**To the members of Heybridge Basin Parish Council**

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **Full 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 Monday 8th September 2025 at 06:30pm,** 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: 2nd September 2025

Clerk to Heybridge Basin Parish Council

**AGENDA**

1. **Chair’s Welcome.**
2. **To receive 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.**

*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 15th July 2025.**
2. **Reports**
   1. To receive a report from the District Councillors
   2. To receive a report from the County Councillor
   3. To receive information from the Clerk – update on current and on-going matters.
3. **Finance.**
4. To approve
5. Payment requests for July/August 2025
6. Receipts for July/August 2025
7. Payment requests for August/September 2025
8. Receipts for August/September 2025
9. To receive an update from the Clerk regarding VAT and agree any action to be taken.
10. **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*.*
3. **On-Street Parking**
   1. To receive an update from Cllr Bryson and agree any action to be taken.
4. **Daisy Meadow Car Park** 
   1. To receive an update from the Working Group and agree any action to be taken.
5. **Assets** 
   1. To receive an update from Cllr Bryson regarding the Village Sign and agree any action to be taken.
   2. To decide on the preferred litter bin option.
   3. To receive an update from the Clerk regarding the Bus Shelter permit application and agree any action to be taken.
   4. To discuss arrangements for the goal post inspections and agree any action to be taken.
6. **Events**
   1. To consider possible events for the next six months and agree any necessary actions.
7. **Correspondence**
8. To note correspondence received and agree any actions to be taken.
9. **Newsletter**
   1. To agree items for inclusion in the next Parish Council Newsletter and delegate responsibility for drafting articles.
10. **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.**
11. **National Pay Award**
    1. To receive and note the settlement of the National Pay Award for 2025/2026.
    2. To agree that the back-dated National Pay Award for 2025/2026 be paid to the Clerk from 1st April 2025 within the September pay roll.

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