

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 5  
DECEMBER 2017 AT 7.30 PM IN THE COUNCIL CHAMBER**

**CLLRSPRESENT:**

Chairman: C Martin  
Vice Chairman: R Lancashire  
Councillors: J Astley      S Goode      J Hooper      I Jayatillake      R Minns  
                  E Ormond      M Pilbeam      A Tremain  
Clerk: P Potter  
Clerk's Assist. S Green

Also present: County & District Cllr Mitchell (arrived at 7.55 pm)

**134/17-18      Welcome and Introduction of new Councillor**

The Chairman welcomed and introduced Cllr Emma Ormond who subsequently signed the Declaration of Acceptance of Office.

**135/17-18      Apologies for Absence**

Apologies for absence were received from Cllr J Anderson.

**136/17-18      Declarations of Interest**

None declared.

**137/17-18      Confirmation of Minutes**

The minutes of the meeting of the Full Council held on 7 November 2017 were agreed and signed as a true record (proposed by Cllr Jayatillake and seconded by Cllr Astley).

**138/17-18      County Councillor and District Councillor Reports**

No written reports received.

**139/17-18      Public Discussion**

No public present.

**140/17-18      Clerk's Reports**

**140.1      General Report**

The Clerk gave a verbal report updating Councillors on the recent, successful office move to The Old Bank, 63 High Street. It was noted that moving costs, including IT installations, came in at £950 (£900 budgeted for) and costs for capital expenses, including furniture & blinds, came in significantly under budget at £1,402.

- With regard to the Old Fire Station, it was noted that the 'condition removal' confirmation would be due shortly from BDC; following which a further application for change of use would be submitted and the District Valuer would be contacted.
- Councillors were advised that the Neighbourhood Plan Committee would now be applying for a grant to cover the consultant's fees and the future, planned Traffic Survey.

**140.2      Finance Report**

It was noted that the Finance Report would be circulated as soon as possible.

**141/17-18 Pavilion electricity - contract renewal**

Cllrs noted that the annual costs for the pavilion electricity were in the region of £240 (Eon). It was proposed Cllr Lancashire, seconded Cllr Jayatillake and unanimously agreed that the Clerk obtain comparative costs from two other suppliers and that the contract with Eon be renewed if it is the cheapest.

**142/17-18 Kelvedon Community Festival**

Council unanimously agreed to the request made by the Festival Committee to use the recreation ground for the 2018 Kelvedon Festival on 14 July.

**143/17-18 Health & Safety Policy**

The Chairman advised that he had reviewed the general Health & Safety Policy that had been drawn up by Cllr Goode. It was noted that a further review would be carried out once additional detail had been added. In the meantime, it was proposed Cllr Martin & seconded Cllr Minns and unanimously agreed to adopt the policy.

**144/17-18 Clerk and PAMW: Health and Safety Training – Street Works Course**

It was proposed Cllr Lancashire & seconded Cllr Jayatillake and unanimously agreed that the Clerk and PAMW undertake training to qualify as a Supervisor and Operative respectively, regarding works undertaken near the highway – Signing, Lighting and Guarding. Total cost to be in the region of £169 each (total: £338).

**145/17-18 Grant Support - Kelvedon Labour Club**

Cllrs Astley, Lancashire, Ormond and Pilbeam declared a non-pecuniary interest in this item as members of the Labour Club.

It was proposed Cllr Jayatillake & seconded Cllr Minns and unanimously agreed to give support to Kelvedon Labour Club with regard to their endeavours to obtain grants to improve their Grade II Listed building - Clerk to draw up standard letter for this purpose.

**146/17-18 Essex and Herts Air Ambulance – Charity Support**

Council noted the request by the Essex & Herts Air Ambulance to site a clothing donation bank on the Recreation Ground Car Park. The Clerk was requested to consult with the EHAA to establish how often the bank would be emptied and whether regular monitoring would take place to avoid overspill. Cllrs agreed that if the siting is to go ahead, KPC should carry out regular 3 monthly reviews with the EHAA being given 3 months' notice should it be decided to remove the bank. The Clerk will circulate the response to these issues before a final decision is reached.

**147/17-18 Committees**

**147.1 Planning**

**147.1.1 Application no: 17/02010/VAR**

**Location: 12 High Street**

**Description:** Application for the removal of Condition 8 of approved application 15/01500/FUL – Removal of condition requiring bus stops to be upgraded prior to the occupation of the dwelling.

It was unanimously agreed - No comment, no objection.

**147.1.2 Application no: 17/02009/FUL**

**Location: 12 High Street**

**Description:** Change of use of existing building to form 1 no. dwelling.

It was unanimously agreed - No comment, no objection.

(County & District Cllr Mitchell joined the meeting at 7.55 pm).

**147.1.3 EGC Issues and Options and Sustainability Appraisal Consultation**

It was agreed to refer this item to the next planning committee on 18 December 2017.

At this point in the meeting, Cllr Mitchell updated Cllrs on the following items:

- Potential West Tey Development – conceptual drawings now in the public domain.
- Licencing application for takeaway van in Labour Club car park – now withdrawn.
- Yellow lines – Highways possibly re-painting.
- LED light bulbs roll out to all High Street lighting.

Cllr Mitchell left the meeting.

