

KELVEDON PARISH COUNCIL

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

PRESENT:

Chairperson: Cllr C Martin
Councillors: J Astley J Anderson J Hooper I Jayatillake
 R Lancashire A Tremain
Clerk: P Potter
Clerk's Asst: S Green

Also present: District Cllr Mitchell

198/16-17 Apologies for absence

Councillors Buttery, Humpington, Minns & Pilbeam

199/16-17 Declarations of Interest

None.

200/16-17 Confirmation of Minutes

The minutes of the Meeting of the Full Council held on 3 January 2017 were amended at minute no. 188.5/16-17 (membership of committees) to include Cllr J Astley. The minutes were subsequently agreed and signed as a correct record (proposed by Cllr Lancashire & seconded by Cllr Astley).

201/16-17 County Councillor, District Councillor(s) and Police Reports

District Cllr Mitchell updated the Council in respect of:

- The A12/A120 public consultation meetings which have recently begun - with 5 routes being put forward for the A120 and 4 for the A12. All residents were encouraged to attend and submit valid, sensible comments.
- The 2017-18 BDC part of the Council Tax, which was discussed at a recent BDC Cabinet Meeting, set an increase of £4.98 for a Band D property.
- BDC Local Plan sub-committee meeting to discuss sites in Kelvedon and Feering is currently planned for April.
- North Essex Garden Community Review – this is now progressing.
- Super Fast Broadband - many areas in Kelvedon and Feering have now been connected, with the exception of some properties in the Riverside Way/Heron Road area.
- Station Road residents' parking – the consultation period is due to begin end of February/beginning of March.

202/13-17 Public Discussion

No public present.

203/16-17 Clerk's Reports

203.1 General Report

Councillors noted the content of the previously circulated report.

- The Clerk reported on a planned EALC briefing detailing the criteria that local councils need to attain to achieve recognition in the revised Council Awards system. Councillors agreed to the Clerk attending the briefing (cost £40) with a view to KPC working towards achieving the Foundation Level.
- The Clerk also advised Council in respect of the availability of EALC on-site training for Councillors which, if taken up, would go some way towards

achieving the Foundation Level discussed above (both these issues would be brought back to the March meeting for further discussion).

203.2 Finance Report

The Clerk agreed to contact RBS to discuss the reconciliation query raised by Cllr Lancashire during his recent internal finance check.

204/16-17 Standing Orders

The Council formally adopted the updated Standing Orders (noting the addition regarding the recording of meetings) - proposed by Cllr Lancashire & seconded by Cllr Jayatillake.

205/16-17 Review of Council Charging Structure for 2017-18

Councillors agreed not to make any changes to the existing charging structure for 2017-18 (proposed by Cllr Martin & seconded by Cllr Tremain).

206/16-17 Pavilion - Lease

Councillors agreed that the Clerk should now proceed in instructing Thompson, Smith & Puxon to investigate the current status of the lease pertaining to the Pavilion building on the recreation ground and the status of title to the building (solicitor's fees approx £460 for two hours work) - proposed by Cllr Martin & seconded by Cllr Lancashire.

207/16-17 Kelvedon Community First Responders

A request has been received by the Parish Council from the Kelvedon Community Responder, for a donation towards the purchase of related equipment, having currently raised £1,370 of the £2,000 costs. Following a query raised by Cllr Jayatillake, the Clerk advised that such requests can be made to the Parish Council at any time and do not have to go through the Council's grant process to be considered.

Cllr Hooper suggested that, should the Council agree to making a donation, it would be preferable if KPC were to purchase a specific piece of equipment and retain overall ownership of it. On this basis, Cllr Martin proposed that equipment costs be obtained from Cllr Buttery and the matter be subsequently reconsidered at the March meeting.

District Cllr Mitchell left the meeting at this point.

208/16-17 Reports from Committees

208.1 Planning

208.1.1 January meeting, draft meetings minutes have been circulated. Next meeting due to be held on 20 February 2017 at the Institute (8 pm).

208.2 Finance

208.2.1 Next meeting due to be held 15 March 2017.

208.3 Personnel Sub-Committee

208.3.1 The terms of Reference (circulated at the meeting) were approved and adopted - proposed by Cllr Lancashire & seconded by Cllr Anderson.

