**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 18th March 2025 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: 12th March 2025

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 11th February 2025.**
2. **To receive a report from:**

* **District Councillors**
* **County Councillor**
* **Clerk**

1. PAT Testing
2. April Meeting Date
3. **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).*

**24/00868/OUTM – The Former Timber Yard –** Outline planning permission with the matters of access for consideration for the demolition of existing buildings, and creation of up to 2140m2 of commercial floor space, including associated car parking, open space and landscaping.

**25/00014/FUL – Pontoon Landing, Basin Road –** 3m x 18m x 3.4m pontoon extension (constructed of plastic floating cubes) x3 steel piles to support proposed new pontoon extension, a 13m long aluminium gangway structure to access the pontoon and a hole cut in the sea wall to access gangway.

1. **Interim Internal Audit Report**
   1. To receive the Interim Internal Audit Report and agree any action to be taken.
2. **Finance.**
3. To approve
4. Payment requests for February/March 2025 *(schedule to be circulated).*
5. Receipts for February/March 2025 *(schedule to be circulated).*
6. To note
7. Non-Domestic Rates for 2025/26
8. Green Recycling price increase.
9. Unity Bank Interest Rate change.
10. **Asset Maintenance**
    1. To receive an update from the Clerk regarding the unmetered power supply and agree any action to be taken.
    2. To consider the quotes received regarding the dead branches on the tree near the Bus Shelter and agree any action to be taken.
    3. To receive an update from the Clerk regarding the Basketball Hoop and agree any action to be taken.
    4. To receive an update from the Clerk regarding litter bins and dog fouling bins and agree any action to be taken.
    5. To review the Asset Register and agree any action to be taken.
11. **Casual Vacancy**
    1. To consider Co-Option to fill the current Councillor vacancy and approve the publication of a public notice inviting applications.
    2. To review the Co-Option Policy and agree any action to be taken.
12. **Consultations**
    1. To discuss the Greater Essex Devolution Consultation and agree any action to be taken.
13. **Daisy Meadow Car Park (DMCP)**
    1. To receive an update from the Working Group and agree any action to be taken on the following:
14. Daisy Meadow Garden
15. Public Toilets
16. **Correspondence**
17. To note correspondence received and agree any actions to be taken.
18. **VE Day 2025**
    1. To receive an update from the Working Group and agree any action to be taken.
19. **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.**
20. **Memorial Plaque Applications** 
    1. To review the received applications 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)