**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 **St George’s Community Room, Basin Road, Heybridge Basin, CM9 4RJ on Tuesday 24th May 2022 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: 18th May 2022

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **Election of Chairman**
2. To elect a chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.
3. **Election of Vice Chairman**
4. To elect a Vice Chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.
5. **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 to update their Register of Interest forms regularly.

1. **Chairman’s Welcome**
2. **Apologies for Absence.**
3. To receive and accept apologies for absence
4. **To sign as a correct record the minutes of the full council meeting held on 26th April 2022. (Appendix 1)**
5. **To receive a report from the District and County Councillors for the area on any matters of interest.**
6. **Public Participation (5 minutes)**

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

1. **Schedule of Meetings 2022/2023**
2. To receive a report from the Clerk and consider and approve Schedule of Meetings 2022/2023 up to and including the next Annual Parish meeting of the Council.
3. **Appointments of Committees, Task & Finish Groups and Representatives**
4. To consider appointments of members to serve on the Personnel Committee (3 Council members along with the Chairman of the Parish Council) and to approve the Personnel Committee Terms of Reference.
5. Any other committee as considered appropriate.
6. To consider the appointment of Lead Cllrs for the following:
7. Maldon and Heybridge Heritage Harbour Association
8. Chelmer Canal Trust
9. Maldon and Blackwater Estuary Coastal Community Team
10. Any other representative as considered appropriate.
11. **Annual Internal Audit**
12. To note that the Annual Internal Audit or the 2021/2022 year is currently taking place.
13. To appoint Auditing Solutions Ltd as Auditor for the next 3 years.
14. **Annual Return**
15. To approve and sign Section 1 – Annual Governance Statement 2021/2022 in the Annual Return (Annual Governance and Accountability Return 2021/2022 – Page 4)
16. To approve and sign Section 2 - Annual Governance Statement 2021/2022 in the Annual Return (Annual Governance and Accountability Return 2021/2022 – Page 5).
17. **Finance.**
18. To approve
19. Payment requests for April/May 2022 *(schedule to be circulated).*
20. Receipts for April/May 2022 *(schedule to be circulated).*
21. Bank reconciliation as at 30th April 2022.
22. To appoint one member as Bank Verifier.
23. To note that the Precept for 2022/2023 has been paid into the bank account.
24. To note the financial report for DMCP
25. To discuss the current Budget set for 2022/2023 and agree any action to be taken.
26. **Insurance**
27. To review the renewal quote for the Council’s Insurance Policy and agree any action to be taken.
28. **Annual Document Review**
29. To receive an update from the Task and Finish group and agree any action to be taken.
30. **Sea Wall**
31. To discuss the damage to the sea wall and agree any action to be taken.
32. **Notice board on Bus Shelter**
33. To consider the replacement of the notice board on the bus shelter and agree any action to be taken.
34. **Planning Applications**
35. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
36. **Clerk’s Report**
37. Notice Board on the Bus Shelter
38. Land Ownership – St Georges
39. Telephone Box
40. Essex Highways
41. United Reformed Church
42. Essex Highways Parking Sign in village
43. Vegetation Basin Road
44. Environmental Agency
45. Local Highways Plan
46. Clerk’s use of DMCP
47. **DMCP**
48. To receive an update from the Task and Finish group and agree any action to be taken
49. To consider the Specification of requirements for the white lining of the car park and agree any action to be taken.
50. To consider the quotes received for works to the Conifers in the access road and agree any action to be taken.
51. To receive an update from Councillor Sjollema regarding the Recycling containers and agree any action to be taken.
52. **The Queen’s Jubilee Celebrations Thursday 2nd June 2022**
53. To receive an update from the Task and Finish Group and agree any action to be taken.
54. **Correspondence**
55. To note correspondence received and any actions to be taken.
56. **Local Issues**
57. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
58. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**
59. **DMCP**
60. To discuss a request from the Sea Change Sailing Trust and agree any action to be taken.
61. **Council Freeman**
62. To discuss the proposal of a Council Freeman and agree any action to be taken.
63. **St George’s Field**
64. To receive an update from the Clerk and agree any action to be taken.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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