

KELVEDON PARISH COUNCIL

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 3 JANUARY
2017 AT 7.30 PM IN THE COUNCIL CHAMBER

PRESENT:

Vice Chair: Cllr L Buttery
Councillors: J Astley J Anderson L Humpington J Hooper
 I Jayatillake R Lancashire R Minns M Pilbeam
 A Tremain
Clerk: P Potter
Clerk's Asst: S Green

Also present: District Cllr Mitchell

176/16-17 Apologies for absence

Cllr C Martin, County Cllr Lady Patricia Newton

177/16-17 Declarations of Interest

The following non-pecuniary interests were declared:

Cllr Tremain Youth Forum (agenda item 184/16-17)

Cllr Minns Feering and Kelvedon Local History Museum (agenda item 184/16-17)

Cllr Buttery Youth Forum and St Mary's Church (agenda item 184/16-17)

Cllr Anderson Feering Good Companions (agenda item 184/16-17)

178/16-17 Confirmation of Minutes

The minutes of the Meeting of the Full Council held on 6 December 2016 were amended at minute no. 162/16-17 (Recording of Council Meetings) to read 'The meeting *may* be suspended' – removing the word '*will*'. The minutes were subsequently agreed and signed as a correct record (proposed by Cllr Pilbeam and seconded by Cllr Lancashire).

179/158/16-17 County Councillor, District Councillor(s) and Police Reports

- District Councillor Mitchell gave an update on the recent road works that had taken place along Station Road and notified Councillors of future, planned changes to road markings.
- Council's attention was drawn to an incident regarding alleged illegal hare coursing. This is an offence under the Hunting Act of 2004 and everyone is requested to be vigilant whilst going about their daily activities and report any suspicious activity to the Police.

180/16-17 Public Discussion

No public present.

181/16-17 Clerk's Reports

181.1 General Report

No report was available due to the extended Christmas break.

181.2 Finance Report

Clerk to report back with regard to a query raised by Cllr Lancashire regarding figures in the bank reconciliation.

181.3 Result of Interim Audit

The Clerk reported that nothing unexpected had shown up following the recent interim audit, with just a few minor points raised. These are either currently in progress or will be actioned and taken to the Finance Committee in March.

182/16-17 Draft Budget and Precept for 2017-18

- The Clerk presented the proposed budget and precept (the amount collected via the Council Tax), for the year 2017-18. The calculations are as follows:
 - Parish Council budget: £104,417
 - Less BDC Localism Grants: £8,370
 - Equals a precept demand of £96,047.
 - Early calculations show that this would result in a Band D precept amount of £73.79.
 - This equates to an increase of 4.85% on the previous year, or £2.61 (an increase of 5p per week based on a Band D property).
NB: The Band D figures will not be final until the BDC budget and Council Tax demands are set.
- It was Proposed Cllr Lancashire, seconded Cllr Anderson and unanimously Resolved to approve the proposed budget and precept as above. The Precept form was duly signed by Cllr Buttery as Presiding Chair and the Clerk.
- Cllr Humpington expressed thanks on behalf of the Council to the Clerk and the members of the Finance Committee for the work carried out in order to prepare the budget and precept information.

183/16-17 Review of Council charging structure for 2017-18

Councillors requested that this item be postponed until the February Parish Council meeting.

184/16-17 Grant Requests

The Parish Council discussed removing some of the grant requests from that process and include these amounts within the budget for 2017/18.

Taking this into account, the following decisions were made:

184.1 The Kelvedon Institute

Council agreed that the request of £1,000 be taken out of the grant process and included in the budget for 2017/18 (proposed by Cllr Lancashire and seconded by Cllr Anderson).

184.2 Youth Forum

Council agreed not to fund the grant request for £500, as provision of equipment on the Recreation Ground will be part of an overall project looking at all of the Council's assets. Therefore, for the time being, provision of any new equipment is currently on hold (proposed by Cllr Humpington and seconded by Cllr Jayatillake).

