**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 19th July 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: 13th July 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 21st June 2022. (Appendix 1)**
5. **To sign as a correct record the minutes of the extraordinary council meeting held on 28th June 2022. (Appendix 2)**
6. **Finance.**
7. To approve
8. Payment requests for June/July 2022 *(schedule to be circulated).*
9. Receipts for June/July 2022 *(schedule to be circulated).*
10. Accounts for the three months to 30th June 2022 *(documents to be circulated)*
11. **District Councillor Surgeries** 
    1. To discuss the District Councillor monthly Surgeries and agree any action to be taken.
12. **To receive a report from the District and County Councillors for the area on any matters of interest.**
13. **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 Finance Committee and to approve the Terms of Reference.
   2. To approve the Personnel Committee Terms of Reference.
2. **Policies and Procedures**
3. To review the following policies and agree any action to be taken:

* Code of conduct
* Events Committee
* Personnel Committee
* Unacceptable Behaviour
* Procedure for dealing with issues from the public

1. **Caisson Gate**
   1. To discuss the failure of the Caisson Gate Penstocks and agree any action to be taken.
2. **Bus Shelter**
   1. To consider the proposal from Cllr Hodges that HBPC provide seating in the Bus Shelter and shelving in one alcove to be used to start a village book exchange.
   2. To discuss the appearance of the bus shelter and agree any action to be taken.
   3. To consider the potential repairs or replacement of the bench near the bus shelter and agree any action to be taken.
   4. To receive an update from Cllr Bryson regarding the notice board and agree any action to be taken.
3. **Funding**
   1. To discuss potential funding opportunities and agree any action to be taken
4. **Planning Applications**
5. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
6. **Clerk’s Report**
7. St George’s Church
8. Essex Highways
9. Bin by Sea Wall
10. Clerk’s use of DMCP
11. **.gov Website and Emails**
12. To receive an update from the Clerk and agree any action to be taken.
13. **DMCP**
14. To receive an update from the Task and Finish Group and agree any action to be taken.
15. To consider the Specification of requirements for the white lining of the car park and agree any action to be taken.
16. To receive an update from the Clerk regarding repairs to the car park and agree any action to be taken.
17. **Correspondence**
18. To note correspondence received and any actions to be taken.
19. **Local Issues**
20. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
21. **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.**
22. **ICO**
    1. To discuss the letter received from the ICO and agree any action to be taken.
23. **Councillor Conduct**
    1. To receive a verbal report from the Chair.
24. **Personnel Matters**
    1. To receive a verbal report from the Clerk regarding Annual Leave and agree any action to be taken.

Clerk Contact details: [clerk@heybridgebasinpc.org.uk](mailto:heybridgebasinpc@gmail.com)

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