

# Kelvedon Parish Council

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**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

25 February 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 4 March 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 5 February 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.
7. Appointment of replacement Clerk – arrangements.
8. Annual Parish Assembly – Thursday, 24 April. Arrangements.
9. Administration & Statutory Matters
  - a. Marlers Almshouses – reappointment of Trustee.
  - b. Blackwater Cluster Group – report of meeting
  - c. Chelmsford Cathedral Service for local government – 17 April, 7.30 pm – attendance
  - d. TCN Consultation – NATS leaflet
  - e. Stop Stansted Expansion – invitation to talk
10. Financial Matters:
  - a. New Accounts Package - report
  - b. Audit Matters
  - c. To note date of next Finance meeting – Tuesday, 8 April
11. Recreational Matters
  - a. Youth Forum: i) minutes of meeting 20 February; ii) play equipment – installation arrangements; iii) Brockwell Group meeting re Youth Festival – 16 April.
  - c. Any other recreational matters.
  - d. To note date of next Recreation meeting – Wednesday, 26 March.

12. Environmental Matters:
  - a. To receive minutes of meeting – 12 February
  - b. Brockwell Group report
  - 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 - circulation
  - b. Minutes of Witham Traffic Management Liaison Panel – 5 February
15. EALC and RCCE:
  - a. Correspondence – see separate file on table
  - b. RCCE Rural Services Questionnaire
16. Community Safety and Health:
  - a. Police Matters:
    - i) Witham Multi-tasking meeting – *i)* Report of February meeting; *ii)* to arrange attendance at March meeting (Wednesday 5)
    - ii) Any Other Police Matters
  - b. Health Matters – Surgery telephone number – Cllr Dossett to report.
  - c. Housing Inspection
17. Meetings:
  - a. Emergency Planning – visit to Coggeshall
18. Planning Matters:
  - a. Planning Sub-committee – to report comments submitted
  - b. Planning Applications received
19. Correspondence
20. Payments
21. Future Meetings:
  - a. Ordinary Meeting – Tuesday 1 April 2008
  - b. Any Other Meetings:
 

Recreation	Wednesday, 26 March
Finance	Tuesday, 8 April
Brockwell Group	Wednesday, 16 April
Environment	Tuesday, 13 May
Youth Forum	Wednesday, 30 April
Footpath Sub-Committee	Thursday, 29 May