**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 25th April 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: 19th April 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 21st March 2023. (Appendix 1)**
5. **Finance**
6. To approve
7. Payment requests for March/April 2023 *(schedule to be circulated).*
8. Receipts for March/April 2023 *(schedule to be circulated).*
9. Accounts for the twelve months to 31st March 2023 *(documents to be circulated)*
10. To note that the Precept for 2023/2024 has been paid into the bank account.
11. To consider EALC and NALC Affiliation Fee 2023/2024 and agree any action to be taken.
12. To note that the Internal Audit will be taking place on Monday 12th June 2023.
13. To receive an update from the Clerk regarding an accounts package 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. **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. **DMCP**
2. To receive an update from the Working Group and agree any action to be taken.
3. **On Street Parking** 
   1. To receive an update from the On-Street Parking Working Group and agree any action to be taken.
   2. To receive an update from the Clerk regarding the setting up of a Speed Watch Group and agree any action to be taken.
4. **Planning Applications**
5. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated)*
6. **Clerk’s Report**

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

1. Grounds Maintenance Contract Renewal
2. Insurance Renewal
3. The King’s Coronation Plaque
4. MDC Update
5. Bench near bus shelter
6. Annual Parish Meeting
7. Clerk’s use of DMCP
8. **Correspondence**
9. To note any correspondence received and agree any actions to be taken.
10. **Local Issues**
11. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
12. **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.**
13. **DMCP**
    1. To receive an update from the Clerk regarding VAT and agree any action to be taken.

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

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