184.3 Feering and Kelvedon Garden Club

Council agreed that the request of £100 be taken out of the grant process and included in the budget for 2017/18 (proposed by Cllr Pilbeam and seconded by Cllr Buttery).

184.4 Two Villages Voluntary Association

With regard to this application, unfortunately not enough information regarding the scheme, or evidence of how it is run and administered has been provided, despite requests in previous years. Due to this, Council could not agree to the grant request for £630 (proposed by Cllr Pilbeam and seconded by Cllr Lancashire).

184.5 St Mary's Church

Council agreed that the request for £675 be taken out of the grant process and included in the budget for 2017/18 (proposed by Cllr Humpington and seconded by Cllr Lancashire).

184.6 Feering Good Companions

Council agreed to the grant request for £125 (proposed by Cllr Lancashire and seconded by Cllr Pilbeam).

184.7 Kelvedon in Bloom

Council agreed that the request for £850 be taken out of the grant process and included in the budget provision for 2017/18 (proposed by Cllr Hooper and seconded by Cllr Lancashire).

184.8 Kelvedon Community Festival

Council agreed that the request for £800 be taken out of the grant process and included in the budget provision for 2017/18 (proposed by Cllr Hooper and seconded by Cllr Lancashire).

184.9 Feering and Kelvedon Local History Museum

Council agreed that the request for £200 be taken out of the grant process and included in the budget provision for 2017/18 (proposed by Cllr Lancashire and seconded by Cllr Hooper).

Council agreed to Cllr Buttery's request that the Clerk contact Feering Parish Council with a view to establishing a working party to establish some conformity between the two parishes with regard to funding organisations which cross parish boundaries.

185/16-17 KPC Banking arrangements - to move deposit accounts

Council agreed, that to ensure maximum protection under the Financial Services Compensation Scheme (FSCS), to move the Parish Council's larger deposit account to Santander and the smaller deposit account to NatWest (both currently with Barclays). It was also agreed to move monies from the Current Account with Barclays, to the new account at NatWest, at times when the balance goes above the FSCS limit of £75,000 (proposed by Cllr Hooper and seconded by Cllr Lancashire).

186/16-17 Purchase of reference books

Council agreed to the Clerk's request to purchase the following books:

Local Councils Explained - £50

Charles Arnold Baker 10th Edition (yellow book) - £60

(proposed by Cllr Lancashire and seconded by Cllr Jayatillake)

187/16-17 Lone Working Policy

The Lone Working Policy was formally adopted by the Council and delegated to the remit of the Personnel sub-committee for monitoring and review (proposed by Cllr Hooper and seconded by Cllr Lancashire).

188/2016-17 To review the membership of Parish Council Committees

The following additions were made and agreed:

188.1 Finance Committee and Personnel sub-committee

Existing members: Councillors Hooper, Buttery, Lancashire, Pilbeam and Anderson

Additional members: Councillors Tremain and Cllr Humpington.

188.2 Planning Committee

Existing members: Councillors Humpington, Tremain, Anderson, Buttery, Lancashire, Minns and Pilbeam

Additional members: Councillors Jayatillake and Astley

188.3 General Purpose Committee

Existing members: Councillors Lancashire, Anderson, Buttery, Humpington, Jayatillake and Minns

Additional members: Cllr Astley

188.4 Neighbourhood Plan Committee

Existing members: Councillors Pilbeam, Tremain and Jayatillake
Additional members: To include all Planning Committee members.
Neighbourhood Plan Committee meetings to be held immediately after close of Planning Committee - office to determine start times depending on number of planning applications to be considered.

188.5 Asset Management Committee

Existing members: Chair of Finance as default (currently Cllr Hooper), Cllrs Lancashire, Minns, Humpington and Jayatillake
Additional member: Cllrs Astley & Pilbeam

189/2016-17 Annual Parish Assembly 2017

189.1 Councillors confirmed the date of Wednesday 26 April 2017.

189.2 Several ideas were discussed for inclusion on the agenda. Final decision to be made at March Full Council meeting.

190/2016-17 Recording of Meetings Policy

The Council adopted the policy, it having previously been circulated to all Councillors (proposed by Cllr Lancashire and seconded by Cllr Minns).

