**HEYBRIDGE BASIN PARISH COUNCIL**

**To the members of Heybridge Basin Parish Council**

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **STATUTORY Annual Parish Council Meeting** of Heybridge Basin Parish Council. The meeting will be held at **The Lock Tea room Basin Road, Heybridge Basin, CM9 4RS on Tuesday 16th May 2023 at 7:00pm,** to transact the following business:

**Recording of meetings**

Please note, the Council may be recording any part of this meeting held in open session. Members of the public attending the meeting with a view of speaking are deemed to be giving permission to be included in the recording.

Signed: Gemma Lake Date: 10th May 2023

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **Election of Chair**
2. To elect a chair for the forthcoming year and to receive a signed Declaration of Acceptance of Office.
3. **Election of Vice Chair**
   1. To elect a Vice Chair for the forthcoming and to receive a signed Declaration of Acceptance of Office.
4. **To receive Declaration of Acceptance of Office from all elected members.**
5. **Apologies for Absence.**
6. To receive and accept apologies for absence.
7. **Register of Members Interests**

*Councillors are reminded they need to complete their disclosed interests on the Maldon District Council on-line form if they have not already done so. Clerk reminds councillors that this should be updated whenever Councillors have an update at any time of the year but needs updating at least on an annual basis (usually in May) in order to confirm that all details are up to date.*

1. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

*Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.*

1. **Public Forum (15 minutes)**

Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chair will at their discretion then decide if they are able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

1. **To sign as a correct record the minutes of the full council meeting held on 25th April 2023. (Appendix 1)**
2. **Finance.**
3. To approve
4. Payment requests for April/May 2023 *(schedule to be circulated).*
5. Receipts for April/May 2023 *(schedule to be circulated).*
6. Bank Reconciliation as at 30th April 2023.
7. To consider renewal of membership with the Maldon & Heybridge Heritage Harbour Association at a cost of £20.
8. To reaffirm signatories on the Council’s bank account and review if there is a need for any amendments.
9. To appoint one member as Bank Verifier.
10. **Appointment of Internal Auditor**
11. To confirm that April Skies will continue to provide the Council’s Internal Audit.
12. **Asset Register**
    1. To review the Council’s Asset Register.
13. **Insurance**
14. To consider quotes received for the renewal of the Council’s Insurance Policy and agree any action to be taken.
15. **Appointments of Committees, Working Groups and Representatives**
16. To consider appointments of members to serve on the Personnel Committee (3 minimum) and to approve the Personnel Committee Terms of Reference.
17. To consider the membership of the Daisy Meadow Car Park Working Group and to confirm the continuation of Delegated Authority to the Clerk.
18. To consider the membership of the On-Street Parking Working Group.
19. Any other committee or Working Group as considered appropriate.
20. To appointment one representative each to the following bodies:
21. Maldon and Heybridge Heritage Harbour Association
22. Chelmer Canal Trust
23. Maldon and Blackwater Estuary Coastal Community Team
24. 20’s Plenty for Essex
25. Any other representative as considered appropriate.
26. **Policies and Procedures**
    1. To review and agree to the highlighted amendments to:

* Standing Orders
* Financial Regulations
* Co-Option Policy
* Complaints Policy
  1. To agree to the following policies reviewed by the Clerk:
* Press and Media
* Freedom of Information
* Data Protection
* Code of Conduct
* Risk Assessment
  1. To review and adopt the following:
* Data Retention Policy
* Donation Policy
* Equality and Diversity Policy
* Health and Safety Policy
* Publication Scheme

1. **Action Plan** 
   1. To review the Action Plan and agree any action to be taken.
2. **Grounds Maintenance**
3. To consider the quotes received for the Grounds Maintenance Contract renewal and agree any action to be taken.
4. **DMCP**
5. To receive an update from the Working Group and agree any action to be taken.
6. To consider the quotes received for works to the Leylandii in the access road and agree any action to be taken.
7. **Bench near Bus Shelter**
   1. To consider the quote received to works to the bench and agree any action to be taken.
8. **Planning Applications**
9. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*

**23/00444/WTPO –** Tolcraft 104 Basin Road – Horse Chestnut – Crown reduction by 2.5m

**23/00448/PACUCD** – Leanna House, Lock Hill – Conversion of existing workshop building to 2-bedroomed residential dwelling including internal and external alterations.

1. **Schedule of Meetings 2023/2024**
2. To agree on the dates of Full Parish Council meetings up to and including the next annual meeting of the Parish Council.
3. **Clerk’s Report**
4. Coronation Plaque
5. Timber Yard
6. Clerk’s use of DMCP
7. **Correspondence**
8. To note correspondence received and any actions to be taken.
9. **Local Issues**
10. To note any items of inclusion on the agenda for the next meeting of the Parish Council.

Clerk Contact details: [clerk@heybridgebasinpc.org.uk](mailto:heybridgebasinpc@gmail.com)

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)