

# Kelvedon Parish Council

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

30 June 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on **Tuesday 5 July 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 50/16-17, or as they arise on the Agenda.

The public and press are welcome to be present.

*Philippa Potter*  
Parish Clerk

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## A G E N D A

- 49/16-17 Apologies for Absence**  
To receive any apologies for absence.
- 50/16-17 Declarations of Interest**
- 51/16-17 Confirmation of Minutes**  
To confirm the minutes of the full Council meeting held on 7 June 2016 and to confirm the minutes of the Extraordinary meeting of the Council held on 23 May 2016.
- 52/16-17 County Councillor, District Councillor(s) and Police Reports**
- 53/16-17 Public Discussion**  
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 54/16-17 Clerk Reports**
- General report
  - Finance report
- 55/16-17 Internal Audit report**
- 56/16-17 Accounting Statements 2015-16 (revision)**
- 57/16-17 Adoption of Standing Orders**
- 58/16-17 Cheque signatories**  
Council to nominate replacement cheque signatory for Cllr Lancashire as other Council commitments mean he is unable to take on this role.
- 59/16-17 General Power of Competence**  
Council to resolve to invoke the General Power of Competence.

- 60/16-17 High Street Car Park**  
Council to give consideration to purchase of new machine (estimate £2,800).
- 61/16-17 BDC Local Plan & Neighbourhood Plan (regular item)**
  - Councillors to finalise arrangements for the Public Meeting on 19 July 2016.
- 62/16-17 Outside light on 1 Spurgeon Place**  
Council to note light has now been repaired. Consideration to be given to increasing annual payment to tenant (to cover electricity used for light) from £10 pa to £18 pa in line with recommendation from electrician.
- 63/16-17 Kelvedon Community Festival**  
Council to agree to the use of the recreation ground on Saturday 16 July for the festival.
- 64/16-17 Road naming – site off Church Road**
- 65/16-17 Winter salt bag scheme**
- 66/16-17 Consideration of purchase of office laptop/projector**  
Laptop quote from Kelvedon IT with full set up and installation - £380 + vat (Currys £329).  
Projector quotations ranging from £184 - £270.
- 67/16-17 Long service certificates for former Councillors**  
Quotation from BDC graphics department for certificate and framing – approx. £50 each.
- 68/16-17 Packhorse Bridge**  
Parish Council to give consideration to designating area as either Open Space or Nature Reserve in line with Feering PC (correspondence previously circulated).
- 69/16-17 Allotment Lease**  
Council to agree to the increase in rent proposed by Strutt & Parker, from £925pa to £1,100pa, wef September 2016.
- 70/16-17 Delegation of powers to Committees (Chairman to report)**
- 71/16-17 Reports from Committees**
- 71.1 Planning**
- 71.1.1** May meeting, confirmed minutes have been circulated. June meeting – draft minutes not yet circulated. Next meeting due to be held 18 July 2016.
- 71.2 Finance**
- 71.2.1** Next meeting due to be held 14 September 2016.
- 71.3 Personnel sub-committee**
- 71.3.1** Next meeting due to be held 14 September 2016.
- 71.4 General Purpose Committee**
- 71.4.1** Next meeting due to be held 21 July 2016.
- 71.5 Neighbourhood Plan Committee**
- 71.5.1** Next meeting date to be agreed.
- 71.5.1** June meeting, draft minutes not yet circulated.

- 72/16-17 Regular items/reports from working parties**
- 72.1 IWMF (Hooper, Lancashire, Martin)**
  - 72.2 High Street Car Park (Anderson, Lancashire, MInns)**
  - 72.3 Blackwater Aggregates (Lancashire)**
  - 72.4 BALC (Buttery)**
  - 72.5 5 Year Plan (L Humpington, Lancashire)**
  - 72.6 A120 Community Forum (any available Cllr)**
- 73/16-17 To receive written reports from representatives on outside organisations**
- 73.1** Following Cllr Dixon's resignation, Councillors to give consideration to nominating a Cllr to attend future meetings.
- 74/16-17 Correspondence, and items from EALC**
- 75/16-17 Highways & road safety matters**
- 76/16-17 Facebook/Twitter Update – Report from Cllr Hooper**
- 77/16-17 Accounts for payment**  
To agree the accounts for payment; a list will be available at the meeting.