

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD, VIA ZOOM, ON TUESDAY 16 JUNE 2020
AT 8.00 PM

Present:

Chair: Cllr Jayatillake
Councillors: Cllr Goode, Cllr Hooper, Cllr Leach, Cllr Minns, Cllr Pilbeam and Cllr
Tremain

County Cllr: Cllr Robert Mitchell
District Cllr: Cllr Sandum and Cllr Thorogood

Also in attendance: SC Graeme Braby

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

1/20-21 Apologies for Absence

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

2/20-21 Declarations of Interest

None declared.

3/20-21 Confirmation of Minutes

It was Proposed Cllr Minns, Seconded Cllr Jayatillake and unanimously Resolved that the minutes of the meeting of the Full Council held on 3 March 2020 are a true record and were signed accordingly.

4/20-21 Report from Community Special Constable Graeme Braby

SC Braby gave an update to the Council on the following matters:

- the recent defacing of the Parish notice board and the ongoing investigation
- antisocial behaviour and drug use in Thorne Road and Croft Road
- regular police patrols being carried out on the recreation ground
- ongoing speed checks in London Road

District Cllr Thorogood thanked SC Braby for his assistance with delivering leaflets around the village in respect of Covid-19.

County Cllr Mitchell reported on the success of speed awareness courses in Essex.

S C Braby left the meeting at 8.17 pm.

5/20-21 County Councillor and District Councillor Report

5.1 County Councillor Report

County Cllr Mitchell updated the Council on the following matters:

- Highways recent catchup on surface dressing of local roads
- Kelvedon, Coggeshall and Earls Colne Cycleway Project
- ECC Greener Travel options
- Parking Partnership busy with patrols

- Parking/traffic survey of Kelvedon High Street - temporarily deferred
- Bellingham Place double yellow lines and permit bays
- Environment Agency granting of permission for smaller stack at the IWMF site at Rivenhall

Cllr Minns agreed to be the Parish Council's representative on the Cycleway Project

5.2 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- Covid-19 support group - now with 547 members on facebook and 49 residents paired up with volunteer buddies in Kelvedon and Feering. Support to continue for time being, with the intention to distribute facemasks to those in need.

Cllr Minns congratulated the group on providing a much valued service and the Clerk paid particular thanks to Rebecca Saunders who was the initial driving force behind the scheme.

Cllr Sandum confirmed that face masks would be distributed with an advisory note on their limited effectiveness.

District Cllr Thorogood updated the Council on the following matter:

- BDC Local Plan - West Tey Garden Community found unsound and to be excluded from plan.

District Cllr Thorogood left the meeting at 8.47 pm.

6/20-21 Public Discussion
None present.

7/20-21 Clerk's Reports

7.1 General Report

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

7.2 Finance Report

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

8/20-21 COVID-19 Stone Snake

Cllr Jayatillake advised that Kelvedon St Mary's School would now be finding a location for the stones, created by children during the pandemic, within their grounds. The Parish Council agreed that they are in favour of the school doing this and would be prepared to offer assistance if required. Cllr Tremain said she would speak to KCA for possible assistance with costs.

9/20-21 Telephone Line at the Institute

It was Proposed Cllr Pilbeam, Seconded Cllr Leach and unanimously Resolved to agree to the moving of the CCTV telephone line across to the Institute who will re-charge the Parish Council at £20 per month.

10/20-21 Allotment Car Park and Driveway Surfacing

Following receipt of further information, it was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved to agree to go ahead with the car park and driveway surfacing at the allotment site, to ensure accessibility.

11/20-21 Review of Insurance Policies

To retrospectively agree to the following policies being renewed:

11.1 It was Proposed Cllr Tremain, Seconded Cllr Minns and unanimously Resolved to agree to the renewal of the Parish Council insurance premium at £2011.81.

11.2 It was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously Resolved to agree to the renewal of the Parish Council vehicle insurance premium at £698.89.

County Cllr Mitchell and District Cllr Sandum left the meeting at 9.00 pm.

