**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 16th January 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: 10th January 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. **Keith Lawson Commemoration** 
   1. To consider a permanent tribute to Keith Lawson’s contribution to the village and agree any action to be taken.
2. **To sign as a correct record the minutes of the full council meeting held on 12th December 2023. (Appendix 1)**
3. **To receive a report from the District and County Councillors for the area on any matters of interest.**
4. **Finance.**
5. To approve
6. Payment requests for December 2023/January 2024 *(schedule to be circulated).*
7. Receipts for December 2023/January 2024 *(schedule to be circulated).*
8. Accounts for the nine months to 31st December 2023 *(documents to be circulated).*
9. To consider amending the Unity Bank permission levels for councillors and agree any action to be taken.
10. **Interim Internal Audit**
    1. To note and approve the Interim Internal Audit Report from April Skies for 2023/24.

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).*

**23/01239/FUL – Land at Tideways - 9 Basin Road –** New attached dwelling on land adjacent to No.9 Basin Road. Culverting of existing ditch full width of site. Widening of existing access.

**23/01211/HOUSE – Adelante - Harfred Avenue –** First floor front/side extension. Alterations to fenestration including cladding and new ground floor bay window. Addition of porch canopy and erection of car port.

1. **Daisy Meadow Car Park (DMCP)**
   1. To receive an update from the Working Group and agree any action to be taken.
   2. To consider the quotes received to fell the Laurels and Conifers and agree any action to be taken.
   3. To consider the quotes received to remove the tree stumps and agree any action to be taken.
2. **Hedges along Basin Road**
   1. To receive an update from Councillor Bryson and agree any action to be taken.
3. **Bird Boxes**
   1. To consider a proposal for a bird next project from Councillors Hodges and Swann and agree any action to be taken.
4. **Newsletter**
   1. To consider items to be included in the next Parish Council Newsletter and delegate articles to Councillors.
5. **Correspondence**
6. To note correspondence received and any actions to be taken.
7. **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.**
8. **URC**
   1. To receive an update from the Councillor Hodges and agree any action to be taken.
   2. To discuss appealing the Community of Asset Value decision and agree any action to be taken.
9. **Personnel Matters**
   1. To receive a report from the Chair of the Personnel Committee.

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