**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on Tuesday 22nd June 2021 commencing at 7.30 pm at Plantation Hall, 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: 15th June 2021

John Watson.

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **The Chair to open the meeting**
2. **To receive notification from any persons present of intent to record the meeting.**
3. **To receive apologies for absence.**
4. **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.**
5. **The meeting will stand adjourned.**
6. **To received questions from Parishioners of Heybridge Basin.**
7. **To receive a report from the District and County Councillors for the area on any matters of interest.**
8. **The Chair will reconvene the meeting.**
9. **To sign as a correct record the minutes of the Annual Statutory meeting held on 19th May 2021** *(draft minutes attached).*
10. **Finance.**
11. To approve
12. Payment requests for May/June 2021 *(schedule to be circulated).*
13. Receipts for May/June *(schedule to be circulated).*
14. **Community Initiative Fund**
15. To consider whether the Parish Council wish to make an application for funding under the Community Initiative Fund 2021/2022 and to agree the action to be taken.
16. **Donation to Essex Waterway**
17. To consider the proposal that the Parish Council make a donation to Essex Waterways in respect of the cost of repairing the railings leading from the Car Park to the canal and to agree the action to be taken.
18. **Daisy Meadow Car Park Committee**
19. To approve the Terms of Reference of the Committee *(draft copy attached).*
20. To receive a report from the Daisy Meadow Car Park Committee and to agree any action to be taken.

1. **Media Policy**
2. To agree the Council’s Media Policy *(draft copy attached)*.
3. **Public Space Protection Order Consultation**
4. To consider whether the Parish Council wish to participate in the Public Space Protection Order Consultation and to agree the action to be taken.
5. **Internet/Website**
6. To receive a report from Councillor Schnurr.
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 at the entrance to the village.
9. To discuss the proposal that application be made to reduce the speed limit in Basin Road and agree the action to be taken.
10. **Emergency Planning**
11. To receive a report from Councillor Lawson.
12. **Community Engagement Team**
13. To receive a report regarding the Services of Maldon District Council’s Community Engagement Team *(report to be circulated)*
14. To agree the level of service required for the three months to 30th September 2021.
15. **Clerk’s Report**
16. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
17. Transfer of Land.
18. Bank Mandate
19. Email addresses
20. Tender re Power Supply
21. Tender re Street Lighting
22. **Planning Applications**
23. To consider Planning Application 21/00406/FUL regarding Lock Hill and to agree the action to be taken.
24. To consider Planning Application 21/00443/FUL regarding Hall Road and to agree the action to be taken.
25. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
26. **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.**
27. **Appointment of New Clerk and Responsible Financial Officer.**
28. To receive an update regarding the appointment of a Clerk and Responsible Financial Officer and to agree the action to be taken.

Provisional Date of Next Council Meeting 20th July 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.