**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on Tuesday 2nd March 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 March 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: 23rd February 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 2nd February 2021** *(copy circulated previously).*
11. **Finance.**
12. To approve
13. Payment requests for February/March 2021 *(schedule to be circulated).*
14. Receipts for February/March 2021 *(schedule to be circulated).*
15. **Daisy Meadow Car Park**
16. To receive an update 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 receive an update from the Clerk regarding the long term proposals regarding the Daisy Meadow Car Park.
18. **Local Highways Panel.**
19. To receive an update in respect of the applications made to the Local Highways Panel (LHP) to investigate the speed limit and parking in Basin Road and to agree the action to be taken. *(email dated 16th February 2021 from Essex Highways to be circulated).*
20. 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.
21. **Emergency Planning**
22. 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.
23. **Keep Britain Tidy Banner**
24. To receive a report from Councillor Sjollema on the “Keep Britain Tidy Banner” and to agree any action to be taken.
25. **Planning.**
26. To consider Planning Application 21/00118/TCA PP-09498126 and to agree the action to be taken *(copy of planning application circulated previously)*
27. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
28. **Asset Schedule**
29. To agree the revised Asset Schedule dated 2nd March 2021 *(copy of schedule to be circulated).*
30. **Standing Orders/Financial Regulations**
31. To agree the revised Standing Orders/Financial Regulations *(copies to be circulated)*
32. **Community Engagement**
33. To note the Community Engagement Team report for January and February 2021 *(copies to be circulated).*
34. **Clerk’s Report**
35. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
36. Transfer of Land.
37. Locality Funded Rubbish Bins
38. Annual Parish Meeting
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. **Conifer Trees in the Daisy Meadow Car Park**
41. To consider the arboriculturist reports received in respect of the conifers in the Daisy Meadow Car Park and to agree the action to be taken *(reports to be circulated)*
42. **Appointment of Internal Auditors**
43. To consider the quotations received and to appoint an Internal Auditor for the 2020/2021 financial year *(quotations to be circulated)*.

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

Next Council Meeting 6th April 2021

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