

Kelvedon Parish Council

The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

The next
Annual Parish Council Meeting

will be held virtually via Zoom

**Tuesday 4 May 2021
at 8.00pm**

for the purpose of transacting the business shown in the agenda below

The public and press are welcome to be present. Please email the Clerk by 7.30pm on the day of the meeting, for an invitation, if you wish to join.

Please note that this meeting may be recorded



Clerk

26 April 2021

AGENDA

- 1/21-22 Election of Chair for 2021/22**
To elect the Chair of the Council for 2021-22, and for the Declaration of Acceptance of Office to be signed.
- 2/21-22 Election of Vice-Chair for 2021/22**
To appoint the Vice-Chair of the Council for 2021-22.
- 3/21-22 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 4/21-22 Declarations of Interest**
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.
- Reminder to ensure that Councillors have updated their Register of Interests during the year if needed.**
- 5/21-22 Acceptance of Electronic Summons and Data Protection Checklist**
Councillors to sign the Acceptance of Electronic Summons and the Data Protection Checklist.
- 6/21-22 Approval of Minutes of Previous Meetings**
- 6.1** To approve and sign the minutes of the meeting held on 9 March 2021
- 6.2** To approve and sign the minutes of the meeting held 6 April 2021

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- 7/21-22 County Councillor and District Councillor Reports**
7.1 County Cllr Robert Mitchell
7.2 District Cllrs Jenny Sandum and Paul Thorogood
- 8/21-22 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 9/21-22 Clerk's Report**
To receive the Clerk's Report.
- 10/21-22 Membership of Committees**
To review and agree membership of Committees.
- 11/21-22 Review of Appointment of Parish Council Representatives and Lead Councillors**
To review and agree Parish Council representatives.
- 12/21-22 Meeting Dates – Council and Committees 2021/22**
To agree the meeting dates for the coming civic year.
- 13/21-22 Parish Council Insurance**
To review the Parish Council's Insurance against the Asset Register and Operational and Financial Risk Register and agree to take out one of the following policies:
- Renewal with Zurich Insurance – premium: £1,979.44 (2020/21 £2,011.81)
 - New policy with BHIB Insurance – premium: £1,359.76 (with long term agreement, discounted to: £1,294.71).
- 14/21-22 Stoney Flint Allotment Site**
To agree to set up a standing order, in the amount of £1,100 to pay the annual site rental to The Chelmsford Diocesan Board of Finance which is payable each September.
- 15/21-22 Asset Register**
To approve the Asset Register as at 31 March 2021, at a total value of £429,645.
- 16/21-22 Approval of Annual Governance Statement for 2020/21**
To review and approve the Annual Governance Statement.
- 17/21-22 Approval of the Accounting Statements for 2020/21**
To review and approve the Accounting Statements.
- 18/21-22 Appointment of a Planning Consultant**
To agree whether to appoint DAC Planning to advise on and produce a response for the Parish Council to the upcoming planning application on Land South West of Coggeshall Road. Estimate received at £3006 (exc VAT).
- 19/21-22 Royal British Legion – Kelvedon Branch – 100th Anniversary Year**
To note and consider the request made by the Kelvedon Branch of the Royal British Legion to use the rear half of the High Street car park on 31st July for the purposes of displaying military vehicles in connection with the event taking place in the small hall of The Institute.

Finance

20/21-22 Finance Reports

To receive the following reports:

- Bank Reconciliation
- Budget Report
- CCLA Property Fund Report

21/21-22 Approval of Regular Payments

To approve the following list of regular direct debits and standing orders:

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|----|--------------------|-----------------------------------|--------|
| DD | Eon | Pavilion electricity March 2021 | 32.30 |
| DD | Utility Warehouse | Office landline & broadband April | 55.00 |
| DD | Wave | Allotment water supply May | 49.00 |
| DD | Wave | Pavilion water & sewerage May | 34.00 |
| SO | Julia MacKay Props | Office rent May | 666.67 |

22/21/22 Payments

To agree payments to be made:

| | | | |
|--------|-----------------------|--|----------|
| B/chg | Unity Trust Bank | Multi-pay Set up fee (KPC debit card) | 50.00 |
| Online | Julia MacKay Props | Re-charge of office utilities | 67.48 |
| Online | Savage Gardens | Japanese knotw'd treatment allots May - Nov 21 | 400.00 |
| Online | Kelvedon Inst Comm | C/park electricity & phone/b'band for cctv | 66.75 |
| Online | Deals of Kelvedon | Garage lock up rental April 2021 | 40.00 |
| Online | Zurich Town & Parish | KPC van insurance 16.05.21 - 15.05.22 | 689.98 |
| Online | Ernest Doe & Sons Ltd | Annual servicing of hedge cutters (2) | 588.00 |
| Online | Rio IT Ltd | Office PCs managed work stations, back up & zoom | 94.05 |
| Online | S & P Services | Litter picking & grounds maintenance | 1,955.00 |
| Online | Chelmsford Diocesan | Annual allotment rental 29.09.20- 28.09.21 | 1,100.00 |
| Online | HMRC | Tax & Ni Mth 1 | 274.64 |
| Online | Essex Pension Fund | Pension ees, ers & admin fee Mth 1 | 609.47 |
| Online | EALC | Local Council Award | 96.00 |
| Cheque | Resident | Annual elec contrib for street light on property | 18.00 |

23/21/22 Payments made Between Meetings

To retrospectively approve the payments made between meetings:

24/21-22 Receipts

To note monies received since the previous meeting:

| | | |
|--|----------|-----------|
| BDC Street Scene BACS | 07.04.21 | 2,365.00 |
| High Street car park – 2 month permit | 12.04.21 | 37.00 |
| HMRC – VAT repayment | 12.04.21 | 2,026.79 |
| High Street c/park – short term permit | 12.04.21 | 7.00 |
| Car Park monies from machine | 12.04.21 | 77.85 |
| B/Place Car Park permit | 13.04.21 | 220.00 |
| B/Place Car Park permit | 13.04.21 | 220.00 |
| Precept – 1 st instalment | 29.04.21 | 63,432.00 |

25/21-22 Exclusion of the Public and Press

To resolve to exclude the public and press under the Public Bodies (Admission

to meetings) Act 1960 from items 26/21-22 and 27/21-22 to enable the Parish Council to consider confidential legal issues.

26/21-22 Brockwell Meadow Boundary/Ownership Issues
To agree how to progress.

27/21-22 Kelvedon Community Association
To receive information.