

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD REMOTELY
ON TUESDAY 9 MARCH 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 and Cllr Pilbeam (joined meeting at 8.23 pm)

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

Also present: County Cllr Mitchell
District Cllr Sandum
One member of public

127/20-21 Apologies for Absence

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

128/20-21 Declarations of Interest

None declared.

129/20-21 Confirmation of Minutes

It was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously Resolved that the minutes of the meeting of the Full Council held on 9 February 2021 are a true record and were signed accordingly.

130/20-21 Report from Community Special Constable Graeme Braby

It was noted that Community Special Constable Braby had now joined the police on a full-time basis and would no longer be patrolling in the village as a Special Constable. The Parish Council were extremely grateful for the service he provided during his time working as a Community Special Constable for Kelvedon and have conveyed their thanks and best wishes to him for a successful police career.

131/20-21 County Councillor and District Councillor Report

131.1 County Councillor Report

County Cllr Mitchell updated the Council on the following matters:

- ECC element of Council Tax to include 1.5% increase for Adult Social Care.
- ECC Highways budget has been increased.
- Solar Together Scheme – open until May 2021.
- Energy Switch Scheme – still running.
- Earls Colne to Kelvedon Cycleway project (EC2K) – Now renamed as EC2K plus as an additional stretch is to be included from Station Road Earls Colne, towards Halstead. This is likely to be a 3-10 year project.
- Coggeshall Flood Alleviation Scheme – Cllr Mitchell is speaking with Environment Agency and landowners about proposed works between Bradwell and Coggeshall.

- Bloor Homes Feering – Solar panels will be going on some properties
- Winter Salt Service – this is still active. Potholes will not be repaired until salting finished for the year.
- Kelvedon High Street – The proposed North Essex Parking Partnership Scheme is currently out for public consultation – see Parish Council website and noticeboard for more information.

131.2 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- BDC Local Plan Part 1 – this is now formerly adopted by BDC, following their meeting held on 22 February 2021. The Braintree Garden Communities have been removed from the Plan.
- BDC Local Plan Part 2 – This is scheduled to go before the Inspector in July this year, with the aim for it to be formally adopted either at the end of 2021 or in early 2022.
- Cllr Thorogood has arranged an initial Local Plan Watchdog meeting for 10 March 2021.

Cllr Pilbeam joined the meeting.

132/20-21 Public Discussion
None

133/20-21 Clerk's Reports

133.1 General Report

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

133.2 Finance Report

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Hooper and unanimously Resolved to approve the Finance Report.

134/20-21 Greater Anglia Timetable Consultation

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously Resolved to submit a response to support the maintenance of peak time train provision, and the introduction of an increase in Sunday services to two trains per hour at the start of the new timetable in December.

135/20-21 Maintenance Work – Ditch from Riverside Way to Brockwell Meadows

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Goode and unanimously Resolved to authorise works to cut back the scrub and undergrowth from the above ditch at a cost of £590 by the Parish Council's contractors, D W Maintenance. This will enable access to adjacent properties' fences, and provide the preliminary works required prior to routine maintenance in the autumn.

136/20-21 Approval of Preliminary Works to Kingfisher Way Open Space

It was Proposed Cllr Hooper, Seconded Cllr Leach and unanimously Resolved to approve the preliminary works to ready Kingfisher Way Open Space for a regeneration and biodiversity project. Overall cost for preliminary work is £6,227 by DRH Landscapes, which is to be offset with the receipt of a BDC District Councillor Grant is of £4,150, leaving agreement required for the balance of £2,077.

137/20-21 Review of Communication and Social Media Policy

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to approve the changes to the above policy.

138/20-21 Standing Orders

Following a review, it was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously Resolved to Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to approve the Standing Orders.

139/20-21 Financial Regulations

Following a review, it was Proposed Cllr Leach, Seconded Cllr Hooper and unanimously Resolved to approve the Financial Regulations.

140/20-21 Annual Review of Health and Safety Policy

Following a review, it was Proposed Cllr Goode, Seconded Cllr Tremain and unanimously Resolved to approve the Health and Safety Policy.

141/20-21 Approval of Policies and Documents Recommended from the Finance Committee

The Finance Committee reviewed the following documents at their meeting held 23 February 2021, and recommend them for approval by Full Council:

141.1 Operational and Financial Risk Assessment

It was Proposed Cllr Hooper, Seconded Cllr Goode and unanimously Resolved to approve the Operational and Financial Risk Assessment.

141.2 Internal Controls Policy

It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved to approve the Internal Controls Policy.

141.3 Grant Policy

It was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously Resolved to approve the Grant Policy.

141.4 Asset Register

It was Proposed Cllr Hooper, Seconded Cllr Leach and unanimously Resolved to approve the Asset Register at a total fixed asset cost of £429,645.

142/20-21 Appointment of Internal Auditor

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to appoint Jan Stobart as the Parish Council's Internal Auditor for the 2020/21 financial year.

143/20-21 Accounts for payment

It was Proposed Cllr Tremain, Seconded Cllr Goode and unanimously Resolved to agree the accounts for payment. The payments made between meetings were noted and retrospectively approved:

The following payments were made between meetings:

Method	Payee	Purpose	£
Online	S Sharp	Reimburse (75%) towards cost of chain saw	247.24
Total			247.24

The following accounts for payment were agreed:

Method	Payee	Purpose	£
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DD	Utility Warehouse	Office landline and broadband February 2021	44.48
DD	Eon	Pavilion electricity January 2021	39.82
DD	Wave	Allotment water March 2021	49.00
DD	Wave	Pavilion water and sewerage March 2021	34.00
DD	Julia MacKay Properties	Office rental March 2021	666.67
DD	Direct-tec Group	Colour photocopier charges	10.28
Online	Julia MacKay Properties	Re-charge of office utilities Jan/Feb 21	40.12
Online	S Sharp	Litter picking and grounds maintenance	1,855.00
Online	Be Green Tree Surg Ltd	Tree works Brockwell Meadows	450.00
Online	Deal of Kelvedon	Lockup rental February 2021	40.00
Online	Rebecca Saunders	Communications Consultant January 2021	100.00
Online	Rio IT Ltd	Monthly IT service charge and zoom	94.24
Online	Kelvedon Institute Comm	C/park electricity and pro-rata phone for cctv	86.51
Online	Feering Good Comp	Grant towards days out	200.00
Online	Kelvedon Con Club	Grant towards clock repairs	1,250.00
Online	Wildflower Turf Ltd	Wildflower Native Turf - Kingfisher Way	746.40
Online	P M Potter	Clerk's Expenses	50.20
Online	HMRC	Tax and Ni Mth 11	258.80
Online	Essex Pension Fund	Pension payments Feb 2021 Mth 11	608.37
Online	Staff	Salaries Mth 12	1,810.34
Online	B W Whiffin and Co Ltd	Payroll processing chg March 2021 Mth 12	48.00
Online	Metric Group Ltd	Car park machine vandalism call out	164.26
Cheque	Land Registry	Change of KPC address details	11.00
Total			8,657.49

144/20-21 Exclusion of the Public and Press

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 145/20-21 and 146/20-21, to enable the Parish Council to consider confidential legal, personnel or commercial issues.

145/20-21 Toddler Play Area and Recreation Ground Tender

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to approve the scoring of the results of the tender process undertaken by Braintree District Council with regard to the Recreation Ground and Toddler Play area.

146/20-21 The Chase – Access and Maintenance

It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved to contact the planning applicants to discuss the Parish Council's initial position with regard to ongoing access and maintenance issues for The Chase.

Signed Chair

Date