

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY,
ON TUESDAY 6 APRIL 2021
AT 8.00 PM

Present:

Chair: Cllr Jayatillake

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

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

Also present: District Cllr P Thorogood

147/20-21 Apologies for Absence

It was Proposed Cllr Hooper, Seconded Cllr Caudwell-Smith and unanimously Resolved to accept apologies for absence from Cllr Anderson.

148/20-21 Declarations of Interest

Cllr Pilbeam declared a non-pecuniary interest in agenda item 157 as an acquaintance of the applicant.

149/20-21 Confirmation of Minutes

The signing of the March Full Council Minutes was deferred until the May meeting.

150/20-21 County Councillor and District Councillor Report

150.1 County Councillor Report

Report not available at time of meeting.

150.2 District Councillor Report

District Cllr Thorogood updated the Council on the following matters:

- Covid figures for the Braintree District now down to early October 2020 levels
- KAUS will be leafleting all households in Kelvedon shortly regarding planning issues in the parish.
- Essex Minerals Local Plan – proposed amendments to areas A6 and A7. Public Consultation open until 29/4/21 (5 pm)

District Cllr Thorogood left the meeting at 8.09 pm.

151/20-21 Public Discussion

None present.

152/20-21 Clerk's Reports

152.1 General Report

It was Proposed Cllr Pilbeam, Seconded Cllr Leach and unanimously Resolved to accept the verbal report given by the Clerk which included updates on the following matters:

- End of Financial Year reporting
- Allotments – accessible plot now being provided
- Fullers Close – footpath/light issue
- Neighbourhood Plan – Reg 16 cannot begin until after May

elections

- Remote Council Meetings – awaiting outcome of High Court Case to establish if Parish Councils can continue with remote meetings under current legislation

152.2 Finance Report

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to accept the Finance Report.

153/20-21 Motor Insurance

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Tremain and unanimously Resolved to renew the motor insurance for the parish council van, at £689.98. No increase on 2020/21 premium.

154/20-21 Annual Report

It was Proposed Cllr Tremain, Seconded Cllr Pilbeam and unanimously Resolved to agree to the publication of the Annual Report.

155/20-21 Electrical Work – Pavilion

It was Proposed Cllr Martin, Seconded Cllr Goode and unanimously Resolved to go ahead with the remedial electrical work at the Pavilion, to separate the CCTV electrics from those for the rest of the building at the meter, at a cost of £650.

156/20-21 Topographical Survey – Brockwell Meadows

It was Proposed Cllr Minns, Seconded Cllr Goode and unanimously Resolved to agree to an increase of £600 on the previously agreed quote, to allow for tree plotting on the survey, which will aid with flood management decisions and future tree surveys. The total cost of the survey is in the region of £2,200.

157/20-21 Planning Application No: 20/02186/OUT – The Garden House, Hollow Road Outline Planning Permission for the erection of 2 dwelling houses including the provision of parking spaces and amenity space, with all matters reserved (revised plans)

It was Proposed Cllr Minns, Seconded Cllr Goode and Resolved to inform BDC that are previous comments on this application still stand. Cllr Pilbeam did not take part as he had declared a non-pecuniary interest in this item.

158/20-21 Accounts for payment

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to agree the accounts for payment as follows:

Method	Payee	Purpose	£
DD	Eon	Pavilion electricity February 2021	31.07
DD	Utility Warehouse	Office landline and broadband March	54.50
DD	Wave	Allotment water supply April	49.00
DD	Wave	Pavilion water and sewerage April	34.00
SO	Julia MacKay Props	Office rent April	666.67
DD	Direct-tec Group	Photocopier annual service chg and colour copies	222.03
Online	Julia MacKay Props	Re-charge of office utilities	28.54
Online	Rio IT Ltd	Office IT - managed workstations	93.95
Online	Rebecca Saunders	Communications Consultant	80.00
Online	Braintree District Council	Business Rates - KPC Office	1,696.60
Online	Braintree District Council	Business Rates - B/P car park	748.50
Online	Braintree District Council	Business Rates - High Street car park	1,796.40

Online	Kelvedon Institute C'tee	C/park electricity and phone/b'band for cctv	58.82
Online	Deal of Kelvedon	Rental lockup March	40.00
Online	S Sharp	Litter picking and grounds maintenance	2,155.00
Online	D Wallace	Ditch clearance off R'side Way to B'well Mdw	590.00
Online	National Allotment Society	Annual membership	66.00
Online	Be Green Tree Surg Ltd	Tree works Brockwell Meadows	1,560.00
Online	DRH Landscapes Ltd	Landscape works Kingfisher Way	6,240.00
Online	P M Potter	Expenses	37.20
Online	HMRC	Tax and Ni Mth 12	275.39
Online	Essex Pension Fund	Pension ees, ers and admin charge mth 12	619.80
Online	EALC	2021/22 - Affiliation Fees NALC and EALC	685.95
Online	B W Whiffin and Co Ltd	Payroll processing charge mth 1	48.00
Online	Staff	Salaries Mth 1	1,777.49
Total			19,654.91

159/20-21 Exclusion of the Public and Press

It was Proposed Cllr Jayatillake, Seconded Cllr Hooper and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 160/20-21 to enable the Parish Council to consider confidential legal issues.

160/20-21 Brockwell Meadow Boundary/Ownership Issues

It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved that the Clerk would prepare a draft letter which will be presented to Councillors for agreement at the May Full Council meeting.

Signed Chair

Date