

Kelvedon Parish Council

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

25 May 2010

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45 pm on Tuesday 1 June 2010 in the Council Chamber, to transact the business shown in the agenda.

The press and public are welcome to be present.



Louise R Fuller
Clerk

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Confirmation of Minutes**
To confirm the minutes of the meeting held on 4 May 2010.
- 3 Declarations of Interest**
Councillors to declare any personal and/or prejudicial interest in any items on the agenda.
- 4 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.
- 5 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.
- 6 Reports from Committees**
To receive reports from committees.
 - 6.1 Planning**
Report of meetings held on 26 April & 10 May 2010; minutes have been circulated.
 - 6.2 Recreation**
 - 6.2.1** Next meeting is at 7pm on Monday 14 June 2010.
 - 6.3.2** Youth Forum: to receive any report from the Youth Forum.
 - 6.3.3 Kelvedon Music Festival**
The police are holding a Safety Advisory Group meeting at 11 a.m. on June 16 2010 to discuss the Music Festival, and have invited a representative from the parish council to attend. The council is asked to nominate a representative.
 - 6.4 Finance**
Meeting on 25 May 2010; minutes not yet available.

6.5 Environment

Next meeting is at 7pm on Thursday 3 June 2010.

7 Police Report

To receive a report from PC Simon Hull.

8 To receive reports from representatives on outside organisations

- 8.1 Tripartite Group
- 8.2 Kelvedon Community Association
- 8.3 Kelvedon in Bloom
- 8.4 Brockwell Group
- 8.5 RCCE
- 8.6 Witham Local Area Committee
- 8.7 Kelvedon Institute
- 8.8 Any other outside bodies

9 Correspondence, and items from EALC

For information: various items of correspondence, and the mailing from EALC, will be available for circulation.

10 Highways, Transport and Road Safety matters

10.1 To receive any reports on highways and road safety matters.

10.2 Pedestrian Crossing – High Street

Cllr Mrs Hill will report on the results of the survey of residents' views of the siting of a possible pedestrian crossing/refuge, taken at the Annual Parish Assembly.

The ECC Highways Community Initiatives Fund has been terminated for future applications. It had been hoped that an application to the fund could be made to finance the crossing. However ECC suggests that the parish council proceeds with determining a favoured site so that if funds become available from another source the information is there waiting to go.

11 Community Safety and Health

- 11.1 Report from the Community Warden.
- 11.2 Any other reports on community safety and health.

12 Accounts – Annual Return 2009/10

The council is required to approve the Annual Return for the financial year 2009/10. The Finance Committee has considered the Annual Return. It recommends approval of Section 1, the Statement of Accounts, and considers that the council is able to answer "yes" to questions 1-8 in Section 2, the Annual Governance Statement.

The internal audit report (Section 4) has not been completed at the time of writing but this is not a requirement prior to approving the annual return.

13 Boundary between High Street car park and Kelvedon House

The chairman and the clerk met with the Chief Executive of Autism Anglia to discuss this matter. The chairman explained that the council was most unlikely to be in a financial position to build a wall as AA had hoped it would. The Chief Executive explained how AA had had metal gates custom-built in expectation that the wall would be built. He understood the council's position and asked if the council had any suggestions as to a way forward or how the gates might be disposed of, and hopefully recoup some of the cost of purchasing them.

14 Members' Allowances

The clerk has been asked to put this item on the agenda for an exploratory discussion.

In January 2004 the council agreed a scheme of members' allowances which enabled reimbursement of travel and subsistence costs.

The legislation allows for a payment of Basic Parish Allowance to be made to all elected councillors (it may not be paid to co-opted councillors). The allowance is intended to help defray some of the costs of being a councillor such as telephones, stationery etc. The amount is set by the parish council "having regard to" recommendations of the Remuneration Panel of Braintree District Council. Councillors may choose to forgo the allowance.

The council is asked if in principle it would like to pay parish basic allowance and if it wishes the clerk to work on drawing up a formal scheme.

The budget for members' expenses in 2010/11 is £100.

15 Future events

A list will be available at the meeting; councillors may be asked to agree attendances or other action.

16 Accounts for payment

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

Councillors are reminded of the need to declare a prejudicial interest in any of the accounts for payment if relevant and to act accordingly.

17 Exclusion of Press and Public

The Council is asked to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to the council's property affairs.

18 Land at The Chase to the playing field

See attached confidential report on blue paper.