

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY,  
ON TUESDAY 5 JANUARY 2021  
AT 8.00 PM

**Present:**

Chair: Cllr Jayatillake  
Councillors: Cllr Hooper, Cllr Leach and Cllr Tremain

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

Also present: County Cllr Mitchell  
Community Special Constable Braby

**97/20-21 Apologies for Absence**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to accept apologies for absence from Cllr Anderson, Cllr Caudwell-Smith, Cllr Goode, Cllr Joshua, Cllr Martin, Cllr Minns and Cllr Pilbeam.

**98/20-21 Declarations of Interest**

None declared.

**99/20-21 Confirmation of Minutes**

It was Proposed Cllr Leach, Seconded Cllr Tremain 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.

**100/20-21 Report from Community Special Constable Graeme Braby**

Constable Braby updated the Council on the following matters:

- The recent spate of offensive graffiti in the village was discussed and it was noted that steps were being taken to remove it as soon as possible. Constable Braby confirmed he would be in the village during the weekend of the 9/10 January to investigate whilst carrying out his regular patrols.
- It was also noted that electric scooters were being illegally ridden on both roads and pavements in the village (as reported by County Cllr Mitchell). Constable Braby will investigate further during his regular visits.
- Former Abbeyfield Care Home – Constable Braby advised that break-ins have been occurring, with damage caused to the empty building.

SC Braby left the meeting at 8.18 pm.

**101/20-21 County Councillor and District Councillor Report**

**101.1 County Councillor Report**

County Cllr Mitchell updated the Council on the following matters:

- A12 still being surveyed with overnight slip road closures.
- River Blackwater – water levels have been high following recent heavy rainfall. Thankfully no reported flooding to properties.

- Potholes in Kelvedon and Feering – works to begin on repairing them in next few weeks.

**100.2 District Councillor Report**

- None available

**102/20-21 Public Discussion**

None present.

**103/20-21 Clerk's Reports**

**103.1 General Report**

It was Proposed Cllr Tremain, Seconded Cllr Hooper and unanimously Resolved to accept the previously circulated Clerk's Report. Cllr Leach requested that thanks be passed onto Cllr Joshua for all her hard work in getting the Neighbourhood Plan to its current stage before being submitted to Braintree District Council.

**103.2 Finance Report**

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

**104/20-21 Scheme of Delegation**

It was Proposed Cllr Leach, Seconded Cllr Tremain and unanimously Resolved to revoke the emergency Scheme of Delegation to the Clerk and to implement the Kelvedon Parish Council Scheme of Delegation.

**105/20-21 Planning Application: Re-Consultation on Application Number 20/00578/HH – 10 Curlew Close**

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to submit no comment and no objection to Braintree District Council.

**106/20-21 Meeting Dates 2020/21**

It was Proposed Cllr Leach, Seconded Cllr Tremain and unanimously Resolved to agree to the list of revised meeting dates as prepared by the Clerk.

**107/20-21 Budget and Precept 2021/22**

It was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously Resolved to approve the budget, and set the precept amount for the 2021/22 financial year at £123,597. This equates to a provisional Band D amount of £91.37 for the year, which is an increase of £4.93 on the current year, at 5.71%.

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

It was Proposed Cllr Tremain, Seconded Cllr Jayatillake and unanimously Resolved to agree the following payments:

**To agree the following accounts for payment**

| Chq no. | Payee              | Purpose                                                      | £      |
|---------|--------------------|--------------------------------------------------------------|--------|
| DD      | Eon                | Pavilion electricity November 2020                           | 44.80  |
| DD      | Utility Warehouse  | Office landline and broadband December 2020                  | 46.70  |
| SO      | Julia MacKay Props | Office rent January 2021                                     | 666.67 |
| DD      | Wave               | Toilet block and Recreation Ground water and sewerage Jan 21 | 34.00  |
| DD      | Wave               | Allotment water Jan 21                                       | 49.00  |
| 300038  | Julia MacKay Props | Re-charge of office utilities                                | 34.91  |
| 300039  | Rio IT Limited     | Monthly office IT - inv 25883                                | 107.24 |

|              |                         |                                                          |                  |
|--------------|-------------------------|----------------------------------------------------------|------------------|
| 300040       | Kelvedon Institute Hall | C/park electricity, phone/broadband for CCTV             | 67.12            |
| 300041       | Deal of Kelvedon        | Lock up rental Dec 2020                                  | 40.00            |
| 300042       | Foster Contracting Ltd  | Surfacing of car park at allotments and repairs to track | 7,497.60         |
| 300043       | Foster Contracting Ltd  | Surfacing of F/path 14 Docwra to Heron                   | 3,174.00         |
| 300044       | S Sharp                 | Litter picking and grounds maintenance Dec 2020          | 1,450.00         |
| Online       | Rebecca Saunders        | Communications Consultant Dec 2020                       | 200.00           |
| 300046       | P Potter                | Clerk's Expenses                                         | 119.99           |
| Online       | B W Whiffin and Co Ltd  | Payroll processing charge Mth 10                         | 48.00            |
| 300045       | HMRC                    | Tax and NI Month 9                                       | 214.34           |
| 300047       | Essex Pension Fund      | Pension payments Month 9                                 | 561.65           |
| Online       | S Green                 | Dec (mth 9) salary shortfall as SO not amended           | 11.88            |
| Online       | Staff                   | Salaries January 2021 Mth 10                             | 1,666.97         |
| <b>Total</b> |                         |                                                          | <b>16,034.87</b> |

**Signed** ..... **Chair**

**Date** .....