**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 **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 11th February 2025 at 06:30pm,** 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: 6th February 2025

Clerk to Heybridge Basin Parish Council

**AGENDA**

1. **Chair’s Welcome.**

1. **To note 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. **To sign as a correct record the minutes of the full council meeting held on 14th January 2025.**
2. **To receive a report from:**

* **District Councillors**
* **County Councillor**
* **Clerk**

1. Lloyds Bank
2. February Half Term
3. Interim Audit
4. **Finance.**
5. To approve
6. Payment requests for January/February 2025 *(schedule to be circulated).*
7. Receipts for January/February 2025 *(schedule to be circulated).*
8. Accounts for the nine months to 31st December 2024 *(documents to be circulated).*
9. **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. **Policies/Committees** 
   1. To review the Risk Assessment and agree any action to be taken.
   2. To review the Action Plan and agree any action to be taken.
   3. To review the draft Homeworking Policy and consider formally adopting.
   4. To appoint at least 1 additional member to serve on the Personnel Committee.
2. **Office Equipment**
   1. To consider the quotes for office equipment for the Clerk and agree any action to be taken.
3. **Consultations**
   1. To discuss the SLCC Consultation on strengthening the standards and conduct framework for local authorities in England and agree any action to be taken.
   2. To discuss the Essex Air Quality Strategy Consultation and agree any action to be taken.
4. **Planning**
5. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
6. **Daisy Meadow Car Park (DMCP)**
   1. To receive an update from the Working Group and agree any action to be taken on the following:
7. Electric Vehicle Chargers
8. Daisy Meadow Garden
9. Grounds Maintenance Schedule
10. Public Toilets
11. **VE Day 2025**
    1. To receive an update from the Working Group and agree any action to be taken.
12. **Dog Fouling**
    1. To receive an update from the Clerk and agree any action to be taken.
13. **Correspondence**
14. To note correspondence received and agree any actions to be taken.
15. **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.**
16. **Daisy Meadow Car Park**
    1. To discuss next steps regarding car park operators and the proposal from Smart Parking and agree any action to be taken.

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

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