

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 7 JANUARY 2020
AT 8.00 PM IN THE COUNCIL CHAMBER

Present:

Chair: Cllr Jayatillake
Councillors: Cllr Caudwell-Smith, Cllr Goode, Cllr Hooper, Cllr Joshua, Cllr Leach,
Cllr Pilbeam and Cllr Tremain
District Cllr: Cllr Thorogood
County Cllr: Cllr Mitchell*

Also in attendance: SC Graeme Braby and S/SGT Simon Jesse

Clerk: Mrs P Potter
Clerk's Assistant: Mrs S Green

*joined the meeting at 8.10 pm

119/19-20 Apologies for Absence

Apologies for absence were received and accepted from Cllr Anderson, Cllr Martin, Cllr Minns and Cllr Ormond.

120/19-20 Declarations of Interest

None declared.

121/19-20 Confirmation of Minutes

It was Proposed Cllr Leach, Seconded Cllr Goode and unanimously Resolved that the minutes of the meeting of the Full Council held on 3 December 2019 are a true record and were signed accordingly.

122/19-20 County Councillor and District Councillor Report

District Cllr Thorogood updated the Council on the following:

- The Bloor Homes detailed planning application for Feering had been deferred by BDC.
- Rivenhall Incinerator – It was noted that the Environment Agency are consulting on grant a permit for a shorter smokestack. A drop in event will be running on Friday 10 January, between 2pm and 7pm at Rivenhall Village Hall. Documentation will also be available at the Environment Agency's offices at Threshelfords.

County Cllr Michell arrived and updated the Council on various matters including the following:

- Next North Essex Parking Partnership Meeting to be held on 9th January.
- ECC looking at the installation of CCTV cameras on lamp posts within the area.
- Lining of disabled parking bays.
- Vegetation on highways (including pavements) – an ECC initiative to remind residents of their obligations and responsibilities to keep such vegetation cut back to prevent encroachment.

- 123/19-20 Community Special Constable**
Community Special Constable Graeme Braby introduced himself and his colleague, S/SGT Simon Jesse to the Council, giving an informative insight into his background and his reasons for deciding to become a Community Special Constable. It was noted that he has been warmly welcomed during recent visits to the village. Having attested at the end of September 2019, Graeme will now spend the next six months completing his training before being signed-off as a fully independent officer for Kelvedon.
- A brief discussion followed in which the Council discussed matters of concern within the village including speeding of vehicles, litter and drug related issues.
- 124/19-20 Public Discussion**
None present.
- 125/19-20 Clerk's Reports**
It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to accept the previously circulated Clerk's Reports.
- 126/19-20 Staffing Sub-Committee**
It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to re-name and re-designate the Personnel Sub-Committee as the Staffing Sub-Committee (under the Finance Committee) and to agree its terms of reference.
- Council noted the need for an urgent meeting of the Staffing Sub-Committee and the Clerk agreed to circulate dates for consideration.
- 127/19-20 Finance Committee Terms of Reference**
It was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously Resolved to agree the Finance Committee Terms of Reference following changes made after the review.
- 128/19-20 Recreation Ground Playground Tender Package**
It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to approve the details of the tender package put together by BDC on KPC's behalf subject to a restricted age range of 2-6 and the exclusion of a picnic bench in the toddler play area.
- 129/19-20 Budget and Precept 2020/21**
It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to agree the budget and precept for 2020/21 as follows:
- Precept required of £117,298, which equates to a Band D property being levied at £86.44 (breaking down to £1.66 per week).
- County Cllr Mitchell left the meeting at 8.50 pm.
- 130/19-20 Pension Policies**
It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to agree the proposed pension policies.

- 131/19-20 Policy Reviews**
- 131.1 Grant Policy**
It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to agree the current, unchanged Grant Policy.
- 131.2 Pay Review Policy**
It was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously Resolved to agree the revised policy which included changes to dates for staff appraisals and wording to reflect the renaming of the Staffing Sub-Committee.

