

# 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)

Tel: 01376 570285  
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CLERK  
Mrs J I Hinds

29 October 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 6 November 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 2 October 2007.
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. Administration & Statutory Matters
  - a. 102 High Street: i) Land adjacent to Council Office; ii) Replacement windows – to note receipt of guarantees.
  - b. Model Code of Conduct – update.
  - c. Marler Almshouses – replacement nominated Trustee.
7. Kelvedon House
  - a. Car park – i) report & recommendations from Steering Group; ii) any other matters.
  - b. Wall - update
8. Financial Matters:
  - a. To note date of next Finance meeting – 26 November
  - b. Any other financial matters
9. Recreational Matters:
  - a. To receive minutes of Recreation meeting – 31 October
  - b. Matters arising
  - c. Progress re installation of play equipment
  - d. Youth Forum – change of date
10. Environmental Matters:
  - a. To receive minutes of Environment meeting – 30 October
  - b. Matters arising: i) Report of meeting with Environment Agency; ii) Report of meeting with Kris Radley; iii) any other matters arising
  - c. Any other Environment matters

11.
  - a. Tripartite Group
  - b. Kelvedon Community Association – letter re annual allocation
  - c. Kelvedon in Bloom
  - d. Kelvedon Institute
12. Highways and Road Safety Matters
  - a. BDC/Witham Local Committee – letter re Residents' Parking
  - b. ECC Highways response to points raised re Liaison meeting
  - c. Any other matters
13. EALC and RCCE:
  - a. Correspondence – see separate file on table
14. Community Safety and Health:
  - a. Police Matters:
    - i) Witham Multi-tasking meeting – *i)* Reports of October/November meetings; *ii)* to arrange attendance at December meeting
    - ii) NAPS meeting Coggeshall 24 October – report
    - iii) Community Warden – report
  - b. Health Matters – 0844 telephone numbers – Cllr Dossett
  - c. Housing Inspections
15. Meetings:
  - a. Christmas Lights – Report and matters arising incl meeting 17 October
  - b. Emergency Planning
  - c. Footpath Committee 18 October – report and matters arising
16. Rotary Club Quiz – 18 October – report
17. Planning Matters:
  - a. Planning Sub-committee – to report comments submitted
  - b. Planning Applications received
  - c. BDC Development Planning – report of meeting with BDC Tuesday 16 October
18. Correspondence
19. Payments
20. Future Meetings:
  - a. Ordinary Meeting – Tuesday 4 December 2007
  - b. Any Other Meetings
    - i) Finance – 26 November