

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY,  
ON TUESDAY 6 OCTOBER 2020  
AT 8.00 PM

**Present:**

Chair: Cllr Jayatillake

Councillors: Cllr Caudwell-Smith, Cllr Goode, Cllr Hooper, Cllr Joshua, Cllr Leach and Cllr Pilbeam

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

Also present: County Cllr Mitchell  
District Cllr Thorogood  
Community Special Constable Braby  
C Dobson – Eco Wildlife Group  
J Brindley and S Phillips - CRAQ

**45/20-21 Apologies for Absence**

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

**46/20-21 Declarations of Interest**

None declared.

**47/20-21 Confirmation of Minutes**

**47.1** It was Proposed Cllr Joshua, Seconded Cllr Hooper and unanimously Resolved that the minutes of the meeting of the Full Council held on 1 September 2020 are a true record and were signed accordingly.

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

**48/20-21 Report from Community Special Constable Graeme Braby**

**48.1** Constable Braby updated the Council on the following matters:

- Recent spate of car thefts in Kelvedon. Residents encouraged to be vigilant by not leaving car keys on show near front and back doors. High visibility patrols taking place in Kelvedon in conjunction with district wide response to tackle vehicle crime. Councillors raised questions regarding the forwarding of home CCTV to the Police and the use of pouches for keyless cars. Residents to be advised not to share CCTV on social media but to contact the police. KPC to put the message out on social media.
- Recent 'Safer Streets' event held on recreation ground. Anti-social behaviour and drug related issues were raised.

**49/20-21 County Councillor and District Councillor Report**

**49.1 County Councillor Report**

Cllr Mitchell updated the Council on the following matters:

- Braintree District Council – one of five areas promoting greener, healthier lifestyle
- E-Scooters – ECC looking at rental/hire contracts for various locations around the county.
- Recent NEPP meeting – Scheme for Kelvedon to be designed and consulted on early next year.
- Consultation on A12 improvements has begun.

**49.2 District Councillor Report**

Cllr Thorogood updated the Council on the following matters:

- Cala Homes site, Coggeshall Road – revised matters submissions are now with BDC. Ongoing discussions about flooding concerns are taking place.
- IWMF site at Rivenhall – Judicial Review application has been submitted.
- Earls Colne to Kelvedon cycleway – First stage (Earls Colne to Coggeshall) is progressing well.

**50/20-21 Public Discussion**

C Dobson from the Wildlife Group updated the Council on their current plans which include:

- Looking at the possibility of rewilding in both Kelvedon and Feering
- Tree planting
- Plastic free initiatives

Kelvedon Councillors were encouraged to become involved and attend next working group meeting due to be held virtually on 13 October.

**51/20-21 Clerk's Reports**

**51.1 General Report**

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Goode and unanimously Resolved to accept the Clerk's previously circulated report.

**51.2 Finance Report**

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to accept the Clerk's previously circulated report.

**52/20-21 Presentation by CRAQ (Coggeshall Residents against the Quarry)**

J Brindley and S Phillips gave an informative presentation to the Parish Council regarding CRAQ's views on the Coggeshall Feering and Kelvedon Flood Alleviation Scheme and quarry. Both left the meeting at 9.20 pm.

**53/20-21 BDC Local Plan Consultation – Main Modifications**

It was Proposed Cllr Joshua, Seconded Cllr Jayatillake and unanimously Resolved to agree the wording, as set out in the Parish Council's draft response (previously circulated), to the above consultation regarding Section One of the BDC Local Plan. This can be viewed on the consultation portal.

