

**KELVEDON PARISH COUNCIL**

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

**PRESENT:**

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

Also present: D Walsh (Allotment Association)  
County and District Cllr R Mitchell (arrived at 8.10 pm)

**73/17-18      Apologies for Absence**

In accordance with the LGA 1972 (S85), apologies were received and accepted from Cllr Astley, Cllr Buttery, Cllr Tremain and District Cllr Elliott.

**74/17-18      Declarations of Interest**

None declared.

**75/17-18      Confirmation of Minutes**

The minutes of the meeting of the Full Council held on 4 July 2017 were agreed and signed as a true record (proposed by Cllr Pilbeam and seconded by Cllr Jayatillake).

**76/17-18      County Councillor, District Councillor(s) and Police Reports**

Cllr Elliott sent his apologies and Cllr Mitchell advised that he may be late due to other Council commitments. It was agreed to defer this item until Cllr Mitchell's arrival. No other reports were received.

**77/17-18      Public Discussion**

The Chairman agreed to combine this item with agenda items 80 (Allotment Management) and 81 (Allotment Equipment Purchase/Grant Request) and bring both items forward.

**80/17-18      Allotment Management**

Council agreed to formally hand over the day to day running and management of the Stoney Flint Allotments to the Allotment Association. The associated administration (allotment agreements, invoicing etc) would continue to be the responsibility of KPC (proposed by Cllr Pilbeam and seconded by Cllr Lancashire).

**81/17-18      Allotment Equipment Purchase/Grant Request**

Councillors noted the request from the Allotment Association for KPC to provide assistance in purchasing a mower and strimmer to assist with the ongoing maintenance of un-let plots. In addition, it was noted that the District Councillors Elliott and Mitchell have funding available for local, small projects to help towards requests of this nature. Any equipment purchased via this route would remain under the ownership of KPC.

Council approved the purchase/funding of this equipment (proposed Cllr Lancashire and seconded Cllr Minns). Clerk to pursue KPC grant application with both District Councillors. D Walsh left the meeting.

**78/17-18 Clerk's Reports**

**78.1 General Report**

Council noted the previously distributed Clerk's Report.  
Cllr Lancashire congratulated the Clerk on the quality of the report.

**78.2 Finance Report**

To be circulated to Councillors shortly.

**78/17-18 Kelvedon Neighbourhood Plan - Appointment of Planning Consultant**

Council noted the estimated cost of up to £3,600 quoted by Ann Skippers for services and expenses in relation to providing technical advice for the emerging plan. The Neighbourhood Plan team had researched the market and received other quotes, however, it was agreed that Ann Skippers was best placed and experienced in the skills required for the Kelvedon Neighbourhood Plan's needs. Funding for this advice may be available via grants, which the Clerk will arrange. Councillors agreed to appointment Ann Skippers at the cost quoted (proposed by Cllr Jayatillake and seconded by Cllr Lancashire).

**82/17-18 High Street Car Park - Consideration of Commercial Request (Street Trading)**

Following a unanimous vote, Councillors agreed not to pursue negotiations with the owner of a mobile food outlet regarding possible trading from the High Street car park (proposed by Cllr Pilbeam & seconded by Cllr Lancashire).

**83/17-18 Pavilion - Asbestos Survey**

It was noted that a full asbestos survey of the pavilion would cost in the region of £550-£650 and that Cllr Goode could provide the Clerk with various contacts. Councillors agreed that the Clerk be authorised to spend up to £700 for this purpose (proposed by Cllr Lancashire and seconded by Cllr Jayatillake). Consideration is also to be given to the inclusion of a full survey of 102 High Street within the quotations obtained, which will be brought back to the next available Parish Council meeting for a decision.

**84/17-18 Signage - Brockwell Meadow, Recreation Ground, Thorne Road play area**

It was noted that comparative quotations had been received for the supply of safety signs at the above locations. Councillors agreed to the lower quotation of £575 for the supply of 7 signs (PAMW to install) - proposed by Cllr Lancashire and seconded by Cllr Jayatillake.

**85/17-18 Tree Works**

**85.1 Tree survey - Brockwell Meadow**

Councillors agreed to the expenditure of up to £500 for the carrying out of a tree survey at Brockwell Meadow (proposed by Cllr Pilbeam and seconded by Cllr Minns).

**85.2 Works to trees on The Green**

Councillors agreed to the expenditure of up to £1,600 for works to trees on The Green (proposed by Cllr Pilbeam and seconded by Cllr Minns).

**86/17-18 Willow Plantations**

Councillors noted the concern expressed to KPC from J S Wright and Sons regarding the use of privately owned willow plantations within the Kelvedon Parish, as public rights of way. Councillors agreed to minute that:

Members of the public are advised that they may access the land known as Brockwell Meadows, owned by KPC, which may be walked on with due care and attention. However, privately owned land within the Parish may not be accessed without the prior permission of the landowner. Public Rights of Way are clearly marked and are shown on the Definitive Map, which can be viewed either at the Parish Council office or on the Essex County Council website.

**87/17-18 2017-18 Budget and 2018-19 Grant Process**

**87.1 Refund from BDC for incomplete service relating to the collection of waste from the Kelvedon Community Festival**

Councillors agreed that the refund received from BDC for just over £186, relating to the provision of a refuse collection service, had been budgeted and paid for by KPC and therefore the refund was due to KPC. It was agreed that KPC had provided the service promised to the Festival and in that regard would not be passing on the refund.

**87.2 Grants process for 2018/19 year**

To be considered at the next meeting of the Finance Committee due to take place on Wednesday 13 September.

County and District Cllr Mitchell arrived (8.10 pm).

The Chairman welcomed Cllr Mitchell to the meeting and thanked him for his attendance. It was agreed to take item 76/17-18 at this point in the meeting, to allow Cllr Mitchell to speak.

Cllr Mitchell gave his apologies for the Public Meeting due to take place on Wednesday 6th September regarding the proposed London Road development. A brief discussion followed in respect of the reserved matters pertaining to the Monk's Farm development, in particular in relation to the unsuitability of the existing railway footbridge and the necessary widening of Station Road to increase the width of the existing footpath.

It was noted that ECC would be briefing BDC Councillors, on Tuesday 12 September, on the A120 preferred routes.

Councillors noted that the outline application for 165 dwellings at Feering had been granted.

Cllr Mitchell left the meeting at 8.30pm.

**88/17-18 Kelvedon News Magazine - Report from Editor (Cllr Jayatillake)**

Cllr Jayatillake reported that the magazine was well received. Councillors were asked to send along regular input and it was suggested that Councillors take turns in submitting articles, amounting to one page of A5 on a subject of their choice.

**89/17-18 Policy for Expected Income**

Councillors agreed to adopt the previously circulated policy (proposed by Cllr Lancashire and seconded by Cllr Jayatillake).

**90/17-18 Electricity contract - The Old Fire Station**

Councillors agreed to the renewal of the electricity contract, with NPower, for The Old Fire Station building as they had offered the most competitive deal, following research by the Clerk (proposed by Cllr Hooper and seconded by Cllr Goode).

**91/17-18 BDC Community Governance Review**

Councillors noted the current public consultation, specifically the proposal to increase the number of Councillors for KPC being increased from 11, to 12.

**92/17-18 Link from KPC Website**

Councillors did not agree to authorise a link from the KPC website to an organisation called Rehab Recovery as it was agreed that the Parish website is primarily in place for community services and events, however, a brief discussion was held about the website in general and whether or not updating was required. The Clerk will undertake a review of the site and any changes/alterations will be brought forward to a future meeting.

**93/17-18 Reports from Committees**

**93.1 Planning**

- 93.1.1**
- July meeting - draft minutes circulated.
  - Next meeting to take place on 12 September at 7.30 pm - Councillors Martin and Minns gave advance apologies.

**93.2 Finance**

- 93.2.1**
- Next meeting to take place on 13 September at 7.30 pm - Cllr Lancashire gave advance apologies.

