

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 6 JUNE 2017  
AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:**

Chairman: C Martin  
Vice Chairman: R Lancashire  
Cllrs: J Astley            J Hooper            I jayatillake            Pilbeam            Tremain  
Clerk: P Potter  
Clerk's Assist. S Green

Also present: District and County Councillor Robert Mitchell and 3 members of the public

**25/17-18 Election of Chairperson for 2017-18**

The existing Chairman, Cllr C Martin, confirmed he would continue to stand as Chair and duly signed the declaration of office.

**26/17-18 Apologies for Absence**

In accordance with the LGA 1972 (S85), apologies were received and accepted from Cllr Anderson, Cllr Buttery and Cllr Minns.

**27/17-18 Declarations of Interest**

Cllr Lancashire declared a non-pecuniary interest at item 31/17-18.

**29/17-18 County Councillor, District Councillor(s) and Police Reports**

Council agreed to bring this item forward.

Cllr Mitchell introduced himself as Deputy Cabinet Member for Highways at ECC, following his recent election as County Councillor. He advised that the focus for ECC Highways, for the coming year, would be the maintenance of local roads rather than the priority 1 and 2 routes. Cllr Mitchell confirmed he would continue to attend both the North Essex Parking Partnership meetings, but as an ECC Highways member.

Following a question raised by a member of public - Cllr Mitchell advised that he had been unable to speak at the BDC Full Council meeting on 5 June as he had declared a 'substantial non-pecuniary interest' in respect of the Crown Estates site at Feering and as such was not able to take part in the discussion or vote on the Local Plan agenda item at that meeting.

**30/17-18 Public Discussion**

Council agreed to bring this item forward.

- Questions were raised from the members of public present regarding the decision made at the BDC meeting of the Full Council held on 5 June in respect of the site now going forward for Kelvedon in the draft local plan.
- Cllr Mitchell advised that concerns raised about the meeting should be referred to the BDC Monitoring Office, Ian Hunt.
- It was noted that KPC would be formulating a response on the final BDC Local Plan, for the upcoming consultation, prior to its submission to the Planning Inspectorate for Independent Examination.

Cllr Mitchell left the meeting at 7.55 pm.

### **28/17-18 Confirmation of Minutes**

Cllr Lancashire proposed an amendment to the May minutes in respect of minute no. 10.2 relating to the 'Kelvedon News' magazine. Cllrs agreed that the minutes were a true reflection of the meeting subject to the removal of the previous wording under this minute and replace it with the following (proposed by Cllr Pilbeam and seconded by Cllr Astley):

*10.2/2017-18 'The Chair instructed Cllr Buttery and Cllr Lancashire to address outside the meeting, the issue of people who had sent in content to the magazine whilst Cllr Lancashire was Editor and whom had not been acknowledged or their content included. Cllrs agreed that the Editor of the magazine should be given editorial discretion on what content was included. Cllrs agreed that all contributors should be acknowledged wherever possible. Cllrs agreed that for the time being all items should be submitted to the office, who would then pass them on to the magazine Editor until such time as Cllr Hooper had set up a specific email address which would create a direct link with the Editor.'*

The minutes of the full meeting of the Council held on 2 May 2017 would be brought to the July meeting of the Council for signature.

### **31/17-18 Kelvedon House**

It was agreed that unless and until planning permission was obtained by the owners of the site, granting access through the High Street car park, the Parish Council would not be pursuing this matter. If permission were obtained, options could then be considered. (proposed by Cllr Lancashire and seconded by Cllr Martin).

### **32/17-18 Clerk's Reports**

#### **32.1 General Report**

Council noted the previously distributed Clerk's Report.

#### **32.2 Finance Report**

The monthly Finance Report was not available for the meeting, but would be emailed to all Cllrs as soon as possible. The Clerk verbally reported the following matters:

- RBS (finance software providers) would be attending the office on 14 June to undertake the year end process to complete the accounts for 2016/17.
- An extraordinary meeting will need to be convened to sign off the Annual Statements, as the figures will be revised following the year end process, due to an error with the system.

### **33/17-18 Annual Review of Standing Orders**

The Clerk advised Council that the current Standing Orders do not include delegated powers for the Clerk in respect of responding on planning applications, when a response is required outside of a Planning Committee or Full Council meeting. The Standing Orders were approved subject to this addition (proposed by Cllr Lancashire and seconded by Cllr Astley).

### **34/17-18 Annual review of Financial Regulations**

Council noted that no changes were recommended and the regulations were subsequently approved for the 2017-18 year.

### **35/17-18 Vacancy for Parish Councillor**

Council agreed to move to co-option if, at the close of play on 15 June 2017, the required number of electors had not come forward requesting an election (proposed by Cllr Martin and seconded by Cllr Lancashire). The following process was agreed:

- Council agreed that the vacancy should be advertised on 16 June (if applicable), with a closing date for the submission of applications of 5 pm on 22 June 2016.
- Interviews would be held during the week commencing 26 July 2017.
- Authority was given to the interview panel to make a recommendation to co-opt the selected candidate at the July Full Council meeting.

**36/17-18 Parish Council Offices - 102 High Street**

Council agreed that the Clerk should proceed with securing Permitted Development Prior Approval, for change of use on the existing Council offices, approving the payment of the planning agent fees up to £310, plus travelling expenses (proposed by Cllr Lancashire and seconded by Cllr Pilbeam).

