

Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

26 April 2010

Dear Councillor

Members of the Council are summoned to attend the Annual Meeting of the Council at 7.45 pm on Tuesday 4 May 2010 in the Council Chamber, to transact the business shown in the agenda. The order of the agenda has been set broadly in accordance with Standing Order 13.

The public and press are welcome to be present.



Louise R Fuller
Clerk

A G E N D A

- 1 Election of Chairman for 2010/11**
To elect the Chairman of the Council for 2010/11, and for the new Chairman to execute the Declaration of Acceptance of Office.
- 2 Appointment of Vice Chairman for 2010/11**
To appoint the Vice Chairman of the Council for 2010/11.
- 3 Apologies for Absence**
To receive any apologies for absence.
- 4 Appointment of Representatives on Outside Bodies**
A list of bodies on which Council representatives sit has been circulated. Possible additions or deletions may be identified at the meeting.
- 5 Appointment of Committees and Sub-Committees**
 - 5.1** To appoint members to the following committees and sub-committees:
 - i Finance Committee
 - ii Recreation Committee
 - iii Environment Committee
 - iv Planning Committee
 - v Footpath Sub-Committee
 - vi Christmas Lights Sub-Committee
 - vii Emergency Planning Sub-Committee
 - viii Personnel Sub-Committee
 - ix Parks and Maintenance Warden Sub-Committee
 - x Health Reading Group
 - xi Youth Forum: all members of the Recreation Committee are entitled to attend meetings of the Youth Forum

Note: the Chairman and Vice Chairman of the Council are ex-officio members of all committees and sub-committees.

A list of current memberships is enclosed.

5.2 To confirm cheque signatories (currently any two from Cllrs Mrs Anderson, Mrs Coates, Hackworth, Mrs Hill).

6 Confirmation of Minutes

To confirm the minutes of the meeting held on 6 April 2010.

7 Declarations of Interest

7.1 Councillors to declare any personal and/or prejudicial interest in any items on the agenda.

7.2 Register of Interests

Members are reminded that if there has been any change in their entries in the Register of Interests, they should complete the appropriate form notifying the change and return it to the Clerk. Changes should be notified within 28 days of their occurrence. Any changes which arise from agenda item 4 must be entered on the form.

8 Public Questions

To receive any questions from members of the public; a brief written outline to have been submitted to the Clerk before the meeting.

9 Matters for Report

To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

10 Reports from Committees

To receive reports from committees.

10.1 Planning

Report of meeting held on 12 April 2010; minutes have been circulated.

10.2 Recreation

10.2.1 Next meeting is at 7 pm on 4 June 2010.

10.2.2 Youth Forum: to receive any report from the Youth Forum.

10.2.3 Kelvedon Music Festival

Kelvedon Music Festival, due to take place on 10 July 2010, has applied for a grant from the council to go towards the hire of portaloos.

Although the decision should properly be made by Recreation Committee, the timing of the event requires a response before the committee meets again. KMF apologises for the delay in making the request.

10.3 Finance

Next meeting is at 6 pm on Tuesday 25 May 2010.

10.4 Environment

10.4.1 Next meeting is at 7 pm on Wednesday 26 May 2010.

10.4.2 Village Green

Charlotte Ezra and friends are hoping to go to Namibia to help repair a school. They have requested permission to use the green on 29 May and 5 June 2010 for stalls to raise funds and also raise the profile of the project.

Although the decision should properly be made by Environment Committee, the timing of the events requires a response before the committee meets again.

11 Police Report

To receive a report from PC Simon Hull.

- 12 To receive reports from representatives on outside organisations**
- 12.1 Tripartite Group
 - 12.2 Kelvedon Community Association
 - 12.3 Kelvedon in Bloom
 - 12.4 Brockwell Group
 - 12.5 RCCE
 - 12.6 Witham Local Area Committee
 - 12.7 Kelvedon Institute
 - 12.8 Any other outside bodies
- 13 Correspondence, and items from EALC**
- 13.1 For information: various items of correspondence, and the mailing from EALC, will be available for circulation.
- 14 Highways and Road Safety matters**
- To receive any reports on highways and road safety matters.
- 15 Community Safety and Health**
- 15.1 Report from the Community Warden.
 - 15.2 Any other reports on community safety and health.
- 16 Future events**
- A list will be available at the meeting; councillors may be asked to agree attendances or other action.
- 17 Review of Standing Orders**
- The Council customarily reviews its Standing Orders at the Annual Meeting and is already aware that some revisions are required.
- A Working Group consisting of Cllrs Martin, Hackworth and Mrs Hill, and the Clerk, was set up to review the Standing Orders but has not yet met. The Group is asked to suggest some dates to meet.
- 18 Annual Parish Assembly**
- To report back from the Annual Parish Assembly held on 22 April 2010.
- 19 Kelvedon Community Association**
- At the last Council meeting members heard from representatives of Kelvedon Community Association about its planning application for a building to the rear of the Institute.
- KCA asked:
- Will the parish council, in its capacity as owner of the application site, send a letter to the local planning authority in support of the said application, at least in principle?
- If the council is not prepared to do this, will the parish council, in its capacity as landowner, therefore now specify in detail what its requirements would be as to the size, design and layout of any new community hall, which is to be erected on the above-mentioned site, so that the same is acceptable to the parish council?
- For information:
- The Planning Committee objected to this application on the following grounds:
- The proposed plan encroaches on the existing car park and reduces the number of parking spaces below the minimum number that was required when consent for the car park was originally given.
 - The proposed site is within a Conservation area whereas the application stated it was outside the Conservation area.

- The proposed building is too big for the site and for the use intended.
- The proposed building does not meet community needs, having an inappropriate balance of smaller meeting rooms and large hall.

The Council is asked to consider KCA's requests, noting that it cannot overturn the comments of the Planning Committee.

20 Accounts for payment

To agree the accounts for payment; a list will be available at the meeting.