

**KELVEDON PARISH COUNCIL**

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

**PRESENT:**

Chairperson: Cllr C Martin  
Councillors: J Astley                      L Buttery                      J Hooper                      I Jayatillake  
                    R Minns                      M Pilbeam                      A Tremain  
Clerk: P Potter  
Clerk's Asst: S Green

**Also present:** L Maxted and G Rowan (Neighbourhood Plan Committee)

**215/16-17 Apologies for absence**

In accordance with the LGA 1972 (S85), apologies were received and accepted from Cllr Anderson, Cllr Lancashire and District Cllr Mitchell.

**216/16-17 Declarations of Interest**

Cllr Buttery declared a Disclosable Pecuniary Interest in agenda item 224/16-17 in her capacity as the Kelvedon Community Responder.

**217/16-17 Confirmation of Minutes**

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

**226.6.2/16-17 Neighbourhood Plan - Monthly report and update**

The Council agreed to bring forward agenda item 226.6.2/16-17 relating the Neighbourhood Plan.

- L Maxted confirmed that the group are now in the process of drafting the overview, objectives and policies of the plan. Plan members will be attending policy writing courses arranged by the RCCE.
- In agreement with KPC, G Rowan agreed to draft a document for inclusion on the Neighbourhood Plan website which would include evidence based, factual responses to the questions most commonly raised by the community. The 'non-councillor' status of some of the members of the Committee to be emphasised on both the Neighbourhood Plan website and KPC's website.

In addition, the following actions will be undertaken:

- Clerk to review Committee details for the website.
- Clerk to draw up draft Social Media Policy for discussion at April Full Council Meeting.
- Neighbourhood Plan website to include KPC's email address as a point of contact for queries.

L Maxted and G Rowan left the meeting.

**218/16-17 County Councillor, District Councillor(s) and Police Reports**

No reports submitted.

**219/13-17 Public Discussion**

No public present.

**220/16-17 Clerk's Reports**

**220.1 General Report**

In addition to the report previously circulated, the Clerk informed Councillors of the draft schedule of weekly duties that had been prepared to enhance the role of the PAMW. The schedule would be rolled out shortly and would be under continuous review in conjunction with feedback from the PAMW.

Councillors requested from the Clerk a copy of the schedule and a list of open space/grass areas that the Council are responsible for.

**220.2 Finance Report**

The Clerk advised that the previously reported reconciliation issue had now been resolved. An up to date finance report had previously been circulated to Councillors.

**221/16-17 NALC Local Council Awards**

The Clerk advised that attaining the Foundation Level of the NALC Local Council Award would be achievable by KPC. Additional work required by KPC to achieve this standard would involve the publication of policies and regulations on-line and the establishment of training and 5-year action plans. The cost of applying for the Foundation Level being £50 for registration to the scheme and £50 would be payable on passing the Level. Councillors agreed that the Clerk proceed with the scheme (proposed by Cllr Pilbeam, seconded Cllr Minns).

**222/16-17 EALC 'in-house' Councillor Training**

Council agreed to the Clerk pursuing the booking of an on-site Councillor training course, delivered by EALC, at a cost of £350 for 8-13 Councillors (proposed Cllr Martin, Seconded Cllr Minns).

**223/16-17 Financial Regulations**

The Council agreed to adopt the updated Financial Regulations to include mandatory wording relating to the Public Contracts Regulations 2015 (proposed by Cllr Martin and seconded by Cllr Pilbeam).

**224/16-17 Kelvedon Community First Responders**

Having previously declared a Disclosable Pecuniary Interest in this item, Cllr Buttery left the room while the discussion took place.

Deferred from the February meeting while further information was sought, the request from the Kelvedon Community Responder, for a donation towards the purchase of the necessary defibrillator equipment, was discussed. It was noted that £1,537 of the £2,000 costs had currently been raised. East Anglian Ambulance service regulations, regarding maintenance, prevented KPC from purchasing and taking ownership of a specific piece of equipment. Following the discussion which followed, it was agreed that a donation of £463 be made, to enable the target to be met and would reflect the invaluable community service that will be provided by Miss Buttery in her role as a Community First Responder.

Cllr Buttery rejoined the meeting.

**225/16-17 Annual Parish Assembly**

Councillors agreed to the following items being included on the agenda:

- Presentation of Long Service Certificates to former Councillors.
- Recognition of the role of voluntary litter pickers (Clerk to liaise with lead volunteer for ideas on type of award).

- Replacement play equipment for toddler play area at recreation ground - public to be asked to indicate their preferences on three various options.
- Neighbourhood Plan Committee to be invited to give a presentation/update.
- Cllr Buttery to be invited to give a presentation on her personal role as Community First Responder.

It was agreed that the Assembly would commence at 7.45 pm with doors open to the Public from 7.00 pm to allow time for refreshments.

**226/16-17 Reports from Committees**

**226.1 Planning**

- 226.1.1** February meeting - draft minutes not yet circulated. Date of next planning committee to be confirmed depending on date for public meeting regarding the impending 'Station Fields' planning application.

**226.2 Finance**

- 226.2.1** Next meeting due to be held 15 March 2017.

**226.3 Personnel Sub-Committee**

- 226.3.2** Next meeting due to be held 15 March 2017.

**226.4 General Purpose Committee**

- 226.4.1** January meeting, draft minutes circulated. Next meeting due to be held 23 March 2017.

**226.5 Asset Management Committee**

- 226.5.1** February meeting draft minutes circulated. Next meeting due to be held 23 March 2017.

**226.6 Neighbourhood Plan Committee**

- 226.6.1** January meeting, draft minutes circulated.

**226.6.2 Monthly report and update**

Item brought forward to beginning of meeting.

- 226.6.3** Next meeting date not yet agreed.

**227/16-17 Regular Items/reports from working parties**

**227.1 IWMF (Hooper, Lancashire, Martin)**

No report.

**227.2 Blackwater Aggregates (Lancashire)**

No report.

**227.3 BALC (Buttery)**

Cllr Buttery requested that continuation of membership is reviewed at this year's renewal date.

**227.4 A120/A12 Community Forum (Any available Cllr)**

Cllr Minns reported that he had recently attended a meeting with Little Braxted Parish Council regarding the current A12 consultation. It was noted that there is little consensus of opinion between neighbouring parishes on their preferred routes.

**227.5 Brockwell Meadow (Pilbeam)**

Cllr Pilbeam advised that due to staffing changes, the Essex Wildlife Trust had still not reported back on the possible options for the future of Brockwell Meadow but that he was in contact with the successor to try to continue to move this forward.

**227.6 Tree Warden (Pilbeam)**

**227.6.1 Tree work - Brockwell Meadow**

Cllr Pilbeam reported that a significant amount of general, remedial work is required on the Meadow and that he would pursue alternative quotations for a survey and any works arising.

**227.6.2** It was noted that a group of trees to the south of the meadow require attention (as confirmed by BDC's Landscape Officer). RBS Tree Surgeons will be requested to supply KPC with a quote for the works to be brought back to April Full Council for further discussion.

**228/2016-17 To receive written reports from representatives on outside organisations**  
None.

**229/16-17 Correspondence, and items from EALC**  
The correspondence, and items from EALC, were noted.

**230/16-17 Highways and Road Safety matters**  
Discussed under minute no. 227.4/16-17.

**231/16-17 Facebook/Twitter Update – Report from Cllr Hooper**  
Discussed under minute no. 226.6.2/16-17.  
In addition, Cllr Hooper advised that residents can now sign up on-line to receive regular posts via Facebook.

**232/16-17 Accounts for payment**  
The accounts for payment were agreed (proposed by Cllr Minns and seconded by Cllr Jayatillake).

<b>The following amounts for payment were agreed:</b>			<b>£</b>
<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	
DD	Anglian Water	Pavilion water February 2017	36.00
DD	Npower	Office electricity 04.11.16-30.01.17	547.72
DD	Utility Warehouse	Office landline and broadband	36.71
DD	Anglian Water	Allotments water charge March 2017	30.00
DD	Anglian Water	Office water and sewage charge March 2017	20.00
DD	Anglian Water	Pavilion water March 2017	23.50
106563	EALC	Plan briefng, yell bk, h and s crse, cllr train day	339.99
106564	Ridgeons	PAMW maintenance supps - painting benches	82.79
106565	The National Allot Society	Annual membership	66.00
106566	Doe Motors Limited	Fuel for van (PAMW)	58.34
106567	B W Whiffin and Co Ltd	Payroll charge for mth 12	48.00
106568	HMRC	Tax and Ni mth 11 - February 2017	554.92
106569	Essex Pension Fund	Pen ees, ers and admin mth 11 - February 2017	380.52
DD	Eon	Electricity hard play area lights Feb 2017	18.00
106570-72	Staff	Salaries mth 12	2,661.32
<b>Total</b>			<b>4,903.81</b>

**Signed:**

**Date:**