

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 4 FEBRUARY 2020
AT 8.00 PM IN THE COUNCIL CHAMBER

Present:

Chair: Cllr Jayatillake
Councillors: Cllr Anderson, Cllr Goode, Cllr Hooper, Cllr Leach, Cllr Martin, Cllr Minns, Cllr Pilbeam and Cllr Tremain
District Cllr: Cllr J Sandum
County Cllr: Cllr R Mitchell
Clerk: Mrs P Potter
Clerk's Assistant: Mrs S Green

In attendance: Community Special Constable Graeme Braby

140/19-20 Apologies for Absence

Apologies for absence were received and accepted from Cllr Caudwell-Smith, Cllr Joshua and Cllr Ormond.

141/19-20 Declarations of Interest

None declared.

142/19-20 Confirmation of Minutes

It was Proposed Cllr Anderson, Seconded Cllr Leach and unanimously Resolved that the minutes of the meeting of the Full Council held on 7 January 2020 are a true record and were signed accordingly.

143/19-20 Report from Community Special Constable Graeme Braby

Special Constable Braby advised the Council that weekday speed checks would shortly be carried out within the village. It was noted that his presence was being warmly received by those he had come into contact with during his visits to the village. The Council informed SC Braby that concern had been raised regarding drug related matters in the village and it was agreed that this would be investigated.

144/19-20 County Councillor and District Councillor Report

144.1 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- IWMF (Rivenhall Incinerator) – deadline for comments 5 February 2020.
- BDC Local Plan – Hearing now completed.
- Feering Environment Working Group – First meeting has now been held with a view to holding further meetings every 3-4 months.
- Kelvedon and Feering Health Centre – It was noted that huge problems were still being encountered with the appointment system. A further meeting with the Surgery and District/County Councillors would be held as soon as possible.

144.2 County Councillor Report

County Councillor Mitchell updated the Council on the following matters:

- ECC would be holding their annual budget meeting on 11 January during which the Council Tax for 2020-21 would be set.
- ECC would soon be launching their new 'Report It' online tool which will have a newer interface with more enhanced maps and features.

County Cllr Mitchell, District Cllr Sandum and SC Braby left the meeting.

145/19-20 Public Discussion

None present.

146/19-20 Clerk's Reports

146.1 General Report

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to accept the previously circulated report.

146.2 Finance Report

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to accept the previously circulated report.

147/19-20 Policy Reviews

147.1 Communications and Social Media Policy

It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved to accept the policy as presented.

147.2 Playground Inspection Regime Policy

was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously Resolved to accept the policy as presented.

148/19-20 Parish Skills Bank

Cllr Pilbeam spoke about the possibility of local, skilled volunteers, providing assistance to the Council on future projects within the village. The Council agreed to look at whether this could be a viable option.

149/19-20 Tree Work

Following the annual tree surveys, it was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to carry out all A1, A2 and A3 works, that are required in the Parish, at the prices quoted.

150/19-20 Appointment of Internal Auditor

It was Proposed Cllr Pilbeam, Seconded Cllr Leach and unanimously Resolved to appoint Liane Edwards as the Internal Auditor for the financial year 2019-20, at the rate of £25 per hour (unchanged from last year).

151/19-20 Metal Detecting Policy

It was Proposed Cllr Leach, Seconded Cllr Pilbeam and unanimously Resolved to agree and adopt the policy as prepared.

152/19-20 Accounts for Payment

It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously Resolved to approve the following accounts for payment:

152.1 The following accounts for payment were agreed:

Cheque no.	Payee	Purpose	
DD	Utility Warehouse	Office landline and broadband Jan 2020	37.38
DD	BT	Institute broadband for cctv	281.76
DD	Wave	Water allotments February 2020	50.00
DD	Wave	Water pavilion February 2020	29.00
SO	Julia MacKay Properties	Monthly office rent 1-29 Feb 2020	666.67
107293	Julia MacKay Properties	Ofs utilities re-charge water,sewer, gas, elec	52.23
107294	Deal of Kelvedon Thompson, Smith and	Rental of lock up for January 2020	40.00
107295	Puxon	Professional charges The Chase	432.00
107296	London Road Garage	Van service, exhaust sections, tyre and bulbs	406.62
107297	Rio IT Ltd	Monthly managed service workstations	79.20
107298	Rebecca Saunders	Communications Consultant Dec and Jan	240.00
107299	P Potter	Clerk expenses	30.00
107300	Kempco	Office stationery	71.60
107301	S Sharp	Litter and dog bin emptying 27 and 31 Jan 2020	204.00
107302	Kelvedon Institute Hall	Additional hire charge for APA 29.03.20	11.00
107303	Toms Farm Shop	Stakes, ties and compost for Brockwell trees	25.75
107304	Cash	Petty cash top up	147.29
107305	B W Whiffin and Co Ltd	Monthly payroll charge month 11	48.00
107306	HMRC	Tax and Ni month 10	423.40
107307	Essex Pension Fund	Pension ees, ers and admin charge mth 10	560.44
107308-9	Staff	Salaries month 11	1,723.14
107310	Grasshopper (Hort.) Ltd	Service of lawn mwr, strim, leaf blow, hedge	365.55
TOTAL			5,925.03

153/19-20 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 154/19-20, to enable the Parish Council to consider confidential legal and commercial issues.

154/19-20 Provision of PAMW and Grounds Work Services

154.1 Proposal for providing the services previously undertaken by the PAMW

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to agree the proposals for providing the services previously undertaken by the PAMW with external contractors on an initial three-month trial basis.

154.2 Consideration and renewal of contract with D W Maintenance to undertake Grounds Work Services

It was Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously Resolved renew the contract.

Signed Chair

Date