

Kelvedon Parish Council

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

The next
Parish Council Meeting

will be held in the
Small Hall, Kelvedon Institute

**Tuesday 6 July 2021
at 8.15pm**

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

The public and press are welcome to be present, however there is limited space due to COVID restrictions.

Please email or phone the Clerk by 5pm on Monday 5 July to book a seat.

Please note that this meeting may be recorded



Clerk

01 July 2021

AGENDA

- 28/21-22 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 29/21-22 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.
- 30/21-22 Election of Vice-Chair for 2021/22**
To appoint the Vice-Chair of the Council for 2021-22 (item deferred from May meeting).
- 31/21-22 Co-option of Parish Councillor**
To co-opt a new Parish Councillor to fill the current casual vacancy.
- 32/21-22 Approval of Minutes of Previous Meetings**
To approve and sign the minutes of the meeting held 4 May 2021.
- 33/21-22 County Councillor and District Councillor Reports**
- 34/21-22 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**

- 35/21-22 Snowling's Paddock**
To receive information from the landowner regarding this site.
- 36/21-22 Clerk's Report**
To receive the Clerk's Reports.
36.1 General Report
36.2 Finance Report
- 37/21-22 Internal Audit Report**
To receive the Internal Audit Report for 2020/21 and implement recommendations.
- 38/21-22 Review of Operational and Finance Risk Assessment**
To review, following the Internal Audit.
- 39/21-22 Playground Maintenance – Glebe Road**
To agree the cost of maintenance at the Glebe Road Toddler Play Area for work to be undertaken by S & P Services up to approximately £785. The budget for playground maintenance this year is £1000.
- 40/21-22 Van Maintenance**
To agree to maintenance being undertaken on the KPC van, following advisory notifications under the MOT and a general service being due. Estimated cost to be approximately £655.
- 41/21-22 Environmental and Biodiversity Working Groups – Cross Parish Working**
To agree the way forward to co-working with Feering Parish Council, District Councillors and parishioners on the various environmental and biodiversity working groups, aiming to work cross-parish with Kelvedon.
- 42/21-22 Tree Planting Schemes**
To receive information regarding the Plant for Britain and Essex Forest Initiatives tree planting schemes and agree whether Kelvedon has capacity to take part.
- 43/21-22 BDC CCTV Fly Tipping Cameras**
To receive information regarding this scheme and to agree whether KPC wish to fund 2 cameras and associated equipment to assist with tackling fly tipping at hotspots in the parish. Approximate costings for this would be in the region of £550, plus insurance cover.
- 44/21-22 A12 Chelmsford to A120 Widening Public Consultation**
To receive information on this consultation and agree how to respond.
- 45/21/22 Payments**
To agree payments to be made:

| Method | Payee | Purpose | £ |
|---------------|--------------------------|------------------------------------|----------|
| DD | Eon | Pavilion electricity May 21 | 34.93 |
| DD | Unity Trust Bank | Current acct charges 5.3.21-3.6.21 | 1.10 |
| DD | Utility Warehouse | Office landline & broadband June | 48.32 |
| SO | Julia MacKay Properties | Office rent July | 666.67 |
| DD | Wave | Pavilion water & sewerage July | 34.00 |
| DD | Wave | Allotment water July | 49.00 |
| DD | Information Comms Office | Annual Data Protection fee | 35.00 |

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|--------|-------------------------|---|----------|
| Online | Olivers Plants | Kelvedon in Bloom grant 2021 | 848.58 |
| Online | Julia MacKay Properties | Re-charge of office utilites - gas & electric | 20.85 |
| Online | Kelvedon Institute Comm | Car park elect & phone/b'band for cctv | 50.46 |
| Online | Feering & Kelv Grdn Clb | Grant 2021 | 200.00 |
| Online | Deal of Kelvedon | Lock up rental June | 40.00 |
| Online | Kempco | Office stationery | 58.91 |
| Online | RCCE | Annual membership renewal | 105.60 |
| Online | Whiffin & Co Ltd | Payroll processing July | 48.00 |
| Online | HMRC | Tax & Ni Mth 03 | 257.59 |
| Online | Essex Pension Fund | Pension ees, ers & admin charge Mth 03 | 601.70 |
| Online | Staff | Salaries July 21 - Mth 04 | 1,668.77 |

46/21/22 Payments made Between Meetings

To retrospectively approve the payments made between meetings:

| Method | Payee | Purpose | £ |
|---------------|-----------------------------|--|----------|
| Online | D W Maintenance | Grounds Maintenance | 440.00 |
| Online | Colchester Waste Collection | Clearance of old garage contents rec | 450.00 |
| Online | B W Whiffin & Co Ltd | Payroll processing charge Mth 02 | 48.00 |
| Online | Rio IT Ltd | IT Managed Workstations. & zoom | 92.87 |
| Online | MK Fabrications | Demolision & removal of garage on rec | 630.00 |
| DD | Lloyds Bank | KPC corp crd - mnthly fees Apr | 6.00 |
| DD | Lloyds Bank | KPC corp crd - mnthly fees May & exps | 21.65 |
| DD | Eon | Pavilion electricity April 21 | 32.93 |
| DD | Utility Warehouse | Office landline & broadband May | 46.71 |
| DD | Wave | Allotment water June | 49.00 |
| DD | Wave | Pavilion water June | 34.00 |
| SO | Julia MacKay Properties | Office rent June | 666.67 |
| DD | Public Works Loan Board | High St car park loan repayment June | 7,801.33 |
| Online | Julia MacKay Properties | Re-charge of office utilities | 27.94 |
| Online | The Play Inspect Co | Operational Inspections Glebe & Rec | 240.00 |
| Online | Deal of Kelvedon | Lock up rental May | 40.00 |
| Online | D Wallace | Grounds Maintenance May | 330.00 |
| Online | Unique PR & Marketing | Communications Consult Apr & June | 200.00 |
| Online | Rio IT Ltd | Monthly managed workstats & IT issues | 157.99 |
| Online | BHIB | KPC annual insurance premium | 1,275.65 |
| Online | Rialtas Bus Sol Ltd | Vat annual support fee | 70.80 |
| Online | S & P Services | Litter picking & grounds maintance | 2,689.93 |
| Online | Kelvedon Institute Com | C/park electricity & phone/b'band for cctv | 51.93 |
| Online | Kempco | Printing NHP booklet | 41.00 |
| Online | Janet E Stobart FCCA | Internal Audit 20-21 | 200.00 |
| Online | Ernest Doe & Sons Ltd | Hedge trim & combi unit ann service | 222.78 |
| Online | J Copping Electrical Ltd | Pavilion electrical works | 780.00 |
| Online | HMRC | Tax & Ni Mth 02 | 280.26 |
| Online | Essex Pension Fund | Pens ees, ers & admin Mth 02 | 624.50 |
| Online | B W Whiffin & Co Ltd | Payroll processing charge Mth 03 | 48.00 |
| Online | Staff | June Salaries Mth 03 | 1,764.79 |

47/21-22 Receipts

To note monies received since the previous meeting:

| | | |
|------------------------------------|----------|----------|
| Lamit Property Fund | 30.04.21 | 1,845.68 |
| Bellingham Place Car Permit | 04.05.21 | 201.67 |
| Bellingham Place Car Permit | 07.06.21 | 174.17 |
| Allotment rental | 11.06.21 | 16.00 |
| Zurich Municipal – Insurance claim | 28.06.21 | 1,218.32 |