

Heybridge Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting in The Main Hall, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 18 JUNE 2015** at 7.00pm for the purpose of transacting the following business.

Laurie Wiebe
Clerk to Heybridge Parish Council.



12th JUNE 2015

In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available during the meeting should make prior arrangements with the Clerk.

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.

AGENDA

1.  Apologies for absence
2. **Declaration of Acceptance of Office of Chairman Form**
To receive the Chairman's Declaration of Acceptance of Office form.
3. **Members Declaration of Acceptance of Office Forms**
To note the 18th June 2015 deadline for Declaration of Acceptance of Office Forms to be received by the Clerk. Failure to complete the forms by the deadline will automatically result in Casual Vacancy.
4. Chairman's Announcements
5.  **Minutes**
To receive and confirm the Minutes of the Parish Council meeting held on 21st May 2015 (Appendix 1.)

To receive the Minutes of the Planning Committee of the Parish Council held on 4th June 2015 (Appendix 2.)

To receive the Minutes of the Personnel Committee of the Parish Council held on 28th May 2015 (Appendix 3.)

To receive the Minutes of the Events Committee of the Parish Council held on 28th May 2015 and 11th June 2015 (Appendix 4 and 5.)

6.



Interests

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.)

7.

Public Participation

Public participation session with respect to items on the agenda and other matters that are of mutual interest. (Public must be registered on the electoral roll as residents of Heybridge Parish.)

8.

To receive reports from:

- a) **District Councillors**
- b) **Police and any other emergency services, if present.**

9.



Planning

- a) To consider and make comments to the District Council on applications received:

Application No: FUL/MAL/15/00405 PP-04145880

Proposal: Erection of detached house to west of existing house, 8 Fir Tree Walk

Location: Land adjacent 8 Fir Tree Walk, Heybridge

Application No: HOUSE/MAL/15/00547

Proposal: Erection of a single storey front garage

Location: 10 Scraley Road, Heybridge

Any other planning applications received will be circulated to Members.

- b) To receive any update on the Local Development Plan.

10.




Clerk's Report

To receive a report from the Clerk (Appendix 6);

- i) To receive an update on the proposed litter bin to be located on Colchester Road at the bus stop opposite Bentalls Shopping Centre;

- ii) To consider the recommendations in the Property Review Report (previously circulated to Members);
- iii) To further consider the suggestion to relocate the Horse Trough from the District Council Conservation Officer (previously circulated to Members);
- iv) To consider submitting nomination of a past or present Chairman to attend the Buckingham Palace Garden Party;
- v) To consider renewing the agreement to donate the use of the Meeting Room to the Heybridge Residents Association free of charge on a monthly basis for a year (total up to 12 hirings);
- vi) To consider the proposal from Maldon District Council to financially support the Underpass project (Appendix 7);
- vii) To approve in principle supporting the changeover of the Doorstep Club to a commercial club run by a local freerunners club. To consider offering the freerunners club an initial free-of-charge hiring of the Main Hall and Field (for a set period of one month) and then a village hire rate;
- viii) To consider if quotes should be sought to replace the gas oven with an electric oven;
- ix) To consider the request from Heybridge Social Football Club to reduce their hiring cost of the football pitch on the 10th May 2015 as the pitch had not been marked;
- x) To note the projects carried out by The Conservation Volunteers (TCVs) and determine if there would be any suitable projects within the Parish for the TCVs (Appendix 8);
- xi) To note that the Annual Row For A Reason Round the Island Race will be held on 26th September 2015. To note that Basin Road between Daisy Meadow Car Park and the seawall will be closed on the 26th September 2015.

11.  **Plantation Hall Extension**
To consider the draft drawings of an extension to Plantation Hall.

12.  **Consultations and Policies**

- i) To consider submitting comments to Essex County Council regarding the Statement of Community Involvement 2015 draft public consultation which runs 14th May to 25th June 2015 (previously circulated to Members);
- ii) To adopt the Parish Council's Attendance Policy (Appendix 9);
- iii) To consider nominating a Member to attend the Essex Rural Strategy Consultation Event on 21st July 2015 (Appendix 10);
- iv) To consider nominating a Member to attend the Essex Means Business Event on 24th June 2015 (Appendix 11).

13.  **Parish Council Website**
To consider if the Parish Council website should be redesigned.

14.  **Appointments and representation on outside bodies**
To formalise the Parish Council's appointments/representation on outside bodies – existing appointments as follows:
Parish Passenger Transportation – Cllr Prof Schnurr
Elms Farm Park Friends Group & Oak Tree Meadow – vacancy
Health Matters – Cllr Dr. Blyth

15.  **Appointments of wardens and officers**

- a) To consider the continuing appointment of the Public Rights of Way Liaison Warden (Cllr. Young);
- b) To appoint a Tree Warden;
- c) To consider the continuing appointment of the Parish Emergency Co-ordinator (Clerk.)

