**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 17th October 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: 11th October 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 19th September 2023. (Appendix 1)**
2. **To receive a report from the District and County Councillors for the area on any matters of interest.**
3. **Finance.**
4. To approve
5. Payment requests for September/October 2023 *(schedule to be circulated).*
6. Receipts for September/October 2023 *(schedule to be circulated).*
7. Accounts for the six months to 30th September 2023 *(documents to be circulated)*
	1. To review the current budget and note the current financial position of the Council and agree any action to be taken.
8. To consider drafting the budget for 2024/2025 including identifying expenditure heads and their provisional costings and agree any action to be taken.
9. **External Audit for 2022-2023**
	1. To receive Section 3 – External Auditor Report and Certificate 2022/23 of the Annual Governance and Accountability Return (AGAR)
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. **Hedges along Basin Road**
	1. To consider the quotes received for cutting the hedges and agree any action to be taken.
4. **United Reformed Church**
	1. To receive an update from the Clerk and agree any action to be taken.
5. **DMCP**
	1. To receive an update from the Working Group and agree any action to be taken.
6. **Bicycle**
	1. To discuss the bicycle in Cllr Hodges garage and agree any action to be taken.
7. **Clerk’s Report**
	1. Land adjacent to St Georges Church
8. **CiLCA**
	1. To receive an update from the Clerk regarding CiLCA and agree any action to be taken.
9. **Correspondence**
10. To note correspondence received and any actions to be taken.
11. **Local Issues**
12. To note any items of inclusion on the agenda for the next meeting of the Parish Council.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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