**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on Tuesday 2nd February 2021 commencing at 4.30 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 2nd February 2021

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**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: 26th January 2021

John Watson.

Clerk to the Heybridge Basin Parish Council.

**AGENDA**

1. **The Chair to declare the meeting open.**
2. **To receive notification from any persons present of intent to record the meeting.**
3. **Chair’s announcements.**
4. **To receive apologies for absence.**
5. **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.**
6. **The meeting will stand adjourned.**
7. **To consider letters and emails received from Parishioners of Heybridge Basin.**
8. **To receive a report from the District and County Councillors for the area on any matters of interest.**
9. **The Chair will reconvene the meeting.**
10. **To sign as a correct record the minutes of the Full Council meeting held on 5th January 2021** *(copy circulated previously).*
11. **Finance.**
12. To approve
13. Payment requests for January/February 2021 *(schedule to be circulated).*
14. Receipts for January/February 2021 *(schedule to be circulated).*
15. **Daisy Meadow Car Park**
16. To receive a report regarding the action taken regarding the Daisy Meadow Car Park during Covid-19 Tier 4 restrictions and to agree any further action that needs to be taken*.*
17. To consider and agree the action (if any) to be taken in respect of the conifer trees in the Daisy Meadow Car Park
18. To agree the proposed timeline regarding any proposals regarding the Daisy Meadow Car Park *(document to be circulated)*
19. **Village Amenities Working Party.**
20. To note the minutes of the Village Amenities Working Party meeting held on 21st January 2021 *(minutes to be circulated).*
21. To consider and agree the actions to be taken on any of the recommendations made in those minutes.
22. **Local Highways Panel.**
23. To receive an update in respect of the applications made to the Local Highways Panel (LHP) to
24. Erect white village gates with Heybridge Basin written on them at the entrance to the Basin.
25. Investigate the speed limit and parking in Basin Road,
26. **Emergency Planning**
27. To receive an update on the proposal that that Councillors Edwards and Lawson together with the Clerk meet with Richard Holmes of Maldon District Council to discuss emergency planning for the Basin and to agree the action to be taken.
28. **Keep Britain Tidy Banner**
29. To receive a report from Councillor Sjollema on the “Keep Britain Tidy Banner” and to agree the action to be taken.
30. **Planning.**
31. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
32. **Statutory Annual Meeting**
33. To consider the proposal that the Annual Statutory Meeting of the Council be held on Tuesday 11th May 2021.
34. **Community Engagement**
35. To note the Community Engagement Team report for December 2020 *(copy to be circulated).*
36. **Clerk’s Report**
37. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
38. Transfer of Land
39. **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.**
40. **Appointment of Internal Auditors**
41. To receive a verbal report from the Clerk about the appointment of Internal Auditors for the 2020/2021 Year and to agree the action to be taken.

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

Next Council Meeting 2nd March 2021

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

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