

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 19th MAY 2016** at 7:00pm 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

13th May 2016

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 for absence.
6.  **Minutes**
To receive and confirm the Minutes of the meeting of the Parish Council held on 21st April 2016 (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.)
 - a. To receive a report from the Committee and consider any recommendations.
7. 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.)
8. Public participation session with respect to items on the agenda and other matters that are of mutual interest.
9. To receive reports from:
 - a) **District Councillors;**
 - b) **Police and any other emergency services, if present.**
10.  **Charity of the Year**
 - i) To receive nominations for the Charity of the Year;
 - ii) To decide on the Charity of the Year.
11.  **Clerk's Report**
To receive a report from the Clerk (Appendix 3);
 - a) To consider holding a Christmas Drinks Reception in December 2016;
 - b) To consider the quotation received to store Parish Council documents off-site;
 - c) To appoint Cllr Z Edwards as bank reconciliation verifier.
12.  **Consultations and Policies**
 - a) To agree to adopt the amended Code of Conduct (Appendix 4);
 - b) To note that all adopted policies have been reviewed and circulated to Members;
 - c) To agree the Action Plan for 2016-2017 (Appendix 5);
 - d) To consider submitting comments to the London Southend Airport consultation on proposed route changes – deadline 27 May 2016 (Appendix 6).


13.  **Memberships**

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

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

14. **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.


15.  **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 of the **Village of the Year Working Group**;
- h) 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. Water Course Mapping
 - iv. Community First Aid Training (currently Cllr G Young);
 - v. Tourism and Leisure Representative (currently Cllr Perry);
 - vi. Health Matters (currently Cllr Dr Blyth);
 - vii. School Liaison Representatives (currently Cllr. Dr Blyth and Cllr Z Edwards.)

16.  **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.
- c) **Maldon and Blackwater Estuary Coastal Community Team** – Cllr Prof Schnurr and Cllr M Edwards
- d) **Any other groups**

17.  **Appointments of wardens and officers**
- a) To consider the continuing appointment of the Public Rights of Way Liaison Warden (Cllr. Young);
 - b) To consider the continuing appointment of the Tree Warden (Mr Les Hammans);
 - c) To consider the continuing appointment of the Parish Emergency Co-ordinator (Clerk.)

18.  **Parish Council Members**
- i) To consider if the number of Members should be increased from 12 starting at the next ordinary elections in 2019;
 - ii) Subject to the above, to consider if the Clerk should write to Maldon District Council requesting a Community Governance Review.

19. **Reports from Outside Committees and Training**
- a) **Parish Passenger Transportation Representatives Meeting**
 - i) To note the bus 288 passenger numbers for March 2016 were 164 and April 2016.
 - b) **Elms Farm Park Friends Group & Oak Tree Meadow**
To receive the latest minutes (Appendix 7.)

20.  **Financial Matters**
- a) To receive and consider the schedule of payments including invoices and accounts for payment dated 5 May and 19 May 2016 (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 2016 (Appendix 8);
 - d) To note the period of exercise of public rights will commence on Friday 3rd June 2016 and end on Thursday 14th July 2016;
 - e) To approve the final Income and Expenditure Account for 2015/16 (Appendix 9);
 - f) To approve and sign the Annual Governance Statement for 2015/16:-
 - 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;*
- g) To approve the Annual statements for 2015/2016 (Appendix 10);
- h) To appoint Mr. John Williams as Internal Auditor for 2016-2017.

21. 

Training

To approve any training requirements (a list of EALC courses available was previously circulated to Members)

22.

Future meetings

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 26th May 2016 at 7.00pm.

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 2nd June 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 9th June 2016 at 7.30pm.

The next meeting of the Parish Council will be held on Thursday 18th June 2015 at 7.00pm.

For Information Only:

Items for next Parish Council Meeting agenda:-

Donation Requests

Town Status