

KELVEDON PARISH COUNCIL

MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD IN THE SMALL HALL, KELVEDON
INSTITUTE
ON TUESDAY 7 SEPTEMBER 2021
AT 8.00 PM

Present:

Chair: Cllr Jayatillake

Councillors: Cllr Caudwell-Smith, Cllr Goode, Cllr Guy, Cllr Hooper*, Cllr Joshua, Cllr Martin, Cllr Minns and Cllr Pilbeam

Clerk: Mrs P Potter

Clerk's Assistant: Mrs S Green

Also present: District Cllr Sandum

*Cllr Hooper joined the meeting at 8.10 pm

48/2021-22 Apologies for Absence

It was Proposed Cllr Jayatillake, Seconded Cllr Caudwell-Smith and unanimously Resolved to accept apologies for absence from Cllr Anderson, Cllr Leach, Cllr Tremain, and County and District Cllr Thorogood

49/2021-22 Declarations of Interest

None declared.

50/2021-22 Co-option of Parish Councillor

It was Proposed Cllr Jayatillake, Seconded Cllr Goode and unanimously Resolved to co-opt Andrew Guy onto the Council to fill the casual vacancy. Cllr Guy duly signed the Declaration of Acceptance of Office, along with the Clerk.

51/2021-22 Confirmation of Minutes

It was Proposed Cllr Caudwell-Smith, Seconded Cllr Joshua and unanimously Resolved that the minutes of the meeting of the Full Council held on 6 July 2021 are a true record and were signed accordingly.

52/2021-22 County Councillor and District Councillor Report

52.1 District Councillor Report

District Cllr Sandum updated the Council on the following matters:

- IWMF – Cllr Sandum will speak with Cllr Thorogood for an updated report.
- BDC Draft Climate Change Action Plan – Tree planting and recycling targets have been set.
- Feering Environmental Working Group – Cllr Leach attended the recent meeting and discussed how the two parishes could work together.
- Kelvedon and Feering Wildlife Group – working on hedgehog connectivity project and looking at road signs for villages.
- BDC Community Support Employment Officer – Paul Weaver now employed by BDC to offer public support.
- BDC Environmental Health (noise) – Cllr Sandum will seek clarification of out hours reporting mechanism.

53/2021-22 Public Discussion
None present.

54/2021-22 Clerk's Reports

54.1 General Report

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

54.2 Finance Report

Finance report not yet available – to be circulated to all as soon as possible.

55/2021-22 High Street Car Park

It was Proposed Cllr Pilbeam, Seconded Cllr Caudwell-Smith and unanimously Resolved to proceed with the MiPermit (cashless car parking) option which will replace the existing cash machine. A review of the new system would be carried out after one year of use.

56/2021-22 Recreation Ground Play Areas – Contract for New

It was Proposed Cllr Jayatillake, Seconded Cllr Joshua and unanimously Resolved to sign the contract with Kompan for new play equipment at the Recreation Ground play areas, up to the amount of £86,252.48 (exc vat), as procured through the BDC tender process pertinent to the distribution of Section 106 monies. This agreement is subject to the Clerk carrying out further research into the 'Jumper Square' and its durability.

57/2021-22 Brockwell Meadows

57.1 Fencing and gate at three entrances

It was Proposed Cllr Goode, Seconded Cllr Jayatillake and unanimously Resolved to install fencing and gates at three entrances to Brockwell Meadows - one quote for £5,172 having already been received. The Clerk was requested to seek additional quotes for final costing agreement at October meeting.

57.2 Path surfacing improvement from Riverside Way to entrance to field

It was Proposed Cllr Goode, Seconded Cllr Jayatillake and unanimously Resolved to improve the path from Riverside Way to the entrance to Brockwell Meadow - one quote for £3,000 having already been received. The Clerk was requested to seek additional quotes for final costing agreement at October meeting.

57.3 Offer of a bench for Brockwell Meadows

It was Proposed Cllr Minns, Seconded Cllr Caudwell-Smith and unanimously Resolved to politely decline the kind offer as it is the Parish Council's plan that any benches installed will be of a standard/uniform design which will be in keeping with the nature of the area.

