**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 November 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: 13th November 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 15th October 2024.**
2. **To sign as a correct record the minutes of the extraordinary meeting held on 4th November 2024.**
3. **To receive a report from:**

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

1. **Finance.**
2. To approve
3. Payment requests for October/November 2024
4. Receipts for October/November 2024
5. To receive an update from the Clerk regarding the bank account for the Reserves and agree any action to be taken.
6. To discuss the 2025/26 Budget headings and agree any action to be taken.
7. **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).*
3. To receive an update from the Village Design Statement (VDS) Working Group and agree any action to be taken.
4. To receive an update from the Clerk regarding a Neighbourhood Plan and agree any action to be taken.
5. **Remote Meetings Consultation**
   1. To discuss the Remote Meetings Consultation and agree any action to be taken.
6. **Website**
   1. To receive the quotes for a new website and agree any action to be taken.
7. **Daisy Meadow Car Park (DMCP)**
   1. To receive an update from the Clerk regarding EV Chargers and agree any action to be taken.
   2. To discuss the design for the car park garden at the old toilet block and agree any action to be taken.
8. **20’s Plenty** 
   1. To receive an update from Councillor Sjollema and agree any action to be taken.
9. **VE Day 2025**
   1. To discuss plans for the VE Day event and agree any action to be taken.
10. **Clerk’s Report**
    1. Hedges along Basin Road
    2. Clerk’s hours - Christmas
11. **Correspondence**
12. To note correspondence received and agree any actions to be taken.
13. **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.**
14. **Staffing Budget**
    1. To receive a recommendation from the Personnel Committee for the 2025/26 staffing budget and agree any action to be taken.

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

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