**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 an **EXTRAORDINARY MEETING** of Heybridge Basin Parish Council. The meeting will be held at **The Lock Tea room Basin Road, Heybridge Basin, CM9 4RS on Friday 1st December 2023 at 6:00pm,** 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: Martyn Hodges Date: 27th November 2023

Chair of Heybridge Basin Parish Council.

**AGENDA**

1. **Chair’s Welcome.**

1. **To receive and accept apologies for absence.**
2. **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. **Daisy Meadow Car Park**
	1. To consider the Civil Designer quotations and agree any action to be taken.
	2. To receive an update from the Clerk and agree any action to be taken.
2. **New Government Guidance on Biodiversity**
	1. To consider the new government guidance on biodiversity and agree any action to be taken.
3. **Clerks Christmas Hours**
	1. To consider the Clerk’s working hours over the Christmas period and agree any action to be taken.
4. **Budget 2024/2025**
	1. To consider the budget for 2024/2025 and agree any action to be taken.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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