- 147.1.4 November Planning committee – draft minutes not yet circulated.
- 147.1.5 Next meeting to take place on Monday 18 December at 8.30 pm.
- 147.2 **Finance**
  - 147.2.1 Next meeting to take place on Wednesday 13 December at 7.30 pm.
- 147.3 **Personnel sub-committee**
  - 147.3.1 Next meeting to take place on Wednesday 13 December at 7.30 pm.
- 147.4 **General Purpose Committee**
  - 147.4.1 No meeting planned.
- 147.5 **Neighbourhood Plan Committee**
  - 147.5.1 Council agreed to defer the ratification of the Terms of Reference to the January meeting of the Full Council.
  - 147.5.2 Next meeting to take place on Monday 18 December at 7.30 pm prior to the Planning Committee meeting when the survey results will be presented to the London Road agent.

**148/17-18 Environment Reports – Cllr Pilbeam**

**Brockwell**

Cllr Pilbeam and the Clerk updated Cllrs on the current situation regarding recent works to trees at Brockwell Meadow.

**149/17-18 Accounts for payment**

It was proposed Cllr Martin, seconded by Cllr Minns and unanimously agreed to approve the accounts for payment.

| <b>149.1</b>   | <b>The following payments made between meetings were noted:</b> |  | <b>£</b>        |
|----------------|---|--|-----------------|
| <b>Chq no.</b> | <b>Payee</b>  | <b>Purpose</b>                               |                 |
| 106725         | P Potter  | Reimbursement for kitchen items new office   | 163.29          |
| 106726         | M K Fabrications  | Misc works on rec, remove bench Onestop      | 426.00          |
| 106727         | Taxitruck Removals  | Deposit for removal services                 | 155.00          |
| 106728         | Signway Supplies  | Safety signs for rec & Brockwell meadow      | 212.13          |
| 106729         | Mode 3  | Office anti-virus cover - 2 yrs from Nov '16 | 79.20           |
| 106730         | Wicksteed Leisure Ltd   | Postal costs for replacement swing chains    | 53.57           |
| 106731         | Taxitruck   | Balance of monies due for office removal     | 359.80          |
| 106732         | Post Office Ltd   | KPC van - car tax renewal 2017               | 240.00          |
| 106733         | Julia MacKay Properties   | Mthly rent suite 1, 63 High St 20-30 Nov 17  | 244.44          |
| 106734         | Hillarys Blinds Ltd   | Blinds for front office window - 63 High St  | 387.99          |
| <b>Total</b>   |   |  | <b>2,321.42</b> |

**149.2 The following amounts for payment were agreed**

| <b>Chq no.</b> | <b>Payee</b>                | <b>Purpose</b>                              | <b>£</b>         |
|----------------|-----------------------------|---|------------------|
| DD             | Eon                         | Pavilion electricity October 2017           | 23.43            |
| DD             | Utility Warehouse           | Office broadband & phone line Nov 2017      | 38.18            |
| DD             | Anglian Water               | Water charges pavilion                      | 28.00            |
| DD             | Anglian Water               | Water charges 102 High Street               | 14.00            |
| DD             | Anglian Water               | Water charges allotments                    | 33.00            |
| 106735         | Deal of Kelvedon            | Lock up rental Sept & Nov 2017              | 80.00            |
| 106736         | D Wallace                   | Flower meadow cut & rec grd hedgerow        | 315.00           |
| 106737         | Office Furniture Online     | 4 chairs for new PC office                  | 106.80           |
| 106738         | Kelvedon Parish Church      | Donation for cemetery maintenance           | 675.00           |
| 106739         | GC Fire Protection Ltd      | Servicing of rental fire extinguishers      | 168.00           |
| 106740         | SLCC                        | Annual membership renewal 1st Dec 2017      | 157.00           |
| 106741         | RCCE                        | Annual membership renewal 1st July '17      | 105.60           |
| 106742         | K & J Engineering<br>Contrs | Portable appliance testing                  | 121.20           |
| 106743         | Philip Liverton Limited     | Hire of robo mower for Brockwell cutting    | 252.00           |
| 106744         | A & J Lighting Solutions    | Lamp replacement High Street car park x 2   | 161.40           |
| 106745         | S Sharp                     | 2 days gardening duties                     | 204.00           |
| 106746         | Kempco                      | Office stationery                           | 352.87           |
| 106747         | Mrs M G Rowan               | NH Plan Christmas Tree Fest entrance fee    | 25.00            |
| 106748         | Mode 3                      | Disconnection & re-connection of IT for ofs | 600.00           |
| 106749         | Julia Mackay Properties     | Suite 1, The Old Bank - rental for Dec 2017 | 666.67           |
| 106750         | B W Whiffin & Co            | Payroll charge Dec 17 - month 9             | 48.00            |
| 106751         | Essex Pension Fund          | Pen ees, ers & admin chg Nov mth 8          | 370.30           |
| 106752         | HMRC                        | Tax & Ni mth 8                              | 538.63           |
| 106753-5       | Staff                       | Salaries mth 9                              | 3,015.69         |
| DD             | Public Works Loan Brd       | High Street car park - loan repayment       | 7,801.33         |
| <b>Total</b>   |                             |   | <b>15,901.10</b> |

Signed .....

Councillor .....

Date .....