

Kelvedon Parish Council

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

21 December 2011




Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45pm on Tuesday 3 January 2012 in the Council Chamber, to transact the business shown in the agenda.

The public and press are welcome to be present.

Chirag Thakrar
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 Council meeting held on 6 December 2011.
- 3 Declarations of Interest**
Councillors to declare any personal 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**
 - 6.1 Planning**
Report of meeting held on 12 December; minutes have been circulated.
 - 6.2 Recreation**
 - 6.2.1 Kelvedon Institute** 
The Institute's fund raising group 'Friends of the Institute' has requested permission to hold a 'Do It Yourself' Barbecue on the Council's grass area (to the rear of the Institute) in celebration of the Jubilee weekend (3 June 2012).
 - 6.2.2 Youth Forum Grant** 
A request has been received from the Youth Forum to transfer its grant for 2011/2012 from the Council's balances to an earmarked reserve if not spent in the financial year.



6.3 Finance

6.3.1 Personnel Sub-Committee

6.3.1.1 Parish Amenity and Maintenance Warden

The Chairman of the Finance Committee and the Environment Committee will report on their investigations into how the duties will be carried out in future.

6.4 Environment

6.4.1 Winter Salt Bag Partnership 

A copy of the Winter Plan and Risk Assessment form has been circulated and the resulting completed form is in the correspondence file. The Council is now asked to consider how it wishes to draw up the Risk Assessment plan.

6.4.2 Request for financial assistance 

Kelvedon United Reform Church has requested assistance toward the cost of graveyard maintenance. The URC has incurred costs of £475.74 this year. The budgetary provision for the URC is £250.

7 Police Report



To receive a report from PC Simon Hull – see correspondence in file.

8 Budget and precept for 2012/13

Further to the financial information presented at the last meeting, and subject to the outcome of the investigations about the methods of carrying out the jobs performed by the PAMW after his retirement, the council is asked to determine its precept for 2012/13.

9 To receive reports from representatives on outside organisations

- 9.1 Tripartite Group
- 9.2 Kelvedon Community Association
- 9.3 Kelvedon in Bloom/Brockwell Group
- 9.4 RCCE
- 9.5 Kelvedon Institute
- 9.6 Any other outside bodies

10 Correspondence, and items from EALC



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

11 Highways and Road Safety matters

To receive any reports on highways and road safety matters.

11.1 Rivenhall HGV's 

Cllrs Dossett and Dixon have arranged to meet Cllr Abbott about the proposed weight restrictions.

12 Community Safety and Health

To receive any other reports on community safety and health.

13 Accounts for Payment 

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



