**HEYBRIDGE BASIN PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the next meeting of the Heybridge Basin Parish Council will take place on 9th June, 2020 commencing at 3.00 pm.

Due to current Covid-19 restrictions this will be a virtual video meeting. The meeting is open to the press and members of the public. The link to this meeting can be accessed through our temporary website at [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk) or directly through the link   
https://www.maldon.gov.uk/heybridgebasin 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: 3rd June 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 receive a report from the Maldon District Council Community Team.**
8. **To sign as a correct record the minutes of the Full Council meeting held on 7th May, 2020** *(circulated previously).*
9. **To Ratify following decisions made by e-mail**
10. Opening a Bank Account with Unity Trust Bank.
11. Appointing W3 to be the Council’s Website provider.
12. Appointing Came & Co to arrange the Council’s Insurance.
13. Agreement of Standing Orders *(circulated previously).*
14. Agreement of Financial Regulations *(circulated previously).*
15. Appointment of Clerk as Data Protection Officer.
16. Confirmation of Fixed Assets *(fixed asset schedule circulated previously).*
17. Registration of Parish Council with HMRC.
18. Agreement to continue the contracts in place arranged by Heybridge Parish Council with,
19. Skippers
20. Appletons
21. A&J Lighting
22. The Council meeting place (when circumstances allow) should be the Heybridge Church Community Centre.
23. That Tollhurst Fisher, Solicitors, be appointed to act for the Council in the transfer of the two parcels of land from Heybridge Parish Council to Heybridge Basin Parish Council.
24. **Finance**
25. To approve
26. Payment requests for June 2020 *(schedule to be circulated).*
27. Receipts for June 2020 *(schedule to be circulated).*
28. **Meeting Dates**
29. To agree the meeting dates for the Council year *(schedule circulated previously).*
30. **Planning**
31. To discuss Planning Application 20/00423/FUL and to agree the action to be taken.
32. To discuss any other Planning Applications or issues and to agree the action to be taken.

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1. **Representation on Outside Organisations**
2. To discuss the Parish Council’s representations on outside organisations and to agree the action to be taken.
3. **Daisy Meadow Car Park**
4. To discuss the issues arising at the Daisy Meadow Car Park over the Bank Holiday weekend and to agree the action (if any) to be taken.
5. **Coronavirus - Social Distancing**
6. To discuss the issues arising in Heybridge Basin at the Bank Holiday weekend and to agree the action (if any) to be taken.
7. **Communications with Parishioners**
8. To discuss methods of communication with Parishioners and to agree the action to be taken.
9. **Community Engagement Team**
10. To agree to negotiate with Maldon District Council re the use of their Community Engagement Team in Heybridge Basin.
11. **Clerk’s Report**
12. To receive a report from the Clerk about any outstanding matters and to take action as required.
13. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**

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