**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 13th February 2024 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: 8th February 2024

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 16th January 2024.**
2. **To sign as a correct record the minutes of the extraordinary meeting held on 5th February 2024.**
3. **To sign as a correct record the minutes of the extraordinary meeting held on 6th February 2024.**
4. **To receive a report from the District and County Councillors for the area on any matters of interest.**
5. **Finance.**
6. To approve
7. Payment requests for January/February 2024 *(schedule to be circulated).*
8. Receipts for January/February 2024 *(schedule to be circulated).*
9. **Risk Assessment**
	1. To review the Risk Assessment and agree any action to be taken.
10. **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. **St Peters Community Hospital**
	1. To consider organising timed slots to help residents with the consultation survey and agree any action to be taken.
	2. To consider and agree creating and circulating a flyer to post to all residents with information relating to the consultation.
4. **Daisy Meadow Car Park (DMCP)**
	1. To review the access road design and specification and agree any action to be taken.
	2. To receive an update from the Working Group and agree any action to be taken.
5. **20’s Plenty**
	1. To receive an update from Cllr Sjollema and agree any action to be taken.
6. **Heritage Trust**
	1. To consider and agree for Cllr Howat to complete a survey being circulated by the Heritage Trust Network on behalf of the PC.
7. **Turning Post**
	1. To receive an update from Cllr Edmond regarding ownership of the post and agree any action to be taken.
	2. To discuss the draft policy and agree any action to be taken.
8. **D-Day 80**
	1. To receive an update from the Working Group and agree any action to be taken.
9. **Clerks Report**
	1. Clerks Working Hours
	2. Hedges along Basin Road
10. **Correspondence**
11. To note correspondence received and any actions to be taken.
12. **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.**
13. **DMCP**
	1. To consider an enquiry and agree any action to be taken.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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