

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 4 DECEMBER 2018
AT 8.00 PM IN THE COUNCIL CHAMBER

Present

Chair: Cllr Jayatillake
Councillors: Cllr Anderson, Cllr Astley, Cllr Goode, Cllr Hooper, Cllr Leach, Cllr Martin, Cllr Minns, Cllr Ormond, Cllr Pilbeam, Cllr Tremain
Clerk: P Potter
Clerk's Assistant: S Green

Also present: C Papworth - Heritage Society representative

125/18-19 Apologies for Absence

None.

126/18-19 Declarations of Interest

None declared.

127/18-19 Confirmation of Minutes

It was Proposed Cllr Anderson, Seconded Cllr Tremain and unanimously resolved that the minutes of the meeting of the Full Council held on 6 November 2018 are a true record and were signed accordingly.

128/18-19 County Councillor and District Councillor Report

None present.

129/18-19 Public Forum

A representative from the Heritage Society spoke with regard to the recent announcement from Essex County Council that Kelvedon Library had been included on the ECC Library Strategy Consultation as a Tier 4 library, for potential closure. Concern was expressed to the Council about the possible closure and the impact this would have on the groups that currently make use of the facilities available, in particular the elderly and under 5s. He also put forward that with the future expansion of Kelvedon, consideration should be given to the fact that there would then be more demand and that the range of services available could also be expanded.

Cllr Minns asked that it be noted that the museum is a separate entity to the library and should not, at this stage, be included in any current discussions on the future of the library

130/18-19 Clerk's Report

The report had been previously circulated and noted by Councillors.

131/18-19 Finance Report

The report had been previously circulated and noted by Councillors.

132/18-19 Kelvedon Library: Essex County Council Future Library Service Strategy Consultation

Council agreed to defer this item until later in the meeting.

133/18-19 ECC Devolution Pilot

Councillors considered whether the Parish Council should take part in the above pilot, which would devolve some highway maintenance jobs to the Parish Council to undertake on behalf of Essex County Council (ECC). Cllr Goode queried whether ECC would waive any permit fee charges that may be required for certain works that the Parish may undertake and if any materials required would be supplied without additional cost to the Parish Council.

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously agreed that Cllr Goode to consult with ECC with regard to the issues raised, with KPC joining the pilot scheme upon the successful outcome of such investigations.

134/18-19 Parking Issues – School Run

Councillors considered and discussed the current parking problems that exist outside the primary school at 'school run' times.

It was Proposed Cllr Astley, Seconded Cllr Martin and unanimously agreed to purchase 2-3 'A' boards to display signage regarding parking issues, at an approximate cost of £40-£60 per board. In addition, the school would be asked to consider approaching the utility authorities in respect of possible, additional signage on street furniture. It was suggested that encouraging encouraging parents/carers to use a voluntary one-way system when entering and leaving the school area might help with congestion.

135/18-19 Conservation Area Appraisal and Management Plan

Councillors received details of the Conservation Area Appraisal and Management Plan being undertaken by BDC and noted that the Clerk had also consulted Kelvedon Neighbourhood Plan group and the Heritage Society.

136/18-19 Benches at The Green

Following a discussion regarding the possible provision of paths as a means of access to the benches on The Green it was Proposed Cllr Hooper, Seconded Cllr Astley and unanimously agreed to look into ideas for how this area could be improved and enhanced with a new design. The Chair and Clerk will make some enquiries to produce some ideas to bring back to the Council.

137/18-19 Carnival Cups and Trophies

It was Proposed Cllr Pilbeam, Seconded Cllr Ormond and unanimously agreed that Cllr Minns would offer the old carnival cups to the museum, to retain on behalf of the parish.

138/18-19 Financial Regulations Review

Following a review of the regulations it was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously agreed to increase the monetary limit which the Clerk can authorise, in times of extreme risk to the public, or to the delivery of services, from £500 to £1,000, together with the requirement that the Clerk agrees the expenditure preferably with the Chair, but if in their absence, any available Councillor at the time.

In addition, it was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously agreed that all references to the use of debit/pre-paid debit cards be removed from the regulations until such time as this becomes relevant.

139/18-19 Grant Request: Feering Flower Club

It was Proposed Cllr Tremain, Seconded Cllr Goode and unanimously agreed to grant £100 to Feering Flower Club to provide a free flower arranging workshop in Kelvedon.

140/18-19 Accounts for payment

It was Proposed Cllr Astley, Seconded Cllr Minns and unanimously resolved to make the following payments:

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity October 2018	21.93
DD	Utility Warehouse	Landline and broadband November 2018	39.35
S/O	Julia MacKay Properties	KPC office rent 1-31 December 2018	666.67
107003	Npower	Electricity Old Fire Stat - 3/8/18 -10/10/18	26.43
DD	Wave	Water and sewerage Pavilion - Dec 2018	32.50
107004	Julia MacKay Properties	KPC office share of buildings ins	170.54
107005	Julia MacKay Properties	KPC office - share of utilities	29.89
107006	P Potter	Attendance at meetings - Clerk expenses	19.79
107007	Kelvedon Institute Hall	High Street car park - electricity	136.74
107008	Deal of Kelvedon	Rental of Lock Up November 2018	40.00
107009	D Wallace	Grass cutting Brock Meadow and Rec Grd	301.00
107010	Ridgeons	PAMW supplies	45.70
107011	Colchester IT	Office IT call out	84.00
107012	EALC	Police and Fire Conference - Cllr Minns	25.00
107013	S Sharp	PAMW holiday cover 7th and 9th Nov 2018	204.00
107014	Rebecca Saunders	Communications Consultant	100.00
107015	Direct Tec Group	Colour and black and white copier charges	72.09
107016	Kelvedon Institute Hall	Hire of main hall for APA 12.03.19	42.00
107017	K and J Engineer. Contracts Ltd	Office Portable Appliance Testing	116.70
DD	Public Works Loan Board	Car park loan - half year payment 24/12/18	7,801.33
107018	Cash	Petty cash top up	149.89
107019	B W Whiffin and Co Ltd	Monthly payroll processing charge - Dec 18	48.00
107020	HMRC	Tax and NI month 8	616.47
107021	Essex Pension Fund	Pension ees, ers and admin mth 8	469.54
107022-4	Staff	Salaries mth 9	2,835.97
Total			14,095.53

141/18-19 Exclusion of the Public and Press

It was Proposed Cllr Astley, Seconded Cllr Ormond and unanimously resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 142/18-19, to enable the Parish Council to consider confidential matters relating to Council owned property.

142/18-19 Pavilion, Recreation Ground

Subject to the retention of as much greenery and open space as possible, it was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously agreed to proceed with the proposed draft scheme for the pavilion and recreation ground, as a starting point for this project.

At 9.50 pm it was agreed to come out of closed session to discuss the following deferred items:

128/18-19 County Councillor and District Councillor Report

Neither County or District Councillors were available to attend this meeting.

132/18-19 Kelvedon Library: Essex County Council Future Library Services Strategy Consultation

It was Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously agreed that the Parish Council would establish public opinion on this issue to inform the actions to be taken in light of this consultation, and to establish links with Feering Parish Council to work with them on this issue. Information also needs to be gathered about running a community library, if this is the only option available to look at. The Clerk and Chair will look at the options available and bring this back to the January Parish Council meeting for agreement as to the way forward

Signed

Date