

Kelvedon Parish Council

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

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CLERK
Mrs J I Hinds

28 January 2008

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 February 2008 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 Ordinary Meeting 8 January 2008.
4. Circulation of Correspondence Files + items from EALC
5. Public Questions. A brief written outline to be submitted via the Clerk before the Meeting.
6. Kelvedon House:
 - a. Car park – i) Steering Group report; ii) Freedom of Information request.
 - b. Wall/Conservative Club car park update.
 - c. KCA Lease.
7. Appointment of replacement Clerk – arrangements.
8. Annual Parish Assembly – Thursday, 24 April. Speaker?
9. Administration & Statutory Matters
 - a. Marlars Almshouses – replacement nominated Trustee.
 - b. Various BDC/ECC Groups – to consider attendance/representation
 - c. The Chase – rights of way.
 - d. Website – i) TVVA Guide; ii) Neighbourhood Watch
 - e. Consultation on Code of Conduct.
10. Financial Matters:
 - a. New Accounts Package
 - b. Audit Matters
 - c. To arrange date of next Finance meeting
11. Recreational Matters:
 - a. To receive report of meeting Wednesday, 16 January, previously circulated.
 - b. Youth Forum: i) to note date of next meeting: 20 February; ii) play equipment – grant notification; iii) Brockwell Group meeting re Youth Festival.
 - c. Any other recreational matters.
 - d. To note date of next Recreation meeting.

12. Environmental Matters:
 - a. To note date of next meeting – Tuesday, 12 February
 - b. Brockwell Group
 - c. Environmental Audit – reports/actions
 - d. Any other Environment matters
13. Reports:
 - a. Tripartite Group
 - b. Kelvedon Community Association
 - c. Kelvedon in Bloom
 - d. Kelvedon Institute
14. Highways and Road Safety Matters
 - a. Residents' Parking questionnaire
 - b. ECC Consolidated Parking Areas Order
 - c. Witham Traffic Management Liaison Panel – 5 February
15. EALC and RCCE:
 - a. Correspondence – see separate file on table
16. Community Safety and Health:
 - a. Police Matters:
 - i) Witham Multi-tasking meeting – *i)* Report of January meeting; *ii)* to arrange attendance at February meeting (Wednesday 6)
 - ii) Any Other Police Matters
 - iii) Jasmin McDermott – thanks for help with research
 - b. Health Matters – NE Essex PCT 5 yr plan. Comments from Reading Group.
 - c. Housing Inspection – report
17. Meetings:
 - a. Emergency Planning – visit to Coggeshall
 - b. Blackwater Cluster Group. Wednesday, 20 February – Kelvedon Institute
18. Planning Matters:
 - a. Planning Sub-committee – to report comments submitted
 - b. Planning Applications received
 - c. To note dates of 2008 meetings
19. Correspondence
20. Payments
21. Future Meetings:
 - a. Ordinary Meeting – Tuesday 6 March 2008
 - b. Any Other Meetings:

Brockwell Group	Wednesday, 16 April
Environment	Tuesday, 12 February, 8.00 pm
Cluster Group	Wednesday, 20 February – The Institute. Refreshments from 7.15 pm, meeting 7.45 pm
Youth Forum	Wednesday, 20 February, 7.00 pm
Footpath Sub-Committee	Thursday, 21 February
Finance	TBA for April