**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 19th September 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: 13th September 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 18th July 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 July/August/September 2023 *(schedule to be circulated).*
6. Receipts for July/August/September 2023 *(schedule to be circulated).*
7. **Internal Audit**
   1. To consider the quote from April Skies Ltd for the 2023/2024 Internal Audit and agree any action to be taken.
8. **United Reformed Church**
   1. To receive an update from the Clerk and agree any action to be taken.
9. **On-Street Parking**
   1. To receive an update from the Working Group and agree any action to be taken.
10. **Village Design Statement**
    1. To consider creating a Working Group to review the Village Design Statement and agree any action to be taken.
11. **Remembrance Sunday**
    1. To consider plans for Remembrance Sunday and agree any action to be taken.
    2. To consider the letter from Royal British Legion and agree any action to be taken.
12. **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. **DMCP** 
   1. To receive an update from the WG and agree any action to be taken.
2. **Planning Applications**
3. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*

**23/00865/FUL – Boat Building Yard – Lock Hill –** Demolition of existing buildings, and construction of 4 no. mixed use live/work units, provision of hard and soft landscaping, sustainable drainage, vehicular access, and associated works.

1. **Clerk’s Report**
   1. Land adjacent to St Georges Church
   2. Bus Shelter Land
   3. MDC - Goals and pedestrian sign
2. **Correspondence**
3. To note correspondence received and any actions to be taken.

* Heybridge Cemetery Donation Request
* BASICS Essex Donation Request
* Hedges along Basin Road
* Heybridge Lock Sluice

1. **Newsletter**
   1. To consider items to be included in the next Parish Council Newsletter and agree any action to be taken.
2. **Local Issues**
3. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
4. **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.**
5. **DMCP**
   1. To receive an update from the WG and agree any action to be taken.
6. **Personnel Matters**
   1. To agree the amendment to the Clerks contract regarding holiday entitlement.
   2. To note the Clerk’s accrued holiday entitlement from 2022/2023.

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