12/20-21 Internal Audit Report – 2019/20

12.1 It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to review the scheme of delegation (at item 15/20-21 below).

12.2 It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to reinstate the Quarterly Financial Checks electronically. Cllr Leach agreed to carry out this role.

12.3 It was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously Resolved that the Notice of Public Rights would be correctly published.

13/20-21 Approval of Annual Governance Statement for 2019/20

It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved that all questions to be answered as 'yes' and therefore to approve the Annual Governance Statement, which was signed accordingly.

14/20-21 Approval of the Accounting Statements for 2019/20

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to approve the Accounting Statements. This was signed accordingly.

15/20-21 Scheme of Delegation

It was Proposed Cllr Tremain, Seconded Cllr Pilbeam and unanimously Resolved to agree to continue with the current Scheme of Delegation and to review later in the year, or earlier if required.

16/20-21 Planning Committee Scheme of Delegation

It was Proposed Cllr Leach, Seconded Cllr Minns and unanimously Resolved to approve and implement the Planning Committee Scheme of Delegation to govern the process of responding to planning applications and planning related matters. This will be reviewed later in the year, or earlier if required.

17/20-21 Supplementary Risk Assessment RA10(a)

It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved to adopt the above Risk Assessment, covering the Emptying and Banking of the High Street Car Park Takings, to be in place until COVID-19 restrictions allow reversion to measures under RA10.

18/20-21 COVID-19 Workplace Risk Assessment RA16

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to adopt the above Risk Assessment for re-starting work in the Parish Office.

19/20-21 Review of Parish Council and Committee Meetings 2020-21

It was Proposed Cllr Leach, Seconded Cllr Minns and unanimously Resolved to revert to the planned meetings calendar.

20/20-21 Committee Membership and Lead Councillors 2020-21

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to agree the Committee Membership and Lead Councillors document for 2020-21 subject to the following additions:

- Cllr Leach to be included as a member of the Planning Committee
- Cllr Minns to be the Council's Cycleway representative

21/20-21 Equality and Diversity Policy

It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved to adopt this policy.

22/20-21 Accounts for Payment

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to approve the payments made in June as follows (payments made in April and May are attached in Appendix 1):

The following payments made between meetings were noted:

Cheque	Payee	Purpose	£
107368	Rebecca Saunders	Comms Consult s/fall on reissued Feb and Mar chqs	189.89
TOTAL			189.89

The following accounts for payment were agreed:

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity April 2020	106.04
DD	Utility Warehouse	Office landline and broadband May 2020	42.67
SO	Julia MacKay Properties	THE PARISH COUNCIL Office rental June 2020	666.67
DD	Wave	Water supply Allotments June 2020	50.00
DD	Wave	Water and sewerage Pavilion June 2020	29.00
107369	S Sharp	Litter and grounds maintenance May 2020	2,110.00
107370	Play Inspection Company	Operational Inspections Glebe and Rec ground	240.00
107371	Rio IT Ltd	Mthly managed chg and fee - inv 24797	79.20
107372	EALC	Clerk CPD training	16.80
107373	S Green	Misc office expenses	50.38
107374	Deals of Kelvedon	Lock up rental May 2020	40.00
107375	Rebecca Saunders	Communications Consultant - May	100.00
107376	D Wallace	Grass cuttg Brock and Rec and F/p 23 strim	430.00
107377	Liane Rowland	Internal Audit 2019/20	275.00
107378	HMRC	Tax and Ni May 2020 - Mth 02	197.92
107379	Essex Pension Fund	Pension ees, ers and admin - Mth 02	546.77
107380	Whiffin and Co Ltd	Mnthly payroll processg chg Jun – Mth 2	48.00
DD	Public Works Loan Brd	Car park loan repayment June 2020	7,801.33

SO	Staff	Salaries Mth 03	1,630.86
107381	H Rashid	Commuter permit refund - Hgh St c/park	291.66
TOTAL			14,752.30

Signed Chair

Date