

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD IN THE SMALL HALL, KELVEDON
INSTITUTE
ON TUESDAY 6 JULY 2021
AT 8.15 PM

Present:

Chair: Cllr Jayatillake
Councillors: Cllr Caudwell-Smith, Cllr Goode, Cllr Joshua, Cllr Leach, Cllr Martin, Cllr Pilbeam and Cllr Tremain
Clerk: Mrs P Potter
Clerk's Assistant: Mrs S Green
Also present: County and District Cllr P Thorogood*
District Cllr J Sandum
3 members of public

*County and District Cllr Thorogood joined the meeting at 8.20 pm

28/2021-22 Apologies for Absence

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

29/2021-22 Declarations of Interest

Cllr Martin and Cllr Pilbeam declared non-pecuniary interests in agenda item 44/2021-22 – A12 Chelmsford to A120 Widening Public Consultation.

30/2021-22 Election of Vice-Chair for 2021/22

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to elect Cllr Leach as the Vice-Chair of the Council for 2021-22.

31/2021-22 Co-option of Parish Councillor

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

32/2021-22 Confirmation of Minutes

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Tremain and unanimously Resolved to approve the minutes of the Annual Meeting of the Council held on 4 May 2021.

33/2021-22 County Councillor and District Councillor Report

33.1 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- BDC Local Plan – The Inspection of the Plan has now commenced and will run until 15 July 2021.
- Verge Trials – Trials are now taking place to leave verges uncut to allow for increased biodiversity. Priority will continue to be given to public and road safety.
- Additional Restrictions Grant – available for certain businesses affected by covid
- Feering Wildlife Group – New Chair recently appointed.

33.1 County and District Councillor Report

Cllr Thorogood updated the Council on the following matters:

- IWMF – proposed incinerator update. Concern being expressed regarding the number of variations that have been approved

since the granting of the original planning application

- A12 widening – impact of traffic on local roads

34/2021-22 Public Discussion

The three members of public present, spoke under agenda item 35/2021-22 Snowling's Paddock.

35/2021-22 Snowling's Paddock

One member of the public spoke about plans to submit a planning application for two sustainable dwellings, on the site known as Snowling's Paddock, off Coggeshall Road. The Chair confirmed that KPC would consider the application in the usual manner if and when a formal planning application is submitted to BDC.

County and District Councillor Thorogood, District Cllr Sandum and three members of public all left the meeting at 9.00 pm.

36/2021-22 Clerk's Reports

36.1 General Report

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to accept the previously circulated Clerk's report.

36.2 Finance Report

The Clerk confirmed that this report would be circulated shortly.

37/2021-22 Internal Audit Report

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to accept the Internal Audit Report for 2020/21 and implement the recommendations. The Clerk advised of the need to reinstate the quarterly, internal finance checks.

38/2021-22 Review of Operational and Finance Risk Assessment

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to agree and adopt the revised Operational and Financial Risk Assessment.

39/2021-22 Playground Maintenance – Glebe Road

It was Proposed Cllr Goode, Seconded Cllr Martin and unanimously Resolved 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, from this year's budget of £1000.

40/2021-22 Van Maintenance

It was Proposed Cllr Leach, Seconded Cllr Martin and unanimously Resolved to undertake the advised maintenance on the KPC van, following the MOT and a general service being due. Estimated cost to be approximately £655.

41/2021-22 Environmental and Biodiversity Working Groups – Cross Parish Working

Councillors Caudwell-Smith and Leach agreed to becoming Lead Councillors in this area. Initial contact would be made with the local organisations and groups

42/2021-22 Tree Planting Schemes

Councillors noted the information received regarding the Plant for Britain and Essex Forest Initiatives tree planting schemes and some discussion was held over possible planting sites within the village. Cllr Joshua agreed to liaise with KPC's contact at Essex Wildlife Trust for ideas and suggestions.

43/2021-22 BDC CCTV Fly Tipping Cameras

Councillors noted the information received regarding this scheme and the possible funding of two 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. Cllr Pilbeam requested that the Clerk obtain further information from BDC regarding the efficacy of such cameras before bringing this item back to Full Council in September.

44/2021-22 A12 Chelmsford to A120 Widening Public Consultation

Councillors noted the information received. Councillors to forward their response to the Clerk to prepare a response based on the points raised at the meeting.

45/2021-22 Payments

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

Method	Payee	Purpose	£
Online	Eon	Pavilion electricity May 21	34.93
Online	Unity Trust Bank	Current acct cash and chq charges 5.3.21-3.6.21	1.10
Online	Utility Warehouse	Office landline and broadband June	48.32
Online	Julia MacKay Properties	Office rent July	666.67
Online	Wave	Pavilion water and sewerage July	34.00
Online	Wave	Allotment water July	49.00
Online	Information Comms Office	Annual Data Protection fee	35.00
Online	Lloyds Bank	Corporate card mthly fees and expenses	20.99
Online	Apogee	Photocopier colour copier chg	8.89
Online	Olivers Plants	Kelvedon in Bloom grant 2021	848.58
Online	Julia MacKay Properties	Re-charge of office utilites - gas and electric	20.85
Online	Kelvedon Institute Comm	Car park elect and phone/b'band for cctv	50.46
Online	Feering and Kelvedon 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 and Co Ltd	Payroll processing July	48.00
Online	HMRC	Tax and Ni Mth 03	257.59
Online	Essex Pension Fund	Pension ees, ers and admin charge Mth 03	601.70
Online	Staff	Salaries July - Mth 04	1,668.77
Online	S and P Services	Litter picking and grounds maintenance	2,465.00
Online	Rialtas	Annual support and maintenance licence	148.80
Online	D W Maintenance	Grds maintenance Brockwell, Rec grd	830.00

46/2021-22 Payments made between meetings

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith to acknowledge and retrospectively approve the following payments made between meeting,

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 and Co Ltd	Payroll processing charge Mth 02	48.00
Online	Rio IT Ltd	IT Managed Workstations. and zoom	92.87
Online	MK Fabrications	Demolition and 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 and exps	21.65
DD	Eon	Pavilion electricity April 21	32.93
DD	Utility Warehouse	Office landline and 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 and Rec	240.00
Online	Deal of Kelvedon	Lock up rental May	40.00
Online	D Wallace	Grounds Maintenance May	330.00
Online	Unique PR and Marketing	Communications Consult Apr and June Monthly managed workstats and IT issues	200.00
Online	Rio IT Ltd		157.99
Online	BHIB	KPC annual insurance premium	1,275.65
Online	Rialtas Bus Sol Ltd	Vat annual support fee	70.80
Online	S and P Services	Litter picking and grounds maintenance C/park electricity and phone/b'band for cctv	2,689.93
Online	Kelvedon Institute Com		51.93
Online	Kempco	Printing NHP booklet	41.00
Online	Janet E Stobart FCCA	Internal Audit 20-21 Hedge trim and combi unit ann service	200.00
Online	Ernest Doe and Sons Ltd		222.78
Online	J Copping Electrical Ltd	Pavilion electrical works	780.00
Online	HMRC	Tax and Ni Mth 02	280.26
Online	Essex Pension Fund	Pens ees, ers and admin Mth 02	624.50
Online	B W Whiffin and Co Ltd	Payroll processing charge Mth 03	48.00
Online	Staff	June Salaries Mth 03	1,764.79

47/2021-22 Receipts

The following monies received since the previous meeting were noted:

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

Signed

Chair

Date