



Heybridge Parish Council

Members of the Council are hereby summoned to attend the Annual Parish Council meeting in The Main Hall, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 18th MAY 2017** at 7:30pm for the purpose of transacting the following business.

Recording of meetings

To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that the recording equipment or cameras will capture your image and this will result in the possibility that your image will become part of the broadcast. This may infringe your human and data protection rights and if you wish to avoid this you should move to the appropriate area of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Clerk before the meeting commences.

Public Participation




This meeting is held in public. To note that under Local Government regulations, only persons registered on the electoral roll are permitted to speak. Visitors will be able to speak within the allotted ten minutes. If several visitors wish to express similar views it is suggested that a spokesperson should speak on behalf of the group. When visitors wishing to speak arrive at the meeting, they should give their names to the Clerk and say that they wish to speak. To avoid arguments and keep the length of meetings to a reasonable level, Councillors will not enter into discussion with visitors during the allocated public participation time. Apart from the initial participation session, the public are not allowed to speak in the meeting.

Laurie Wiebe
Clerk to Heybridge Parish Council

12th May 2017



In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available for the meeting should make prior arrangements with the Clerk at least 2 days before the scheduled meeting.

AGENDA

1.  To elect a Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office;
3. 
 - i) To elect a Vice Chairman;
 - ii) To receive the Vice-Chairman's Declaration of Acceptance of Office.
4. To receive Members Register of Interest Forms. Members are reminded to update their Register of Interest Forms regularly.
5. **Apologies**
 - i) To receive apologies for absence;
 - ii) To approve the reasons for absence.
6. **Chairman's Announcements**
7.  **Minutes**







To receive and confirm the Minutes of the meeting of the Parish Council held on 20th April 2017 (Appendix 1).

To receive the Minutes of the:

 - i) Planning Committee held on 5th May 2016 (Appendix 2.)
 - ii) Events Committee held on 12th May 2016 (to be circulated.)
 - iii) Environment and Resources Committee held on 27th April 2017 (Appendix 3)
8. To receive member's declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda. To note any dispensations granted. (Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the meeting.)
9. Public participation session with respect to items on the agenda and other matters that are of mutual interest.
10. To receive reports from:
 - a) **District Councillors**
 - i. To note there was a District Councillor Liaison Meeting held on 28 April 2017;
 - ii. The next Liaison Meeting will be held on 26 May 2017;
 - b) **Police and any other emergency services, if present.**
11.  **Charity of the Year**
 - i) To receive nominations for the Charity of the Year
 - Cllr Edwards has proposed Heybridge Shed (Appendix 4)
 - ii) To decide on the Charity of the Year.
12.  **Christmas Drinks Reception**

To consider holding a Christmas Drinks Reception in December 2017.
13. **Planning Record 2016/2017**

To receive the planning record for 2016/2017 (Appendix 5.)

14.  **EALC – Vaughton Council of the Year Award**
To consider entering the Council of the Year Award (Appendix 6.)
15.  **Buckingham Palace Garden Party and EALC Chairman Service Award**
To consider nominating a Chairman or ex-Chairman to attend the Garden Party and Service Award (Appendix 7.)
16.  **Recommendation for Architect**
To consider submitting a recommendation to the Architect (Appendix 8.)
17.  **Maldon and Heybridge Youth Council**
To appoint two Councillors and the Clerk to liaise with Maldon Town Council and local schools to set up a joint youth council.
18.  **Annual Governance Review**
To receive and consider the annual governance review report from the Clerk (Appendix 9);
- i) To receive documents from the Information Commissioners Office on the General Data Protection Policy which takes effect on 25 May 2018 (Appendix 10);
 - ii) To agree the proposed changes to the overview of the organisation;
 - iii) To agree the proposed changes to the following adopted policies:-
 - a. System of Internal Control;
 - b. FOI model publication scheme;
 - c. Annual Parish Meeting Guidelines;
 - d. Relationship with the Press;
 - e. Heybridge Herald Publication Guidelines and Principles;
 - f. Code of Practice for handling Complaints;
 - g. Staff Grievance Procedure Policy;
 - h. Disciplinary Procedure;
 - i. Statement of Public Task;
 - j. Events Committee Terms of Reference;
 - k. Budget Committee Terms of Reference;
 - l. Personnel Committee Terms of Reference;
 - m. Planning Committee Terms of Reference;
 - n. Data Protection Policy
 - o. Lone Worker Policy
 - p. Whistleblowing Policy
 - q. Paternity Leave Policy
 - r. Adoption Leave Policy
 - s. Gifts and Hospitality Policy
 - t. Tree Policy
 - u. Appraisals Policy
 - v. Community Inclusion and Engagement Strategy
 - w. Training Policy
 - x. Plantation Hall Car Park Policy
 - y. Environmental Policy
 - iv) Corporate Strategy 2015 to 2020
Members are asked to review the Corporate Strategy with particular emphasis on the identified strategies.
19.  **Consultations and Policies**
- i) To consider submitting comments to DCLG on the public consultation on running free (Appendix 11);
 - ii) To consider submitting comments to Essex Pension Fund (Appendix 12.)

20.  **Action Plan 2017-2018**

b) To agree the Action Plan for 2017-2018 (Appendix 13);

21.  **Memberships**

To agree to renew annual memberships and appoint a lead representative as required:

- a) Essex Association of Local Councils (EALC) and National Association of Local Councils (NALC)– lead
- b) Campaign to Protect Rural England (Essex) (CPRE) - lead
- c) Rural Community Council of Essex (RCCE) - lead
 - i) Village Hall Committee – deputy clerk
 - ii) Community Led Planning Group - lead
- d) Thames Estuary Partnership (TEP) - lead
- e) Society of Local Council Clerks (SLCC) – Clerk and Deputy Clerk
- f) Chelmer Canal Trust – lead

22. **General Power of Competence**

To note that the resolution to adopt the General Power of Competence remains in place until the meeting following the next ordinary elections in 2019.

23.  **Appointment of committees and working groups**


- a) To consider the appointment of Members to serve on the **Planning Committee** (five Members plus Chairman and Vice-Chairman);
- b) To consider the appointment of Members to serve on the **Events Committee** (five Members plus Chairman and Vice-Chairman);
- c) To consider the appointment of Members to serve on the **Environment and Resources Committee** (five Members plus Chairman and Vice-Chairman);
- d) To consider the appointment of Members to serve on the **Personnel Committee** (Clerk, Chairman and two others plus one substitute);
- e) To consider the appointment of Members to serve on the **Budget Committee** (Responsible Financial Officer, the Council Internal Auditor, the Chairman, Vice-Chairman, one Councillor, and bank reconciliation verifier);
- f) To consider the appointment of Members to serve on the **Neighbourhood Plan Task and Finish Working Group** (minimum four Councillors);
- g) To consider appointment of Members to serve on the Plantation Hall Extension **Working Group**;
- h) To consider appointment of five Councillors for Community Achievement Award **Panel**;
- i) To consider the appointment of lead Councillors for the following –
 - i. Heybridge Herald (currently Cllr M Edwards);
 - ii. Basin Matters (currently Cllr Prof Schnurr);
 - iii. Community CPR Training (currently Cllr G Young);
 - iv. Tourism and Leisure Representative (currently Cllr Perry);
 - v. Health Matters (currently Cllr Prof Schnurr);
 - vi. School Liaison Representatives (currently Cllr. Burwood.)

24.  **Appointments and representation on outside bodies**

To formalise the Parish Council's appointments/representation on outside bodies – existing appointments as follows:

- a) **Parish Passenger Transportation**– Cllr Prof Schnurr

- b) **Elms Farm Park Conservation Group** – Cllr Burwood (substitute Cllr Prof Schnurr)
- c) **Maldon and Blackwater Estuary Coastal Community Team** – Cllr Prof Schnurr and Cllr M Edwards
- d) **Any other groups**

25.  **Appointments of wardens and officers**

- a) To consider the continuing appointment of the Tree Warden (Mr Les Hammans);
- b) To consider the appointment of the Parish Emergency Co-ordinator (Deputy Clerk)

26.  **Financial Matters**

- a) To receive and consider the schedule of payments including invoices and accounts for payment dated 4 May and 18 May 2017 (to be circulated at the meeting);
- b) To receive an updated statement of accounts (to be circulated at the meeting);
- c) To receive the bank reconciliation for April 2017 (Appendix 14);
- d) To consider writing off invoice to a hirer for damage caused to Plantation Hall (Clerk to report);
- e) To note the period of exercise of public rights will commence of Tuesday 6 June 2017 and end on Monday 17th July 2017;
- f) To approve the final Income and Expenditure Account for 2016/17 (Appendix 15);
- g) To approve and sign the Annual Governance Statement for 2016/17 (Appendix 16):-
 - i. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;*
 - ii. *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;*
 - iii. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances;*
 - iv. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;*
 - v. *We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;*
 - vi. *We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems;*
 - vii. *We took appropriate action on all matters raised in reports from internal and external audit;*
 - viii. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements;*

- h) To approve the Annual statements for 2016/2017 (Appendix 17);
- i) To appoint Mr. John Williams as Internal Auditor for 2017-2018;
- j) To consider opening additional accounts with other banks;
- k) To consider appointing an additional bank signatory.

27. 

Training

To approve any training requirements (Members receive weekly e-mails of training opportunities available.)

28.

Future meetings

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 25th May 2017 at 7.30pm.

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 1st June 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 8th June 2017 at 7.30pm.

The next meeting of the Parish Council will be held on Thursday 15th June 2017 at 7.30pm.

For Information Only:

Items for next Parish Council Meeting agenda:-

Donation Requests

Town Council status

Additional Policies