

KELVEDON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 4 JULY 2017
AT 7.30 PM IN THE COUNCIL CHAMBER**

PRESENT:

Chairman: C Martin
Vice Chairman: R Lancashire
Councillors: J Anderson J Astley J Hooper I Jayatillake M Pilbeam
S Goode (from Item 54/17-18 onwards)
Clerk P Potter
Clerk's Assist. S Green

52/17-18 Apologies for Absence

In accordance with the LGA 1972 (S85), apologies were received and accepted from: Cllr Buttery, Cllr Minns, Cllr Tremain, District/County Cllr Mitchell and District Cllr Elliott

53/17-18 Declarations of Interest

None.

54/17-18 Co-option of Parish Councillor to Casual Vacancy

It was proposed (Cllr Pilbeam and seconded (Cllr Lancashire) to co-opt Stephen Goode onto the Parish Council, following the recommendation of the Council's interview panel. Cllr Goode subsequently signed the declaration of office and joined the meeting.

55/17-18 Confirmation of Minutes

- The previously agreed minutes of the meeting of the Full Council held on 2 May 2017 were signed by the Chairman.
- The minutes of the meeting of the Full Council held on 6 June 2017 were agreed and signed as a true record (proposed by Cllr Pilbeam and seconded by Cllr Jayatillake).
- The minutes of the meeting of the Full Council held on 21 June 2017 were agreed and signed as a true record (proposed by Cllr Hooper and seconded by Cllr Lancashire).
- The draft minutes of the Annual Parish Assembly held on 19 April 2017 were provisionally agreed as a true record. The minutes will be held in draft until being formally agreed and signed at the 2018 Parish Assembly.

56/17-18 County Councillor, District Councillor(s) and Police Reports

None.

57/17-18 Public Discussion

No public present.

58/17-18 Clerk's Reports

58.1 General Report

Council noted the previously distributed Clerk's Report.

58.2 Finance Report

- Council noted the previously distributed Finance Report.

- The Clerk also reported that the only outstanding item from the recently completed internal audit was the moving of the Council's two deposit accounts, from Barclays, to the Saffron Building Society and Natwest respectively to benefit from the protection offered under the FSCS, as has been previously agreed. Clerk to liaise with cheque signatories and proceed with the change.

59/17-18 RBS Accounting Software

59.1 Year End Shutdown for 16/17 and Remedial Work to System

The Clerk advised that the Year End shutdown had now been successfully completed by RBS Software Solutions at a cost of £756 (Financial Regulation 4.5 refers).

59.2 Accounts Training

Councillors agreed that the accounts training, offered by RBS Software Solutions, should take place, on-site, at the KPC offices, at an approximate cost of £534 (proposed by Cllr Lancashire and seconded by Cllr Astley).

60/17-18 Committee Membership

It was agreed that Councillors Astley and Goode join the Finance Committee, to increase the numbers available for meetings.

61/17-18 Playground Inspections

61.1 Quarterly Operational Inspections

Councillors noted that the Clerk and the PAMW had recently qualified as Routine Playground Inspectors, with the RPII.

- Following on from this, the PAMW (and Clerk in his absence) will carry out weekly Routine Playground inspections. Any issues identified will be risk assessed and remedial action agreed, as required.
- Councillors agreed to the implementation of three quarterly Operational Inspections, per annum, at a cost in the region of £100 per inspection, per playground, together with the Annual Inspection, also at £100 per playground, at a total annual cost of £800 (proposed by Cllr Lancashire and seconded by Cllr Anderson).
- The Clerk will investigate the costs of staff being trained to carry out Operational Inspections and to find out what arrangements are in place with neighbouring Parish Councils, to find out if there is any scope to assist each other with these.

61.2 Playground Inspection Policy

Councillors agreed to adopt the Playground Inspections Policy (proposed by Cllr Lancashire and seconded by Cllr Jayatillake).

62/17-18 Kelvedon Social Football Club

Councillors agreed to the request made by KSFC for a contribution to toilet cistern repairs, as part of their work to upgrade the facilities bringing the changing areas up to FA standards. An amount of up to £100 was agreed for the repairs (proposed by Cllr Lancashire and seconded by Cllr Jayatillake).

63/17-18 Recreation Ground - Insurance Claim

The Clerk advised that there was nothing further to report at the present time, as the claimant has not made contact with our insurance company, to date.

