

# Kelvedon Parish Council

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

24 October 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on **Tuesday 1 November 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 136/16-17, 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

- 135/16-17 Apologies for Absence**  
To receive any apologies for absence.
- 136/16-17 Declarations of Interest**
- 137/16-17 Confirmation of Minutes**  
To confirm the minutes of the full Council meeting held on 4 October, the Extraordinary Meeting of the Council held on 17 October and the Planning Meeting held on 17 October 2016.
- 138/16-17 County Councillor, District Councillor(s) and Police Reports**
- 139/16-17 Public Discussion**  
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 140/16-17 Clerk Reports**
- General report
  - Finance report (to include Conclusion of External Audit)
- 141/16-17 Councillor Vacancy**  
To agree way forward (including possibility of co-option).
- 142/16-17 Formation of committee/sub-committee for Asset Management**  
To establish committee members and set date for first meeting.
- 143/16-17 Consideration to be given to possible refurbishment of PAMW garage**  
To decide whether to refurbish the existing garage, rather than obtaining a new container.
- 144/16-17 Car Park Machine**  
To discuss the purchase of a new ticket machine.

- 145/16-17 Community First Responders**  
To discuss a request for donation for purchase of portable equipment.
- 146/16-17 Procedure for KPC Policy review and implementation**
- 147/16-17 Reports from Committees**
- 147.1 Planning**
    - 147.1.1** September meeting, draft minutes have been circulated.  
October meeting – draft minutes have been circulated. Next meeting due to be held 21 November 2016.
  - 147.2 Finance**
    - 147.2.1** Next meeting due to be held 14 December 2016.
    - 147.2.2 Bank accounts/on-line Banking**  
To agree way forward.
  - 147.3 Personnel sub-committee**
    - 147.3.1** Next meeting due to be held 14 December 2016.
  - 147.4 General Purpose Committee**
    - 147.4.1** Next meeting due to be held 2 November 2016.
  - 147.5 Neighbourhood Plan Committee**
    - 147.5.1** Next meeting date not yet decided.
- 148/16-17 Regular items/reports from working parties**
- 148.1 IWMF (Hooper, Lancashire, Martin)**
  - 148.2 High Street Car Park (Anderson, Lancashire, Minns)**
  - 148.3 Blackwater Aggregates (Lancashire)**
  - 148.4 BALC (Buttery)**
  - 148.5 5 Year Plan (L Humpington, Lancashire)**
  - 148.6 A120/A12 Community Forum (any available Cllr)**
  - 148.7 Brockwell Meadow (Pilbeam)**
  - 148.8 Tree Warden (Pilbeam)**  
To discuss contracting further work to trees.
- 149/16-17 To receive written reports from representatives on outside organisations**
- 150/16-17 Correspondence, and items from EALC**
- 151/16-17 Highways & road safety matters**
- 151.1 ECC Transport Representatives Meeting – October**  
Cllr Minns to report.
- 152/16-17 Facebook/Twitter Update – Report from Cllr Hooper**
- 153/16-17 Accounts for payment**  
To agree the accounts for payment; a list will be available at the meeting.