Cllr Hooper advised that this process would enable an more accurate valuation of the building to be made.

**37/17-18 Grangewood Development - Street naming**

Following the suggestion made by Cllr Minns it was agreed to put forward to the developer, the suggestion of 'Grangewood' for the new street name. To be accompanied by 'Road', 'Drive', 'Place' etc if deemed necessary (proposed by Cllr Astley and seconded by Cllr Jayatillake).

**38/17-18 KPC Logo**

It was agreed in principle to look at the possibility of revising the existing KPC logo. The Clerk will carry out research into the costs involved and report back to Full Council with details.

**39/17-18 BDC Draft Local Plan - Final Consultation**

The Clerk will put together a draft response for discussion at the Planning Committee on 19 June. The agreed response will be taken to the July Full Council meeting for agreement.

**40/17-18 Kelvedon Music Festival - 15 July 2017**

It was agreed to invite representatives from the Kelvedon Music Festival to a meeting with the Clerk and Councillors to go over the arrangements for this year's Festival.

**41/17-18 Kelvedon Neighbourhood Plan**

Council agreed that KPC should put in an 'expression of interest' for grant funding of up to £15,000 to cover technical support for the Neighbourhood Plan, at soon as this is required (proposed by Cllr Lancashire and seconded by Cllr Tremain).

**42/17-18 Reports from Committees**

**42.1 Planning**

**42.1.1** May meeting - draft minutes not yet circulated.  
Next meeting to take place on 19 June at 7.30 pm.

**42.2 Finance**

**42.2.1** March meeting - draft minutes circulated.  
Next meeting to take place on 14 June at 7.30 pm.

**42.3 Personnel Sub-Committee**

**42.3.1** March meeting - draft minutes circulated.  
Next meeting to take place on 14 June after conclusion of the Finance Committee meeting.

**42.4 General Purpose Committee**

**42.4.1** Next meeting to take place on 24 July at 7.30 pm.

**42.5 Neighbourhood Plan Committee**

**42.5.1** Next meeting due to take place on 19 June following Planning Committee.

**43/16-17 Regular Items/reports from working parties**

**43.1 Brockwell Meadow (Pilbeam)**

Cllr Pilbeam reported that all trees on the meadow would need to be inspected on an annual basis for health and safety reasons and that he would be meeting with RBS (tree surgeons) on 7 June to undertake the annual tree survey. It was noted that additional quotes would be sought before any works were carried out. Any urgent works required would have to be dealt with as soon as possible. However, other works would only be performed once the nesting season is over eg mid-September.

Council noted that the 'robo mower' was being hired for a day on 13 June to cut the paths at Brockwell Meadow. Cllr Pilbeam and KPC's PAMW would be carrying out these works.

**43.2 Tree Warden (Pilbeam)**

No specific report given.

**44/17-18 Correspondence, and items from EALC**

The correspondence, and items from EALC, were noted.

**45/17-18 Accounts for payment**

These were agreed (proposed by Cllr Lancashire and seconded by Cllr Astley).

<b>45.1</b>	<b>The following payments made between meetings were noted:</b>		<b>£</b>
106615	MK Fabrications	Pensioner's Piece - reinstatement of bollards	192.00
<b>Total</b>			<b>192.00</b>

<b>45.2</b>	<b>The following amounts for payment were agreed:</b>		<b>£</b>
<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	
DD	Eon	Pavilion electricity - hard play area lghts Apr	16.59
DD	Npower	Office electricity 30.01.17-08.05.17	343.50
DD	Utility Warehouse	Office landline and broadband May 17	34.42
DD	Anglian Water	Office water/sewerage June 17	17.00
DD	Anglian Water	Allotments water June 17	30.00
DD	Anglian Water	Toilet block - pavilion water/sewerage	28.00
106616	Select Business Equip	Photocopier copy charges - quarterly App of weedkiller rec and grass cut Rec grd/Brck	40.09 453.00
106617	D Wallace		
106618	Doe Motors Limited	PAMW fuel for van and equipment	162.01
106619	The Institute	Hire of small hall for Planning Mtg 22.05.17	20.00
106620	S Sharp	PAMW holiday cover	714.00
106621	EALC	Standing Orders for Local Cncls - 1 day crse	55.00
106622	RBS Tree Surgery Ltd	Emergency tree works - recreation ground	444.00
106623	Aon UK Ltd	Annual Local Council Insurance 1.6.17-31.5.18	3,445.05
106624	Problem Free Limited	N'hood Plan - 12mths subs to survey acct	216.00
106625	HMRC	VAT due 1.1.17-31.3.17	460.95
106626	HMRC	Tax and Ni May 17 Mth 2	555.20
106627	Essex Pension Fund	Pension ees, ers and admin May 2017	384.21

106628	B W Whiffin and Co Ltd	Payroll charge mth 3	48.00
DD	Eon	Pavilion electricity - hard play area lghts May	16.03
DD	Public Works Loan Brd	Car park loan	7,801.33
106629-31	Staff	Salaries mth 3	2,773.07
<b>Total</b>			<b>18,057.45</b>

**Signed:**

**Date:**