

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 7  
NOVEMBER 2017 AT 7.30 PM IN THE COUNCIL CHAMBER**

**CLLRSPRESENT:**

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

Also present: County & District Cllr Mitchell (arrived at 8.10 pm)  
One member of the public

**113/17-18 Apologies for Absence**

None received.

**114/17-18 Declarations of Interest**

None declared.

**115/17-18 Co-option of Parish Councillor**

It was proposed Cllr Pilbeam, seconded Cllr Anderson and unanimously resolved to co-opt Emma Ormond onto the Parish Council, following the recommendation of the Chair of the Personnel sub-committee. Emma Ormond will join the Council with effect from the December meeting when the declaration of acceptance of office will be signed.

**116/17-18 Confirmation of Minutes**

The minutes of the meeting of the Full Council held on 3 October 2017 were agreed and signed as a true record (proposed by Cllr Lancashire and seconded by Cllr Hooper).

The Chairman agreed to bring forward the following item:

**118/17-18 Public Discussion**

A member of public spoke with regard to planning application no: 17/00076/FUL (Erection of 4 flats & 4 dwelling houses, Kelvedon House - revised plans). The Council noted the objections raised with regard to the proposed access/egress to/from the site and the implications of this which may result in additional parking on the High Street. Council's attention was also drawn to the need to retain the existing flourishing hedgerows along the site boundaries.

The Chairman agreed to bring forward the following item:

**128/17-18 Planning**

**128.1.2 17/00076/FUL - Kelvedon House, 86 High Street**

It was proposed Cllr Anderson, seconded Cllr Jayatillake and unanimously resolved to re-submit the comments made in the previous objection with the addition of the following points:

1. Height/width of 'archway' insufficient to allow wide, high-sided vehicles to enter and leave the site safely, thus compounding the current High Street parking issues.
2. Should planning permission be granted, KPC request that a condition is imposed to ensure the retention of all existing 'green' boundaries.

The member of the public left the meeting at 7.45 pm.

#### **119/17-18 Communications & Social Media Policy**

After some discussion, it was agreed that the Clerk, in liaison with the relevant Chairs of Committees, would consider and review all communications/postings on social media, prior to the publication of any such items. Members of all committees and sub-committees to be advised of this process and of the need to comply.

County Cllr & District Cllr Mitchell arrived joined the meeting at 8.10 pm.

#### **117/17-18 County Councillor and District Councillor Reports**

Cllr Mitchell reported on the progress that was being made with regard to damaged and missing street signs.

Following the recent Highways Briefing Meeting, attended by Cllr Minns, it was noted that the reporting process and follow up of Highways related matters was of most concern to local councils with issues being raised regarding the on-line reporting system and the lack of information available.

Cllr Mitchell updated the Council on the recent meeting held at BDC with representatives from CBC regarding the proposed West Tey development.

#### **120/17-18 Parking Restrictions – High Street**

It was proposed Cllr Minns, seconded Cllr Lancashire and unanimously resolved to pursue a request with the North Essex Parking Partnership for double yellow lines to be imposed outside the Conservative Club to allow better sight lines when exiting the High Street car park.

In addition, it was agreed to pursue a request with the North Essex Parking Partnership to provide possible, alternative locations, along the High Street, which would allow the rotation of the existing speed indicator device that is currently located on London Road.

Cllr Mitchell left the meeting.

#### **121/17-18 Clerk's Reports**

##### **121.1 General Report**

Council noted the previously distributed Clerk's Report. In addition, the following points were noted:

1. KPC's move to 63 High Street would take place on Monday 20 November.
2. Cllr Minns requested that the Clerk liaise with K Cooke regarding the possible storage and archiving of KPC's historical minute books at the museum.
3. The asbestos report for the pavilion had shown that a large quantity of asbestos had been noted. Council to give consideration to how the ongoing management should be organised. Users of the pavilion have been advised.

##### **121.2 Finance Report**

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

#### **122/17-18 Grant Request – Two Villages Voluntary Association**

It was proposed Cllr Lancashire, seconded Cllr Astley and unanimously resolved to make KPC's contribution proportional to that paid by Feering PC last year, to ensure that every elector, in each of the two villages, pays the same amount. The minimum grant payable would be £228 and the maximum payable would be £630.

**123/17-18 Memorial Bench & Scattering of Ashes**

Following a request made by a member of public it was proposed Cllr Lancashire, seconded Cllr Jayatillake and unanimously agreed to allow the scattering of ashes on the River Blackwater at Brockwell Meadow, subject to there not being a water abstraction point within 1 km upstream.

It was proposed Cllr Lancashire, seconded by Cllr Pilbeam and unanimously agreed not to allow the installation of a memorial bench at Brockwell Meadow. Clerk to liaise regarding possible, alternative locations for the bench. Consideration also to be given to the planting of a tree (location and species to be agreed by the Council's Tree Warden).

**124/17-18 BDC Open Spaces Action Plan (OSAP)**

It was proposed Cllr Lancashire, seconded Cllr Jayatillake and unanimously resolved not to make any revisions or new entries to the existing plan.

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**125/17-18 Recreation Ground - Litter**

The Clerk advised that she had contacted both football clubs who had agreed to speak with all teams and players with regard to the recent complaints.

**126/17-18 Commemorations for the Centenary of the End of World War I**

It was proposed by Cllr Lancashire to establish a working party to consider how the Parish Council can contribute to the commemorations in November 2018 and to liaise with the British Legion.

**127/17-18 Village Survey – Parish Council Expenditure**

Council agreed to formulate a survey to ask parishioners how they would like to see the Parish Council prioritise expenditure, with the survey to be launched at the Parish Assembly in April 2018.

**128/17-18 Reports from Committees**

**128.1 Planning**

**128.1.1 17/0728/FUL - Ewell Hall Farm, Ewell Hall Chase**

Replacement of existing derelict barn and outbuilding with new storage barn and stables.  
No comment, no objection.

**128.1.3** It was noted that the draft minutes from the October planning committee meeting had been circulated.

**128.1.4** It was noted that the next planning committee meeting would take place on 20 November at 7.30 pm (at the old Fire Station).

**128.2 Finance**

Next meeting to take place on Wednesday 13 December at 7.30 pm.

**128.3 Personnel Sub-Committee**

Next meeting to take place on Wednesday 13 December following the Finance committee meeting.

**128.4 General Purpose Committee**

TBA.

**128.5 Neighbourhood Plan Committee**

**128.5.1** Council agreed to postpone the ratification of the Terms of Reference to the December meeting.

**128.5.2** Next meeting to take place on Monday 20 November following the Planning committee meeting.

**129/17-18 Environment Reports - Cllr Pilbeam**

**129.1 Brockwell Meadow**

To be discussed in private session.

**129.2 Tree Warden**

Cllr Tremain requested Highway Ranger assistance with overhanging branches in the alley between Church Road and the High Street.

**129.3 Allotments**

No further reports available.

**130/17-18 Accounts for payment**

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

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
DD	Eon	Pavilion electricity Sept 2017	19.40
DD	Utility Warehouse	Office landline & broadband Oct 2017	34.07
DD	Anglian Water	Office water November	17.00
DD	Anglian Water	Allotment water November	33.00
DD	Anglian Water	Toilet block on rec water October	28.00
106705	Doe Motors Ltd	Fuel for van	134.02
106706	Ernest Doe & Sons Ltd	PAMW supplies	150.18
106707	D Wallace	Grass cutting Brck Mdw & Rec	106.00
106708	Deal of Kelvedon	Rental for lock up October 2017	40.00
106709	Select Business Equip	Colour copy charges	49.87
106710	Wicksteed Leisure Ltd	Parts to fit swing chains	11.64
106711	The Kelvedon Institute	Car park electricity July - Sept	85.44
106712	The Royal British Legion	Donation for wreath	30.00
106713	EALC	Chairman Training - 3 Cllrs	270.00
106714	Ridgeons	PAMW supplies	7.92
106715	Viking	Coin counter & sorter	119.99
106716	London Road Garage	Van mot, service & repair	324.13
106717	The Play Inspect Co ltd	Operation inspects Rec & Thorne Rd	240.00
106718	Mode 3	AVG Cloud Back Up - office pcs - 1 yr	144.00
106719	B W Whiffin & Co	Payroll charge mth 8	48.00
106720	Essex Pension Fund	Pension ees, ers & admin mth 7	379.12
106721	HMRC	Tax & Ni mth 7	535.95
DD	Eon	Pavilion electricity Oct 2017	23.43
106722-24	Staff	Salaries mth 8	2,686.23
<b>Total</b>			<b>5,517.39</b>

**131/17-18 Exclusion of Public & Press**

It was unanimously resolved to exclude the public & press under the Public Bodies (Admission to meetings) Act 1960 from item 132/17-18, to enable the Parish Council to consider issues containing confidential information and from item 133/17-18 to progress contractual discussions.

**132/17-18 Brockwell Meadow**

It was unanimously agreed that the Clerk begin putting together a dossier of events relating to the recent works to trees on the meadows. Clerk and Cllr Pilbeam to liaise with regard to any follow up action that may be required.

**133/17-18 PAMW Cover Contract**

It was proposed Cllr Pilbeam, seconded by Cllr Lancashire and unanimously agreed that the contract is not renewed. Clerk to arrange cover for duties as and when required.

Signed .....

Councillor .....

Date .....