

Kelvedon Parish Council

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

28 June 2010

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45 pm on Tuesday 6 July 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 1 June 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 24 May & 21 June 2010; minutes have been circulated.
 - 6.2 Recreation**
 - 6.2.1** The meeting due to take place on Monday 14 June 2010 was postponed as it would have been inquorate. A new date needs to be arranged.
 - 6.2.2** Youth Forum: to receive any report from the Youth Forum.
 - 6.3 Finance**
 - 6.3.1** Report of meeting held on 25 May 2010; minutes have been circulated.
 - 6.3.2 Minutes of Personnel Sub-Committees**
As these are held on an ad hoc basis rather than regularly, it is possible for there to be a long gap before minutes can be confirmed.

As all the members are the same as on the parent committee, Finance, it is suggested that the procedure should be that minutes are confirmed by the next meeting of the Finance Committee.

6.3.3 Meetings of Personnel Sub-Committee – 28 May 2009 & 15 June 2010

See final agenda item.

6.4 Environment

6.4.1 Report of meeting held on Thursday 3 June 2010; minutes have been circulated.

6.4.2 Grant to Kelvedon in Bloom

This matter could not be decided by the committee as it was rendered inquorate by members declaring prejudicial interests.

Kelvedon in Bloom has requested a grant of £700 for the year 2010/11, to be held in the council's accounts until required.

Power: LGA 1972 s144

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 To consider the state of the Riverside estate roads (ref. Cllr Colborn).

11 Community Safety and Health

11.1 Braintree District Council has informed the parish council that it will no longer be sending reports from the Community Warden as the role does not now exist.

11.2 Any other reports on community safety and health.

12 Future events

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

13 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.

14 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 employment matters.

15 Personnel Sub-Committees

15.1 Meeting held on 28 April 2009

The minutes of the Personnel Sub-Committee held on 28 April 2009 have not been formally confirmed although they were circulated at the time and reported to the Council meeting on 2 June 2009. The Council is asked to confirm the minutes of the meeting held on 28 April 2009.

15.2 Meeting held on 15 June 2010

15.2.1 As it is a current matter (and depending on the decision made at 6.4.2), rather than wait for the next meeting of the Finance Committee, the Council is asked to approve the minutes of the meeting held on 15 June 2010.

15.2.2 Appointment of new Clerk and of Responsible Financial Officer

To agree the recommendations of the Personnel Sub-Committee in minute nos. PS 5 & 6.3/2010-11.