

# 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 August 2007

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 September 2007 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 (previously circulated) 3 July 2007.
4. Co-option to fill vacancy – report and recommendation
5. Circulation of Correspondence Files + items from EALC
6. Public Questions. A brief written outline to be submitted via the Clerk before the Meeting.
7. Administration & Statutory Matters
  - a. To adopt revised Standing Orders in line with revised Model Code of Conduct
  - b. To adopt revised Model Code of Conduct.
  - c. Registers of Interests – Members to pass to Clerk
  - d. To agree to advertise Adoption of Code through BDC joint notice
  - e. 102 High Street: i) Land adjacent to Council Office; ii) Replacement windows
8. Kelvedon House
  - a. To report actions/recommendations
  - b. Wall at Club car park - report
  - c. Any other related matters including Tripartite meetings
  - d. KCA correspondence: i) request re lease; ii) request re sign board
9. Financial Matters:
  - a. To receive report of July meeting
  - b. Any other financial matters
10. Recreational Matters:
  - a. Youth Forum – meetings, grants and activities, including National short-listing
  - b. Other Recreational matters
  - c. To arrange date of September meeting

11. Environmental Matters:
  - a. To receive report of August meeting
  - b. Matters Arising
  - c. Brockwell Meadows – letter from Brockwell Group
  - d. Any other Environmental matters.
12. Reports:
  - a. Tripartite Group – next meeting Thursday, 20 September
  - b. Kelvedon Community Association
  - c. Kelvedon in Bloom - AGM
  - d. Kelvedon Institute
  - e. Kelvedon Festival
  - f. Cluster Group
13. Highways and Road Safety Matters
  - a. Residents' parking scheme - correspondence
  - b. Tiptree B1023 – report of survey received in full
  - c. Any other matters
14. EALC and RCCE:
  - a. Correspondence – see separate file on table
  - b. To report RCCE AGM
  - c. EALC AGM – 19 September - attendance
15. Community Safety and Health:
  - a. Police Matters:
    - i) Witham Multi-tasking meeting – i) Reports of July/August meetings; ii) to arrange attendance at September meeting
    - ii) NAPS meeting – 22 August. Report
    - iii) Community Warden – report
  - b. Health Matters – 0844 telephone numbers
  - c. Housing Inspection dates Autumn/Winter 07/08
16. Future Meetings/Activities:
  - a. Christmas Lights – Report and matters arising.
  - b. Emergency Planning – Report and matters arising
17. Planning Matters:
  - a. Planning Sub-committee – to report comments submitted
  - b. Planning Applications received
18. Correspondence
19. Payments
20. Future Meetings:
  - a. Ordinary Meeting – Tuesday 2 October 2007
  - b. Any Other Meetings
    - i) Finance – October to be arranged
    - ii) Environment – November
    - iii) Recreation – September to be arranged