**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 20th June 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: 14th June 2023

Clerk to Heybridge Basin Parish Council.

**AGENDA**

1. **Chair’s Welcome**
2. **Apologies for Absence.**
3. To receive and accept apologies for absence.
4. **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 16th May 2023. (Appendix 1)**
2. **To receive a report from the District and County Councillors for the area on any matters of interest.**
3. **Internal Auditor**
   1. To receive an update from the Clerk and agree any action to be taken.
4. **Finance.**
5. To approve
6. Payment requests for May/June 2023 *(schedule to be circulated).*
7. Receipts for May/June 2023 *(schedule to be circulated).*
8. To consider setting up a Direct Debit for the ICO renewal.
9. To receive an up update from the Clerk regarding the Council’s Insurance and Asset Register.
10. **External Audit for 2021-2022**
    1. To receive Section 3 – External Auditor Report and Certificate 2021/22 of the Annual Governance and Accountability Return (AGAR)
11. **Annual return for the year ending 31st March 2022**
    1. To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2022/23
    2. To approve and sign the Accounting Statements (Section 2) of the AGAR for 2022/23.
    3. To note and approve the Internal Audit Report from April Skies Ltd for 2022/23.
    4. To approve date of inspection by Electors.
12. **Training**
    1. To consider registering members onto any relevant training courses.
13. **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. **Committees and Working Groups**
2. To consider creating a committee or Working Group for the following projects:

* Speed Watch
* Neighbourhood Plan/Village Design Statement

1. **On Street Parking** 
   1. To receive an update from the On-Street Parking WG and agree any action to be taken.
2. **United Reformed Church**
   1. To discuss the URC and agree any action to be taken.
3. **Planning Applications**
4. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*
5. **Clerk’s Report**
   1. Land adjacent to St Georges Church
   2. MDC
   3. Parking direction signs
   4. Noticeboard near Jolly Sailor
6. **Newsletter**
   1. To consider items to be included in the next Parish Council Newsletter and agree any action to be taken.
7. **Correspondence**
8. To note correspondence received and 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.

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