**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 Friday 19th July 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: 15th July 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 18th June 2024.**
2. **To receive a report from:**

* **District Councillors**
* **County Councillor**
* **Essex Association of Local Councils (EALC) Representative**

1. **Finance.**
2. To approve
3. Payment requests for June/July 2024 *(schedule to be circulated).*
4. Receipts for June/July 2024 *(schedule to be circulated).*
5. Accounts for the three months to 30th June 2024 *(documents to be circulated)*
6. To discuss the change to the Unity Bank Tariff and agree any action to be taken.
7. To receive an update by the RFO regarding the £85,000 FSCS limit and agree any action to be taken.
8. **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).*

**24/00527/FUL** – The Old Ship – Demolition of existing outbuilding and construction of new boundary wall.

**24/00433/HOUSE** – 15 St Georges Close – Removal of existing conservatory and construction of single storey extension.

1. **Timber Yard – Section 106 Survey**
   1. To discuss the findings of the village survey and agree any action to be taken.
   2. To note the two emails received regarding the Timber Yard and Section 106 Survey.
2. **Daisy Meadow Car Park (DMCP)**
   1. To receive an update from the Working Group and agree any action to be taken.
   2. To discuss the bridge erected from Square Cottage to the car park and agree any action to be taken.
3. **Goal Posts/Netball hoop** 
   1. To receive an update from the Clerk and agree any action to be taken.
   2. To consider the quote from HRS Marine Services and agree any action to be taken.
4. **VE Day 80th Anniversary** 
   1. To consider hosting an event to celebrate the 80th anniversary of VE Day in May 2025 and agree any action to be taken.
5. **On Street Parking**
   1. To receive an update from the Working Group and agree any action to be taken.
6. **Civility and Respect Pledge**
   1. To receive a report from the Clerk and agree any action to be taken.
7. **Correspondence**
8. To note correspondence received and agree any actions to be taken.
9. **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.**
10. **Timber Yard**
    1. To discuss the two emails received regarding the Timber Yard and Section 106 survey and agree any action to be taken including a formal response.
11. **Personnel Matters**
    1. To note the Clerk’s accrued holiday entitlement from 2023/2024.
    2. To consider the amendments to the Clerk’s Contract regarding working hours and agree any action to be taken.

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

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