208.3.2 Next meeting due to be held 15 March 2017.

208.4 General Purpose Committee

208.4.1 January meeting, draft minutes not yet circulated. Next meeting due to be held 23 March 2017 (not 21 February as shown on agenda).

208.5 Asset Management Committee

208.5.1 January meeting draft minutes not yet circulated. Next meeting due to be held 21 February 2017.

208.6 Neighbourhood Plan Committee

208.6.1 January meeting, draft minutes have not yet been circulated.

208.6.2 Monthly report & update

None given.

208.6.3 Next meeting date not yet agreed.

209/16-17 Regular Items/reports from working parties

209.1 IWMF (Hooper, Lancashire, Martin)

Cllr Lancashire informed Council that a revised planning application had been submitted for the operating permit.

209.2 Blackwater Aggregates (Lancashire)

Following attendance at the recent meeting Cllr Lancashire reported that:

- extraction on a new area was about to start.
- small amounts of funding were available for local community projects.
- it had been made clear to all drivers that, during the current A12 closures, HGVs were not to use Hollow Road for site access and to be aware of existing weight restrictions on local roads.

209.3 BALC (Buttery)

No report.

209.4 A120/A12 Community Forum (Any available Cllr)

No report.

209.5 Brockwell Meadow (Pilbeam)

No report.

209.6 Tree Warden (Pilbeam)

No report.

210/2016-17 To receive written reports from representatives on outside organisations

None.

211/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

212/16-17 Highways and Road Safety matters

- Cllr Hooper requested that the office contact Highways England with regard to the recent and planned A12 closures as traffic through the High Street was causing severe problems.
- Cllr Jayatillake raised concerns in respect of overhanging shrubbery in Swan Street - office to investigate.

213/16-17 Facebook/Twitter Update – Report from Cllr Hooper

A12 closure issues discussed under minute no. 213/16-17 above.

214/16-17 Accounts for payment

Cllr Hooper requested that the note regarding Krystal Hosting is amended to refer to the website and not the domain name.

The accounts for payment were subsequently agreed (proposed by Cllr Anderson & seconded by Cllr Tremain).

214/16-17 The following payments made between meetings were noted:

Chq no.	Payee	Purpose	£
DD	Public Works Loan Board	Six monthly payment for car park loan	7,801.33
BACS	Krystal Hosting Ltd	3 yr hosting of website name with backups	227.93
Total			8,029.26

214/16-17 The following amounts for payment were agreed:			£
Chq no.	Payee	Purpose	
DD	Eon	Pav electricity - hard play area lights Dec	17.89
DD	Utility Warehouse	Office landline & broadband - Jan 17	32.16
DD	BT	High St car park line rental, broadband	174.48
DD	Anglian Water	Office water & sewage	20.00
DD	Anglian Water	Allotment water	30.00
106546	The Institute	Booking fee for hire of small hall 20/2	20.00
106547	Doe Motors Ltd	Fuel for van & equipment	113.01
106548	Ernest Doe & Sons Ltd	PAMW equip incl drill & cleaning equip	128.52
106549	Ridgeons	Equip & prodcts bench repairs, misc items	69.28
106550	London Road Garage	New battery for PAMW van	94.73
106551	Select Business Equip	Black & white and colour p/copier chgs	175.56
106552	N Joshua	Re-imbusement printing NHPlan	10.00
106553	Kempco	Printer carts x 2 and stationery for office	161.26
106554	EALC	Role of Cllr crse (2) & Ann Mtg workshop	130.00
106555	Essex Wildlife Trust	Annual subscription renewal	40.00
106556	B W Whiffin & Co Ltd	Payroll charge	48.00
106557	HMRC	Tax & Ni Month 10 - January 2017	577.23
106558	Essex Pension Fund	Pens ees, ers & admin Mth 10 - Jan 17	391.18
106559	Eon	Pav electricity - hard play area lights Jan	20.11
106559-61	Staff	February 2017 salaries	2,682.37
106562	Pebmarsh Parish Council	Contribution to Clerk EALC Training	23.34
Total			4,959.12

Signed:

Date: