




HEYBRIDGE BASIN PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the next meeting of the Heybridge Basin Parish Council will take place on 9th October 2020 commencing at 3.00 pm.

Due to current Covid-19 restrictions this will be a virtual meeting. The meeting is open to the press and members of the public. Details as to how to join the meeting can be obtained by e-mailing the Clerk on the morning of 1st September 2020.

ALL MEMBERS of the COUNCIL ARE HEREBY SUMMONSED to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed:  Date: 3rd October 2020
John Watson.
Clerk to the Heybridge Basin Parish Council.

AGENDA

1. The Vice Chair to declare the meeting open.
2. To receive notification from any persons present of intent to record the meeting.
3. To receive apologies for absence.
4. To appoint a Chair for Heybridge Basin Parish Council.
5. Chair's Announcements.
6. To propose a vote of thanks to the previous Chair, Bryan Harker.

7. **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.**
8. **The meeting will stand adjourned.**
9. **To consider letters and emails received from Parishioners of Heybridge Basin.**
10. **To receive a report from the District and County Councillors for the area on any matters of interest.**
11. **The Chair will reconvene the meeting.**
12. **To sign as a correct record the minutes of the Full Council meeting held on 4th August, 2020 (copy circulated previously).**
13. **To ratify the following decisions made by e-mail.**
 - a. Adoption of Data Protection Policy *(copy circulated previously)*.
 - b. Employment of Part Time Litter Picker.
14. **Finance.**
 - a. To approve
 - i. Bank Reconciliation as at 30th September 2020 *(documents to be circulated)*.
 - ii. Accounts for the six months to 30th September 2020 *(documents to be circulated)*.
 - iii. Clerk's hours for the months of August and September 2020. *(documents to be circulated)*.
 - iv. Payment requests for August/September 2020 *(schedule to be circulated)*.
 - v. Receipts for August/September 2020 *(schedule to be circulated)*.
 - vi. To increase the Clerk's salary in line with the NJC's agreed pay scales for 2020/21 such increase to be backdated to 7th May 2020, this being the date the Clerk commenced employment with the Council.
15. **Bank Mandate.**
 - a. To authorise the Clerk to add the new Councillors to the Bank Mandate.
16. **Transfer of Land**
 - a. To authorise two Councillors of Heybridge Basin Parish Council to sign the HM Land Registry form TR1 relating to the transfer of land (Title Number EX880120) adjoining 109, Basin Road, Heybridge Basin, Maldon, Essex *(documents to be circulated)*.
17. **Contract for Street Lighting.**
 - a. To authorise the Clerk to sign the contract with SEE Business Energy in respect of the power supply to the street/amenity lights owned by the

Council (*documents to be circulated*).

18. Essex & Herts Air Ambulance.

- a. To consider the request that a donation in an amount to be agreed be made to the Essex and Herts Air Ambulance and to agree the action to be taken.

19. Appointment of External Auditor.

- a. To note the appointment of an External Auditor by the Smaller Authorities' Audit Appointments.

20. Remembrance Day Arrangements.

- a. To receive an update from Councillor Edwards regarding Remembrance Day Arrangements in Heybridge and to agree the action, if any, to be taken
- b. To authorise the purchase of a wreath for Remembrance Sunday

21. Asset Register.

- a. To approve the updated Asset Register (*copy to be circulated*).

22. Code of Conduct.

- a. To approve the Council's Code of Conduct (*copy circulated previously*).

23. Planning

- a. To consider planning application **20/00823/HOUSE PP-08971244** in respect of "Adelante", Harfred Avenue, Heybridge Basin (*details circulated previously*).
- b. To consider planning application **20/00866/HOUSE PP-09013724** in respect of "Celtic", 43 Basin Road, Heybridge Basin (*details circulated previously*)
- c. To consider any other relevant planning applications and agree the action (if any) to be taken.

24. Lock Hill.

- a. To receive a report from Councillor Sjollema regarding the proposed Lock Hill Development.

25. Village Amenities Working Party.

- a. To agree the Terms of Reference in respect of the Village Amenities Working Party (*document to be circulated*).

26. Communications with Parishioners.

- a. To receive a report from Councillor Sjolleme regarding the distribution of the August edition of the Parish Newsletter
- b. To receive a report from the Clerk regarding providing copy for local free magazines (Maldon and Heybridge Life Magazine, Proposed local joint guide, Mersea Island Guide).

27. Community Engagement Team.

- a. To receive a report from Nicola Syder, Community Engagement Co-ordinator at Maldon District Council (*report to be circulated*).

28. Clerk's Report.

- a. To receive a report from the Clerk about any outstanding matters and to take action as required to include,
 - i. Locality Funding
 - ii. Recycling Bins in Daisy Meadow Car Park.
 - iii. Amendment to the signage in Daisy Meadow Car Park.

Letters and emails from Parishioners for discussion at the meeting will be welcomed.

Clerk Contact details: heybridgebasinpc@gmail.com

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