191/16-17 Reports from Committees

191.1 Planning

191.1.1 December meeting, draft meetings minutes have been circulated. Next meeting due to be held on 16 January 2017.

191.1.2 Land off Coggeshall Road

Additional Planning Committee to be held on 24 January 2017 at 8pm.

191.2 Finance

191.2.1 Meeting planned for 14 December 2016 did not take place. Next meeting due to be held 15 March 2017.

191.3 Personnel Sub-Committee

191.3.1 Meeting planned for 14 December 2016 did not take place. Next meeting due to be held 15 March 2017.

191.4 General Purpose Committee

191.4.1 December meeting, draft minutes have been circulated. Next meeting due to be held 18 January 2017.

191.5 Neighbourhood Plan Committee

191.5.1 November meeting, draft minutes have been circulated.

169.5.2 Monthly report and update

The Clerk informed Council that BDC have delayed their decision on their preferred options for Kelvedon. A revised timetable is currently awaited.

169.5.3 Next meeting to be held after Planning Committee on 16 January 2017.

192/16-17 Regular Items/reports from working parties

192.1 IWMF (Hooper, Lancashire, Martin)

Cllr Lancashire informed Council that the EA permit had been refused.

192.3 Blackwater Aggregates (Lancashire)

Cllr Lancashire would be attending the next meeting.

192.4 BALC (Buttery)

No report.

192.5 A120/A12 Community Forum (Any available Cllr)

Cllr Humpington advised that she had been unable to attend recent meetings due to short notice from organisers. Council had noted District Cllr Mitchell's updates.

192.6 Brockwell Meadow (Pilbeam)

Cllr Pilbeam reported that he had still not heard back from the Essex Wildlife Trust.

192.7 Tree Warden (Pilbeam)

No report.

193/2016-17 To receive written reports from representatives on outside organisations

None.

194/16-17 Correspondence, and items from EALC

The correspondence, and items from EALC, were noted.

195/16-17 Highways and Road Safety matters

None.

196/16-17 Facebook/Twitter Update – Report from Cllr Hooper

No report.

197/16-17 Accounts for payment

Cllr Hooper queried the payment to Krystal Hosting and agreed to look into the matter.

Accounts for payment proposed by Cllr Lancashire, seconded by Cllr Minns and unanimously agreed:

197/16-17	The following amounts for payment were agreed		£
Chq no.	Payee	Purpose	
DD	Eon	Pavilion electricity Nov 2016	17.22
DD	Utility Warehouse	Office landline and broadband Dec 16	33.86
DD	Anglian Water	Pavilion water and sewerage Jan 17	36.00
DD	Anglian Water	Office water and sewerage Jan 17	20.00
106532	Anglian Water	Allotments water 05.10.16 - 28.12.16	71.45
106533	Doe Motors Limited	Fuel for van and machinery - PAMW	61.74
106534	The Kelvedon Institute	Car park electricity - June to Dec 16	129.42
106535	Krystal Hosting Ltd	Annual chg for domain name hosting	95.93
106536	EALC	Cllr Humpington - Chairman's train day	85.00
106537	The Kelvedon Institute	Hire of Institute for APA - April 2017	40.00
106538	B W Whiffin and Co	Charge for processing payroll - Jan 17	48.00
106539	Liane Rowland	Interim audit charge	135.00
106540	S Sharp	PAMW holiday cover for Dec 2017	408.00
106541	HMRC	Tax and Ni Mth 9	534.86
106542	Essex Pension Fund	Pens ees, ers and admin Mth 9	367.22
106543-5	Staff	Salaries January 2017	2,711.40
Total			4,795.10

Signed:

Date: