

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE ANNUAL MEETING OF THE FULL COUNCIL HELD ON TUESDAY 14 MAY 2019  
AT 8.00 PM IN THE COUNCIL CHAMBER

**Present:**

Councillors: Cllr J Anderson, Cllr J Astley, Cllr S Goode, Cllr I Jayatillake,  
Cllr N Leach, Cllr C Martin, Cllr R Minns, Cllr E Ormond  
Cllr J Hooper (*following co-option at item 4/19-20*)

Clerk: P Potter  
Clerk's Assistant: S Green

Also in attendance: District Cllr J Sandum and District Cllr P Thorogood  
County Cllr R Mitchell

*Prior to the start of the meeting, all Parish Councillors signed the Declaration of Acceptance of Office and took their seats.*

**1/19-20 Election of Chair for 2019-20**

It was proposed Cllr Minns, Seconded Cllr Astley and unanimously resolved to elect Cllr Jayatillake as the Chair for 2019-20.

**2/19-20 Appointment of Vice-Chair for 2019-20**

It was Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously resolved to elect Cllr Astley as the Vice-Chair for 2019-20.

**3/19-20 Apologies for Absence**

Apologies for absence were received and accepted from Cllr Pilbeam and Cllr Tremain.

**4/19-20 Co-option of Parish Councillor**

It was Proposed Cllr Jayatillake, Seconded Cllr Anderson and unanimously resolved to co-opt J Hooper onto the Parish Council. Cllr Hooper duly took his seat.

**5/19-20 Declarations of Interest**

None declared.

**6/19-20 Confirmation of Minutes**

- It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved that the minutes of the meeting of the Full Council held on 2 April 2019 are a true record and were signed accordingly.
- It was Proposed Cllr Jayatillake, Seconded Cllr Ormond and unanimously Resolved to provisionally approve the minutes of the Annual Parish Assembly held on 12 March 2019. The minutes will be formally approved and signed at the Parish Assembly in 2020.

**7/19-20 County Councillor and District Councillor Reports**

District Cllr Thorogood introduced himself and Cllr J Sandum as the newly elected Councillors for the Braintree District Council Kelvedon and Feering ward and gave a brief verbal report surrounding the issues that appeared to be most topical, amongst residents, during their recent election campaign. These included concerns over housing expansion, garden villages, traffic, Kelvedon Library and the Integrated Waste Management Site at Rivenhall.

County Cllr Mitchell reported on the recent ECC solar projects and the recently launched Member-Led Footway repair programme for 2019 which will allow each County Member to decide the priority in their division for five footway repairs. With regard to the Library it was noted that ideas, as to the way forward, now need to be taken to Cabinet Member S Barker. In conjunction with this, Cllr Jayatillake advised that she would be attending a School Council meeting at Kelvedon St Mary's on 16 May with Priti Patel MP in attendance.

DC Thorogood requested an update from County Cllr Mitchell in respect of the A120 and the A12, which he responded to with a summary of where each project currently stands.

**8/18-19          Public Discussion**

None.

District Councillors Sandum and Thorogood left the meeting.

**9/19-20          Clerk's Reports**

**9.1          General Report**

The Clerk gave a verbal report:

- It was requested that the Register of Interests forms be completed and returned to her as soon as possible.
- It was reported that the recent planting of a memorial tree on Brockwell Meadow was very much appreciated by the family concerned, who had sent a letter of thanks to the Parish Council.
- Further steps had been taken by the Clerk to ensure that the KPC office was nearing its target to be plastic free.
- A successful walkabout had been held on 12 May with judges from the Village of the Year Competition with results eagerly awaited.

**9.2          Finance Report**

It was noted the 2018-19 accounts had been finalised and would be submitted for the Internal Audit next week, with the aim of bringing the Annual Governance and Return to Full Council for approval and signature in June. Submission would then follow to the External Auditors.

**10/19-20          Planning Committee**

Following discussion, it was agreed not to make any changes to the current format.

**11/19-20          Membership of Committees**

Councillors to continue with their current roles.

**12/19-20          Review of Appointment of Parish Council Representatives and Lead Councillors**

The following changes/alterations were made:

- VTAG - Cllr Minns agreed to be lead Councillor.
- Bradwell Pit, Blackwater Aggregates, Flood Alleviation Scheme - Councillors Astley and Minns agreed to be lead Councillors
- IWMF - Cllr Astley agreed to be lead Councillor.

It was agreed to postpone further discussions on other topics and lead areas to the June meeting to ensure absent Councillors could participate.

**13/19-20          General Power of Competence**

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously Resolved to confirm that the Parish Council's eligibility to the General Power of Competence set out in the Statutory Instrument, Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2014, in that:

- at the time the resolution was passed, at least two thirds of the members of the Parish Council hold office as a result of being declared elected (100% elected) and
- at the time the resolution was passed, the Clerk, Philippa Potter, holds the Certificate in Local Council Administration, together with the General Power of Competence Module.

The power was duly convened.

CC Mitchell left the meeting at 9.10 pm.

**14/19-20 Review of Insurance Policies**

**14.1 Parish Council Insurance Renewal**

It was Proposed Cllr Astley, Seconded Cllr Jayatillake and unanimously agreed to renew the Parish Council insurance with Zurich, for the premium of £1958.45.

**14.2 Vehicle Insurance Renewal**

It was Proposed Cllr Astley, Seconded Cllr Jayatillake and unanimously agreed to renew the Vehicle insurance with Zurich, for the premium of £667.30.

**15/19-20 Kelvedon Community Festival**

It was agreed to defer this item to the June meeting, once further information has been received.

Cllr Martin left the meeting at 9.20 pm.

**16/19-20 Composting Toilet for Allotments**

It was Proposed Cllr Astley, Seconded Cllr Minns and unanimously resolved to purchase and install a composting toilet at the allotments. KPC to provide sundry supplies in the first instance.

It was Proposed Cllr Ormond, Seconded Cllr Leach and unanimously resolved to 'twin' the toilet by way of a £60 donation to [www.toilettwinning.org](http://www.toilettwinning.org) to provide a toilet in a community who do not have this facility.

**17/19-20 Parish Council's 125<sup>th</sup> Birthday**

Several ideas were put forward as to how to celebrate this event and further discussions will take place over the next few weeks.

**18/19-20 Accounts for payment**

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously agreed to make the following payments:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
DD	Eon	Pavilion electricity March 19	21.90
DD	Utility Warehouse	Office landline and broadband April 2019	38.69
SO	Julia MacKay Properties	Office rent 1-31 May 2019	666.67
DD	Wave	Water and sewerage pavilion May 19	32.50
DD	Wave	Allotments water supply May 19	4.50
DD	BT	Institute landline and broadband	195.36
107105	Julia MacKay Properties	Office water and sewerage 10.01.19-09.04.19	25.36
107106	Kempco	Office stationery supplies	11.22
107107	Kempco	Office stationery supplies	3.59
107108	D Wallace	Grass cutting Brock, Rec and app of weed killer	347.00

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107109	Doe Motors Ltd	PAMW fuel for van and machinery	121.74
107110	Ernest Doe and Sons Ltd	PAMW supplies	37.96
107111	Grasshopper (Hort) Ltd	Mower repairs (parts and labour)	54.88
107112	Rebecca Saunders	Communications consultant	187.84
107113	EALC	CIlr training day and allotment course	252.00
107114	The Play Inspection Co	Operational Inspection reports Glebe and rec	240.00
DD	Direct-tec UK Ltd	Colour and black/white copy chgs old copier	27.31
107116	P Potter	Clerk misc office expenses	26.30
107117	Zurich Municipal	KPC annual insurance prem 1/6/19-31/0519	1,958.45
107118	Zurich Municipal	KPC van annual insurance premium	667.30
107119	Kelvedon Institute Hall	Electricity for cctv, c/park machine Dec-Mar	339.02
107120	Whiffin and Co Ltd	Payroll charge mth 02	48.00
107121	HMRC	Tax and Ni mth 01	677.07
107122	Essex Pension Fund	Pen ers, ees and admin charge	642.07
107123-5	Staff	Salaries May 19	3,244.02
107126	Skyguard	Set up costs	85.20
<b>Total</b>			<b>9,955.95</b>

**Signed .....**  
**Chair**

**Date .....**