

# KELVEDON PARISH COUNCIL

## MINUTES

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

**Present:**

Chair: Cllr Jayatillake  
Councillors: Cllr Guy, Cllr Hooper, Cllr Joshua, Cllr Leach,  
Cllr Minns, Cllr Pilbeam and Cllr Tremain

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

Also present: District Cllr Jenny Sandum and a representative from the Feering & Kelvedon Wildlife Group

**104/2021-22 Apologies for Absence**

It was Proposed Cllr Tremain, Seconded Cllr Leach and unanimously Resolved to accept apologies for absence from Cllr Anderson, Cllr Caudwell-Smith & Cllr Martin.

**105/2021-22 Declarations of Interest**

Cllr Hooper declared a non-pecuniary interest in agenda item 117/2021-22 – Grant Request – Kelvedon & Feering Scout Group.

**106/2021-22 Confirmation of Minutes**

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved that the minutes of the meeting of the Full Council held on 9 November 2021 are a true record and were signed accordingly.

**107/2021-22 County Councillor and District Councillor Report**

**107.1 County Councillor Report**

Delivered on behalf of Cllr Thorogood by District Cllr Jenny Sandum:

- IWMF update received and to note ECC Development Committee postponed until 28 January 2022
- Out of order streetlight Brockwell Lane/Easterford Road – raised as urgent with ECC
- Damaged kerb Brockwell Lane – Cllr Thorogood to update Clerk's Assistant shortly

**107.2 District Councillor Report**

District Cllr Sandum updated the Council on the following matters:

- Essex Covid Business Hub – now reopened
- Kelvedon & Feering Coronavirus Support Group has some funding still available for those in need
- Environment Agency – Swan Street ramp repairs to begin Jan 2022
- Local Plan Modifications – now out for consultation until 24.01.22
- Outline planning application land north of London Road – BDC recommending approval

**108/2021-22 Public Discussion**

The representative from the Feering and Kelvedon Wildlife Group gave a short presentation on the work the group does in respect of hedgehog conservation.

The representative left the meeting at 8.20 pm.

**109/2021-22 Clerk's Reports**

**109.1 General Report**

It was Proposed Cllr Jayatillake and Seconded Cllr Joshua and unanimously Resolved to accept the Clerk's Assistant's verbal report which included the following update:

- Allotment track – works now completed
- Silver Birch Tree, Kingfisher Way – now reinstated

**109.2 Finance Report**

It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved to accept the previously circulated Finance report.

**110/2021-22 Planning Application No: 17/00679/OUT – Land North of London Road (revised plans)**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to object to this application on the grounds of sustainability and, specifically, the planned location of the proposed Doctors' Surgery. KPC's full response can be found on BDC's Planning Portal.

**111/2021-22 A12 Chelmsford to A120 widening – Supplementary Consultation**

It was Proposed Cllr Minns, Seconded Cllr Hooper and unanimously Resolved that the Parish Council have no further comments to make since the previous consultation.

**112/2021-22 Budget & Precept 2022/23**

It was Proposed Cllr Hooper, Seconded Cllr Tremain and unanimously Resolved to set the budget and Precept demand at £129,982 for the 2022/23 financial year. This represents an approximate Band D annual amount of £96.03, which is an increase of 5.09% on 2021/22, represented by a monetary increase of £4.65.

**113/2021-22 Fullers Close/Ratcliffe Court**

It was Proposed Cllr Hooper, Seconded Cllr Leach and unanimously Resolved to obtain initial quotes for the possible repair of the pathway between Ratcliffe Court and Fullers Close, and the possible repair of the streetlight located in the parking area of Ratcliffe Court. It should be noted that the Parish Council has thoroughly looked into the ownership of the pathway and the lamp but has not been able to establish this for either. The pathway is definitely not owned by the Parish Council, however, they are exploring the possibility of carrying out the works for the benefit of the Parish until such ownership can be established. At no time is Kelvedon Parish Council claiming either ownership or liability for the path.

**114/2021-22 Glebe Road Play Area**

It was Proposed Cllr Hooper, Seconded Cllr Jayatillake and unanimously Resolved to accept the quotation received and to carry out all the repairs which were quoted for.

**115/2021-22 Grant Request – Feering & Kelvedon Wildlife Group**

It was Proposed Cllr Minns, Seconded Cllr Hooper and unanimously Resolved to approve the request for £248.32 towards supporting a mail drop to households in Spring 2022 for the Hedgehog Connected project.

