

Kelvedon Parish Council

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

27 April 2016

Dear Councillor

Members of the Council are summoned to attend the Annual Meeting of the Council at 7.30 pm on **Tuesday 3 May 2016** in the Council Chamber, to transact the business shown in the agenda.

Members are reminded to declare any disclosable pecuniary or non-pecuniary interests at Item 4/16-17, or 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

- 1/16-17 Election of Chairperson for 2016/17**
To elect the Chairperson of the Council for 2016/17, and for the new Chairperson to execute the Declaration of Acceptance of Office.
- 2/16-17 Appointment of Vice Chairperson for 2016/17**
To appoint the Vice Chairperson of the Council for 2016/17.
- 3/16-17 Apologies for Absence**
To receive any apologies for absence.
- 4/16-17 Declarations of Interest**
- 5/16-17 Confirmation of Minutes**
To confirm the minutes of the full Council meeting held on 5 April 2016 and to confirm the minutes of the Extraordinary meeting of the Council held on 9 March 2016.
- 6/16-17 County Councillor, District Councillor(s) and Police Reports**
- 7/16-17 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 8/16-17 Clerk's Reports**
- 9/16-17 Review of Appointment of Representatives on Outside Bodies**
A list of bodies on which Council representatives sit has been circulated, for review.
- 10/16-17 Review of Committees and Sub-Committees**
10.1 Review of delegation arrangements and terms of reference.

- 10.2** To appoint members to the following committees and sub-committees. The Chairman and Vice Chairman of the Council are ex-officio members of all committees and sub-committees.

Committees:

1. Finance
2. Planning
3. General Purpose (recreation & environment)
4. Neighbourhood Plan

Sub-committees:

1. Christmas Lights
2. Personnel
3. PAMW

Lead Councillors:

1. PAMW
2. Allotment Warden
3. Tree Warden
4. Footpaths
5. Website/Social Media

11/16-17 Meeting Dates 2016-17

Council to agree/confirm proposed dates (list previously circulated).

12/16-17 Review of Standing Orders

To review the Standing Orders and make any appropriate amendments.

13/16-17 Review of Financial Regulations and Internal Control

13.1 Review of Financial Regulations

To undertake a general review and to note amendments made following changes in legislation.

13.2 Review of Risk Register and Internal Financial Control

13.3 Council to agree/confirm four cheque signatories

2015-16 signatories are Cllrs Anderson, Blackwell, Dixon & Minns

14/16-17 Approval of Accounts 2015/16

- 14.1 Annual Governance Statement
- 14.2 Accounting Statement

15/16-17 Review of Asset Register

To review the updated Asset Register and make any necessary amendments.

16/16-17 Review of Insurance Policies

16.1 Motor Vehicle Insurance Renewal

16.2 Parish Council Insurance Renewal

17/16-17 Reports from Committees

17.1 Planning

- 17.1.1** March meeting, confirmed minutes have been circulated. April meeting – draft minutes have been circulated. Next meeting due to be held 16 May 2016.

17.1.2 Application no: 16/00584/CLPLB – Application for a certificate of Lawfulness of Proposed Works to a Listed Building – Conversion of barn within curtilage of a listed building to living annexe

The Greys, Maldon Road

Council to consider and comment on proposal (item was placed on April planning agenda, but BDC website was not showing any documents/plans at the time to allow consideration).

17.2 Finance

17.2.1 Next meeting due to be held 15 June 2016.

17.2.2 Council to consider cost of re-installing existing Safe Scan Machine for time and attendance. Costs in the region of £160 + vat for call out and labour involved.

17.3 Personnel sub-committee

17.3.1 Next meeting due to be held 15 June 2016.

17.4 General Purpose Committee

17.4.1 Next meeting date to be arranged.

17.4.2 Christmas Lights

17.4.3 Use of recreation ground (1)

Kelvedon St Mary's School PTFA have made a request to KPC, in principle and subject to terms, to use the recreation ground in November 2016 for their annual firework display. Building works at the school may prevent the display being held in its usual location.

17.4.4 Use of recreation ground (2)

Kelvedon URC have requested permission from KPC to use the recreation ground for 'Praise in the Park' on Sunday 10 July between 3-5 pm. The event was first held in 2013 but had to be cancelled in 2014 due to bad weather.

17.5 Neighbourhood Plan Committee

17.5.1 Next meeting date to be arranged.

17.5.2 Council to agree expenditure from budget of £640 for printing of household survey literature.

18/16-17 Regular items/reports from working parties

Cllr nominations required to sit on the following working parties.

18.1 IWMF

18.2 High Street Car Park

18.3 Blackwater Aggregates

18.4 BALC

18.5 5 Year Plan

18.6 A120 Community Forum

19/16-17 To receive written reports from representatives on outside organisations

20/16-17 Correspondence, and items from EALC

21/16-17 Highways & road safety matters

22/16-17 Facebook/Twitter Update – Report from Cllr Hooper

23/16-17 Accounts for payment

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