**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 29th April 2025 at 07:30pm,** 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: 23rd April 2025

Clerk to Heybridge Basin Parish Council

**AGENDA**

1. **Chair’s Welcome.**

1. **To note 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 March 2025.**
2. **Clerks Report**
   1. To receive information from the Clerk – update on current and on-going matters
3. **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. **Planning**
2. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*

**25/00313/HOUSE – Hoiston House, 109 Basin Road –** Demolition of timber shed to facilitate single storey side extension. Single storey rear extension with alterations to fenestration.

**25/00316/TCA – The Old School House, 92 Basin Road** – T1 – Magnolia Tree – Remove one branch by 14cm in diameter.

1. **Finance.**
2. To note that the Precept for 2025/26 has been received.
3. To consider the EALC and NALC Affiliation fee for 2025/26 and agree any action to be taken.
4. To approve
5. Payment requests for March/April 2025 *(schedule to be circulated).*
6. Receipts for March/April 2025 *(schedule to be circulated).*
7. Accounts and Bank Reconciliation for the twelve months to 31st March 2025 (*documents to be circulated)*
8. **Policies and Procedures**
   1. To review and consider adopting the NALC 2024 Financial regulations.
9. **Asset Maintenance**
   1. To review the Asset Register and agree any action to be taken.
   2. To consider a proposal from Cllr Bryson regarding the noticeboard on the bus shelter and agree any action to be taken.
10. **Maldon District Council Correspondence**
    1. To receive the correspondence from Maldon District Council and Heybridge Parish Council regarding the Boundary Review and agree any action to be taken.
    2. To receive the correspondence from Maldon District Council regarding Brownfield Sites and agree any action to be taken.
    3. To receive the correspondence from Maldon District Council regarding Emergency Planning and agree any action to be taken.
    4. To receive the correspondence from Maldon District Council regarding the Public Space Protection Order (PSPO) Review Consultation and agree any action to be taken.
11. **Daisy Meadow Car Park (DMCP)**
    1. To receive an update from the Working Group and agree any action to be taken on the following:
12. Daisy Meadow Garden
13. Public Wi-Fi
14. **Correspondence**
15. To note correspondence received and agree any actions to be taken.
16. **VE Day 2025**
    1. To receive an update from the Working Group and agree any action to be taken.
17. **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.**
18. **Memorial Plaque Applications** 
    1. To review the received applications and agree any action to be taken.

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