

Kelvedon Parish Council

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

25 January 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on Tuesday 2 February 2016 in the Council Chamber, to transact the business shown in the agenda.

Members are reminded to declare any personal or prejudicial interests as they arise on the Agenda.

The public and press are welcome to be present.

Mrs S Green
Clerk's Assistant

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 of the Full Council meeting held on 5 January 2016.
- 3 Declarations of Interest**
- 4 County Councillor, District Councillor(s) and Police Reports/village policing**
- 5 Public Discussion**
The Public are invited to discuss issues within Kelvedon – **3 minutes maximum each person**. Meeting to be adjourned if discussion takes place.
- 6 Clerk's Reports**
None.
- 7 Councillor resignation/vacancies**
Council to agree process.
- 8 Swan Street**
Cllr Lancashire to report on meeting held on 29 January.
- 9 Allotments**
Update on condition of track (Clerk's Assistant)
- 10 Christmas Lights 2016 (Cllr Dixon to report)**

- 11 **Office IT (Clerk's Assistant to report)**
- 12 **Items unsuitable for landfill**
Cllrs to consider request for provision of bin for the disposal of small electrical items etc.
- 13 **Reports from Committees**
 - 13.1 **Planning**
 - 13.1.1 **Planning**
December meeting – confirmed minutes have been circulated.
January meeting – draft minutes have been circulated. Next meeting due to be held on 8 February 2016.
 - 13.2 **Finance**
 - 13.2.1 **Finance**
Next meeting to be held 9 March 2016.
 - 13.2.2 **Grant applications for 2016-17 amounts to be ratified following Finance Committee's recommendations.**
 - 13.2.3 **Internal Audit of Finances**
Cllr nomination required.
 - 13.3 **Personnel Sub-Committee**
 - 13.3.1 Next meeting to be held 9 March 2016.
 - 13.4 **General Purpose Committee**
 - 13.4.1 January meeting – draft minutes have been circulated. Next meeting due to be held on 16 March 2016.
 - 13.4.1 Council to ratify committee's recommendations in respect of use of potential S106 monies for new multi-gym and toddler play area equipment on the recreation ground
- 14 **Regular items/reports from working parties**
 - 14.1 **Neighbourhood Plan** – Cllrs Blackwell & Martin
 - 14.2 **IWMF** – Cllrs Holmes, Hooper, Lancashire & Martin
 - 14.3 **High Street Car Park** – Cllrs Hooper, Lancashire, Minns & Pilbeam
 - 14.4 **Blackwater Aggregates** – Cllr nominee required
 - 14.5 **BALC** – Cllrs Buttery & Martin
 - 14.6 **5 Year Plan** – Cllr Lancashire
- 15 **To receive written reports from representatives on outside organisations**
 - 15.1 **Youth Forum – update.**
- 16 **Correspondence and items from EALC**
- 17 **Highways and Road Safety matters**
 - 17.1 Highways England: Area 6 & 8 Cycle Schemes – A12 Witham to Marks Tey (refer correspondence file).
 - 17.2 Invitation to join A120 Community Forum
- 18 **Facebook/Twitter update – report from Cllr Hooper**
- 19 **Accounts for payment**
To agree the accounts for payment; a list will be available at the meeting.
- 20 **Items for March Agenda**
Cllrs are invited to submit items for inclusion on the agenda by 19 February.
- 21 **Date of next planned Full Council meeting**
Tuesday 1 March 2016 at 7.30 pm.

22 Vote on Private Session

Exclusion of Press & Public

The Council agreed 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 staffing matters.

Appointment of Clerk

Council to ratify Clerk appointment following panel's recommendations.