- 54/20-21 IT Issues**  
It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved to agree to upgrade the office laptop with an SSD, improve the memory capacity and speed and replace the battery, at a cost of: £322.67 as per circulated quote.
- 55/20-21 Kelvedon Community Association (KCA) – Donation Request for Santa’s Grotto Presents**  
It was Proposed Cllr Pilbeam, Seconded Cllr Goode and unanimously Resolved to agree to the sum of £300 being donated to KCA in response to their request to provide children’s Christmas presents at their Santa’s Grotto event in December.
- 56/20-21 Rewilding Kelvedon**  
Cllr Joshua spoke about developing a project, in conjunction with Feering Parish Council and our District Councillors, to rewild areas within the Parish, reduce mowing regimes and undertake wildlife initiatives. Council agreed to develop these ideas further, including consultation with the public. Councillors Caudwell-Smith and Leach agreed to be involved in any future discussions.
- 57/20-21 CCTV Policy and Signs**  
**57.1** It was Proposed Cllr Pilbeam, Seconded Cllr Goode and unanimously Resolved to agree the CCTV policy as prepared by the Clerk.  
**57.2** It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to agree the purchase of 3 x CCTV signs, at a cost of £58.57 for the Recreation Ground to comply with CCTV codes of practice.
- 58/20-21 Casual Vacancy – Options**  
It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to follow up on the interest shown in a previous vacancy, or to proceed to advertising if the offer is not taken up.
- 59/20-21 Accounts for payment**  
It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to agree the accounts for payment and the payments made between meetings.

**The following payment(s) made between meetings were noted:**

Cheque no.	Payee	Purpose	£
107421	RBL Poppy Appeal	Donation for wreath	50.00
<b>Total</b>			<b>50.00</b>

**The following accounts for payment were agreed:**

Cheque no.	Payee	Purpose	£
DD	Eon	Pavilion electricity Aug 2020	93.21
DD	Direct-tec Group	Photocopier service charge for colour copies	13.24
DD	Utility Warehouse	Office landline and broadband Sept 2020	45.19

SO	Julia MacKay Props	KPC Office rental Oct 2020	666.67
DD	Wave	Water supply Allotments Oct 2020	112.00
DD	Wave	Water and sewerage Pavilion Oct 2020	29.00
107422	Julia MacKay Props	Re-charge of office utilities	12.40
107423	Deal of Kelvedon	Rental of lock up September	40.00
107424	S Sharp	Litter picking and Grds maintenance Sept 2020	2,180.00
107425	R Saunders	Communications Consultant	100.00
107426	Metric Group Limited	C'park machine call out chg and vandalism assess	186.72
107427	NALC	LCR Annual Subscription - Renewal	17.00
107428	Rio IT Ltd	Mthly chg for mngd workstations and IT issues	289.20
107429	Golding Audio Ltd	Phase 1 of CCTV system upgrade	8,650.02
107430	P Potter	Clerk's expenses	30.26
107431	Golding Audio Ltd	Phase 2 of CCTV system upgrade	1,125.60
107432	S Green	Clerk's Assistant - postage expenses	40.32
107433	Viking Signs Ltd	CCTV safety warning signs x 3	70.28
107434	B W Whiffin and Co Ltd	Payroll processing charge Mth 7	48.00
107435	HMRC	Tax and Ni Mth 06	197.92
107436	Essex Pension Fund	Pension ees, ers and admin Mth 06	546.77
107437	D Wallace	Grounds maintenance Brockwell and Rec Grd	290.00
107438	P Potter	Clerk's expenses	37.00
107439	Julia MacKay Props	Re-charge of office utilities Sept	18.29
SO	Staff	Staff Salaries Mth 07	1,884.01
<b>TOTAL</b>			<b>16,723.10</b>

**61/20-21 Car Park Machine – Options**

It was agreed to bring this item forward to allow County Cllr Mitchell to contribute.

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to proceed with the insurance claim pertaining to the damage done to the machine and to bring this item back to Full Council as soon as further information is available regarding long term options.

Cllr Mitchell left the meeting at 10.19 pm.

**60/20-21 Exclusion of the Public and the Press**

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 items 62/20-21 and 63/20-21 to enable the Parish Council to consider confidential legal, personnel or commercial issues.

**62/20-21 Pavilion Usage**

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to agree in principle to the hiring out of the pavilion, subject to further information being sought by the Clerk.

**63/20-21 National Salary Pay Scales – 2020/21**

Councillors received and confirmed implementation of the increased pay scales issued by the National Joint Council for Local Government Services under the 2004 National Agreement for the Sector. This includes increases to spinal column points and an increase in annual leave entitlement.

Signed ..... Chair

Date .....