment in the office, at a cost of approximately £110.

**110/17-18 Reports from Committees**

**110.1 Planning**

**110.1.1 17/01720/SCR - Crabbs Farm, Cranes Lane  
Environmental Impact Assessment - request for a screening  
opinion regarding proposed development**

It was agreed that KPC respond to BDC and request that an EIA is carried out prior to the submission of any future planning application at this location, on the basis of the cumulative effect of this development with other proposed developments in Kelvedon and Feering, which would lead to a further material impact on the environment (proposed by Cllr Jayatillake and seconded by Cllr Minns).

**110.1.2** It was noted that the draft minutes from the September planning committee meeting had been circulated.

**110.1.3** It was noted that the next planning committee meeting would take place on 16 October.

**110.2 Finance**

**110.2.1** It was noted that the draft minutes from the September Finance committee meeting had not yet been circulated.

**110.2.2** It was noted that the next Finance committee meeting would take place on 13 December.

**110.3 Personnel Sub-Committee**

**110.3.1** It was noted that the draft minutes from the September Personnel sub-committee meeting had been circulated.

**110.3.2** It was noted that the next Personnel sub-committee meeting would take place on 13 December following the conclusion of the Finance committee meeting.

**110.4 General Purpose Committee**

**110.4.1** It was agreed that the next meeting would take place when required.

**110.5 Neighbourhood Plan Committee**

**110.5.1** It was noted that the next Neighbourhood Plan committee meeting would take place on 16 October following the conclusion of the Planning committee meeting.

**111/17-18 Environment Reports - Cllr Pilbeam**

**111.1 Brockwell Meadow**

In Cllr Pilbeam's absence, and in response to a question from Cllr Minns, the Clerk advised that some works to trees were currently taking place, following previous agreement with the Council and advice from Braintree District Council. The Clerk will ask Cllr Pilbeam to make a report to the November meeting of the Full Council to update Councillors on tree works.

**111.2 Tree Warden**

No further reports available.

**111.3 Allotments**

No further reports available.

**112/17-18 Accounts for payment**

Proposed by Cllr Goode and seconded by Cllr Jayatillake.

<b>112.1/17-18 The following payments made between meetings were noted:</b>			<b>£</b>
<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	
106683	Mr P R Munson	Planning advice on prior approval app for ofs	294.40
106684	Deal of Kelvedon	Rental of lock up - August 2017	40.00
106685	Kelv Sandwich Bar	Community award voucher - litter picking grp	66.85
<b>Total</b>			<b>401.25</b>

<b>112.2/17-18 The following amounts for payment were agreed:</b>			<b>£</b>
<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	
DD	Npower	Office electricity 08/05 to 07/08	228.01
DD	Utility Warehouse	Office landline & broadband	31.09
DD	Anglian Water	Allotments water October	33.00
DD	Anglian Water	Office water October	17.00
DD	Anglian Water	Toilet block on rec water October	28.00
106686	D Wallace	Grass cut brck, rec/app of weed kill/flwr mdw	513.00
106687	CDBF	Allotment site rental 17/18 year	1,100.00
106688	EALC	Charles Arnold Baker book	60.00
106689	Doe Motors Ltd	Fuel for van & PAMW equip	48.95
106690	S Sharp	PAMW holiday cover	510.00
106691	Ridgeons	PAMW supplies	8.35
106692	Lock Electrical Ltd	Electrical works Institute - from budget	1,200.00
106693	BDC	Planning application fee	97.50
106694	PKF Littlejohn LLP	External Audit 16/17	480.00
106695	K Macdonald	Refund of part used B/Place parking permit	80.00
106696	Kelvedon Parish Church	Christmas Tree Festival entry fee 2017	25.00

106697	Leaders Ltd	Return of misdirected payment	125.00
106698	Cash	Petty cash top up	136.56
106699	B W Whiffin & Co	Payroll charge mth 7	48.00
106700	HMRC	Tax & Ni mth 6	513.74
106701	Essex Pension Fund	Pension ees, ers & admin mth 6 & adj mth 5	363.85
106702-4	Staff	Salaries mth 7	2,725.00
			<b>8,372.05</b>

Signed .....

Councillor .....

Date .....