**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 13th September 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: 7th September 2022

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **Chairman’s Welcome**
2. **To receive and approve apologies for absence.**
3. **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.**
4. **To sign as a correct record the minutes of the full council meeting held on 19th July 2022. (Appendix 1)**
5. **To sign as a correct record the minutes of the extraordinary council meeting held on 17th August 2022. (Appendix 2)**
6. **To sign as a correct record the minutes of the extraordinary council meeting held on 26th August 2022. (Appendix 3)**
7. **Finance.**
8. To approve
9. Payment requests for August/September 2022 *(schedule to be circulated).*
10. Receipts for August/September 2022 *(schedule to be circulated).*
11. To receive an update from the Clerk regarding the SAAA central external auditor appointment arrangements and agree any action to be taken (Appendix 4)
12. To receive an update from the Clerk regarding the FSCS Annual Review 2022 and agree any action to be taken. (Appendix 5)
13. **To receive a report from the District and County Councillors for the area on any matters of interest.**
14. **Timber Yard**
    1. To discuss the recent activity at the old timber yard and agree any action to be taken.
15. **Public Participation (15 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. **Appointments of Committees and Task & Finish Groups**
   1. To consider appointment of at least 3 members to serve on the Personnel Committee along with the Chair of the Parish Council.
   2. To receive an update from the Finance Task and Finish group and agree any action to be taken.
2. **Operation London Bridge**
   1. To discuss the protocol for Operation London Bridge and agree any action to be taken.
3. **Funding**
   1. To receive an update from Cllr Sjollema regarding green gym equipment and agree any action to be taken.
   2. To receive an update from Cllr Heubner regarding the replacement of the goalposts in St George’s Field and agree any action to be taken.
   3. To receive an update from Cllr Hodges regarding the potential installation of WI-FI and air con in St George’s Community room and agree any action to be taken.
4. **Bus Shelter**
   1. To consider the quotes received to provide seating in the Bus Shelter and shelving in one alcove and agree any action to be taken.
   2. To receive an update from the Clerk regarding the appearance of the bus shelter and agree any action to be taken.
   3. To receive an update from Cllr Bryson regarding the notice board and agree any action to be taken.
5. **Grounds Maintenance**
   1. To receive a verbal report from the Clerk and agree any action to be taken.
6. **Private road signs**
   1. To receive a verbal report from the Clerk and agree any action to be taken.
7. **DMCP**
8. To receive an update from the Task and Finish Group and agree any action to be taken.
9. To receive an update from the Clerk regarding the Conifers on the access road and agree any action to be taken.
10. To receive an update from the Clerk regarding the plastic recycling container and agree any action to be taken.
11. **Newsletter**
    1. To consider items to be included in the next Parish Council newsletter and agree any action to be taken.
12. **Planning Applications**
13. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
14. **Clerk’s Report**
15. St George’s Church
16. Essex Highways
17. .gov website
18. Asset photos
19. Street light tender
20. Village Sign
21. ICO
22. Internal Audit Provider
23. Clerk’s use of DMCP
24. **Correspondence**
25. To discuss the email regarding Remembrance Sunday and agree any action to be take,
26. To discuss the email from the Basin Oars Ladies and agree any action to be taken.
27. To note any other correspondence received and agree any actions to be taken.
28. **Local Issues**
29. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
30. **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.**
31. **DMCP**
    1. To receive a verbal report from the Clerk 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)