

# KELVEDON PARISH COUNCIL

## MINUTES

OF THE MEETING OF THE FULL COUNCIL HELD IN THE SMALL HALL, KELVEDON  
INSTITUTE  
ON TUESDAY 9 NOVEMBER 2021  
AT 8.00 PM

**Present:**

Chair: Cllr Jayatillake  
Councillors: Cllr Caudwell-Smith, Cllr Guy, Cllr Hooper, Cllr Joshua, Cllr Leach,  
Cllr Martin, Cllr Minns, Cllr Pilbeam and Cllr Tremain

Clerk: Philippa Potter  
Clerk's Assistant: Mrs S Green

Also present: District and County Cllr Paul Thorogood

**86/2021-22 Apologies for Absence**

It was Proposed Cllr Martin, Seconded Cllr Joshua and unanimously Resolved to accept apologies for absence from Cllr Anderson.

**87/2021-22 Declarations of Interest**

None declared.

**88/2021-22 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 5 October 2021 are a true record and were signed accordingly.

**89/2021-22 County Councillor and District Councillor Report**

**89.1 County Councillor Report**

District Cllr Thorogood updated the Council on the following matters:

- A12 – Supplementary consultation to run from 9.11.21 – 19.12.21. Virtual exhibition being held online for next 5 weeks as well as online drop in events. Actual events being held at Hatfield Peverel on 23 November, Messing on 25 November, Spring Lodge (Witham) on 26 November. Kelvedon library will have hard copies of the documents available during normal library opening hours
- Bradwell Quarry Liaison Committee meeting – discussion on flood alleviation scheme. Blackwater aggregates and Environment Agency to submit plans in the new year.
- IWMF update – current application in to remove condition 66 which allows for paper pulping, composting and bio food waste as other plants are now carrying out that work. Decision awaited.
- Vehicle Activated Signs (VAS) – Parish Council's can purchase their own signs if they wish
- ECC grant available to Kelvedon Parish Council. Amount to be confirmed. Applications to be submitted by end of February 2022

**89.2 District Councillor Report**

District Cllr Thorogood updated the Council on the following matters:

- BDC Local Plan Committee – Awaiting Inspector's report, following which adoption will take at least 12 weeks

- 90/2021-22 Public Discussion**  
None present.
- 91/2021-22 Clerk's Reports**
- 91.1 General Report**  
It was Proposed Cllr Jayatillake and Seconded Cllr Tremain and unanimously Resolved to accept the Clerk's verbal report which included the following:
- Neighbourhood Plan update – the Inspector has submitted all necessary modifications. Awaiting amended plan from BDC, following which Referendum will take place.
- 91.2 Finance Report**  
It was Proposed Cllr Martin, Seconded Cllr Joshua and unanimously Resolved to accept the previously circulated Finance report. Cllr Hooper Proposed that a third bank account be opened to ensure KPC remain covered by the FSCS banking limits. This was Seconded by Cllr Jayatillake and unanimously Resolved.
- 92/2021-22 Queen's Platinum Jubilee – June 2022**  
Cllr Tremain gave Cllrs a brief outline of events that the Kelvedon Community Association are considering as a means of celebrating the Queen's Platinum Jubilee (2 – 5 June 2022). It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved that KPC would arrange for the setting up of working party to consider the proposals being put forward. It was further agreed that KPC would be keen to be involved in any such plans but would not be in a position to take on the organisational role required.
- 93/2021-22 Parish Assembly - 2022**  
It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to set a provisional date of 27 April 2022 for next year's Annual Parish Assembly and to set up a working party to provide organisational support for the event.
- 94/2021-22 Christmas Tree Festival 2021**  
It was Proposed Cllr Leach, Seconded Cllr Tremain and unanimously Resolved to go ahead with entering a tree in this year's event, following the kind support of Cllr Joshua who agreed to assist with the decorations.
- 95/2021-22 Electric Vehicle Charging Points**  
It was Proposed Cllr Hooper, Seconded Cllr Martin and unanimously Resolved to carry out further investigations into the feasibility of installing electric vehicle charging points in the High Street car park.
- 96/2021-22 New Dog Bin**  
It was Proposed Cllr Caudwell-Smith, Seconded Cllr Tremain and unanimously Resolved to purchase and install a new dog waste bin on the URC fence, along Church Road, at an approximate cost of £156.50.
- 97/2021-22 Budget and Precept 2022/23**  
Requirements for the 2022-23 budget were discussed which included the proposals for the Orchard at Kingfisher Way and The Green, as well as footpath and general village maintenance matters. Consideration would also be given to reviewing and allocating existing reserves. This matter is due to be discussed in depth at the Finance Committee Meeting on 23 November, before coming back to Full Council for final agreement.

