

Kelvedon Parish Council

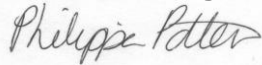
Suite 1, The Old Bank, 63 High Street, Kelvedon, Essex CO5 9AE

The
Annual Parish Council Meeting

will be held on
Tuesday 1 May 2018
at 7.30pm

in the Council Chamber, for the purpose of transacting the business shown in the agenda below.

The public and press are welcome to be present.
Please note that this meeting may be recorded



Clerk
26 April 2018

A G E N D A

- 1/18-19 Election of Chairperson for 2018/19**
To elect the Chairperson of the Council for 2018/19, and for the new Chairperson to execute the Declaration of Acceptance of Office.
- 2/18-19 Appointment of Vice-Chairperson for 2018/19**
To appoint the Vice-Chairperson of the Council for 2018/19.
- 3/18-19 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 4/18-19 Declarations of Interest**
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.
- 5/18-19 Confirmation of Minutes**
- To confirm that the minutes of the meeting held on 10 April 2018 are a true record and be signed accordingly.
 - To provisionally approve the minutes of the Annual Parish Assembly held on 25 April 2018.
- 6/18-19 County Councillor, District Councillor(s) and Police Reports**
- 7/18-19 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**

- 8/18-19 Clerk's Reports**
- General report
 - Finance report
- 9/18-19 Membership of Committees**
To review and agree Committee membership
- 10/18-19 Review of Appointment of Parish Council Representatives**
To review and agree Parish Council representatives.
- 11/18-19 Meeting Dates 2018-19**
Council to agree proposed dates.
- 12/18-19 Review of Insurance Policies**
- 12.1 Parish Council Insurance Renewal
 - 12.2 Vehicle Insurance Renewal
- 13/18-19 Street Cleaning Agreement 2018-19**
To be agreed.
- 14/18-19 General Data Protection Regulations (GDPR)**
To receive a report from the Clerk regarding GDPR compliance.
- 15/18-19 Health & Safety Documents – Working in the Office**
To approve the following documents brought back from the April 2018 meeting:
- Lone Working Policy – as amended
 - Risk Assessment
 - Fire Evacuation Procedure
- 16/18-19 Standing Orders Update**
To agree updated Standing Orders, following some legislative changes.
- 17/18-19 Community Funding**
To agree to approve funding for the following, from the Community Funding budget:
- Kelvedon Festival
 - Kelvedon Institute
- 18/18-19 Children's Society – Council Tax Campaign**
To agree to support the Children's Society's campaign to reduce the Council Tax burden on children leaving care.
- 19/18-19 Reports from Committees**
- 19.1 Planning Committee**
 - 19.1.1** April meeting – draft minutes have been circulated.
Next meeting to be advised.
Planning Application:
18/00616/FUL – 63 Riverside Way
Erection of two storey side/rear extension
 - 19.2 Finance Committee**
 - 19.2.1** March meeting – draft minutes not yet circulated.
Next meeting to be advised.
 - 19.3 Neighbourhood Plan Committee**
 - 19.3.1** Next meeting date to be advised.

19.4 Allotment Committee

19.4.1 Next meeting date to be advised.

19.4 Pavilion Working Party

19.4.1 To meet as and when required.

20/18-19 Environment Reports – Cllr Pilbeam

- Brockwell Meadow
- Tree Warden
- Allotments

21/18-19 Accounts for payment

To agree the accounts for payment.