**116/2021-22 Grant Request – Kelvedon & Feering Rugby Union Football Club**

It was Proposed Cllr Minns, Seconded Cllr Tremain and unanimously Resolved to seek additional information from the Club before bringing this item back to the January meeting for further consideration.

**117/2021-22 Grant Request – Kelvedon & Feering Scout Group**

Cllr Hooper declared a non-pecuniary interest in this item.

It was Proposed Cllr Pilbeam, Seconded Cllr Joshua and with a majority decision it was agreed to approve the request for £250 to assist with the purchase of insulation materials for the scout hut.

**118/2021-22 Grant Request – Feering Good Companions**

It was Proposed Cllr Leach, Seconded Cllr Tremain and unanimously Resolved to approve the request for £250 to assist with the hiring of a monthly minibus to transport members to meetings.

**119/2021-22 ECC Grant**

It was Proposed Cllr Pilbeam, Seconded Cllr Tremain and unanimously Resolved to use the £3,000 ECC grant towards the possible repairs to the pathway between Fullers Close and Ratcliffe Court and the possible repair of the streetlight in Ratcliffe Court – subject to confirmation from Cllr Thorogood that this would be an acceptable use of ECC grant monies.

**120/2021-22 Kingfisher Way – Community Orchard**

It was Proposed Cllr Jayatillake, Seconded Cllr Pilbeam and unanimously Resolved to defer this item to the January meeting of the Full Council to enable contractors to submit fully itemised quotations for discussion and comparison.

**121/2021-22 Annual Parish Assembly 2022**

It was Proposed Cllr Jayatillake, Seconded Cllr Tremain and unanimously Resolved to agree the revised date of 28 April 2022 for the Annual Parish Assembly.

**122/2021-22 Kelvedon Community Festival 2022**

It was Proposed Cllr Leach, Seconded Cllr Pilbeam and unanimously Resolved to agree to the request from the Festival Committee to use the recreation ground on Saturday 16 July 2022.

**123/2021-22 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	Eon	Pavilion electricity October 2021	15.16
DD	Apogee	Colour photocopying charges	8.33
DD	Utility Warehouse	Office landline & broadband November 21	46.70
SO	Julia Mackay Properties	Office rental December 2021	666.67
DD	Wave	Allotment water charges December 2021	49.00
Online	Julia Mackay Properties	Re-charge of office utilities	27.17

Online	Rio IT Ltd	Office IT Managed Workstations & backup	76.09
Online	Foster Contracting Ltd	Repairs to potholes - The Chase	2,208.00
Online	EALC	Budget & Precept Course - Cllr Hooper	84.00
Online	EALC	Budget & Precept Course - Cllr Jayatillake	84.00
Online	N J Landscape Design	Reimbursement for silver birch tree - Kingfisher	255.29
Online	N J Landscape Design	Reimbursement for 5 no. orchard trees Kingfisher	122.50
Online	Play Inspection Co	Operational Inspection reports Glebe & Rec grd	240.00
Online	The Kelvedon Institute	Electricity for car park & cctv	65.50
Online	S & P Services	Litter picking and grounds maintenance	1,770.00
Online	D W Maintenance	Grounds Maintenance Rec grd hedge	210.00
Online	The Kelvedon Institute	Hire of small hall for Finance Committee 23/11	22.00
Online	Krystall Hosting	Website/email hosting annual chg 31.12.21-30.12.22	119.99
Online	Whiffin & Co Ltd	Payroll processing charge Mth 09	48.00
Online	HMRC	Tax & Ni Mth 08	211.85
Online	Essex Pension Fund	Pension ees, ers & admin Mth 08	566.36
DD	Lloyds Bank	Corporate card charges & office expenses	87.08
DD	Public Works Loan Brd	High St car park loan repayment December	7,801.33
Online	Staff	Salaries mth 09	1,295.93

**124/2021-22 Payments made between meetings**

None made.

**125/2021-22 Receipts**

The following monies received since the previous meeting were noted:

Payee	Date	£
Allotment rentals various	Various	96.00
Feering Falcons - elect hard play area lgts	09.11.21	24.00

**126/2021-22 Exclusion of the Public and Press**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 127/21-22 and 128/21-22 to enable the Parish Council to consider confidential property and structural matters.

**127/21-22 High Street Car Park**

It was Proposed Cllr Jayatillake, Seconded Cllr Leach and unanimously Resolved that Cllr Hooper would contact BDC to discuss the parking order.

**128/21-22 Committee Membership, Council representatives & Working Parties**

It was Proposed Cllr Jayatillake, Seconded Cllr Minns and unanimously Resolved to accept the updated membership and representatives list.

Signed ..... Chair

Date .....