**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 15th October 2024 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: 10th October 2024

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 10th September 2024.**
2. **To sign as a correct record the minutes of the extraordinary meeting held on 17th September 2024.**
3. **To receive a report from:**
* **District Councillors**
* **County Councillor**
1. **Finance.**
2. To approve
3. Payment requests for September/October 2024
4. Receipts for September/October 2024
5. Accounts for the six months to 30th September 2024
6. To consider the suggested alternative Bank Account for the Reserves and agree any action to be taken.
7. **External Audit for 2023-2024**
	1. To receive Section 3 – External Auditor Report and Certificate 2023/24 of the Annual Governance and Accountability Return (AGAR)
8. **Memorial Policy**
	1. To receive the signed Licence Agreement from Essex Waterways.
	2. To review, finalise and approve the Memorial Policy and application form and agree any actions.
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. **Planning**
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. To discuss the land running to the north of the canal owned by Govey Homes and agree any action to be taken.
4. To receive an update from the Village Design Statement (VDS) Working Group and agree any action to be taken.
5. To consider the need for a Neighbourhood Plan and agree any action to be taken.
6. **Maintenance in the village**
	1. To consider the quotes received for cutting the hedges along Basin Road and agree any action to be taken.
	2. To consider the quote from HRS Marine Services to paint the bollards in front of the Noticeboard and agree any action to be taken.
	3. To receive an update from Cllr Swann regarding the trees outside St George’s Church and agree any action to be taken.
7. **Goal Posts/Netball Hoop**
	1. To receive a verbal report from the Clerk and agree any action to be taken.
	2. To receive the signed licence agreement from Maldon District Council and sign.
8. **Biodiversity**
	1. To discuss the reports from the Essex Wildlife Trust Ranger and agree any action to be taken.
9. **Act of Remembrance**
	1. To finalise the plans for the Act of Remembrance and agree any action to be taken.
10. **Daisy Meadow Car Park (DMCP)**
	1. To receive an update from the Working Group and agree any action to be taken.
11. **Clerk’s Report**
	1. Parking charge scam
	2. Budget meeting availability
	3. On-Street parking petition
	4. Daisy Meadow Car Park Valuation
	5. Website
	6. Clerk’s hours - October
12. **Correspondence**
13. To note correspondence received and agree any actions to be taken.
14. **Newsletter**
15. To consider items to be included in the next Parish Council Newsletter and agree any action to be taken.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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