**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the Annual Statutory meeting of the Heybridge Basin Parish Council will take place on Wednesday 19th May 2021 commencing at 7.30 pm at Plantation Hall, Colchester, Heybridge, Maldon, CM9 4AL.

**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.

Please note the Covid-19 measures which will be in place at this meeting, details being provided on the last page of this agenda.

Signed: Date: 13th May 2021

John Watson.

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **The outgoing Chair to welcome those present and to declare the meeting open.**
2. **Outgoing Chair’s Housekeeping Announcements**
3. **To elect the Chair of Heybridge Basin Parish Council for the 2021/2022 term of office.**
4. **The elected Chair of the Parish Council to sign the Statutory Declaration of Office.**
5. **To elect the Vice Chair of Heybridge Basin Parish Council for the 2021/2022 term of office.**
6. **To receive notification from any persons present of intent to record the meeting.**
7. **To receive apologies for absence.**
8. **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.**
9. **The meeting will stand adjourned.**
10. **To received questions from Parishioners of Heybridge Basin.**
11. **To receive a report from the District and County Councillors for the area on any matters of interest.**
12. **The Chair will reconvene the meeting.**
13. **To sign as a correct record the minutes of the Full Council meeting held on 6th April 2021** *(copy attached).*
14. **To appoint Committees of the Council and to agree the Membership of each Committee to include**
15. Personnel Committee
16. Daisy Meadow Car Park Committee
17. Public Convenience Committee
18. Any other Committee as considered appropriate
19. **To agree Council representatives on outside bodies to include**
20. Maldon and Heybridge Heritage Harbour Association - previous representative Councillor K. Lawson.
21. Chelmer Canal Trust – previous representative Councillor J. Sjollema.
22. Maldon & Blackwater Estuary Coastal Community Team – previous representative Councillor J. Sjollema.
23. Any other representative as considered appropriate
24. **Annual Internal Audit Report.**
25. To note and approve the Annual Internal Audit Report 2020/21 in the Annual Return (Annual Governance and Accountability Return 2020/21 (Page 3). *(copy attached).*
26. To note and approve The Internal Audit Report from Auditing Solutions Ltd for the 2020/2021 financial year *(copy attached).*
27. **Annual Return**
28. To approve and sign Section 1 – Annual Governance Statement 2020/21 in the Annual Return (Annual Governance and Accountability Return 2020/21 (Page 4). *(copy attached).*
29. To approve and sign Section 2 – Accounting Statements 2020/21 in the Annual Return (Annual Governance and Accountability Return 2020/21 (Page 5). *(copy attached)*
30. **Finance.**
31. To approve
32. Bank Reconciliation as at 30th April 2021 *(copy attached)*
33. Payment requests for April/May 2021 *(schedule to be circulated).*
34. Receipts for April/May 2021 *(schedule to be circulated).*
35. **Bank Mandate**
36. To agree the Bank Mandate
37. To agree the appointed signatories.
38. To authorise the Clerk to take the necessary action in respect of the agreed Bank Mandate and signatories.

1. **Meeting Venue and Dates**
2. To consider the proposal that future meetings be held at Plantation Hall, Heybridge and to agree the action to be taken.
3. To agree the dates of future meetings *(schedule attached)*
4. To instruct the Clerk to take action as appropriate
5. **Internet/Website**
6. To consider the proposal that the Council transfer their Internet domain name to .gov.org and to agree the action to be taken *(paper from L. Schnurr attached)*
7. **Local Highways Panel.**
8. To receive an update in respect of the applications made to the Local Highways Panel (LHP) to erect white village gates with Heybridge Basin written on them at the entrance to the Basin and to agree any action to be taken
9. To discuss any new applications for consideration by the Local Highways Panel.
10. **Emergency Planning**
11. To appoint two Councillors who, together with the Clerk, will meet with Richard Holmes of Maldon District Council to discuss emergency planning for the Basin and to agree the action to be taken.
12. **Community Engagement Team**
13. To receive a report regarding the Services of Maldon District Council’s Community Engagement Team.
14. **Clerk’s Report**
15. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
16. Transfer of Land.
17. **Planning Applications**
18. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
19. **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.**
20. **Appointment of New Clerk and Responsible Financial Officer.**
21. To receive an update regarding the appointment of a Clerk and Responsible Financial Officer and to agree the action to be taken.
22. **Grounds Maintenance**
23. To consider the quotations received in respect Grounds Maintenance and to agree the action to be taken *(summary of quotations to be circulated).*

Provisional Date of Next Council Meeting 15th June 2021

Clerk Contact details: [heybridgebasinpc@gmail.com](mailto:heybridgebasinpc@gmail.com)

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)

**Covid 19 Measures**

This meeting is being held at Plantation Hall with Covid-19 secure social distancing measures in place. Please note,

1. You must not attend the meeting if you or anyone in your household has Covid-19 symptoms.
2. Track and Trace QR is available and is on the first notice board as you enter the building.
3. You will be required to sign in and the Clerk of Heybridge Parish Council will be on duty at the door to do this.
4. Maintain two metres social distancing as far as possible and observer the marked one way system.
5. Use the hand sanitiser provided on entering the premises. Sanitiser stations can be found inside the main entrance to the building, inside Plantation Hall itself, at the fire exit and at various other locations in the building.
6. The exit from the meeting is the fire exit.
7. Face coverings must be worn unless you are exempt from so doing. This is a legal requirement.
8. Tissues should be disposed of in one of the rubbish bags provided.
9. Water jugs will not be supplied. Please bring your own bottled water.