

Kelvedon Parish Council

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

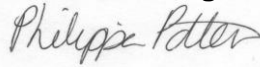
The next
Parish Council Meeting

will be held in the
Small Hall, Kelvedon Institute
Tuesday 11 January 2022
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



Locum Clerk
06 January 2022

AGENDA

- 129/21-22 Election of Vice-Chair for 2021/22**
To appoint the Vice-Chair of the Council for 2021-22 following Cllr Leach's recent resignation from the Council.
- 130/21-22 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 131/21-22 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.
- 132/21-22 Approval of Minutes of Previous Meeting**
To approve and sign the minutes of the meeting held 7 December 2021.
- 133/21-22 County Councillor and District Councillor Reports**
- 134/21-22 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 135/21-22 Locum Clerk/Clerk's Assistant Reports**
To receive the following reports.
135.1 General Report
135.2 Finance Report – this has been circulated.
- 136/21-22 Braintree Local Plan Section 2 Consultation**
To discuss and agree a response to the consultation. The consultation relates specifically to the Proposed Main Modifications (outlined below) and associated

documents only:

- Schedule of the Proposed Main Modifications
- Addendum Sustainability Appraisal (SA)
- Updated Habitats Regulation Assessment (HRA)
- Schedule of Proposed Additional Modifications

137/21-22 Proposed A12 Widening – Future of unused sections (Kelvedon to Marks Tey)

To consider and discuss the possible future use of these sections.

138/21-22 Open Spaces Action Plan 2022

To discuss and confirm if any changes/additions/deletions need to be made to the current plan. Existing items listed are as follows:

- Village Green
- Kingfisher Way open space
- Recreation Ground & Brockwell Meadow
- Glebe Road/Thorne Road play area

139/21-22 Former Abbeyfield Nursing Home (Glenavon Lodge)

To consider the request by Glenavon care to erect a permanent security/safety fence to replace the existing low-level fence at the far end of the drive adjacent to KPC storage facility.

140/21-22 Streetlight – Ratcliff Court

To consider and agree the quotation received for £349 for the replacement LED light fitting and £80 for installation (£429 in total) for the repair of the streetlight in Ratcliffe Court. It should be noted that the light is not owned by the Parish Council, and attempts are still currently being made to establish ownership/responsibility. At no time is Kelvedon Parish Council claiming either ownership or liability for this streetlight.

141/21-22 Kingfisher Way – Community Orchard

To re-consider, discuss and agree one of the revised, itemised quotations for phase 2 of the planned community orchard.

141.1 Foster Contracting Ltd

£16,862

141.2 DRH Landscapes

Revised quotation to follow (to be reported at meeting).

141.3 ECS

Revised quotation to follow (to be reported at meeting).

142/21-22 Kelvedon Museum Insurance Renewal

To consider the request made by the museum for the sum of £305.62 for the annual renewal of the museum's insurance policy (unchanged from last year).

143/21-22 Payments

To agree the following payments to be made (any additional payments will be circulated prior to the meeting):

Method	Payee	Purpose	£
DD	Eon	Pavilion electricity November 2021	20.20
DD	Apogee	Colour photocopier charges	25.10
DD	Utility Warehouse	Office landline & broadband December 21	49.42
SO	Julia MacKay Properties	Office rental January 2022	666.67
DD	Wave	Allotment water charges January 2022	12.00
DD	Lloyds Bank	Corporate card monthly charges	6.00

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Online	Julia MacKay Properties	Re-charge of office utilities	35.88
Online	SLCC Enterprises	Clerk vacancy advertising services	114.00
Online	Be Green Tree Surgery Ltd	Tree works B'well Meadows/Curlew Close	1,025.00
Online	Rio IT Ltd	Office IT Managed Workstations & backup	76.88
Online	Kelvedon Institute C'tee	Electricity for car park & cctv	73.94
Online	Feering Good Companions	Grant 2021-22	250.00
Online	Kelvedon & Feering Scout Grp	Grant 2021-22	250.00
Online	Unique PR & Marketing	Communications Consultant	200.00
Online	S & P Services	Litter picking and grounds maintenance	1,635.00
Online	Towergate Insurance Brokers	Kelvedon Museum Insurance	305.62
Online	B W Whiffin & Co Ltd	Payroll processing charge Mth 10	48.00
Online	HMRC	Tax & Ni Mth 09	283.70
Online	HMRC	Vat payment 01.10.21-31.12.21	27.67
Online	Essex Pension Fund	Pension ees, ers & admin Mth 09	150.29
Online	Staff	Salaries January 2022	880.42

144/21-22 **Payments made Between Meetings**

None made.

145/21-22 **Receipts**

To note monies received since the previous meeting:

Payee	Date	£
Kelvedon Institute Annual Lease for land 01.12.21 – 30.11.21	01.12.21	52.00
User of hard play area lights – cont towards electricity	06.12.21	72.00

146/21-22 **Exclusion of the Public and Press**

To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 147-151/21-22 to enable the Parish Council to consider confidential structural, property and financial matters.

147/21-22 **Clerk Vacancy**

To receive an update and to action any recommendations.

148/21-22 **Councillor Training**

To discuss training requirements.

149/21-22 **High Street Car Park**

To receive an update from Cllr Hooper.

150/21-22 **Brockwell Meadow**

To review its status and future management.

151/21-22 **Internal Audit**

To discuss the 2021-22 audit.