

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY,  
ON TUESDAY 8 DECEMBER 2020  
AT 8.00 PM

**Present:**

Chair: Cllr Jayatillake

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

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

Also present: County Cllr Mitchell  
District Cllr Thorogood  
Community Special Constable Braby

**80/20-21 Apologies for Absence**

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

**81/20-21 Declarations of Interest**

Cllr Jayatillake declared a non-pecuniary interest in agenda item 90/20-21 as she is an acquaintance of the applicant, and therefore did not take part in the discussion or vote on this item.

**82/20-21 Confirmation of Minutes**

It was Proposed Cllr Joshua, Seconded Cllr Minns and unanimously Resolved that the minutes of the meeting of the Full Council held on 8 December 2020 are a true record and were signed accordingly.

**83/20-21 Report from Community Special Constable Graeme Braby**

Constable Braby updated the Council on the following matters:

- Graeme was delighted to inform everyone that he had now achieved fully, independent status as a Community Special Constable and would now be allowed to carry out patrols and visits on his own. It was noted that his presence in the village was very well received by all and Councillors congratulated him on his achievement.
- Regular visits were being made to local shop keepers to ensure full compliance with Covid-19 social distancing rules, signage and numbers allowed on premises at any one time.
- Next scheduled visit to Kelvedon – Saturday 12 December 2020.

G Brady left the meeting at 8.16 pm.

**84/20-21 County Councillor and District Councillor Report**

**84.1 County Councillor Report**

County Cllr Mitchell updated the Council on the following matters:

- A12 roadworks nearing completion. Any related problems/issues to be fed back to Highways England.
- A12/A120 – various discussion going on in respect of Junctions 23 and 24 (Kelvedon and Feering).

- Parkers Strategic Land – Cllr Mitchell and Cllr Joshua updated the Council on information recently received, regarding potential future planning applications in the parish.

**84.2 District Councillor Report**

Cllr Thorogood updated the Council on the following matters:

- BDC – Revised Scheme of Delegated Powers (Planning) has now been approved by BDC Planning Committee with a review planned in one year's time. New scheme to take effect from 1 January 2021.
- The planning application, Land West of Kelvedon Station (19/01025/FUL) to go before the BDC Planning Committee on 15 December 2020. Cllr Thorogood will be attending to make a representation regarding his concerns mainly around the SUDS mitigation measures under the application.
- Bonfires – public urged to speak with BDC Environmental Health Department if any are causing a nuisance.

**85/20-21 Public Discussion**

None present.

**86/20-21 Clerk's Reports**

**86.1 General Report**

It was Proposed Cllr Pilbeam, Seconded Cllr Jayatillake and unanimously Resolved to accept the previously circulated Clerk's Report. The Clerk also announced that the Parish Council has passed the accreditation process to be awarded the Local Councils Foundation Award.

**86.2 Finance Report**

The Finance Report would be circulated in the next few days.

**87/20-21 High Street Car Park**

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to retrospectively minute that it was agreed, at the October Full Council Meeting, to repair the car park machine.

**88/20-21 Major Planning Applications/BDC Local Plan Strategy**

The Clerk gave an informative brief on the issues faced by the Parish Council, as statutory consultees, with responding to major planning applications and the more technical aspects of BDC's draft Local Plan consultations. It was noted that responses not only required a good knowledge of planning policy and material considerations, but were also very time consuming. Major applications can have several hundred documents, with a great deal of detail. Councillors were asked to consider whether the services of outside planning consultants would enable the Council to respond on the most important issues. Councillors agreed in principle that as the parish is potentially facing further large applications for the village, that this was very much worth looking into. The Clerk will research further with regards to costs and what services are on offer, and report back to a later meeting.

**89/20-21 Budget and Precept 2021/22**

The Clerk gave an update on the discussion that took place during the recent Finance Committee meeting and the proposed draft budget. The issue regarding the potential for engaging a planning consultant (as in the previous item) will be factored in, along with issues around the Parish Council van, tree and open space work and projects around biodiversity. This item will be brought back to the January Full Parish Council meeting for final approval of the budget and precept.

District Cllr Thorogood left the meeting at 9.12 pm.

