**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 21st March 2023 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: 15th March 2023

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 28th February 2023. (Appendix 1)**
5. **Finance**
6. To approve
7. Payment requests for February/March 2023 *(schedule to be circulated).*
8. Receipts for February/March 2023 *(schedule to be circulated).*
9. To consider the need for an accounts package and agree any action to be taken.
10. **To receive a report from the District and County Councillors for the area on any matters of interest.**
11. **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. **Bus Shelter**
	1. To consider additional shelving within the bus shelter and agree any action to be taken.
2. **The Kings Coronation**
	1. To receive an update from the Clerk regarding the Parish Council’s donation towards the Village Coronation event and agree any action to be taken.
	2. To discuss the plaque for the refurbished bench and agree any action to be taken.
3. **DMCP**
4. To receive an update from the Working Group and agree any action to be taken.
5. To receive an update from the Clerk regarding the Plastic Recycling Bin and agree any action to be taken.
6. **On Street Parking**
	1. To receive an update from the On-Street Parking Working Group and agree any action to be taken.
	2. To discuss the setting up of a Speed Watch Group and agree any action to be taken.
7. **Planning Applications**
8. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated)*
9. **Clerk’s Report**

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

1. Annual Parish Meeting.
2. CiLCA
3. Clerk’s use of DMCP
4. **Correspondence**
5. To note any correspondence received and agree any actions to be taken.
6. **Local Issues**
7. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
8. **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.**
9. **Personnel Committee**
	1. To receive an update from the Personnel Committee and agree any action to be taken.
10. **DMCP**
	1. To receive an update from the Clerk regarding VAT and agree any action to be taken.
	2. To review the DSA document and agree any action to be taken.
11. **Essex Waterways**
	1. To consider a request from Essex Waterways and agree any action to be taken.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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