**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on 7th July 2020 commencing at 3.00 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 either by e-mailing the Clerk on the morning of 7th July 2020 or by using the link on our website. The press and members of the public will only be able to listen to the proceedings.

**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: 1st July 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. **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 to consider letters received from Parishioners of Heybridge Basin.**
6. **To receive a report from the District and County Councillors for the area on any matters of interest.**
7. **To sign as a correct record the minutes of the Full Council meeting held on 9th June, 2020** *(circulated previously).*
8. **To Ratify following decisions made by e-mail**
9. Appointing Blackwater Signage to update the signage in the Daisy Meadow Car Park.
10. Purchase of LCRS Risk Management software at £110.00 plus VAT.
11. Membership of EALC.
12. Incorporating the Village Emblem as displayed on the Parish Council website on all paperwork
13. Appointing Councillor Sjollema as the Parish Council Representative on
14. Chelmer Canal Trust.
15. Maldon & Blackwater Estuary Coastal Community Team.
16. **Finance**
17. To approve
18. Bank reconciliation as at 30th June 2020 *(reconciliation to be circulated).*
19. Accounts for the period to 30th June 2020 *(accounts to be circulated)*
20. To approve
21. Payment requests for June 2020 *(schedule to be circulated).*
22. Receipts for June 2020 *(schedule to be circulated).*
23. **Refuse Disposal/Collection**
24. To discuss the current arrangements for refuse disposal and collection in the Parish and to agree the actions to be taken.
25. **Parish Action Plan**
26. To consider the proposal that the Parish Council prepare a three year action plan incorporating their objectives over that period.
27. **Planning**
28. To discuss any Planning Applications and to agree the action to be taken.
29. **Daisy Meadow Car Park**
30. To consider the proposal that the Clerk investigate the various options available for charging a parking fee in the Daisy Meadow Car Park.
31. **Communications with Parishioners**
32. To note that a June Newsletter has been circulated to all parishioners and to agree of the frequency of the newsletter going forward.
33. **Community Engagement Team**
34. To consider the quotation received from Maldon District Council Community Engagement Team and to agree the action to be taken.
35. **Clerk’s Report**
36. To receive a report from the Clerk about any outstanding matters and to take action as required to include,
37. Recycling Bins in the Daisy Meadow Car Park.
38. Amendment to the signage in the Daisy Meadow Car Park.
39. Council Website
40. Access to Container storage business across Daisy Meadow Car Park
41. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**

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

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

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