

# Kelvedon Parish Council

The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

30 April 2009

Dear Councillor

Members of the Council are summoned to attend the Annual Meeting of the Council at 7.45 pm on Tuesday 5 May 2009 in the Council Chamber, to transact the business shown in the agenda. The order of the agenda has been set broadly in accordance with Standing Order 13.

The public and press are welcome to be present.



Louise R Fuller  
Clerk

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## A G E N D A

- 1 Election of Chairman for 2009/10**  
To elect the Chairman of the Council for 2009/10, and for the new Chairman to execute the Declaration of Acceptance of Office.  
Nominations received to date: Cllr C Martin.
- 2 Appointment of Vice Chairman for 2009/10**  
To appoint the Vice Chairman of the Council for 2009/10.
- 3 Apologies for Absence**  
To receive any apologies for absence.
- 4 Appointment of Representatives on Outside Bodies**  
A list of bodies on which Council representatives sit has been circulated. Possible additions or deletions will be identified at the meeting.
- 5 Appointment of Committees and Sub-Committees**
  - 5.1** To appoint members to the following committees and sub-committees:
    - i Finance Committee
    - ii Recreation Committee
    - iii Environment Committee
    - iv Planning Committee
    - v Footpath Sub-Committee
    - vi Christmas Lights Sub-Committee
    - vii Emergency Planning Sub-Committee
    - viii Personnel Sub-Committee
    - ix Parks and Maintenance Warden Sub-Committee
    - x Health Reading Group

Note: the Chairman and Vice Chairman of the Council are ex-officio members of all committees and sub-committees.  
A revised list of current memberships is enclosed.

- 5.2** To confirm cheque signatories (currently any two from Cllrs Mrs Anderson, Mrs Coates, Hackworth, Mrs Hill).
- 6 Confirmation of Minutes**  
To confirm the minutes of the meeting held on 7 April 2009.
- 7 Declarations of Interest**
- 7.1** Councillors to declare any personal and/or prejudicial interest in any items on the agenda.
- 7.2 Register of Interests**  
Members are reminded that if there has been any change in their entries in the Register of Interests, they should complete the appropriate form notifying the change and return it to the Clerk. Changes should be notified within 28 days of their occurrence. Any changes which arise from agenda item 4 must be entered on the form.
- 8 Public Questions**  
To receive any questions from members of the public; a brief written outline to have been submitted to the Clerk before the meeting.
- 9 Matters for Report**  
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
- 9.1 Rivenhall Waste Disposal Planning Application**  
At its meeting in October 2008, the Council agreed (min. no. 113.1.3/2008-09) "that the parish council would not be involved in such a [joint working] arrangement although it would welcome a Public Enquiry". A local resident has asked the Council to send a letter, a copy of which has been circulated. The Council is asked if it wishes to take this course of action.
- 10 Reports from Committees**  
To receive reports from committees.
- 10.1 Planning**  
Report of meeting held on 14 April 2009; minutes have been circulated.
- 10.2 Recreation**  
Meeting was held on Tuesday 28 April 2009; minutes not yet available.  
Youth Forum: to receive any report from the Youth Forum.
- 10.3 Finance**  
Next meeting is at 5 p.m. on Monday 1 June 2009.  
**Personnel Sub-Committee**  
Meeting was held on Tuesday 28 April 2009; minutes not yet available.
- 10.4 Environment**  
Next meeting is at 7 p.m. on Monday 1 June 2009.
- 11 Police Report**  
To receive a report from PC John Hallworth.
- 12 To receive reports from representatives on outside organisations**
- 12.1** Tripartite Group  
**12.2** Kelvedon Community Association  
**12.3** Kelvedon in Bloom  
**12.4** Brockwell Group  
**12.5** RCCE  
**12.6** Witham Local Area Committee  
**12.7** Kelvedon Institute

- 12.8** Any other outside bodies
- 13 Correspondence, and items from EALC**
- 13.1** For information: various items of correspondence, and the mailing from EALC, will be available for circulation.
- 13.2** Censorship; Cllr Ezra will report.
- 14 Highways and Road Safety matters**  
To receive any reports on highways and road safety matters.
- 15 Community Safety and Health**
- 15.1** Report from the Community Warden; see letter in correspondence file
- 15.2** Any other reports on community safety and health
- 16 Future events**  
A list will be available at the meeting; councillors may be asked to agree attendances or other action.
- 17 Review of Standing Orders**  
The Council customarily reviews its Standing Orders at the Annual Meeting. It was decided some while ago that a major review was required and it is recommended that this be progressed.
- 18 Annual Parish Assembly**  
To report back from the Annual Parish Assembly held on 23 April 2009.
- 19 Accounts for payment**  
To agree the accounts for payment; a list will be available at the meeting.