

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY, ON TUESDAY 7 JULY 2020
AT 8.00 PM

Present:

Chair: Cllr Jayatillake

Councillors: Cllr Caudwell-Smith, Cllr Goode, Cllr Hooper, Cllr Joshua, Cllr Leach, Cllr Minns, Cllr Tremain

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

23/20-21 Apologies for Absence

Apologies for absence were received and accepted from Cllr Anderson, Cllr Martin, Cllr Pilbeam, County Cllr Mitchell, District Cllr Sandum and District Cllr Thorogood.

24/20-21 Declarations of Interest

None declared.

25/20-21 Confirmation of Minutes

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously Resolved that the minutes of the meeting of the Full Council held on 16 June 2020 are a true record and were signed accordingly.

26/20-21 Report from Community Special Constable Graeme Braby

Not present.

27/20-21 County Councillor and District Councillor Report

27.1 County Councillor Report

Not present

27.2 District Councillor Report

Not present

28/20-21 Public Discussion

None present.

29/20-21 Clerk's Reports

29.1 General Report

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Hooper and unanimously Resolved to accept the verbal report from the Clerk which included the following points:

- works to shortly commence on cutting back vegetation on FP14 between Riverside Way and Easterford Road.
- meeting planned with contractor to discuss the CCTV at the recreation ground and how it can be improved
- all play areas now opened up with the exception of the toddler play area on the recreation ground, as this will be refurbished in the near future.

29.2 Finance Report

It was Proposed Cllr Goode, Seconded Cllr Jayatillake and unanimously Resolved to accept the verbal report from the Clerk confirming that there had been no change from the previous report due to the short timespan between meetings.

30/20-21 Local Council Awards – Foundation Level

Kelvedon Parish Council agreed to apply for the above Award, and it was therefore Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved that:

(a) the Parish Council has achieved items 1–15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:

1. Standing Orders and Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent information about Council payments
6. A calendar showing all meetings
7. Minutes
8. Current agendas
9. The budget and precept information
10. Complaints procedure
11. Council contact details
12. Action Plan
13. Evidence of consulting the community
14. Publicity advertising Council activities
15. Evidence of participating in town and country planning

The council also confirms by resolution at this full council meeting, Proposed Cllr Jayatillake, Seconded Cllr Tremain, that:

(b) the following items of the Foundation Level have been achieved:

- A Risk Management Scheme;
- A Register of Assets;
- Contracts for all members of staff;
- Up to date insurance policies that mitigate risks to public money;
- Disciplinary and Grievance Procedure;
- A Training Policy;
- A record of all training;
- The Clerk has achieved 12 CPD points in the last year.

31/20-21 Re-opening of Playgrounds Post Covid-19 Lockdown

It was Proposed Cllr Leach, Seconded Cllr Minns and unanimously Resolved to approve the risk assessments and recommended actions to ensure the safe opening of the Glebe Road play area and the junior equipment on the Recreation Ground. The toddler play area on the Recreation Ground will now be closed until the area is refurbished.

32/20-21 New Model Code of Conduct – NALC Consultation

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to provide NALC with a positive response to the questions raised in the Consultation.

33/20-21 Accounts for Payment

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

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity May 2020	36.23
DD	Utility Warehouse	Office landline and broadband June 2020	40.74
SO	Julia MacKay Properties	KPC Office rental July 2020	666.67
DD	Wave	Water supply Allotments July 2020	100.00
DD	Wave	Water and sewerage Pavilion July 2020	29.00
107382	Rio IT Ltd	Office IT mnthly serv chg Jun, July and help desk calls	203.40
107383	S Sharp	Litter and grounds maintenance June 20	1,955.00
107384	Rialtas Business Solutions Ltd	Accts and VAT software suppt and maint Licence 1 yr	219.60
107385	P Potter	Clerk expenses - office hygiene and zoom upgrade	121.43
107386	Rebecca Saunders	Communications Consultant	100.00
107387	Olivers Plants Ltd	Kelvedon in Bloom (community fund)	850.00
107388	Deals of Kelvedon	Monthly lock-up rental June	40.00
107389	Distinctive Signs Ltd	Skate ramp and Thorne Road play area safety signs	333.60
107390	Asbestos Surveys Essex Ltd	Asbestos survey old garage on recreation ground	180.00
107391	D Wallace	Rec ground and Brockwell grounds maintenance	300.00
107392	Playquip Leisure	Repairs to trim trail, fill voids and seed - rec ground	798.00
107393	RCCE	Membership renewal 2020/21	105.60
107394	Whiffin and Co Ltd	Monthly payroll processing charge	48.00
107395	HMRC	Tax and Ni June 2020 - Mth 03	197.92
107396	Essex Pension Fund	Pension ees, ers and admin costs - Mth 03	560.75
SO	Staff	Salaries July 2020	1,630.86
DD	Information Commissioner's Office	Data Protection annual fee	35.00
Total			8,551.80

Signed **Chair** **Date**

