

KELVEDON PARISH COUNCIL

MINUTES

OF THE ANNUAL PARISH COUNCIL MEETING HELD REMOTELY,
ON TUESDAY 4 MAY 2021
AT 8.00 PM

Present:

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

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

Also present: County Cllr R Mitchell and District Cllr J Sandum

1/21-22 Election of Chair for 2021/22

It was Proposed Cllr Pilbeam, Seconded Cllr Joshua and unanimously Resolved to appoint Cllr Jayatillake as Chair for the year 2021-22.

2/21-22 Election of Vice-Chair for 2021-22

It was agreed to defer this item to the next meeting of the Full Council.

3/21-22 Apologies for Absence

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

4/21-22 Declarations of Interest

None declared.

5/21-22 Acceptance of Electronic Summons and Data Protection Checklist

Councillors were reminded of the need to sign the above documents and return them to the Clerk as soon as possible.

6/21-22 Confirmation of Minutes

6.1 To approve and sign the minutes of the meeting held on 9 March 2021

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

6.2 To approve and sign the minutes of the meeting held 6 April 2021

It was Proposed Cllr Martin, Seconded Cllr Tremain and unanimously Resolved that the minutes of the meeting of the Full Council held on 6 April 2021 are a true record and were signed accordingly.

7/21-22 County Councillor and District Councillor Report

7.1 County Councillor Report

Cllr Mitchell updated the Council on the following matters:

- County Council Elections due to take place on 6 May.
- Colchester Active Travel Fund – cycle routes consultation.
- ECC Highways Report It tool – significant relaunch of this web page.

- Proposals for 600 houses and a primary school off Coggeshall Road – Cllr Michell dealing with many enquiries from the public.
- High Street Parking – additional yellow lines to be installed in the next month or so.

7.2 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- BDC Local Plan meeting to discuss response to Essex Minerals Local Plan – explaining disappointment that A7 has consent.
- Parker Strategic Land (as above)– Online consultation has started.
- A12/A120 grass verges – damage due to weed spraying is being investigated. BDC are speaking to ECC Highways to establish why this spraying has taken place.
- Kelvedon Library – Now re-opened including all day Saturday (9-5).

8/21-22 Public Discussion

None present.

9/21-22 Clerk's Reports

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to accept the Clerk's previously circulated report. In addition, the Clerk updated the Council on the following matters:

- Work to commence shortly on clearing and demolishing the old garage on the recreation ground.
- Deals Lockup – used for storage of KPC equipment, has been burgled.
- High Street Car Park – Ticket Machine has been targeted again.
- KPC Notice Board – this has been defaced again.

10/21-22 Membership of Committees

It was Proposed Cllr Tremain, Seconded Cllr Minns and unanimously Resolved to agree the Committee Membership for the 2021-22 year.

11/21-22 Review of Appointment of Parish Council Representatives and Lead Councillors

It was Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously Resolved to make the following changes:

- A12/A120 – Cllr Jayatillake to share duties with Cllr Minns
- Bradwell Pit/Blackwater Aggregates – Cllr Joshua to take over from Cllr Minns
- IWMF – Cllr Jayatillake to be the lead Councillor.
- A12/VTAG – Cllr Jayatillake to share duties with Cllr Minns

12/21-22 Meeting Dates – Council and Committees 2021/22

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to agree to the dates suggested by the Clerk.

13/21-22 Parish Council Insurance

It was Proposed Cllr Martin, Seconded Cllr Caudwell-Smith and Resolved to accept the quotation, from BHIB Insurance, of £1.294.71 with a 3yr Long Term Agreement.

14/21-22 Stoney Flint Allotment

It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved to agree to set up a standing order, in the amount of £1,100 to pay the rent for the allotment site to The Chelmsford Diocesan Board of Finance which is payable each September.

15/21-22 Asset Register

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to approve the Asset Register as at 31 March 2021, at a total value of £429,645.

16/21-22 Approval of Governance Statement for 2020-21

It was Proposed Cllr Hooper, Seconded Cllr Joshua and unanimously Resolved that all questions can be answered 'yes', with the box relating to Trust Funds answered as not applicable, and to approve the Annual Governance Statement. This was signed by the Chair and Clerk as appropriate.

17/2021-22 Approval of the Accounting Statements for 2020/21

It was Proposed Cllr Tremain, Seconded Cllr Minns and unanimously Resolved to approve the Accounting Statements. This had previously been signed by the Clerk and was then signed by the Chair.

18/2021-22 Appointment of a Planning Consultant

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to agree in principle 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. The estimated cost of this work was given as £3,006 (exc VAT). However, Councillors agreed that Feering Parish Council should be approached in the first instance to establish their plans to respond to this application. In addition, Councillors also agreed that a post be made on social media to advise the public of the current status of this proposal and the current pre-application public consultation.

19/2021-22 Royal British Legion – Kelvedon Branch – 100th Anniversary Year

It was Proposed Cllr Pilbeam, Seconded Cllr Joshua and unanimously Resolved to allow the British Legion to use the rear half of the High Street car park on 31 July 2021, for the purposes of displaying military vehicles in connection with their 100th birthday event taking place in the small hall of The Institute.

20/2021-22 Finance Reports

20.1 Bank Reconciliation

It was Proposed Cllr Pilbeam, Seconded Cllr Minns and unanimously Resolved to accept the Bank Reconciliation report.

20.2 Budget Report

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Martin and unanimously Resolved to accept the Budget Report.

20.3 CCLA Property Fund Report

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Hooper and unanimously Resolved to accept the CCLA Property Fund Report.

21/2021-22 Approval of Regular Payments

It was Proposed Cllr Jayatillake, Seconded Cllr Joshua and unanimously Resolved to approve the following list of regular direct debits and standing orders:

DD	Eon	Pavilion electricity March 2021	32.30
DD	Utility Warehouse	Office landline and broadband April	55.00
DD	Wave	Allotment water supply May	49.00

DD	Wave	Pavilion water and sewerage May	34.00
SO	Julia MacKay Props	Office rent May	666.67

22/2021-22 Payments

It was Proposed Cllr Martin, Seconded Cllr Pilbeam and unanimously Resolved to agree the payments to be made as follows:

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 and phone/b'band for cctv	66.75
Online	Deals of Kelvedon	Garage lock up rental April 2021	40.00
Online	Zurich Town and Parish	KPC van insurance 16.05.21 - 15.05.22	689.98
Online	Ernest Doe and Sons Ltd	Annual servicing of hedge cutters (2) Office PCs managed work stations, back up and zoom	588.00
Online	Rio IT Ltd		94.05
Online	S and P Services	Litter picking and grounds maintenance	1,955.00
Online	Chelmsford Diocesan	Annual allotment rental 29.09.20- 28.09.21	1,100.00
Online	HMRC	Tax and Ni Mth 1	274.64
Online	Essex Pension Fund	Pension ees, ers and 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

23/2021-22 Payments made between meetings

None.

24/2021-22 Receipts

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously Resolved to note the 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

County Cllr Mitchell and District Cllr Sandum left the meeting at 21.02 pm.

25/2021-22 Exclusion of the Public and Press

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 26/2021-22 and 27/2021-22 to enable the Parish Council to consider confidential legal issues.

26/2021-22 Brockwell Meadow Boundary/Ownership Issues

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved that the letter drafted by the Clerk can now be sent to all interested parties.

27/2021-22 Kelvedon Community Association
This agenda item was postponed.

Signed Chair

Date