

Kelvedon Parish Council

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

28 November 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on **Tuesday 6 December 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 156/16-17, 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

- 154/16-17 Apologies for Absence**
To receive any apologies for absence.
- 155/16-17 Co-option of new Councillor**
- 156/16-17 Declarations of Interest**
- 157/16-17 Confirmation of Minutes**
To confirm the minutes of the full Council meeting held on 1 November.
- 158/16-17 County Councillor, District Councillor(s) and Police Reports**
- 159/16-17 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 160/16-17 Essex Youth Services**
- 161/16-17 Clerk Reports**
- General report
 - Finance report
 - 1/4ly finance check (Cllr Lancashire)
- 162/16-17 Recording of Council Meetings**
Clerk to report.
- 163/16-17 On-line banking**
To agree to implement online banking & which signatories to register.
- 164/16-17 Pensioners' Piece – road traffic accident**
Council to agree way forward for repairs to bollards, pavers, planting.
- 165/16-17 Allotments**
165.1 Meeting of allotment tenants – 15 November 2016

- Update from Cllr Pilbeam
- 165.2 Allotment Association**
- Council to consider request for formation.
 - If agreed, KPC to consider providing funding to cover hire of meeting rooms.
- 166/16-17 High Street car park**
- 166.1 Charges to be agreed**
(refer to November minutes)
- 166.2 Ticket machine**
- 166.3 Access issues**
- 167/16-17 Electricity contract – Pavilion**
To agree new contract.
- 168/16-17 Kelvedon Community Festival**
Council to consider request from KCF to use the recreation ground on Saturday 15 July 2017 for the music festival.
- 169/16-17 Reports from Committees**
- 169.1 Planning**
- 169.1.1** November meeting, draft minutes have been circulated. Next meeting due to be held 19 December 2016.
- 169.1.2 Land off Coggeshall Road**
The Parish Council have been contacted by the developer involved with the Coggeshall Road sites who wishes to show Councillors details of the planning application they will be submitting in the near future. The Planning Committee asked for a decision on this request to be taken to Full Council in December.
- 169.2 Finance**
- 169.2.1** Next meeting due to be held 14 December 2016.
- 169.2.1 Risk Register**
To agree to adopt current version for 16-17 year.
- 169.3 Personnel sub-committee**
- 169.3.1** Next meeting due to be held 14 December 2016.
- 168.4 General Purpose Committee**
- 169.4.1** November meeting, draft minutes have been circulated. Next meeting due to be held 18 January 2017.
- 169.5 Neighbourhood Plan Committee**
- 169.5.1 Monthly report & update**
- 169.5.2 Terms of Reference**
To be ratified.
- 169.5.3** Next meeting provisionally set for 19 December 2016 (following planning committee).
- 170/16-17 Regular items/reports from working parties**
- 170.1 IWMF (Hooper, Lancashire, Martin)**
- 170.2 High Street Car Park (Lancashire, MInns)**
- 170.3 Blackwater Aggregates (Lancashire)**
- 170.4 BALC (Buttery)**
- 170.5 A120/A12 Community Forum (any available Cllr)**
- 170.6 Brockwell Meadow (Pilbeam)**
- 170.7 Tree Warden (Pilbeam)**
- 171/16-17 To receive written reports from representatives on outside organisations**

172/16-17 Correspondence, and items from EALC

173/16-17 Highways & road safety matters

173.1 Church Hill/Hollow Road/Allotment entrance

Council to give consideration to approaching Local Highways Panel in respect of possible 'Concealed Entrance' signage.

174/16-17 Facebook/Twitter Update – Report from Cllr Hooper

175/16-17 Accounts for payment

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