

Kelvedon Parish Council

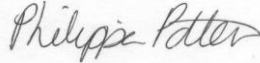
The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

The next meeting of
Kelvedon Parish Council

will be held on
Tuesday 4 July 2017
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
30 June 2017

A G E N D A

52/17-18 Apologies for Absence

Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.

53/17-18 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.

54/17-18 Co-Option of Parish Councillor to Casual Vacancy

To agree to co-opt the candidate recommended by the Council's interview panel, to fill the current casual vacancy.

55/17-18 Confirmation of Minutes

- To agree that the minutes of the meeting held on 6 June 2017 are a true record and can be signed accordingly.
- To agree that the minutes of the Parish Council Meeting held on 21 June 2017 are a true record and can be signed accordingly.
- To provisionally agree that the minutes of the Annual Parish Assembly held on 19 April 2017 are a true record. These will then be held in draft until officially agreed at the Annual Parish Assembly in 2018.

56/17-18 County Councillor, District Councillor(s) and Police Reports

57/17-18 Public Discussion

The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**

58/17-18 Clerk's Reports

- General report
- Finance report:
- Internal Audit Report

59/17-18 RBS Accounting Software

- **Year End Shutdown for 16/17 and Remedial Work to System**

To receive a report from the Clerk regarding the year end shutdown with confirmation of the cost, which was agreed in accordance with Financial Regulation 4.5.

- **Accounts Training**

To agree to training for the Clerk provided by RBS Software Solutions.

60/17-18 Committee Membership

To discuss issues regarding Committee and Sub-Committee meetings, in particular with regard to achieving a quorum, and to agree a way forward.

61/17-18 Playground Inspections

- To agree to implement quarterly Operational Inspections.
- To agree to adopt the Playground Inspection Policy.

62/17-18 Kelvedon Social Football Club

To consider the request by KSFC for a contribution towards toilet cistern repairs, as part of their work to upgrade the facilities to bring the changing areas up to FA requirements.

63/17-18 Recreation Ground Insurance Claim

To receive an update on the current position.

64/17-18 Signage – Brockwell Meadow and the Recreation Ground

To agree to the purchase and installation of tree warning signs at Brockwell Meadow and to signage at the Recreation Ground regarding uneven ground.

65/17-18 Street Furniture and PAMW Equipment

- To agree to purchase and install a replacement bench on the High Street.
- To agree to purchase and install a replacement bench at the Recreation Ground.
- To agree to a way forward regarding the bollards at the High Street car park entrance.
- To agree to the purchase of a leaf blower for the PAMW.

66/17-18 Reports from Committees

66.1 Planning

- June meeting – draft minutes circulated.
- Next meeting to take place on 17 July at 7.30 pm.

66.2 Finance

- March meeting – draft minutes circulated.
- June meeting – this meeting was not held due to not being quorate.
- Next meeting to take place on 13 September at 7.30 pm.

66.3 Personnel sub-committee

- March meeting – draft minutes circulated.
- June meeting – this meeting was not held due to not being quorate.
- Next meeting to take place on 13 September, after the conclusion of the Finance meeting.

66.4 General Purpose Committee

- Next meeting to take place on 24 July.

66.5 Neighbourhood Plan Committee

- Next meeting date to take place on 17 July.

67/17-18 Environment Reports – Cllr Pilbeam

- Brockwell Meadow
- Tree Warden
- Allotments

68/17-18 Accounts for payment

To agree the accounts for payment.

69/17-18 Motion to move the meeting into private session

70/17-18 Exclusion of the Public and Press

To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 71/17-18, to enable the Parish Council to consider commercial interests concerning the negotiation of a leasehold, and from item 72/17-18 to progress confidential staffing matters.

71/17-18 Relocation of Parish Council Office

To agree to proceed with the lease of an office suite, to relocate the Parish Council office to more suitable premises.

72/17-18 Staff pay review

To undertake the staff pay review.