**98/2021-22 Payments**

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

Method	Payee	Purpose	£
DD	Lloyds Bank	Corporate card charges & office expenses	32.99
DD	EON	Pavilion electricity Sept 21	13.93
DD	Apogee	Colour copier charges	6.05
DD	Utility Warehouse	Office landline & broadband October 2021	48.49
DD	Wave	Pavilion water & sewerage charges Nov 2021	34.00
DD	Wave	Allotment water charges Nov 2021	49.00
SO	Julia Mackay Properties	Office rent November 2021	666.67
DD	Lloyds Bank	Corporate card charges & office expenses	189.32
Online	Julia Mackay Properties	Re-charge of office utilities - Bldgs insurance	168.73
Online	London Road Garage	Van MOT	45.00
Online	Rio IT Ltd	Office IT - Managed workstations	40.61
Online	The Kelvedon Institute	Electricity for car park & cctv	63.06
Online	The Kelvedon Institute	Hire charge for Institute small hall - Dec F/C 7/12	22.00
Online	R Winters	Refund of allotment rental	32.00
Online	M Lawrence	High Street car park - pro-rata refund	62.50
Online	S & P Services	Litter picking and grounds maintenance	2,815.00
Online	Kempco	Office stationery	6.96
Online	D W Maintenance	Grounds Maintenance Brockwell & Rec	300.00
Online	EALC	Highways Winter Briefing - Clerk to attend	24.00
Online	C Collins	Refund of allotment overpayment	30.00
Online	Whiffin & Co Ltd	Payroll processing charge Mth 08	48.00
Online	HMRC	Tax & Ni Mth 07	211.85
Online	Essex Pension Fund	Pension ees, ers & admin charge Mth 07	571.18
Online	Staff	Salaries mth 08	1,684.16
Online	Julia Mackay Properties	Re-charge of office utilities - gas, elec, water	18.42
Online	Rio IT Ltd	IT Security Update	90.00

**99/2021-22 Payments made between meetings**

It was Proposed Cllr Tremain, Seconded Cllr Minns and unanimously Resolved to acknowledge and retrospectively approve the following payments made between meetings:

Method	Payee	Purpose	£
Online	BALC	Annual membership	40.00
Cheque	Post Office Ltd	KPC van vehicle tax - 12 months	275.00

**100/2021-22 Receipts**

The following monies received since the previous meeting were noted:

Date	From	£
Various	Allotment Renewals	1,232.00
27.10.21	J S Wright & Sons	3,840.00
28.10.21	Hard Play Area – User key deposit	10.00
29.10.21	Lamit Property Fund - Dividend	1,667.30

At this point in the meeting and following the recent resignation of the Clerk, the Chair, on behalf of the Parish Council, expressed her sincere thanks and gratitude to Philippa Potter for all her hard work, as well as the advice and expertise that she has given Kelvedon Parish Council over the past five and a half years. She will be sorely missed, but the Parish Council all wish her the very best in her new role.

**101/21-22 Exclusion of the Public and Press**

It was Proposed Cllr Jayatillake, Seconded Cllr Martin and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 102/21-22 and 103/21-22 to enable the Parish Council to consider confidential staffing and structural matters.

**102/21-22 Staffing**

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to hold a Staffing Sub-Committee meeting at 7.30 pm on Tuesday 16 November to review and agree the process for the recruitment of a new Clerk.

**103/21-22 Committees, Working Parties, Priorities and Project Work**

The current committee membership lists would be revised with the addition of various working parties and circulated to all to Cllrs for updating, with a requirement for all Cllrs to be on at least one committee and one working party.

Signed ..... Chair

Date .....