

# 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

28 May 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 3 June 2008 at 7.45 pm.

The Public and Press are welcome to attend.

Yours faithfully,

J I Hinds (Clerk)

## **AGENDA:**

1. Apologies for absence. Cllrs Mrs Anderson, Mrs Coates, Colborn, Dossett, Hackworth
2. Declarations of Interest
3. To approve Minutes of Annual General Meeting 6 May 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. Progress report.
  - b. Copy letter from Mr Andrew Shortridge/Response Paul Budd (Cllr Raison).
  - c. Freedom of Information request – Mr Ramsden
  - b. Public Bodies (Admission to Meetings Act) 1960. Matters which may be taken in private Session: Wall.
7. New Clerk – Introduction and arrangements for handover.
8. Administration & Statutory Matters
  - a. To consider dates for future committee meetings.
  - b. ECC A12 Consultation.
9. Financial Matters:
  - a. New Accounts Package - recommendations
  - b. Audit Matters – dates for public inspection
  - c. To approve End of Year Financial Statement
  - d. Report of Preliminary Risk Assessment meeting
  - e. To arrange next meeting – July
10. Recreational Matters:
  - a. To arrange next meeting - June
  - b. Youth Forum:
    - i) Play equipment – Official Opening - report
    - ii) Greenfields grants

- c. Best Kept Playing Fields Competition
- d. Any other recreational matters.
- 11. Environmental Matters:
  - a. To receive minutes of meeting Tuesday 13 May, previously circulated.
  - b. Environmental Audit – reports/actions.
  - c. Rivenhall Waste Disposal Public Exhibition.
  - d. Environment Agency – Schedule for Works at Swan Street
  - e. Report of Footpath Sub-committee meeting – 29 May.
  - f. Any other Environment matters
- 12. Reports:
  - a. Tripartite Group
  - b. Kelvedon Community Association
  - c. Kelvedon in Bloom
  - d. Kelvedon Institute
  - e. Brockwell Group – Spring Festival
- 13. Highways and Road Safety Matters
  - a. Witham Traffic Management Liaison Meeting – report.
  - b. Copy letter from Mrs Carol Smee re traffic congestion
- 14. EALC and RCCE:
  - a. Correspondence – in file – note various courses offered.
- 15. Community Safety and Health:
  - a. Police Matters:
    - i) Witham Multi-tasking meeting – i) Report of May meeting; ii) to arrange attendance at June meeting
    - ii) Appointment of Independent members to Essex Police Authority
    - iii) Any Other Police Matters
  - b. Health Matters – Surgery telephone number
  - c. Housing Matters
- 16. Meetings:
  - a. Witham Local Committee – next meeting 15 July
- 17. Planning Matters:
  - a. Planning Sub-committee – to report comments submitted
  - b. Planning Applications received
  - c. Correspondence
- 18. Correspondence
- 19. Payments
- 21. Future Meetings:
  - a. Ordinary Meeting – Tuesday 1 July 2008
  - b. Any Other Meetings:
 

Recreation	tba - June
Finance	tba - July
Youth Forum	30 June