

# Kelvedon Parish Council

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

23 February 2010

Dear Councillor

Members of the Council are summoned to attend the meeting of the Council at 7.45 pm on Tuesday 2 March 2010 in the Council Chamber, to transact the business shown in the agenda.

The press and public are welcome to be present.



Louise R Fuller  
Clerk

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## A G E N D A

- 1 Apologies for Absence**  
To receive any apologies for absence.
- 2 Confirmation of Minutes**  
To confirm the minutes of the meeting held on 2 February 2010.
- 3 Declarations of Interest**  
Councillors to declare any personal and/or prejudicial interest in any items on the agenda.
- 4 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.
- 5 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.
- 6 Reports from Committees**  
To receive reports from committees.
  - 6.1 Planning**  
Report of meetings held on 25 January and 8 February 2010; minutes have been circulated.
  - 6.2 Recreation**  
Report of meeting held on Monday 15 February 2010; minutes have been circulated.  
**Grant to Kelvedon Institute**  
An application for payment of a grant in respect of Kelvedon Institute could not be decided due to a declaration of prejudicial interest leading to the meeting becoming inquorate. In fact the application was not in accordance with the agreement made in principle so an alternative application is expected. The Council will be asked to consider the application.  
Power: LGA 1972 s133

Youth Forum: to receive any report from the Youth Forum.

**6.3 Finance**

Meeting on Tuesday 23 February 2010; minutes not yet available.

**6.4 Environment**

**6.4.1 Environment Committee**

Report of meeting held on Monday 15 February 2010; minutes have been circulated.

Allotments: several of the new tenants have requested permission to erect small sheds; the Council is asked to approve these and any others which may be received for the new lettings.

**6.4.2 Emergency Planning Sub Committee**

(i) Report of meeting held on 8 February 2010; minutes have been circulated.

(ii) The local (Kelvedon) Emergency Plan was agreed by the Environment Committee on 15 February 2010 and the Council is now asked to give final approval to the plan. A copy can be seen in the office or members of the sub-committee may be able to assist other councillors to see a copy.

(iii) The Council is also asked to consider arrangements for access to the upstairs council office, which would be required in an emergency situation. At present only the office staff and the caretaker (who also happens to be a councillor) have keys to the office.

(iv) Cllrs Dossett and Mrs Hill would like to attend a Parish Emergency Plans and Community Risk Register Event, organised by Braintree District Council, on 21 April 2010.

**7 Police Report**

To receive a report from PC John Hallworth.

**8 To receive reports from representatives on outside organisations**

- 8.1 Tripartite Group
- 8.2 Kelvedon Community Association
- 8.3 Kelvedon in Bloom
- 8.4 Brockwell Group
- 8.5 RCCE
- 8.6 Witham Local Area Committee
- 8.7 Kelvedon Institute
- 8.8 Any other outside bodies

**9 Correspondence, and items from EALC**

For information: various items of correspondence, and the mailing from EALC, will be available for circulation.

**10 Highways, Transport and Road Safety matters**

To receive any reports on highways and road safety matters.

**11 Community Safety and Health**

- 11.1 Report from the Community Warden.
- 11.2 Any other reports on community safety and health.

**12 Future events**

A list will be available at the meeting; councillors may be asked to agree attendances or other action.

**13 Accounts for payment**

To agree the accounts for payment; a list will be available at the meeting.

**14 Exclusion of Press and Public**

The Council is asked to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to the council's property and legal affairs.

**15 Packhorse Bridge**

See attached report

**16 Land at The Chase to the Playing Field**

If any further information has been received from the solicitor, the clerk will report it and may ask the Council to agree the terms.