**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on Tuesday 6th April 2021 commencing at 4.45 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 6th April 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: 29th March 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 meetings held on 2nd March and 25th March 2021** *(copies circulated previously).*
11. **Finance.**
12. To approve
13. Payment requests for March/April 2021 *(schedule to be circulated).*
14. Receipts for March/April 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.
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. **Community Engagement Team**
24. To consider the proposal that the Parish Council utilise the Services of Maldon District Council’s Community Engagement Team and to agree the hours to be contracted for in respect of,
25. TRUCAM Speed Enforcement
26. Anti-Social Behaviour Patrol
27. On Street Parking Patrol
28. **Appointment of New Clerk and Responsible Financial Officer.**
29. To authorise the Clerk to advertise the position of Clerk and Responsible Financial Officer with the Essex Association of Local Councils and any other bodies considered appropriate.
30. **Tenders**
31. To authorise the Clerk to go out to tender in respect of the following contracts, namely;
32. Grounds Maintenance
33. Street Lighting maintenance & repairs
34. **Planning Applications**
35. To consider planning application 21/00196/VAR PP-09568612 regarding 23 Maritime Avenue, Heybridge Basin and to agree the action to be taken.
36. To consider any planning applications received after the publication of the agenda and to agree the action to be taken *(applications to be circulated)*.
37. **Annual Statutory Meeting**
38. To confirm that, unless the provision to extend holding virtual meetings is extended beyond 6th May 2021, the time and date of the Annual Statutory Meeting of the Council will be 7.30 pm on 19th May 2021 in Plantation Hall, Heybridge.
39. **Membership of Maldon & Heybridge Heritage Harbour Association (M3HA)**
40. To consider the proposal that Councillor K. Lawson be appointed the Council representative on M3HA and to agree the action to be taken.
41. **Telephone Box**
42. To consider the proposal that the Clerk approach BT regarding the telephone box outside the formal chapel requesting that they turn it into a Wi-Fi hot spot and to agree the action to be taken.
43. To consider the proposal that the Parish Council adopt the telephone box outside the formal chapel.
44. **Clerk’s Report**
45. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
46. Transfer of Land.

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

Next Council Meeting 19th May 2021

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

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