

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 5 MARCH 2019
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
Clerk: P Potter
Clerk's Assistant: S Green

169/18-19 Apologies for Absence

Apologies were received and accepted from Cllr Tremain.

170/18-19 Declarations of Interest

- Cllr Goode declared a non-pecuniary interest in agenda item 177/18-19, as an employee of a contractor of ECC.
- Cllr Hooper declared a non-pecuniary interest in agenda item 174/18-19

171/18-19 Confirmation of Minutes

It was Proposed Cllr Martin, Seconded Cllr Leach and unanimously resolved that the minutes of the meeting of the Full Council held on 5 February 2019 are a true record and were signed accordingly.

172/18-19 County Councillor and District Councillor Report

None present.

173/18-19 Public Forum

None present.

174/18-19 Clerk's Report

The Clerk gave a verbal report which highlighted the following matters:

- ECC Highways planned reinstatement of yellow zigzag parking restriction at the junction of Heron Road with Kingfisher Way is currently out to consultation and should be implemented by the autumn.
- The Two Villages Voluntary Association had confirmed they would no longer be running the Christmas Voucher Scheme.
- A children's occupational therapy group had approached KPC seeking approval for the erection of a small storage shed on land adjacent to the small hall. No objections to this were raised at the meeting subject to any such works being at their own risk (Cllr Hooper having declared a non-pecuniary interest during this discussion).

175/18-19 Finance Report

To be circulated later in the week.

176/18-19 Kelvedon Neighbourhood Plan

It was Proposed Cllr Jayatillake, Seconded Cllr Astley and unanimously resolved to agree in principle to include the following appendices to the Plan:

- Community Actions, Aspirations and Developer Contributions
- Development Aspirations

These sections, along with the whole Plan will be brought back to the Parish Council to be finally approved before being submitted for the Regulation 15 consultation.

- 177/18-19 ECC Highways Devolution Pilot Agreement**
It was Proposed Cllr Pilbeam, Seconded Cllr Martin and unanimously resolved to sign up to the above pilot scheme. The agreement deed was subsequently executed by the signatures of two Parish Councillors and witnessed by the Clerk, in accordance with Standing Order 22.
- 178/18-19 Parish Council Action Plan**
It was Proposed Cllr Jayatillake, Seconded Cllr Astley and unanimously resolved to agree to the previously circulated Action Plan for the Parish Council, for the year 2019-20.
- 179/18-19 Review of Operational and Financial Risk Assessment**
It was Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously resolved to approve the reviewed document.
- 180/18-19 Review of Asset Register**
It was Proposed Cllr Martin, Seconded Cllr Ormond and unanimously resolved to approve the content of the latest document.
- 181/18-19 Review of Internal Controls Policy**
It was Proposed Cllr Martin, Seconded Cllr Leach and unanimously resolved to approve this policy.
- 182/18-19 Annual Parish Assembly**
The Clerk updated Councillors as follows:
- Posters are going up around the village to promote the Parish Assembly which will include a showcase of village groups and organisations.
 - The presentation regarding Special Constables has been arranged with the scheme co-ordinator from Essex Police, a Councillor from Witham Town Council, who currently participate in the scheme, and one of their Special Constables.
 - Doors to open at 7.00 pm.
- 183/18-19 Meeting Dates 2019/20**
It was Proposed Cllr Goode, Seconded Cllr Minns and unanimously resolved to agree the meeting dates for Full Council and Committees for the next civic year.
- 184/18-19 Parish Council Training**
It was Proposed Cllr Jayatillake, Seconded Cllr Astley and unanimously resolved to agree to book whole Council training with EALC for a two-hour module course to be hosted at the KPC Offices, at a cost of £360.
Cllr Minns gave advance apologies as he would be unable to attend.
- 185/18-19 Office Photocopier Replacement**
It was Proposed Cllr Minns, Seconded Cllr Jayatillake and unanimously resolved that the most economically viable option be chosen, which was to purchase the photocopier for £2670 and enter into the five-year maintenance agreement. .

186/18-19 Praise in the Park
It was Proposed Cllr Ormond, Seconded Cllr Anderson and unanimously resolved to agree to the use of the Recreation Ground for the URC's Praise in the Park event, on either 9 or 23 June 2019, between 3.00 pm and 5.30 pm.

187/18-19 Accounts for Payment
It was Proposed Cllr Martin, Seconded Cllr Goode and unanimously resolved to agree the previously circulated accounts for payment.

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity January 2019	24.07
DD	Utility Warehouse	Office landline and broadband	41.70
DD	Wave	Water and sewerage pavilion March 2019	32.50
SO	Julia MacKay Properties	KPC monthly rent March 2019	666.67
107056	Julia MacKay Properties	Re-charge of water and sewerage KPC office	20.98
107057	Julia MacKay Properties	Re-charge of gas and electric KPC office	76.56
107058	Writtle University College	PAMW pesticide application crse 8/4/19	125.00
107059	D Wallace	Hedge work - F/P 14	495.00
107060	Deal of Kelvedon	Lock up rental February 19	40.00
107061	Rebecca Saunders	Communications Consultant	230.00
107062	Direct-tec UK Ltd	Colour and B/W copier charges	72.09
107063	Ridgeons	PAMW supplies	75.86
107064	The National Allotment Soc	Annual membership	66.00
107065	B Coppin	RBS tree works The Green, Rec, Swan St	7,620.00
107066	P Potter	Expnses - misc office, Pens w'shop, ink cart	53.20
107067	B W Whiffin and Co Ltd	Payroll charge month 12	48.00
107068	HMRC	Tax and Ni mth 11	616.47
107069	Essex Pension Fund	Pension ees, ers and admin charge	430.70
107070-2	Staff	Salaries Mth 12	2,895.41
Total			13,630.21

188/18-19 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 189/18-19, to enable the Parish Council to consider confidential legal matters.

189/18-19 Grant of Easement
It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously resolved to arrange for KPC's solicitors to draw up the requested easement on the same basis as before, to ensure continuity.

Signed

Date