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

The public and Press are invited, and all Councillors are summoned, to attend the forthcoming **STATUTORY Annual 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 24th June 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: 18th June 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 annual statutory meeting held on 20th May 2025.**
2. **Reports**
	1. To receive a report from the District Councillors
	2. To receive a report from the County Councillor
	3. To receive a report from Cllr Hodges regarding the banking hub and agree any action to be taken.
	4. To receive a report from Cllr Hodges regarding Transport and agree any action to be taken.
	5. To receive information from the Clerk – update on current and on-going matters.
3. **Finance.**
4. To approve
5. Payment requests for May/June 2025 *(schedule to be circulated).*
6. Receipts for May/June 2025 *(schedule to be circulated).*
7. To discuss the Councils Reserves and agree any action to be taken.
8. **Annual return for the year ending 31st March 2025**
	1. To approve and sign the Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return (AGAR) for 2024/25
	2. To approve and sign the Accounting Statements (Section 2) of the AGAR for 2024/25.
	3. To consider the Internal Audit Report from April Skies Ltd for 2024/25 and agree any actions to be taken.
	4. To approve date of inspection by Electors.
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 on the following:
5. Daisy Meadow Garden
6. Bench Installation
7. Public Wi-Fi
8. Planting Working Group
9. Grounds Maintenance
10. Operator Tender
11. **Assets**
	1. To consider the quote for a new noticeboard and agree any action to be taken.
	2. To discuss litter bins and dog waste bins and agree any action to be taken.
	3. To receive un update from the Clerk regarding the work laptop and agree any action to be taken.
12. **Correspondence**
13. To note correspondence received and agree any actions to be taken.
14. **Councillor Co-Option**
	1. To interview candidates for Co-Option.
15. **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.**
16. **Councillor Co-Option**
	1. To consider the interviewed candidates for co-option and agree any action to be taken.
17. **Personnel Matters**
	1. To note the Clerk’s accrued holiday entitlement from 2024/2025.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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