

Kelvedon Parish Council

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

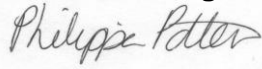
The next
Parish Council Meeting

will be held in the
Small Hall, Kelvedon Institute
Tuesday 7 September 2021
at 8.00 pm

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

The public and press are welcome to be present

Please note that this meeting may be recorded



Clerk

06 September 2021

AGENDA

- 48/21-22 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 49/21-22 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.
- 50/21-22 Co-option of Parish Councillor**
To co-opt a new Parish Councillor to fill the current casual vacancy.
- 51/21-22 Approval of Minutes of Previous Meetings**
To approve and sign the minutes of the meeting held 6 July 2021.
- 52/21-22 County Councillor and District Councillor Reports**
- 53/21-22 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 54/21-22 Clerk's Report**
To receive the Clerk's Reports.
54.1 General Report
54.2 Finance Report

- 55/21-22 High Street Car Park**
To agree on the way forward with regard to car park charging, as per circulated report.
- 56/21-22 Recreation Ground Play Areas – Contract for New Equipment**
To agree to sign a contract with Kompan for new play equipment at the Recreation Ground play areas, for up to the amount of £86,252.48 (excl VAT), as procured through the BDC tender process pertinent to the distribution of Section 106 monies.
- 57/21-22 Brockwell Meadows**
To agree to progress works as per quote received from KJR Contracts Ltd:
- Fencing and gate at three entrances: £5,172
 - Path surfacing improvement from Riverside Way entrance to field: £3,000
 - Offer of a bench for Brockwell Meadows
- 57/21-22 Tree Work**
To agree the following works for the autumn/winter season:
- Tree work – Brockwell Meadows adjacent to Teal Way: line of wild plum:
 - Reduce overhang up to 1.5m and reduce height by 2.5m maximum: Cost - £875
 - Tree work on Brockwell Meadows following annual survey:
 - Cost: £6,850
 - Tree work on Recreation Ground following annual survey:
 - Cost: £1,200
- 58/21-22 Kingfisher Way Open Space**
To agree to purchase a silver birch tree to replace a removed memorial tree. Cost expected to be around £100-120.
- 59/21-22 Cala Homes – Street Names Suggestions**
To agree a list of at least 8 street names for the Land West of Kelvedon Station development, as requested by Cala Homes.
- 61/21/22 Payments**
To agree the following payments to be made:

Method	Payee	Purpose	£
DD	Eon	Pavilion electricity July 2021	13.40
DD	Utility Warehouse	Office landline & broadband August 2021	17.13
SO	Julia McKay Properties	Office rent September 2021	666.67
DD	Wave	Allotment water September 2021	49.00
DD	Wave	Pavilion water & sewerage September 2021	34.00
DD	Lloyds Bank	Corporate card charges & office expenses	94.97
Online	Julia McKay Properties	Re-charge of office utilities	2.17
Online	The Kelvedon Institute	Car park elect, phone & b'band for cctv	44.66
Online	Rio IT Ltd	Office IT - Managed workstations	75.83
DD	Apogee	Colour copier charges	6.44
Online	S & P Services	Litter picking & grounds maintenance	2,090.00
Online	Be Green Tree Surgery Ltd	Tree works at The Green, High Street	1,710.00
Online	D W Maintenance	Grounds maintenance Brock & Rec	1,220.00
Online	PKF Littlejohn LLP	External Audit Fee	480.00

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Online	Unique PR & Marketing	Communications Consultant	100.00
Online	Allotment tenant	Refund of overpaid rental	30.00
Online	Aqua Environ Serv Ltd	Legionella water testing pavilion Aug 2021	62.40
Online	The Play Inspection Co	Outdoor annual inspections Rec & Glebe areas	240.00
Online	HMRC	Tax & Ni Mth 5	211.85
Online	Essex Pension Fund	Pension ees, ers & admin Mth 05	567.24
Online	Staff	Salaries Sept Mth 6	1668.77

62/21/22 Payments made Between Meetings

To retrospectively approve the payments made between meetings:

Method	Payee	Purpose	£
Online	Kelvedon Neighb'hood PI	Brockwell Meadow Survey - Printing costs	5.46
DD	Eon	Pavilion electricity June 21	12.60
DD	Utility Warehouse	Office phone & broadband July	46.99
SO	Julia MacKay Properties	Office rent August 21	666.67
DD	Wave	Allotment water charges August	49.00
DD	Wave	Pavilion water & sewerage charges August	34.00
DD	Lloyds Bank	Corporate card mthly fees & office expenses	113.12
Online	Julia MacKay Properties	Re-charge of office utilities	20.76
Online	London Road Garage	KPC van repairs	641.17
DD	Apogee	Colour copier charges	3.55
Online	The Kelvedon Institute	C'park elect & phone/broadband for cctv	49.24
Online	Kelvedon Institute C'tee	Hire charge for small hall July F/C meeting	22.00
Online	Kelvedon Institute C'tee	Hire charge for small hall Sept F/C meeting	22.00
Online	Kelvedon Institute C'tee	Hire charge for small hall Sept Planning mtg	22.00
Online	Rio IT Ltd	Office managed work stations mthly charge	75.80
Online	A & J Lighting Solutions	Repair of street light The Chase	120.60
Online	Rebecca Saunders	Communications Consultant June/July	180.00
Online	Deal of Kelvedon	Lock up rental July 21	40.00
Online	S & P Services	Litter picking & grounds maintenance	2,450.00
Online	D W Maintenance	Brockwell/Recreation Gd – grounds' m'tenance	470.00
Online	B W Whiffin & Co Ltd	Payroll processing charge Aug Mth 5	48.00
Online	HMRC	Tax & ni mth 4	211.85
Online	Staff	Salaries Aug Mth 5	1,686.73
Online	Essex Pension Fund	Pension ees, ers & admin Mth 4	561.65
Online	High Roding Parish Council	Reimburse of 50% of Clerk train costs - Potter	45.00

63/21-22 Receipts

To note monies received since the previous meeting:

From	Date	£
HMRC – Vat repayment	22.07.21	2,134.89
Lamit Property Fund – Dividend	30.07.21	1,774.76
Allotment Plots – Annual Renewal Various BACS payments	various	688.00
Allotment cheques 4 x £32 - various	02.09.21	128.00

64/21-22 Exclusion of the Public and Press

To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 65/20-21 to enable the Parish Council to consider a confidential matter.

65/21-22 Recreation Ground

To discuss concerns regarding a recent incident on the Recreation Ground.