**90/20-21 Planning Application: 20/01792/VAR – The Lawn House, Felix Hall Park, Hollow Road - Variation of Condition 2 'Approved Plans' of permission 13/00811/FUL granted 23/01/2014 for: Erection of single storey dwelling within new walled garden (replacing 1 No. apartment within Felix Hall). Variation would allow: - Change to window positions, gates within walled garden, solar panels to NE elevation, internal layout revisions, rooflights and chimney position.**

It was Proposed Cllr Minns, Seconded Cllr Leach and with a majority decision, it was agreed to object to this application and to refer BDC back to the comments previously made by the Historic Environment Officer at Place Services, whose concerns and objections are concurred with.

**91/20-21 BDC Open Spaces Action Plan Update 2021**

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved that the Clerk should request that a reference to increasing biodiversity be included in the existing wording for each entry.

**92/20-21 Revision to KPC Planning Scheme of Delegation**

It was Proposed Cllr Leach, Seconded Cllr Joshua and unanimously Resolved to agree the revised Scheme of Delegation.

**93/20-21 Revision to the Code of Conduct**

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to adopt the most up to date Code of Conduct to align with the current (2015) version at BDC.

**94/20-21 Revision to the Freedom of Information Policy Publication Scheme**

It was Proposed Cllr Leach, Seconded Cllr Minns and unanimously Resolved to alter the above policy, to reflect the decision made at the Finance Committee to not make any charge for providing photocopies of Council documents, unless over ten pages were required.

**95/20-21 Adoption of the Finance Committee Terms of Reference**

It was Proposed Cllr Leach, Seconded Cllr Caudwell-Smith and unanimously Resolved to adopt the Finance Committee's Terms of Reference following the annual review by the Committee. No changes had been made to the document.

**96/20-21 Accounts for payment**

It was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously Resolved to agree the accounts for payment and to note the payments made between meetings.

**The following payments made between meetings were noted:**

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
300016	Soc of Local Council Clerks	Annual membership renewal	180.00
300017	PKF Littlejohn LLP	External audit fees	960.00
300018	Rio IT Ltd	Replacement chq for 107428	289.20
300019	Kelvedon Community Assoc	Replacement chq for 107443	300.00
<b>Total</b>			<b>1,140.00</b>

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

<b>Chq no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>£</b>
DD	Eon	Pavilion electricity October 2020	46.27
DD	Utility Warehouse	Office landline and broadband November 2020	41.11
SO	Julia MacKay Properties	Office rent December 2020	666.67
DD	Wave	Toilet block and recreation ground water and sewerage	29.00
DD	Wave	Allotment water supply	49.00
300020	Julia MacKay Properties	Re-charge of utilities and bldgs insurance for office	133.56
300021	Kelvedon Institute Hall	Electricity for car park and cctv	58.17
300022	Kempco	Office stationery	6.24
300023	G C Fire Protection Ltd	Annual service of office fire extinguishers	183.16
300024	D Wallace	Footpath 23 maintenance	30.00
300025	Rio IT Ltd	Monthly office IT and work to laptop	497.21
300026	Rialtas	Finance software help	30.00
300027	S Sharp	Litter picking and grounds maintenance Nov 2020	1675.00
300028	EALC	Cllr Training (Joshua) days 1 and 2	216.00
300029	Robert Carr Farms	Brockwell Meadows - ditch clearance costs/digger hire	2160.00
300030	Deal of Kelvedon	Lock up rental November 2020	40.00
300031	Rebecca Saunders	Communications Consultant Oct and Nov 2020	200.00
300032	P Potter	Clerk's expenses (Land Registry)	18.00
300033	B W Whiffin and Co Ltd	Payroll processing charge Mth 9	48.00
300034	HMRC	Tax and Ni November - Mth 8	214.14
300035	Essex Pension Fund	Pension ees, ers and admin chg - Mth 8	561.65
DD	Public Works Loan Board	High Street car park loan repayment Dec 2020	7801.33
SO	Staff	Salaries December 2020 Mth 9	1666.97
300036- 37	Staff	Nov (Mth 8) salary shortfalls as SO not amended	36.11
BACS	Krystal Hosting Ltd	Website/email hosting chg 31.12.20 - 30.12.21	119.99
<b>Total</b>			<b>16,527.58</b>

Signed .....

Chair

Date .....