

Kelvedon Parish Council

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

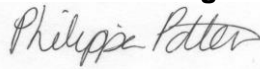
The next
Parish Council Meeting

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

02 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.