

Kelvedon Parish Council

Suite 1, The Old Bank, 63 High Street, Kelvedon, Essex CO5 9AE

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 4 SEPTEMBER 2018
AT 7.30 PM IN THE COUNCIL CHAMBER

Present

Chair: Cllr Jayatillake

Cllr Anderson Cllr Goode
Cllr Hooper Cllr Martin
Cllr Minns Cllr Ormond
Cllr Tremain

Also present: County and District Cllr Mitchell
One member of public

Clerk: P Potter

66/18-19 Apologies for Absence

Apologies were received and accepted from Cllr Astley and Cllr Pilbeam.

67/18-19 Declarations of Interest

None.

68/18-19 Confirmation of Minutes

It was unanimously Resolved that the following minutes be approved and signed as a correct record:

68.1 Meeting 3 July 2018

Proposed Cllr Hooper, Seconded Cllr Goode.

68.2 Meeting 16 July 2018

Proposed Cllr Ormond, Seconded Cllr Goode.

69/18-19 County Councillor and District Councillor Reports

County and District Cllr Mitchell updated the Council on the following:

69.1 Hinds Bridge – road closure

It was noted that Inworth Road was closed to traffic owing to reinforcement works being carried out to the bridge arches. It is expected that a one-way system will be in place from 14 September to allow traffic to use the road again.

70/18-19 Public Discussion

A member of public expressed an interest in the forthcoming Councillor vacancy. The process of application and selection was explained.

71/18-19 Clerk Report

The Council noted the previously circulated Clerk's Report.

72/18-19 Finance Report

To be circulated shortly.

- 73/18-19 Appointment of Vice-Chairperson for 2018-19**
It was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously Resolved to appoint Cllr Astley as Vice-Chairperson for the remainder of the 2018-19 year.
- 74/18-19 Review of Committee Membership and Start Times of Meetings**
- 74.1 Committee Membership**
It was Proposed Cllr Martin, Seconded Cllr Hooper and unanimously agreed that committee membership would revert to consisting only of those Councillors who had agreed to sit on that specific committee, rather than all Councillors automatically being members of all committees.
- 74.2 Start Times of Meetings**
It was Proposed Cllr Jayatillake, Seconded Cllr Martin and agreed by a majority decision that all Council and committee meetings would have a start time of 8.00 pm instead of 7.30 pm.
- 75/18-19 Review of Appointment of Parish Council Representatives**
- 75.1 Quarterly Financial Reviews**
It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously agreed that Cllr Martin would take on this role.
- 75.2 Parish Council Representatives**
In respect of the Bradwell Pit Liaison Group, RCCE, TVVA (in conjunction with Cllr Astley) and the IWMF, it was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously agreed to provide representation on an ad-hoc basis as and when required.
- 76/18-19 Co-option of Parish Councillor**
It was agreed to proceed with the Co-option of a Parish Councillor to the current casual vacancy, with the deadline for applications being 5pm on Friday 5 October 2018. Applicants would be advised that interviews would be held during the week commencing 15 October. It was agreed to establish the interview panel once the dates for interviews had been arranged.
- 77/18-19 Community Support for the Parish Council**
It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously agreed in principle to the idea of having non-Councillors attending Council meetings to give information on areas in which they have gained specialist knowledge or carried out in-depth research, to aid decision making.
- 78/18-19 Community Orchards/Orchards East Project**
It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously agreed to take part in the Orchards East Project being undertaken by the University of East Anglia and the setting up of a community orchard in the parish at a site or sites to be agreed.
- 79/18-19 Tree Works – The Green and the Recreation Ground**
- 79.1 Trees on Recreation Ground**
It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously agreed to accept the quotation of £3,850 (+ vat) for the urgent works that are required to trees on the Recreation Ground and 'The Green'. The Clerk will liaise with the Tree Surgeons to find out if it is feasible to retain any of the removed wood, for possible use as a wildlife habitat.

79.2 To receive Tree Surveys for both areas and agree management plan
 It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved to accept the tree surveys and undertake the management plan arising from both.

80/18-19 Preventing Fraud – How to Spot it Event – Essex Police
 It was Proposed Cllr Tremain, Seconded Cllr Martin and unanimously resolved to agree to support this event by covering the cost of hiring the hall (£26).

81/18-19 Kelvedon Community Festival
 It was Proposed Cllr Goode, Seconded Cllr Anderson and unanimously resolved to agree to the use of the recreation ground for the 2019 Community Music Festival. It was also put forward that the Parish Council could work together with the Festival organisers for ways to reduce or eliminate the use of single use plastic, such as glasses, cups and cutlery. The Clerk will contact the organisers to find out if this will be possible.

82/18-19 WW1 Centenary Commemorations
 Cllr Martin agreed to lay the wreath at this year's Remembrance Day service. The Clerk advised that the commemorative centenary bench has now been ordered, for which a dedication and unveiling ceremony will be carried out, in conjunction with the Parish Church, in early November.

