

## KELVEDON PARISH COUNCIL

### MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY,  
ON TUESDAY 9 FEBRUARY 2021  
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

**112/20-21 Apologies for Absence**

It was Proposed Cllr Tremain, Seconded Cllr Joshua and unanimously Resolved to accept apologies for absence from Cllr Anderson and Cllr Goode.

**113/20-21 Declarations of Interest**

None declared.

**114/20-21 Confirmation of Minutes**

**114.1 Full Council held on 5 January 2021**

It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved that the minutes of the meeting of the Full Council held on 5 January 2021 are a true record and were signed accordingly.

**114.2 Full Council held on 26 January 2021**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved that the minutes of the meeting of the Full Council held on 26 January 2021 are a true record and were signed accordingly.

**115/20-21 Report from Community Special Constable Graeme Braby**

Cllr Braby sent his apologies.

**116/20-21 County Councillor and District Councillor Report**

**116.1 County Councillor Report**

County Cllr Mitchell updated the Council on the following matters:

- Flood Alleviation Scheme – Coggeshall. Blackwater. floodplain working well and Lady Meadow/Packhorse Bridge area taking a lot of residual water during times of excess rainfall.
- 'Solar Together Scheme' – in conjunction with ECC launches 15 February 2021.
- ECC element of Council Tax to include 1½ % increase for Social Care.

**116.2 District Councillor Report**

District Cllr Thorogood updated the Council on the following matters:

- BDC element of Council Tax to be frozen for 2021/22 year.
- Greater Anglia – Timetable changes, but overall number of trains will not change at peak times. Consultations are ongoing regarding Sunday services.
- Proposed Watering Farm Development – Application for reserved matters currently being considered by BDC. Cllr Thorogood has expressed concerns regarding possible flooding issues.
- Night-time traffic through Kelvedon High Street while A12 works continuing – Cllr Thorogood has expressed concern about levels and speed of traffic.
- BDC Local Plan – BDC’s Local Plan Sub-Committee have agreed to adopt Section 1 which removes West Tey and West Braintree sites. The Examination for Section 2 is due to start in the summer.

**117/20-21 Public Discussion**

None present.

**118/20-21 Clerk’s Reports**

**118.1 General Report**

In addition to the previously circulated report, the Clerk updated Councillors on the following matters:

- Brockwell Meadows – ditches.
- Trees to the rear of Easterford Road.
- Kingfisher Way – grant application.
- Fullers Close/Ratcliffe Court footpath.

It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved to accept the Clerk’s Report.

**118.2 Finance Report**

The report is attached to the minutes.

**119/20-21 Planning Campaign Group**

It was Proposed Cllr Minns, Seconded Cllr Caudwell-Smith and unanimously Resolved that the Parish Council would be interested in receiving relevant information from the yet to be finalised group, which is currently in the process of being set up by District Cllr Thorogood, with other interested parties within Kelvedon and Feering.

**120/20-21 Relocation of Pavilion Water Meter - The Chase**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to postpone the relocation of the water meter until such time as work is being undertaken on the Pavilion, to incorporate it into the contract for renovation works as and when this arises.

**121/20-21 Topographical Survey – Brockwell Meadow**

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved that a Topographical Survey be commissioned on Brockwell Meadows to aid the Parish Council in the management of its liabilities as landowner. The approximate cost of such a survey being in the region of £1,200 - £1,600. The Clerk will pursue two further quotes and bring these to the next available meeting for agreement.

- 122/20-21 Grant Applications**
- 122.1 Kelvedon Conservative Club**  
Cllr Pilbeam declared a non-pecuniary interest in this item. It was Proposed Cllr Minns, Seconded Cllr Caudwell-Smith and unanimously Resolved to agree the grant application in the sum of £1,250 towards the repair of the exterior clock on the building.
- 122.2 Feering Good Companions Club**  
It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to agree the grant request in the sum of £200 towards the costs of providing trips out for their members.
- 123/20-21 Review of Communication and Social Media Policy**  
It was agreed by all that the Parish Council continues to utilise Facebook and other social media to communicate and engage with residents. The Parish Council currently employs a Communications Consultant to oversee and monitor these platforms on behalf of Parish Council. It was also agreed that the Clerk should amend the policy to include a total of three individuals being logged as admin on the accounts, to ensure that there is enough support and fallback if any of those administrators leaves the Parish Council, or becomes unavailable. The Policy is also to be updated with virtual meeting etiquette and expected standards. The Policy will be taken to the March Full Council for approval.
- 124/20-21 Planning Application no: 21/00125/HHPA – 2 Thorne Road**  
Erection of single storey rear extension: It was Proposed Cllr Leach, Seconded Cllr Joshua and unanimously Resolved to submit no comment and no objection to this application.
- 125/20-21 Planning Application no: 20/02029/FUL and 20/02030/LBC – Ormonde House, 103 High Street**  
Internal and external alterations associated with re-division of internal space between 103 High Street and Ormonde House, High Street:  
It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved to submit no comment and no objection to this application.
- 126/20-21 Accounts for payment**
- 126.1** It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to set up a direct debit with the Essex Wildlife Trust to pay the annual membership of £40 (previously paid by cheque).
- 126.2** It was Proposed Cllr Tremain, Seconded Cllr Leach 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:**

Method	Payee	Purpose	£
Online	Towergate Ins Brokers	Museum annual ins renew from KPC grant	305.62
Online	Foster Contracting Ltd	Online p'mnt orig chq for F/P 14 wks not signed	3,174.00
<b>Total</b>			<b>3,479.62</b>

**The following payments were agreed:**

Method	Payee	Purpose	£
DD	Eon	Pavilion electricity December 2020	40.50

DD	Utility Warehouse	Office landline and broadband January 2021	39.39
SO	Julia MacKay Properties	Office rent February 2021	666.67
DD	Wave	Toilet block and rec ground water and sewerage Feb 21	34.00
DD	Wave	Allotment water Feb 21	49.00
DD	Essex Wildlife Trust	Annual membership Feb 2021	40.00
Online	Julia MacKay Properties	Recharge of office utilities - gas, water, electric	31.79
Online	EALC	Climate Crisis Conference - Cllr Joshua - 28/1/21	60.00
Online	Rio IT Ltd	Monthly Managed Service Workstations - office IT	53.80
Online	Kelvedon Inst Comm	C'park elect used and cont to landline/b'band for CCTV	86.09
Online	DAC Planning Ltd	Planning Consultancy Services - N'hood Plan	668.40
Online	S C Green	Expenses - postage	13.02
Online	Essex Pension Fund	Pension ees, ers and admin charge Jan 21	561.65
Online	Deal of Kelvedon	Lockup rental January 21	40.00
Online	S Sharp	Litter picking and grounds maintenance Dec 2020	1,660.00
Online	Play Inspection Co Ltd	Operational playground inspections	240.00
Online	Metric Group Ltd	Repairs to car park machine following vandalism	725.40
Online	B W Whiffin and Co Ltd	Monthly payroll processing charge Mth 11	48.00
Online	Staff	Salaries Mth 11	1,809.53
Online	Police and Crime Comm	Cont towards KPC Special Const 01.10.20-31.12.20	107.00
Online	HMRC	Tax and Ni Mth 10	214.34
<b>Total</b>			<b>6,974.24</b>

**Signed** .....

**Chair**

**Date** .....