

# Kelvedon Parish Council

---

**102 HIGH STREET, KELVEDON, ESSEX, CO5 9AA**  
(Opening hours: Mondays 9.30 am – 12.30 pm and see Council Notice board)

Tel: 01376 570285  
www.kelvedon.org.uk  
email: info@kelvedon.org.uk

CLERK  
Mrs J I Hinds

30 May 2007

Dear Sir/Madam,

Notice is hereby given that the next Ordinary Meeting of Kelvedon Parish Council will be held at the Council Chamber on Tuesday 5 June 2007 at 7.45 pm.

The Public and Press are welcome to attend.

Yours faithfully,

J I Hinds (Clerk)

## **AGENDA:**

1. Apologies for absence.
2. Declarations of Interest
3. To approve Minutes of Annual General Meeting (previously circulated) 8 May 2007.
4. Appointments – any outstanding (see list previously circulated)
5. Circulation of Correspondence Files + items from EALC
6. Public Questions. A brief written outline to be submitted via the Clerk before the Meeting.
7. Administration & Statutory Matters
  - a. Revised Model Code of Conduct and Standing Orders. Information & Training.
  - b. BDC Standards Committee – Call for Members.
8. Kelvedon House
9. Financial Matters:
  - a. To approve Financial Statement/Accounts 2006 – 2007.
  - b. Audit Matters
  - c. Date of July meeting
10. Recreational Matters:
  - a. Youth Matters:
    - i) Youth Forum Minutes & Matters Arising.
    - ii) Youth Football – Request for Annual Grant
  - b. Playing Field:
    - i) ROSPA Report
    - ii) Hard Play Area
    - iii) Events on Field
  - c. Date of June meeting.

11. Environmental Matters:
  - a. To receive Minutes of meeting 22 May (previously circulated).
  - b. Any matters arising.
  - c. Brockwell Group Open Day.
12. Reports:
  - a. Tripartite Group – meeting Thursday, 24 May.
  - b. Kelvedon Community Association
  - c. Kelvedon in Bloom – Quiz Night, 8 June.
  - d. Kelvedon Institute
13. Highways and Road Safety Matters
  - a. Witham Traffic Liaison meeting – Tuesday, 5 June. Report.
  - b. Community Speed Watch
  - c. Any other matters
14. EALC and RCCE:
  - a. Correspondence – see separate file on table
  - b. RCCE – official opening of new HQ
15. Community Safety and Health:
  - a. Police Matters:
    - i) Witham Multi-tasking meeting – to arrange attendance at June meeting
    - ii) NAPS meeting – Saturday 16 June
    - iii) Community Warden – report. Survey returned.
  - b. Health Matters: Response re telephone number query.
  - c. Housing Inspections – 27 June Area 2. Petition and letter re Brockwell Lane.
16. Future Meetings/Activities:
  - a. TVVA Distribution of Village Guides
  - b. Christmas Lights – date for meeting.
  - c. Emergency Planning – date for meeting
17. Planning Matters:
  - a. Planning Sub-committee – to report comments submitted
  - b. Planning Applications received
18. Correspondence
19. Payments
20. Future Meetings:
  - a. Ordinary Meeting – Tuesday 3 July 2007
  - b. Any Other Meetings
    - i) Recreation – June to be arranged
    - ii) Footpath Sub-committee – 12 June
    - iii) Finance – July to be arranged
    - iv) Environment – Monday 6 August