83/18-19 Reports from Committees

83.1 Planning Committee

83.1.1 July meeting – draft minutes have been circulated.

83.1.2 Next meeting to be held 18 September.

83.2 Neighbourhood Plan Committee

Next meeting due to take place 16 October.

83.3 Finance Committee

Next meeting to be held on 12 September.

83.4 Allotment Committee

Next meeting date to be advised.

83.5 Pavilion Working Party

Next meeting to be held on 12 September.

84/18-19 Environmental Reports – Cllr Pilbeam

- **Brockwell Meadow** – In Cllr Pilbeam's absence, the Clerk will contact D W Maintenance regarding the costs of re-locating arisings from the upcoming planned wild flower meadow cut.
- **Tree Warden** – No report.
- **Allotments** – No report

85/18-19 Accounts for payment

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

85.1	The following payments made between meetings were noted:		£
Chq no.	Payee	Purpose	
DD	EON	Pavilion electricity June 2018	15.54
DD	Utility Warehouse	Office broadband and landline July 2018	30.19
DD	BT	Inst phone line broadband CCTV/cp mach	208.80
SO	Julia MacKay Properties	The Old Bank, office rental August 2018	666.67
DD	Anglian Water	Allotment water August 2018	33.00

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DD	Anglian Water	Pavil toilet block water and sewerage Aug 18	32.50
DD	Anglian Water	Allotment water August 18	14.00
106912	Rebecca Saunders	Communications Consultant	141.00
106913	N Joshua	Reimbursement for NHP expenses	102.02
106914	Grasshopper (Hort.) Ltd	Strimmer servicing and parts	133.56
106915	Safety Shop	Dorgard for office	113.93
106916	Mrs Cara Savage	Knotweed - creation of management plan	800.00
106917	Softview	Institute - grant from community budget	1,200.00
106918	Braintree District Council	Services provided for Kelvedon Music Fest	1,127.14
106919	Deal of Kelvedon	Lock up rental July 2018	40.00
106920	Select Business Equip	Black and White and Colour copier charges	126.98
106921	Life Environmental Serv	Asbestos Survey - Pavilion	330.00
106922	Ernest Doe and Sons Ltd	PAMW supplies	33.50
106923	Doe Motors Ltd	Fuel for van	64.16
106924	J Anscomb	Old Fire Station - Energy Performance Cert	135.00
106925	The Play Inspect Co Ltd	Outdoor annual inspects - rec and Glebe Rd	240.00
106926	Wicksteed Leisure Ltd	Play equip - parts to carry out repairs	29.12
106927	Kelvedon Institute Hall	Car Park and CCTV elect used Apr-Jul '18	114.01
106928	B W Whiffin and Co	Payroll Charge August	48.00
106929	HMRC	Tax and Ni July 2018 - mth 4	729.54
106930	HMRC	Net vat to be paid	448.44
106931	Essex Pension Fund	Pen ees, ers and admin Mth 4	431.14
DD	Npower	Electricity 102 High Street 4.5.18-2.8.18	30.49
106932-4	Staff	August 2018 salaries	2,798.43
Total			10,217.16

85.2 The following amounts for payment were agreed:

Chq no.	Payee	Purpose	£
DD	EON	Pavil toilet block water and sew July/Aug 18	17.73
DD	Utility Warehouse	Office broadband and landline August 2018	36.24
SO	Julia MacKay Properties	The Old Bank, office rental September 2018	666.67
DD	Anglian Water	Allotment water September 2018	33.00
DD	Anglian Water	Pavil toilet block water and sewerage Sept 18	32.50
DD	Anglian Water	Water 102 High Street	14.00
106935	Julia MacKay Properties	Re-charge of utilities 22.05.18 - 17.08.18	10.23
106936	Valuation Office Agency	Valuation 102 Hgh Street	1,274.22
106937	HMRC	Vat surcharge	44.84
106938	Deal of Kelvedon	Lock up rental Aug 2018	40.00
106939	Auction Hse (NandNS) Ltd	Auction entry fees - 102 High Street	300.00
106940	D Wallace	Brock, Rec grass cutting; app of weedkiller	347.00
106941	Archer Signs and Panels	PAMW health and safety signage/traffic cones	255.44
106942	Rebecca Saunders	Communications Consultant	210.00
106943	Cash	Petty cash top up	104.76

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106944	B W Whiffin and Co	Payroll Charge Sept/August	48.00
106945	HMRC	Tax and Ni July 2018 - mth 5	581.62
106946	Essex Pension Fund	Pen ees, ers and admin Mth 5	459.96
106947-9	Staff	September 2018 salaries	2,626.61
Total			7,102.82

86/18-19 Exclusion of the Public and Press

It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 65/18-19, to enable the Parish Council to consider confidential matters relating to Council owned property.

87/18-19 Pavilion and Recreation Ground

The draft proposals put forward by the Pavilion working party were noted and it was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously agreed to proceed with obtaining costings.

88/18-19 High Street Car Park

It was Proposed Cllr Goode, Seconded Cllr Hooper and unanimously agreed to reply to the site owner with details of advice received by Council.

Signed

Date