**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on 3rd November 2020 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 3rd November 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: 27th October 2020

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 9th October 2020** *(copy circulated previously).*
11. **Finance.**
12. To approve
13. Bank Reconciliation as at 31st October 2020 *(documents to be circulated).*
14. Accounts for the seven months to 31st October 2020 *(documents to be circulated).*
15. Payment requests for September/October 2020 *(schedule to be circulated).*
16. Receipts for September/October 2020 *(schedule to be circulated).*
17. **Clerk Contract of Employment.**
18. To consider the proposal that, in order to reflect the expenditure in the correct month for accounts preparation purposes, the Clerk’s Contract of Employment be amended to the effect that his salary be calculated on the 26th of each month and paid on or before the last day in the month.
19. **Risk Management.**
20. To consider and approve the Council’s Risk Management review for 2020 – 2021 *(copy to be circulated).*
21. **Remembrance Day Arrangements.**
22. To receive a report from Councillor Edwards regarding Remembrance Day Arrangements in Heybridge.
23. **Planning.**
24. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
25. To note that an appeal has been lodged against MDC's decision to

refuse planning permission in respect of Planning Application 20/00406, 23 Maritime Avenue, Heybridge Basin and to agree the action (if any) to be taken.

1. **Village Amenities Working Party.**
2. To agree the Terms of Reference in respect of the Village Amenities Working Party *(document circulated previously).*
3. **Communications with Parishioners.**
4. 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).
5. **Community Engagement Team.**
6. To discuss whether the services of the Community Engagement Team should be utilised during the winter months and to agree the action to be taken.
7. **Community Litter Picking**
8. To receive a report from Councillor Sjollema on community litter picking and to agree the action to be taken.
9. **Clerk’s Report.**
10. To receive a report from the Clerk about any outstanding matters and to take action as required, to include,
11. Locality Funding.
12. Bank Mandate
13. Recycling Bins in Daisy Meadow Car Park.
14. Transfer of Land.
15. Power supply to Street Lighting
16. Budget

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

Next Meeting 24th November 2020

Clerk Contact details: heybridgebasinpc@gmail.com

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