**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 Tuesday 15th July 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: 9th July 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 24th June 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 June/July 2025 *(schedule to be circulated).*
6. Receipts for June/July 2025 *(schedule to be circulated).*
7. Accounts for the three months to 30th June 2025 *(documents to be circulated)*
8. **Internal Auditor** 
   1. To consider the Internal Auditor quote for the year 2025/2026 and agree any action to be taken.
9. **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).*
3. **On-Street Parking**
   1. To receive an update from Cllr Hodges 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 consider the correspondence from Maldon District Council regarding Bus Shelter Licenses and agree any action to be taken.
   3. To consider the litter bin options for the sea wall and agree any action to be taken.
   4. To consider the laptop options for the Clerk and new battery cost and agree any action to be taken.
6. **Cloud Storage** 
   1. To consider the Cloud Storage options and agree any action to be taken.
7. **Correspondence**
8. To note correspondence received and agree any actions to be taken.
9. To consider the proposal from Cllr Hodges to delegate authority to the Chair to engage directly with the developer of the Timber Yard on behalf of the Parish Council, as and when deemed necessary.

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