**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 **The Lock Tea room Basin Road, Heybridge Basin, CM9 4RS on Tuesday 12th December 2023 at 6:30pm,** 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 December 2023

Clerk to 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. **To sign as a correct record the minutes of the full council meeting held on 14th November 2023. (Appendix 1)**
2. **To sign as a correct record the minutes of the extraordinary meeting held on 1st December 2023. (Appendix 2)**
3. **To receive a report from the District and County Councillors for the area on any matters of interest.**
4. **Unmetered Electricity Supply**
   1. To consider the renewal quote from SSE and agree any action to be taken.
5. **Finance.**
6. To approve
7. Payment requests for November/December 2023 *(schedule to be circulated).*
8. Receipts for November/December 2023 *(schedule to be circulated).*
9. To review Budget and consider setting the precept for 2024/2025 and agree any action to be taken.

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. **Planning Applications**
2. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
3. **Village Design Statement (VDS)**
   1. To receive an update from the Working Group and agree any action to be taken.
4. **Daisy Meadow Car Park (DMCP)** 
   1. To receive an update from the Working Group and agree any action to be taken.
5. **Clerk’s Report**
   1. Christmas Tree
   2. CiLCA
6. **Correspondence**
7. To note correspondence received and any actions to be taken.
8. **Local Issues**
9. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
10. **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.**
11. **URC**
    1. To receive an update from the Clerk and agree any action to be taken.

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

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