- 132/19-20 Metal Detecting – Parish Council Land**
It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved that KPC’s policy should require any such users to be members of an official club which has the necessary liability insurances in place. The Policy would expressly exclude any use of Brockwell Meadows for such purposes. Metal detecting in any other areas of the Parish would be solely at the discretion of KPC.

- 133/19-20 Accounts for Payment**
It was Proposed Cllr Tremain, Seconded Cllr Hooper and unanimously Resolved to approve the following accounts for payment:

The following accounts for payment were agreed:

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity November 2019	31.00
DD	Direct-tec	Photocopier copy charges	21.80
DD	Utility Warehouse	Office landline and broadband Dec 2019	37.87
DD	Wave	Water allotments January 2020	50.00
DD	Wave	Water pavilion January 2020	29.00
SO	Julia MacKay Properties	Monthly office rent 1-31 Jan 2020	666.67
BACS	Krystal Hosting Ltd	Website/email hosting with back ups	119.93
107274	Deal of Kelvedon	Rental of lock up December 2019	40.00
107275	Doe Motors Ltd	Fuel for van	121.47
107276	Kelvedon Institute Hall	Hire of hall on 29/3/20 Annual Parish Ass	22.00
107277	Thompson Smith and Puxon	Preparation of Licence Agreement	540.00
107278	Safety Shop	Two fire extinguishers for van and lock up	47.92
107279	S Sharp	Cover for PAMW December 2019	204.00
107280	Ernest Doe and Sons Ltd	PAMW supplies	40.47
107281	Towergate Ins Brokers	Museum Annual Ins (community funding)	305.62
107282	The Kelvedon Institute	Cost of electricity used for car park	159.95
107283	Rio IT Ltd	Managed Service Workstations and tel help	113.95
107284	Essex Wildlife Trust	Annual Membership	40.00
107285	Whiffin and Co Ltd	Monthly payroll charge	48.00
107286	HMRC	Tax and Ni Mth 9	677.89
107287	Essex Pension Fund	Pen ees, ers and admin charge Mth 09	581.34
DD	Skyguard	Quarterly man-down subscription	61.20
DD	Eon	Pavilion electricity December 2019	45.20
107288-20	Staff	January Salaries Mth 10	2,851.27

107291	Trees Direct	5 Populus Nigra Trees for Brockwell	156.00
107292	V Cumberworth	Use of hard play area	300.00
Total			7,312.55

District Cllr Thorogood and both Community Special Constables left the meeting.

134/19-20 Exclusion of Press and Public
 It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 135-139/19-20, to enable the Parish Council to consider confidential legal and commercial issues.

135/19-20 Parish Amenity and Maintenance Warden Role
 It was agreed to hold the Staffing Sub-Committee as soon as possible to agree how to progress. In the meantime, discussions were currently taking place with external contractors.

136/19-20 KPC Office Premises – 63 High Street
 It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to agree to the terms of the new lease subject to the inclusion of a rolling break clause beginning at year 5 of 10.

137/19-20 Business Use of Recreation Ground
137.1 It was Proposed Cllr Tremain, Seconded Cllr Leach and with a majority decision it was agreed to make a one-off payment following the recent electrics failure. Cllr Hooper abstained.
137.2 It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved that the Clerk should prepare a draft agreement for future use of the hard play. This would be brought back to the February meeting for ratification.

138/19-20 Christmas Shutdown – Discretionary Holiday
 It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to allow staff to offset either holiday, or time off in lieu, for the time taken during the Christmas week in December 2019, and to take this issue forward to the next Staffing Sub-Committee meeting to agree action for future years.

139/19-20 Legal Fees – The Chase
 It was Proposed Cllr Pilbeam, Seconded Cllr Jayatillake and unanimously Resolved to agree to pay costs incurred regarding negotiations at The Chase.

Signed
Chair

Date