

Kelvedon Parish Council

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

The next meeting of
Kelvedon Parish Council

will be held on
Tuesday 10 April 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
05 April 2018

A G E N D A

- 199/17-18 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 200/17-18 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.
- 201/17-18 Confirmation of Minutes**
To agree that the minutes of the meeting held on 6 March 2018 are a true record and be signed accordingly.
- 202/17-18 County Councillor and District Councillor Reports**
- 203/17-18 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 204/17-18 Clerk's Reports**
- General report
 - Finance report
- 205/17-18 Integrated Waste Management Facility (IWMF) Rivenhall**
To discuss and agree the Parish Council's stance regarding the IWMF.
- 206/17-18 Health and Safety Documents – Working in the Office**
To review and approve the following documents:
- 206.1** Lone Working Policy
206.2 Risk Assessment – Working in the Office
206.3 Fire Evacuation Procedure

- 207/17-18 Health and Safety Documents – PAMW**
To approve Risk Assessments and Method Statements for grass cutting, spraying and re-fuelling activities.
- 208/17-18 Refill Campaign**
To agree to the Parish Council's participation in this national campaign.
- 209/17-18 CCTV – High Street Car Park**
To agree to purchase a new CCTV camera for the High Street Car Park to replace the broken camera.
- 210/17-18 Grant Application**
To determine the grant application received from the Kelvedon Community Association.
- 211/17-18 Tree Survey**
To agree to undertake tree surveys at the Green and the Recreation Ground.
- 212/17-18 Fees and Charges**
To review and agree the fees and charges for various services.
- 213/17-18 Draft Neighbourhood Plan**
To agree whether to include the following within the Neighbourhood Plan:
- Habitat Survey
 - Brockwell Meadows:
 - Improvements to access/paths
 - Implement a 10-year Management Plan
 - List of non-designated heritage assets
 - Recreation Ground – wording of policy regarding open space improvements.
- 214/17-18 Committees**
- 214.1 Planning**
Minutes of the March Planning Committee have been circulated. The next meeting is scheduled to take place on 16 April 2018.
- 214.2 Finance**
Minutes of the Finance Committee held in March have been circulated. The next meeting is to be advised.
- 214.3 General Purpose Committee**
To be arranged when required.
- 214.4 Neighbourhood Plan Committee**
The minutes of the March Neighbourhood Plan Committee have been circulated. The next meeting is scheduled to take place on 16 April 2018.
- 214.5 Pavilion Working Party**
This working party met in March and will report back to Full Council as and when required.
- 215/17-18 Environment Reports – Cllr Pilbeam**
- Brockwell Meadow
 - Tree Warden
 - Allotments
- 216/17-18 Accounts for payment**
To agree the accounts for payment.

- 217/17-18 Exclusion of the Public & Press**
To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from items 218/17-18 and 219/17-18, to enable the Parish Council to consider commercial interests concerning assets of the Parish Council.
- 218/17-18 Communications/PR Consultant**
To agree to the appointment of a Communications/PR Consultant to assist with communications for the Neighbourhood Plan and Parish Council.
- 219/17-18 Architectural Plans for Recreation Ground**
To agree to proceed with commissioning three overall options for the Recreation Ground, to enable the project to be taken forward and to agree an overall budget based on quotes received.