**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 1st November 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: 26th October 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 27th September 2022. (Appendix 1)**
5. **Finance.**
6. To approve
7. Payment requests for October/November 2022 *(schedule to be circulated).*
8. Receipts for October/November 2022 *(schedule to be circulated).*
9. Accounts for the three months to 30th September 2021 *(documents to be circulated).*
10. To note the current financial position of the Council and agree any considerations.
11. To discuss the budget for 2023/2024 including identifying expenditure heads and their provisional costings and agree any action to be taken.
12. **Internal Auditor**
    1. To receive an update from the Clerk and agree any action to be taken.
13. **Policies and Procedures**
    1. To receive an update from the Clerk and agree any action to be taken.
14. **To receive a report from the District and County Councillors for the area on any matters of interest.**
15. **Neighbourhood Plan**
    1. To consider the creation of a neighbourhood plan and agree any action to be taken.
16. **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. **Remembrance Sunday**
   1. To discuss event plans for remembrance Sunday and agree any action to be taken.
2. **Funding**
   1. To receive an update from Cllr Heubner regarding the replacement of the goalposts in St George’s Field and agree any action to be taken.
   2. To receive an update from Cllr Hodges regarding the potential installation of WI-FI and air con in St George’s Community room and agree any action to be taken.
3. **Bus Shelter**
   1. To receive an update from the Clerk regarding the appearance of the bus shelter and agree any action to be taken.
   2. To consider the quotes regarding the removal of the existing bench and installation of a new bench and agree any action to be taken.
   3. To consider the quotes regarding the replacement bench near the bus shelter and agree any action to be taken.
4. **DMCP**
5. To receive an update from the Task and Finish Group and agree any action to be taken.
6. To receive an update from the Clerk regarding the removal of trees and bushes on the access road and agree any action to be taken.
7. To discuss and agree a job specification for the works to be completed to the access road.
8. **On Street Parking** 
   1. To discuss and review the resident’s questionnaire responses and agree any action to be taken.
9. **Planning Applications**
10. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
11. To note:

**22/00463/HOUSE** – Topsails, Harfred Avenue – **APPEAL** - Proposed single storey rear extension, a 1.5 storey side extension and a porch.

**OUT/MAL/22/01036** – Land 380M East North of Manor House, The Chase, Osea Island – Outline planning application for the erection of holiday accommodation units within an area of 0.8ha over four parcels of land with all matters of detail reserved for future determination except for means of access.

1. **Clerk’s Report**

To receive a verbal report from the Clerk and to take action as required, to include:

1. St George’s Church
2. Plastic Recycle Container – DMCP
3. Land adjacent to St George’s Church
4. Newsletter
5. Clerk’s CiLCA
6. Clerk’s use of DMCP
7. **Correspondence**
8. To note any correspondence received and agree any actions to be taken.
9. **Local Issues**
10. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
11. **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.**
12. **DMCP**
    1. To receive a verbal report from the Clerk and agree any action to be taken.
13. **Personnel Committee** 
    1. To receive a verbal report from the Chair of the Personnel Committee.

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

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)