

Kelvedon Parish Council

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

30 April 2008

Dear Sir/Madam,

Notice is hereby given that the Annual General Meeting of Kelvedon Parish Council will be held at the Council Chamber on Tuesday 6 May 2008 at 7.45 pm.

The Public and Press are welcome to attend.

Yours faithfully,

J I Hinds (Clerk)

AGENDA:

1. Election of Chairman and Declaration of Acceptance of Office
2. Apologies for absence.
3. Adoption of Standing Orders
4. Members' Interests:
 - a. Annual review of Register
 - b. Declarations of Interest
5. To approve Minutes of Ordinary Meeting 1 April 2008 – previously circulated.
6. Election of Vice-Chairman
7. Appointments to Committees & Sub-committees (see list previously circulated)
8. Appointments to Outside Bodies (as Item 7)
9. Circulation of Correspondence Files and Items from EALC
10. Public Questions. Brief outline to be submitted to the Clerk before the Meeting.
11. Appointment New Clerk – Public Bodies (Admission to Meeting Act) 1960
Recommended that this Item be taken in Private Session
12. Kelvedon House/Car Park:
 - a. Progress Report – Steering Group
 - b. To consider recommended Charges
 - c. Essex Autistic Society – requested amendments to Agreement plus various works
 - d. Kelvedon Players – request re use grass area
 - e. Wall – Public Bodies (Admission to Meeting Act)1960
May be taken in Private Session
13. Administration and Statutory Matters:
 - a. Braintree District Open Space Audit – consultation document
 - b. BT re Payphone provision – consultation previously circulated
 - c. BDC Homelessness Strategy – consultation previously circulated
 - d. ECC A12 Enquiry – update
 - e. BDC Local Committee Grants – info. re initiative

14. Annual Parish Assembly:
 - a. Report and Matters Arising
 - b. Invitation to Feering APA – 22 May
15. Financial Matters:
 - a. To receive report of meeting – 8 April
 - b. Matters Arising
 - i. To arrange date(s) for Risk Assessment meeting with Internal Auditor
 - ii. Audit 07/08 – dates and arrangements
 - c. To receive End Year Financial Statements etc
16. Recreational Matters:
 - a. To receive report of meeting 14 April
 - b. Matters Arising
 - c. Youth Forum – to receive report of meeting 30 April
 - d. Matters Arising:
 - i. Opening Play Equipment – Saturday 17 May
 - ii. Greenfields Grants
 - e. The Chase – to note receipt of Grant Easement to Georgan Homes
 - f. Kelvedon Free Festival – arrangements re traffic etc
 - g. Any Other Recreational Matters
17. Environmental Matters:
 - a. To note date of next meeting – Tuesday 13 May
 - b. Brockwell Group – report re Spring Festival incl.funding
 - c. Environmental Audit – reports/actions
 - d. Flooding Figures from Feering Parish Council
 - e. D.Cllr.John Elliott re ducks at Swan Street
 - f. Any Other Environment Matters
18. Reports:
 - a. Tripartite Group
 - b. Kelvedon Community Association
 - c. Kelvedon in Bloom
 - d. Parish Website incl. Channel Sweeping Dates
19. Highways and Road Safety Matters
 - a. Residents' Parking questionnaire – report and further action
 - b. Footpath Sub-committee 29 May incl. draft Booklet Kelvedon to Coggeshall
20. EALC and RCCE:
 - a. Correspondence – see separate file on table
 - b. Braintree ALC AGM 14 May
21. Community Safety and Health:
 - a. Police Matters:
 - i) Witham Multi-tasking meeting – i) Report of April meeting; ii) to arrange attendance at May meeting
 - ii) Any Other Police Matters
 - b. Health Matters:
 - i. Surgery telephone number – recent action
 - ii. NE Essex PCT – Launch 5 year Strategy
 - c. Housing Matters
22. Planning Matters:
 - a. Planning Sub-committee – to report comments submitted
 - b. Planning Applications received
 - c. Correspondence – e-planning consultation
23. Correspondence
24. Payments
25. Future Meetings:
 - a. Tuesday 3 June 2008
 - b. Any Other Meetings: