

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 3 MARCH 2020
AT 8.00 PM IN THE COUNCIL CHAMBER

Present:

Chair: Cllr Jayatillake
Councillors: Cllr Caudwell-Smith, Cllr Hooper, Cllr Leach, Cllr Martin, Cllr Minns,
Cllr Pilbeam and Cllr Tremain
District Cllr: Cllr Paul Thorogood
County Cllr: Cllr Robert Mitchell

Also in attendance: SC Graeme Braby

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

155/19-20 Apologies for Absence

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

156/19-20 Declarations of Interest

Cllr Tremain declared a non-pecuniary interest in agenda item 163, as a current allotment tenant.

157/19-20 Confirmation of Minutes

It was Proposed Cllr Martin, Seconded Cllr Pilbeam and unanimously Resolved that the minutes of the meeting of the Full Council held on 4 February 2020 are a true record and were signed accordingly.

158/19-20 Report from Community Special Constable Graeme Braby

SC Braby gave the Council an update on recent activity within the village. In particular it was noted that recent high visibility patrols had taken place, including foot patrols along the High Street, with visits to local stores and public houses. It was noted that these visits were very well received by the general public. The Council were advised that a 'Coffee with Cops' event was planned (date to be advised) and that SC Braby would be in attendance at the Annual Parish Assembly due to take place on 29 March, where he would be available to answer questions from the public.

159/19-20 County Councillor and District Councillor Report

159.1 County Councillor Report

County Cllr Mitchell updated the Council on the following matters:

- Regular updates are available on ECC's website regarding the Coronavirus.
- ECC new 'Report It' website due to be launched.
- ECC plan to improve phone lines for reporting highway matters.
- Kelvedon High Street review will begin once current developments along the High Street are nearing completion.
- Reviewing bus stops in Kelvedon with regard to the possible

installation of 'up-stands' and street markings.

159.2 District Councillor Report

District Councillor Thorogood updated the Council on the following matters:

- Coronavirus update - Nationally being led by Public Health England and locally by the Public Health Team at ECC. May be a role for District and Parish Councillors to help if anyone is in need.
- Local Plan Update – decision expected towards the end of the month from the Inspector, regarding Part One of the Plan.

SC Braby left the meeting at 8.55 pm.

160/19-20 Public Discussion

None present.

161/19-20 Clerk's Reports

161.1 General Report

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

161.2 Finance Report

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

162/19-20 CCTV Renewal/Upgrade

It was Proposed Cllr Hooper, Seconded Cllr Caudwell-Smith and unanimously Resolved to accept the quote received, to renew and upgrade the CCTV systems at the Recreation Ground and High Street car park.

163/19-20 Allotment Car Park and Driveway Surfacing

The Council considered the quotation received to improve and resurface the allotment driveway and to create a useable and surfaced car park. However, it was agreed to defer this matter to the April meeting pending further investigation into the options.

164/19-20 Footpath 14 Surfacing Quote

It was Proposed Cllr Minns, Seconded Cllr Martin and unanimously Resolved to improve and resurface a section of Footpath 14, to alleviate the issues incurred during wet weather, at a quoted cost of £2,645.

165/19-20 Recreation Ground Garage – Demolition Survey

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to arrange a demolition survey for the garage, if required by the demolition contractor.

County Cllr Mitchell left the meeting at 9.10 pm.

166/19-20 Health and Safety Policy

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

67/19-20 Planning Application: 20/00177/FUL Ewell Hall Farm Cottage, Ewell Hall Chase: Conversion of existing building to a single residential dwelling
It was agreed to object to the application.

168/19-20 Feering Neighbourhood Plan Regulation 14 Consultation
It was Proposed Cllr Leach, Seconded Cllr Minns and unanimously Resolved to support the Regulation 14 Consultation, including the proposed footpath to the rear of the Cricket Club/Marshalls Close.

169/19-20 Accounts for Payment
It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith 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 January 2020	53.05
DD	Utility Warehouse	Office landline and broadband Feb 2020	37.66
DD	Wave	Water allotments March 2020	50.00
DD	Wave	Water pavilion March 2020	29.00
SO	Julia MacKay Properties	Monthly office rent 1-31 Mar 2020	666.67
107311	Julia MacKay Properties	Re-charge of office utilities - gas and electric	52.07
107312	Rebecca Saunders	Communications Consultant	160.00
107313	Skinner Tree Care Specialists	Willow tree pollarding Brockwell Meadow	580.00
107314	Huws Gray Ridgeons	PAMW supplies	23.59
107315	The National Allotment Soc	Annual membership due 7.4.20	66.00
107316	D Wallace	Footpath 14 hedge cutting	195.00
107317	M2U Ltd	Monthly office cleaning Feb 2020	48.00
107318	Ernest Doe and Sons Ltd	PAMW supplies	39.48
107319	Doe Motors Ltd	Fuel for van and equipment	96.69
107320	Rio IT Ltd	Monthly managed workstations charge	79.20
107321	The Play Inspection Co	Operational Inspections Rec and Glebe Rd	240.00
107322	Deals of Kelvedon	Rental of lock up February 2020	40.00
107323	Whiffin and Co Ltd	Monthly payroll processing charge - March	48.00
107324	S Sharp	Contractors for litter/bin emptying, grass cttg	1,480.00
107325	HMRC	Tax and Ni month 11	252.94
107326	Essex Pension Fund	Pension ees, ers and admin charge mth 11	556.16
107327-8	Staff	Salaries March 2020 - mth 12	1,748.54
107329	P Potter	Clerk expenses	55.91
TOTAL			6,597.96

District Cllr Thorogood left the meeting at 9.15 pm.

170/19-20 Exclusion of Press and Public
It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 171-173/19-20, to enable the Parish Council to consider confidential legal and commercial issues.

- 171/19-20 Boundary at Brockwell Meadow**
It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously Resolved to agree to issue a written statement to the property bounding Brockwell Meadow regarding the newly created access.
- 172/19-20 PAMW Services Contract**
It was Proposed Cllr Leach, Seconded Cllr Tremain and unanimously Resolved to enter into the contract provided by S&P Services to undertake the PAMW grounds and maintenance service, as recommended by the Finance Committee.
- 173/19-20 Lease for The Old Bank, 63 High Street, Kelvedon**
It was Proposed Cllr Pilbeam, Seconded by Cllr Tremain and unanimously Resolved, in principle, to sign the new lease for the extended space at The Old Bank, as soon as the addendum is received. This will be returned to the April Parish Council meeting for a formal resolution and signing.

Signed Chair

Date