

Kelvedon Parish Council

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

The next
Parish Council Meeting

will be held virtually via Zoom

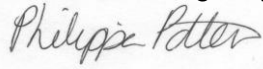
on
Tuesday 16 June 2020
at 8.00pm

for the purpose of transacting the business shown in the agenda below.

The public and press are welcome to be present.

If you wish to be present at the meeting, please email the Clerk by 7.30pm on the day of the meeting, for an invitation

Please note that this meeting may be recorded



Clerk

11 June 2020

AGENDA

- 1/20-21 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 2/20-21 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.
- 3/20-21 Confirmation of Minutes**
To agree the minutes of the meeting held on 3 March 2020.
- 4/20-21 Special Constable Graeme Braby - Report**
- 5/20-21 County Councillor and District Councillor Reports**
- County Cllr Robert Mitchell
 - District Cllrs Jenny Sandum and Paul Thorogood
- 6/20-21 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 7/20-21 Clerk's Reports**
- General report
 - Finance report
- 8/20-21 COVID-19 Stone Snake**
To discuss how to preserve the painted stones created by children in Kelvedon during the COVID-19 pandemic.

- 9/20-21 Telephone Line at the Institute**
To agree to moving the CCTV telephone line across to the Institute who will re-charge KPC at £20 per month.
- 10/20-21 Allotment Car Park and Driveway Surfacing**
Following receipt of further information, to agree to go ahead with the car park and driveway surfacing at the allotment site, to ensure accessibility.
- 11/20-21 Review of Insurance Policies**
To retrospectively agree to the following policies being renewed:
11.1 Parish Council Insurance – premium at £2011.81
11.2 Vehicle Insurance – premium at £698.89
- 12/20-21 Internal Audit Report – 2019/20**
To receive the Internal Audit Report and review the recommendations:
 - Review Scheme of Delegation – this will be undertaken at agenda item 12.
 - To agree to reinstate the Quarterly Internal Financial Checks.
 - Ensure that the Notice of Public Rights is correctly published.
- 13/20-21 Approval of Annual Governance Statement for 2019/20**
To review and approve the Annual Governance Statement.
- 14/20-21 Approval of the Accounting Statements for 2019/20**
To review and approve the Accounting Statements.
- 15/20-21 Scheme of Delegation**
To review the current Scheme of Delegation and make any necessary changes.
- 16/20-21 Planning Committee Scheme of Delegation**
To agree to implement a Scheme of Delegation for the Planning Committee to govern the process of responding to planning applications and planning related matters.
- 17/20-21 Supplementary Risk Assessment RA10(a)**
To agree to adopt the above Risk Assessment, covering the Emptying and Banking of the High Street Car Park Takings, to be in place until COVID-19 restrictions allow reversion to measures under RA10.
- 18/20-21 COVID-19 Workplace Risk Assessment RA16**
To receive and discuss the above Risk Assessment for re-starting work in the Parish Office.
- 19/20-21 Review of Parish Council and Committee Meetings 2020-21**
To look at whether to revert to the planned meetings calendar, or to continue with an ad-hoc system.
- 20/20-21 Committee Membership and Lead Councillors 2020-21**
To review Committee Membership and Lead Councillors for 2020-21.
- 21/20-21 Equality and Diversity Policy**
To agree to adopt this policy.
- 22/20-21 Accounts for payment**
To note and approve the payments made in June.