

Kelvedon Parish Council

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

29 March 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on Tuesday 5 April 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.

Philippa Potter
Parish Clerk

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Co-option of Councillors (2)**
- 3 Confirmation of minutes**
To confirm the minutes of the meeting of the Full Council meeting held on 1 March 2016.
- 4 Declarations of Interest**
- 5 County Councillor, District Councillor(s) and Police Reports**
- 6 Public Discussion**
The Public are invited to discuss issues within Kelvedon – **3 minutes maximum each person**. Meeting to be adjourned if discussion takes place.
- 7 Clerk's Reports**
- 8 Formation of Neighbourhood Plan Committee**
Council to agree to the legal requirement for the formation of a Neighbourhood Plan committee and nominate a minimum of 3 Councillors to sit on the committee.
- 9 Parish Council Committee Structure for 2016-17**
- 10 BDC Street Scene Agreement for 2016-17**
Council to agree to continuation of agreement.

- 11 Approval of Clerk training**
Council to approve attendance of Clerk on following courses:
June 7 – General Power of Competence (£16.67)
July 13 – HR: Lone working & performance appraisal (£50)
July 14 – Budget & Precept (£16.67)
Oct 13 – Council Finance (£16.67)
- 12 Friends' of Kelvedon Institute – Garage sale trail 23 May 2016**
Council to consider request to use small area of public car park up to 1 pm.
- 13 Allotments**
Council to note recent spate of shed thefts – Police aware.
Concern expressed to Council regarding dog walkers using allotment site as thoroughfare for dog walking (entrance being gained via broken fence in far left hand corner of site).
- 14 Transport meetings – Cllr Minns to update**
- 15 Reports from Committees**
- 15.1 Planning**
- 15.1.1 Planning**
February meeting – confirmed minutes have been circulated.
March meeting – draft minutes have been circulated. Next meeting due to be held on 11 April 2016.
- 15.2 Finance**
- 15.2.1 Finance**
March meeting – draft minutes not yet circulated.
Next meeting to be held 15 June 2016.
- Payroll**
Council to confirm their agreement to the outsourcing of the staff payroll via Whiffen & Co (Kelvedon) and to confirm their agreement to the payment of staff using BACS (via Barclays Bank).
- St Mary's Church – grant request (2016-17)**
Council to approve £675 grant request for St Mary's Church following Finance Committee's recommendation.
- 15.3 Personnel Sub-Committee**
- 15.3.1** March meeting – draft minutes not yet circulated.
Next meeting to be held 15 June 2016.
- 15.4 General Purpose Committee**
- 15.4.1** March meeting – draft minutes not yet circulated.
Next meeting – date to be arranged at Annual Meeting of Council in May.
- 16 Regular items/reports from working parties**
- 16.1 Neighbourhood Plan** – Cllrs Blackwell & Martin
16.2 IWMF – Cllrs Hooper, Lancashire & Martin
16.3 High Street Car Park – Cllrs Hooper, Lancashire, Minns & Pilbeam
16.4 Blackwater Aggregates
16.5 BALC – Cllrs Buttery & Martin
16.6 5 Year Plan – Cllr Lancashire
16.7 A120 Community Forum
- 17 To receive written reports from representatives on outside organisations**

- 18 Correspondence and items from EALC**
- 19 Highways and Road Safety matters**
- 20 Facebook/Twitter update – report from Cllr Hooper**
- 21 Accounts for payment**
To agree the accounts for payment; a list will be available at the meeting.
- 22 Items for May Agenda**
Cllrs are invited to submit items for inclusion on the agenda by 21 April.
- 23 Date of next planned Full Council meeting**
Tuesday 3 May 2016 at 7.30 pm (Annual Meeting of the Parish Council).