58/2021-22 Tree Works

58.1 Brockwell Meadows adjacent to Teal Way – line of wild plum

It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved to reduce the overhang up to 1.5 m and reduce the height by 2.5 m maximum at a quoted cost by the contractor of £875, subject to this amount being reviewed as BDC

have now carried out some clearance work further up the tree line, which may affect the quoted price.

58.2 Brockwell Meadows following annual survey

It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved to agree to the quote of £6,850 to carry out necessary tree work.

58.3 Recreation Ground following annual survey

It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved to agree to the quote of £1,200 to carry out necessary tree work.

59/2021-22 Kingfisher Way Open Space

Following some discussion regarding the proposed purchase of a silver birch tree to replace a previously removed memorial tree, it was Proposed Cllr Hooper, Seconded Cllr Martin and unanimously Resolved to bring this matter back to the October meeting when a more detailed discussion can be had regarding the planned planting scheme for the area.

60/2021-22 Cala Homes – Street Names Suggestions

It was Proposed Cllr Minns, Seconded Cllr Caudwell-Smith and unanimously Resolved to suggest to the Cala Homes that the names of former shop premises in Kelvedon be used, such as, Shelley (chemist), Thomas (undertaker & florist), Garrard (butcher), Doughton (blacksmith), Rowe (hairdresser), Seabrook (grocer), Spenceley (baker), Petley (grocer & draper).

61/2021-22 Payments

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

| Method | Payee | Purpose | £ |
|--------|---------------------------|--|----------|
| DD | Eon | Pavilion electricity July 2021 | 13.40 |
| DD | Utility Warehouse | Office landline and 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 and sewerage September 2021 | 34.00 |
| DD | Lloyds Bank | Corporate card charges and office expenses | 94.97 |
| Online | Julia McKay Properties | Re-charge of office utilities | 2.17 |
| Online | The Kelvedon Institute | Car park elect, phone and 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 and P Services | Litter picking and 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 and Rec | 1,220.00 |
| Online | PKF Littlejohn LLP | Annual Governance and Accountability Return | 480.00 |
| Online | Unique PR and 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 and Glebe areas | 240.00 |
| Online | HMRC | Tax and Ni Mth 5 | 211.85 |
| Online | Essex Pension Fund | Pension ees, ers and admin Mth 05 | 567.24 |
| SO | Chelmsford Diocesan | Annual allotment rental due 29.09.21 | 1,100.00 |
| Online | Ernest Doe and Son Ltd | Lawn mower service and repairs | 407.18 |

62/2021-22 Payments made between meetings

It was Proposed Cllr, Seconded Cllr to acknowledge and retrospectively approve the following payments made between meetings,

| Method | Payee | Purpose | £ |
|--------|----------------------------|--|----------|
| Online | N Joshua | Brockwell Meadow Survey - Printing costs | 5.46 |
| DD | Eon | Pavilion electricity June 21 | 12.60 |
| DD | Utility Warehouse | Office phone and 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 and sewerage charges August | 34.00 |
| DD | Lloyds Bank | Corporate card mthly fees and 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 and 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 and J Lighting Solutions | Repair of streetlight 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 and P Services | Litter picking and grounds maintenance | 2,450.00 |
| Online | D W Maintenance | Brockwell/Recreation Gd - grounds maintenance | 470.00 |
| Online | B W Whiffin and Co Ltd | Payroll processing charge Aug Mth 5 | 48.00 |
| Online | HMRC | Tax and ni mth 4 | 211.85 |
| Online | Staff | Salaries Aug Mth 5 | 1,686.73 |
| Online | Essex Pension Fund | Pension ees, ers and admin Mth 4 | 561.65 |
| Online | High Roding Parish Council | Reimburse of 50% of Clerk train costs - Potter | 45.00 |

63/2021-22 Receipts

The following monies received since the previous meeting were noted:

| 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 |

64/2021-22 Exclusion of the Public and Press

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously Resolved 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.

65/2021-22 Recreation Ground

The recent football related incident on the recreation ground was discussed and noted. Clerk to respond to the individual who corresponded.

Signed Chair

Date