**93.3 Personnel Sub-Committee**

- 93.3.1**
- Next meeting to take place on 13 September, after the conclusion of the Finance Committee meeting - Cllr Lancashire gave advance apologies.

**93.4 General Purpose Committee**

- 93.4.1**
- TBA.

**93.5 Neighbourhood Plan Committee**

- 93.5.1**
- Next meeting due to take place on 12 September following the Planning Committee.

**94/17-18 Environment Reports - Cllr Pilbeam**

**94.1 Brockwell Meadow**

Quotes are being sought for a tree survey and will be undertaken as soon as possible.

**94.2 Tree Warden**

No further reports.

**94.3 Allotments**

No further reports.

**95/17-18 Accounts for payment**

<b>95.1/17-18</b>	<b>The following payments made between meetings were noted:</b>		<b>£</b>
<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	
DD	Eon	Electricity for hard play area lights - June	14.46
106650	Doe Motors Limited	Fuel for van & equipment	67.66
106651	Kelvedon Institute Hall	Car park electricity Apr - June	96.57
106652	Kelvedon Institute Hall	Main hall booking for public mtg - 6.9.17	20.00
106653	Reprohouse	NHPlan - presentation boards	529.20
106654	Kempco	NHPlan - stationery	27.01
106655	Thompson, Smith & Puxon	Professional charges - office lease	600.00
106656	Philip Liverton Ltd	Hire of robo mower - Brockwell Meadow	252.00
106657	HMRC	Tax & Ni July - Mth 4	556.77
106658	Essex Pension Fund	Pension ees, ers & admin July - Mth 4	396.24
106659	Wicksteed Playgrounds	Replacement swing chains & fittings	534.34
DD	Utility Warehouse	Office landline & broadband	41.98
DD	BT	Institute landline & broadband quarterly	173.88
DD	Anglian Water	Allotments water supply - August	30.00
		Toilet block, rec ground water/sewerage - Aug	28.00
DD	Anglian Water	Office water/sewerage - Aug	17.00
106660-62	Staff	Salaries August 2015 (month 5)	2,992.78
<b>Total</b>			<b>6,377.89</b>

95.2/17-18 The following amounts for payment were agreed:			£
Chq no.	Payee	Purpose	
DD	Eon	Electricity for hard play area lights July '17	15.29
DD	Utility Warehouse	Office landline & broadband - August 2017	32.66
DD	Anglian Water	Water supply - allotments	33.00
DD	Anglian Water	Water supply - toilet blk rec	28.00
DD	Anglian Water	Water supply - office	17.00
106663	Deal of Kelvedon	Rental for lock up garage PAMW - July '17	40.00
106664	Doe Motors Ltd	Fuel for van	57.00
106665	Safety Shop Ltd	Fire exting van, warn triangle, cones - PAMW	109.40
106666	Rialtas Business Solutions Ltd	On site accounts training Clerk - 17.07.17	640.80
106667	Ernest Doe & Sons Ltd	Purchase of leaf blower - PAMW	265.00
106668	NALC	Annual subs to LCR magazine	17.00
106669	Select Business Equipment	Black & white and colour copier charges	70.04
106670	D Wallace	Grass cutting Brck, Rec, weed killer, strim	241.00
106671	EALC	Data Protection briefing 14 Sept - Clerk	45.00
106672	Ridgeons	PAMW supplies	16.98
106673	Feering Community Assoc	Hire of hall for garden club show - 17/18 grant	100.00
106674	Kempco	Print paper	16.50
106675	London Road Garage	Replacement tyre due to puncture - van	54.54
106676	Cash	Petty cash top up	80.54
106677	B W Whiffin & Co Ltd	Payroll charge - Aug mth 5 & Sept mth 6	96.00
106678	HMRC	Tax & Ni - August mth 5	742.28
106679	Essex Pension Fund	Pension ees, ers, admin - mth 5	384.57
106680-82	Staff	Salaries September 2017 - month 6	2,583.29
<b>Total</b>			<b>5,685.89</b>

Proposed by Cllr Lancashire and seconded by Cllr Jayatillake.