

# Kelvedon Parish Council

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

22 December 2016

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.30 pm on **Tuesday 3 January 2017** 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 177/16-17, or as they arise on the Agenda.

The public and press are welcome to be present.

**Please note that this meeting may be recorded**

*Philippa Potter*

Parish Clerk

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## A G E N D A

- 176/16-17 Apologies for Absence**  
To receive any apologies for absence.
- 177/16-17 Declarations of Interest**
- 178/16-17 Confirmation of Minutes**  
To confirm the minutes of the Full Council meeting held on 6 December.
- 179/16-17 County Councillor, District Councillor(s) and Police Reports**
- 180/16-17 Public Discussion**  
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 181/16-17 Clerk Reports**
- General report
  - Finance report
  - Result of interim audit
- 182/16-17 Draft Budget & Precept for 2017-18**  
To agree budget and set precept.
- 183/16-17 Review of Council charging structure for 2017-18**  
To agree charging structure.
- 184/16-17 Grant requests**  
To determine all grant requests.
- 185/16-17 KPC Banking arrangements – to move deposit accounts**  
To agree the Clerk's recommendations for moving the Parish Council's deposit accounts to separate organisations to ensure maximum protection under the Financial Services Compensation Scheme (FSCS).

- 186/16-17 Purchase of reference books**
- 187/16-17 Lone working Policy**  
To be formally adopted by Council and delegated to the remit of the Personnel sub-committee.
- 188/16-17 To review the membership of Parish Council committees**
- 189/16-17 Annual Parish Assembly 2017**  
**189.1** To confirm date of Wednesday 26 April 2017  
**189.2** To discuss content
- 190/16-17 Recording of Meetings Policy**  
To adopt a Recording of Meetings Policy.
- 191/16-17 Reports from Committees**
- 191.1 Planning**  
**191.1.1** December meeting, draft minutes not yet circulated. Next meeting due to be held 16 January 2017.
- 191.2 Finance**  
**191.2.1** Meeting planned for 14 December did not take place. Next meeting due to be held 15 March 2016.
- 191.3 Personnel sub-committee**  
**191.3.1** Meeting planned for 14 December did not take place. Next meeting due to be held 15 March 2016.
- 191.4 General Purpose Committee**  
**191.4.1** December meeting, draft minutes not yet circulated. Next meeting due to be held 18 January 2017.
- 191.5 Neighbourhood Plan Committee**  
**191.5.1** November minutes not yet circulated.  
**191.5.2 Monthly report & update**  
**191.5.3** Next meeting date to be agreed.
- 192/16-17 Regular items/reports from working parties**  
**192.1** IWMF (Hooper, Lancashire, Martin)  
**192.2** Blackwater Aggregates (Lancashire)  
**192.3** BALC (Buttery)  
**192.4** A120/A12 Community Forum (any available Cllr)  
**192.5** Brockwell Meadow (Pilbeam)  
**192.6** Tree Warden (Pilbeam)
- 193/16-17 To receive written reports from representatives on outside organisations**
- 194/16-17 Correspondence, and items from EALC**
- 195/16-17 Highways & road safety matters**
- 196/16-17 Facebook/Twitter Update – Report from Cllr Hooper**
- 197/16-17 Accounts for payment**  
To agree the accounts for payment; a list will be available at the meeting.