- 64/17-18 Safety signage - Brockwell Meadow and the Recreation Ground**
- Councillors agreed in principle to the purchase and installation of three signs at the recreation ground and one at the Thorne Road play area regarding uneven ground - proposed by Cllr Jayatillake and seconded by Cllr Anderson. Exact costs to be advised, as a further quote is being obtained.
 - Councillors agreed in principle to the purchase and installation of 3 'tree' warning signs at Brockwell Meadow - proposed by Cllr Lancashire and seconded by Cllr Jayatillake. Exact costs to be advised, as a further quote is being obtained.
- 65/17-18 Street Furniture and PAMW Equipment**
- Councillors agreed to the purchase and installation of a replacement bench on the High Street, outside the One-Stop shop, up to the value of £564 - proposed by Cllr Astley and seconded by Cllr Jayatillake.
 - Councillors agreed to the purchase and installation of a replacement bench at the recreation ground, up to the value of £564 - proposed by Cllr Astley and seconded by Cllr Jayatillake.
 - Councillors were advised that both bollards, at the entrance to the High Street car park had now been removed due to corrosion. It was agreed that these should be replaced up to a cost of £200 per bollard (proposed by Cllr Lancashire and seconded by Cllr Jayatillake). Cllr Goode agreed to investigate the possibility of like for like replacements to avoid any further unnecessary ground works having to take place.
 - Councillors noted the request and need for the PAMW to be supplied with a leaf blower to assist in his daily duties. It was agreed that a Stihl leaf blower be purchased at a cost of £265 (proposed by Cllr Pilbeam and seconded by Cllr Jayatillake).
- 66/17-18 Reports from Committees**
- 66.1 Planning**
- 66.1**
- June meeting - draft minutes circulated.
 - Next meeting to take place on 17 July at 7.30 pm.
- 66.2 Finance**
- 66.2.**
- March meeting - draft minutes circulated.
 - June meeting - this meeting was not held due to not being quorate.
 - Next meeting to take place on 13 September at 7.30 pm.
- 66.3 Personnel Sub-Committee**
- 66.3**
- March meeting - draft minutes circulated.
 - June meeting - this meeting was not held due to not being quorate
 - Next meeting to take place on 13 September, after the conclusion of the Finance Committee meeting.
- 66.4 General Purpose Committee**
- 66.4**
- Next meeting to take place on 24 July at 7.30 pm.
- 66.5 Neighbourhood Plan Committee**
- 66.5**
- Next meeting due to take place on 17 July following the Planning Committee.
- 67/17-18 Environment Reports - Cllr Pilbeam**
- 67.1 Brockwell Meadow**
- Cllr Pilbeam advised that nothing had yet been heard from the Essex Wildlife Trust.

- A tree survey is currently being arranged. The results will be reported back to the Council.
- It was noted that Cllr Pilbeam and the PAMW had recently cut the pathways at Brockwell by using the hired 'Robo Mower' equipment. The pathways had now been cut to the same size and dimensions as had previously been done by the Environment Agency.

67.2 Tree Warden

- No further report given.

67.3 Allotments

- Cllr Pilbeam gave an update on the proposed handover of the daily management of the allotments by the newly formed Allotment Association.
- It was noted that the Association had requested funding for a petrol lawn mower and strimmer to assist with the management of unlet plots and general maintenance of the site. This request had been referred to District Councillors Elliott and Mitchell to be considered as part of the Community Grant Scheme and referred back to Full Council when a response is received.

68/17-18 Accounts for payment

These were agreed and signed – proposed Cllr Martin and seconded Cllr Astley.

DD	Eon	Electricity for hard play area lights	16.03
DD	Utility Warehouse	Office landline and broadband - June 2017	38.22
DD	Anglian Water	Water supply - allotments - July 2017	30.00
DD	Anglian Water	Water supply - toilet blk rec - July 2017	28.00
DD	Anglian Water	Water supply - office - July 2017	17.00
106632	Ridgeons	PAMW supplies	61.09
106633	Braintree District Council	Provis of trd waste bins, labour for Music Fest	961.46
106634	Metric Group Limited	Supply of new car park machine	3,498.00
106635	Metric Group Limited	Civil works relating to installation of c/p mach	780.00
106636	Olympic Sign Services	New charging sign for car park	378.00
106637	Liane Rowland	Internal Audit	142.50
106638	D Wallace	June grass cutting, Brockwell Mdw and Rec	212.00
106639	Rialtas Business Solutions Ltd	Finance software annual maintenance subsc	139.20
106640	Rialtas Business Solutions Ltd	Year end close down - on site visit	756.00
106641	Playsafety Ltd	Annual play area inspections	214.20
106642	Olivers Plants Limited	Plants for Kelvedon in Bloom	850.00
106643	Nick Foster	Removal of ivy One-Stop, repainting wall	670.00
106644	B W Whiffin and Co Ltd	Payroll charge Mth 4	48.00
106645	Essex Pension Fund	Pens ers, ees and admin costs mth 3 - June	404.05
106646	HMRC	Tax and Ni mth 3 - June	573.60
106647-9	Staff	Salaries July 2017	2,752.17
DD	Info Commissioners Office	Annual Data Protection renewal	35.00
Total			12,604.52

- 69/17-18 Motion to move the meeting into private session**
Unanimously agreed (proposed by Cllr Martin and seconded by Cllr Pilbeam)
- 70/17-18 Exclusion of Public and Press**
It was agreed to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 from item 71/17-18, to enable the Parish Council to consider commercial interests concerning the negotiation of a leasehold, and from item 72/17-18 to progress confidential staffing matters.
- 71/17-18 Relocation of Parish Council Office**
Councillors were advised by the Clerk and Cllr Hooper of the current position regarding the lease and the outstanding items still under discussion. It was agreed (proposed by Cllr Pilbeam and Cllr Anderson) to sign the lease when the final version is ready (having been checked by KPC's Solicitor and Cllr Hooper).
- 72/17-18 Staff Pay Review**
Councillors approved both items (proposed by Cllr Pilbeam and seconded by Cllr Anderson).

Signed:

Date: