

**KELVEDON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON  
TUESDAY 4 APRIL 2017  
AT 7.30 PM IN THE COUNCIL CHAMBER**

**PRESENT:**

Chairperson: Cllr Martin  
Councillors: Cllr Pilbeam,  
Cllr Tremain  
Cllr Lancashire  
Cllr Minns  
Cllr Jayatillake,  
Cllr Astley  
Cllr Humpington

Clerk: Mrs P Potter

**233/16-17 Apologies for absence**

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

**234/16-17 Declarations of Interest**

None

**235/16-17 Confirmation of Minutes**

The minutes of the Meeting of the Full Council held on 7 March 2017 were agreed and signed as a true record (proposed by Cllr Lancashire and seconded by Cllr Tremain).

**236/16-17 County Councillor, District Councillor(s) and Police Reports**

No reports submitted to this meeting.

**237/16-17 Public Discussion**

No public present.

**238/16-17 Clerk's Reports**

**238.1 General Report**

The Clerk outlined current tasks and upcoming deadlines.

**238.2 Finance Report**

The Clerk circulated the finance report to Council. It was agreed to look into booking RBS Software to come in and overhaul the accounts system.

**239/16-17 Volunteer Policy**

It was Proposed Cllr Lancashire, Seconded Cllr Jayatillake and unanimously resolved to adopt the Volunteer Policy.

**240/16-17 Complaints Procedure**

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously resolved to adopt the reviewed Complaints Procedure.

- 241/16-17 Communications and Social Media Policy**  
It was Proposed Cllr Lancashire, Seconded Cllr Tremain and unanimously resolved to adopt the Communications and Social Media Policy.
- 242/16-17 Kelvedon News Magazine**  
Cllr Jayatillake agree to remain as lead Editor, with a call on other Parish Councillors if and when help is needed.
- 243/16-17 BDC Community Governance Review**  
The Parish Council considered the BDC Community Governance Review, which included reviewing the number of Council seats. Due to impending population growth in the near future, the Council agreed to propose to BDC that an extra seat is granted, to bring the total number of Councillors to 12. All other parts of the review were either not relevant or not required to be changed. Proposed Cllr Astley, Seconded Cllr Minns.
- 244/16-17 Removal of Ivy – OneStop**  
It was agreed that due to the problems which have surrounded this issue, that the Clerk would look into further quotes for this work. Subject to the Clerk finding an acceptable quote at a sensible price, it was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed for the work to go ahead.
- 245/16-17 Grass cutting and ongoing maintenance charges**  
The updated work schedule for the grass cutting and maintenance on the Recreation Ground and at Brockwell Meadow, undertaken by D W Maintenance, was agreed, as Proposed Cllr Lancashire and Seconded Cllr Minns and unanimously resolved.
- An increase of £5 per cut for each of these areas was also agreed, being Proposed Cllr Tremain, Seconded Cllr Lancashire and unanimously resolved. The Clerk will also look into the current agreement and propose when the next review would be due.
- 246/16-17 Praise in the Park – Sunday 11 June 3-5 pm**  
Permission was sought by Reverend Thom of Kelvedon United Reformed Church, for the Praise in the Park event to be held on 11 June and that they are able to use the electricity supply at the Pavilion. The was agreed, as Proposed Cllr Lancashire, Seconded Cllr Martin and unanimously resolved.
- 247/16-17 Reports from Committees**
- 247.1 Planning**
- 247.1.1** March meeting - draft minutes circulated. Next meeting due to be held 19 April at 7.30 pm.
- 247.1.2 Public Meeting – Wednesday 5 April 8 pm – The Institute**  
Cllr Humpington to Chair, with Councillors to support.
- 247.1.3 Planning application: 16/02139/FUL – former Barclays Bank, 63 High Street**  
It was Proposed Cllr Minns, Seconded Cllr Lancashire and unanimously resolved not to make an comments or objections to this application.
- 247.2 Finance**
- 247.2.1** March draft minutes circulated. Next meeting to be arranged..

- 247.3 Personnel Sub-Committee**  
247.3.1 March draft minutes circulated. Next meeting to be arranged..
- 247.4 General Purpose Committee**  
247.4.1 Next meeting to be arranged..
- 247.5 Asset Management Committee**  
247.5.1 Next meeting due to be held 11 April 2017
- 247.6 Neighbourhood Plan Committee**  
247.6.1 March meeting, draft minutes circulated. Next meeting to be arranged.  
247.6.2 **Monthly report and update**
- 248/16-17 Regular Items/reports from working parties**
- 248.1 IWMF (Hooper, Lancashire, Martin)**  
An application has been put in to change the permit to discharge and extract to/from the river. A report was circulated to all Councillors by Cllr Lancashire. It was agreed to respond to the EA permit and object on the basis of planning creep. It was unsure whether this would go back out to consultation.
- 248.2 Blackwater Aggregates (Lancashire)**  
No current report.
- 248.3 BALC (Buttery)**  
Nothing to report.
- 248.4 A120/A12 Community Forum (Any available Cllr)**  
Cllr Humpington reported that with regard to the VTAG group, a resignation was received from Messing-cum-Inworth Parish Council, as they were uncomfortable with scope of the Group and its stance on the A12 and A120 consultations. Recently, the Group supported a different route to KPC, to which KPC were not a signatory. It was agreed to take this to the May Parish Council meeting for discussion, on the future representation of KPC on this group. It was agreed that the Clerk would request a copy of the Group's Terms of Reference.
- 248.5 Brockwell Meadow (Pilbeam)**  
Cllr Pilbeam reported that the Essex Wildlife Trust had undergone a restructuring in recent months and that the options for Brockwell Meadow had not yet been put forward. This will now hopefully start progressing and an update would be received in the next few weeks.
- 248.6 Tree Warden (Pilbeam)**  
We are currently waiting for RBS Tree Surgery to revert to the Council regarding some tree work which needs to be undertaken and also to walk the site with Cllr Pilbeam to carry out an initial tree survey on the area.
- 249/2016-17 To receive written reports from representatives on outside organisations**  
No current reports.
- 250/16-17 Correspondence, and items from EALC**  
Councillors wished to restate the correspondence summary.
- 251/16-17 Highways and Road Safety matters**  
The Parish Council receives weekly reports on major road works to the A12 and other roads, which is circulated and published on the website. Recent works to the A12 have been disrupted but will be notified as soon as they are rescheduled.

**252/16-17 Facebook/Twitter Update – Report from Cllr Hooper**  
None received.

**253/16-17 Accounts for payment**  
The accounts for payment were agreed (proposed by Cllr Lancashire, seconded by Cllr Pilbeam and unanimously resolved).

**253.1 The following payments made between meetings were noted**

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
106573	RCCE	Policy writing crse - 2 delegates from NHP	50.00
<b>Total</b>			<b>50.00</b>

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

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
DD	Eon	Electricity hard play area on rec (lights) Mar 17	18.00
DD	Utility Warehouse	Office landline & broadband - Mar 17	33.95
DD	Anglian Water	Toilet block water March 2017 - credit	-5.50
DD	Anglian Water	Office water March 2017 - credit	-3.00
DD	Anglian Water	Toilet block water April 2017	18.00
DD	Anglian Water	Office water April 2017	17.00
DD	Anglian Water	Allotments water April 2017	30.00
106574	Wicksteed Leisure Ltd	Replacement swing seats & rocker handle	141.92
106575	Feering Good Comps	2017-18 grant	125.00
106576	Namesco Ltd	Renewal of domain name	26.39
106577	MK Fabrications	Pensioners Piece - reinstatement of bollards	192.00
106578	D Wallace	Grass cutting Brockwell Meadon & rec (Mar)	96.00
106579	Metric Group Ltd	2 ticket rolls for car park machine	107.69
106580	S Sharp	Gardening maintnce services around village	408.00
106581	Kelvedon Institute	Hire of main hall for public meeting 5/4/17	20.00
106582	Kempco	Office stationery	28.33
106583	Ridgeons	PAMW supplies	32.50
106584	EALC	Routine playground inspection crs x 2	240.00
106585	L Buttery	Donation to local First Responder for equip	463.00
106586	BDC	Business Rates Bellingham Place c/p Apr 17	622.04
106587	BDC	Business Rates High Street c/p Apr 17	1,477.34
106588	BDC	Business Rates Office 102 High St Apr 17	2,747.33
106589	Mr Claydon	Paymnt towards elec for st light 1 Spurgeon	18.00
106590	Whiffin & Co	Payroll charge	48.00
106591	HMRC	Tax & Ni Month 12	562.31
106592	Essex Pension Fund	Pension ees, ers & admin	378.89
106593-5	Staff	Salaries month 1	2,698.80
<b>Total</b>			<b>10,541.99</b>

**Signed:**

**Date:**