16. **Parish Council Assets/Projects**

- a) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
 - i) To receive a report from the leading Councillor.
- b) **Basin Matters** (Lead Councillor – Cllr Prof Schnurr)
 - i) To receive a report from the leading Councillor.
- c) **Projects (including 5 year project plan) and Grants Working Group**
 - i) To receive a report from the leading Councillor.
- d) **Neighbourhood Planning Working Group**
 - i.) To receive a report from the leading Councillor.

17.  **Financial Matters**

- a) To receive and consider the schedule of payments including invoices and accounts for payment (to be circulated at the meeting);
- b) To receive an updated statement of accounts (to be circulated at the meeting);
- c) To receive the monthly bank reconciliation (to be circulated at the meeting.)
- d) To approve the final Income and Expenditure Account for 2014/15 (to be circulated at the meeting);
- e) To approve and sign the Annual Return and Annual Governance Statement for 2014/15:-
 - i. *We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices;*
 - 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 the council 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 the council 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 the council and, where appropriate have included them in the accounting statements.*
- f) To appoint Mr. John Williams as Internal Auditor for 2015-2016;
 - g) To agree the scope of internal audit works for 2015-2016 (Clerk to report);
 - h) To ratify the renewal membership of EALC for £884.18;
 - i) To ratify the renewal membership of Rural Community Council of Essex for £40 + VAT.
 - j) To consider the donation requests received:-
 - i. To consider the donation request received from Heybridge Social Football Club towards the cost of hiring the football pitch;
 - ii. To consider the donation request received from Darby and Joan Club towards the cost of hiring the Main Hall.

18. **Highways and Environment Matters**

- a) Tree Warden (vacancy);
 - i. To note that a tree had been considered dangerous and needed to be felled without the required 6 week notice at the property located at Rohan, Heybridge Basin.
- b) Public Rights of Way Liaison Warden (Cllr Young);
- c) To receive a report from the Parish Emergency Co-ordinator (Clerk).
 - i. To note that the Admin Assistant and Clerk will be attending the Community Emergency Planning Workshop at MDC on 17th June 2015;
- d) To consider submitting the following proposed requests to the Local Highways Panel:-
 - i. Zebra crossing Goldhanger Rd at Lawling Ave;
 - ii. Extend 30mph zone along Goldhanger Rd to Saltcot Maltings;
 - iii. Zebra crossing Colchester Rd nearer Bentalls;
 - iv. Pedestrians in road signs along Basin Road;
 - v. Slow on both sides of Colchester Rd at bridge.

19. **Reports from Committees**

a) **Planning Committee**

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations;
- iii. To consider appointing one Member onto the Committee.

b) **Events Committee**

- i. To receive a report from the Chair of the Committee;

- ii. To consider any recommendations:
 - a. To approve the Maldon Blackwater Rotary Club Senior Citizens Strawberry Tea event to be held on the 12th July 2015. The Parish Council is asked to provide use of the Main Hall, arrange guest list and make any transport requirements.
- iii. To consider appointing one Member onto the Committee;
- iv. To confirm Members attendance for the Community Festival on 26th July 2015;
- v. To note the Christmas Drinks Reception will be held on Friday 4th December 2015.

c) Budget Committee

- 1. To note that the Committee will next meet in August 2015.

20. Reports from Outside Committees and Training

a) Transport Representatives Meeting

- i) To receive a report from Cllr. Prof. Schnurr;
- ii) To note the bus 288 passenger numbers for April 2015 were 136 and May 2015 were 249.
- iii) To note that the Sunday Saver Day ticket (a multi-operator bus ticket offering unlimited all day travel on any of the qualifying bus services in Essex on a Sunday) fares will increase from 14th June 2015.

b) Elms Farm Park Friends Group & Oak Tree Meadow

To receive the minutes from the last Elms Farm Park meeting (previously circulated to Members)

c) Health Matters

- i. To receive a report from Cllr. Dr. Blyth.

21. Training Notifications

- a) To approve any EALC training requests received:
 - i) Chairman's Day 1 – 24th June 2015 - £70 per delegate;
 - ii) Risk Assessment Level 2 – 25th June 2015 - £80 per delegate;
 - iii) Councillor Training Day 1 – 30th June 2015 or 1st July 2015 - £70 per delegate;
 - iv) Planning Introductory Workshop – 7th July 2015 - £35 per delegate (Cllr. Hall and Cllr. Young have expressed interest in attending);
 - v) Standing Orders – 9th July 2015 - £47 per delegate;
 - vi) Chairman's Day 2 – 14th July 2015 – £70 per delegate;
 - vii) Councillor Training Day 2 – 15th July 2015 or 16th July 2015 - £70 per delegate.

- b) To receive the Clerk's CPD report (previously circulated to Members);
 - i) To approve the Clerk attending the SLCC National Conference in Hinckley, Leicestershire 15, 16, 17 October 2015 for £500 + VAT + mileage;
 - ii) To approve the Clerk and Day Caretaker attend fire marshal training for £60 + VAT each;
 - iii) To approve the Clerk and Day Caretaker attend first aid at work reaccreditation course for £205 + VAT each.

- c) To note that there will be in-house training for all Members on Thursday 25th June 2015 between 7pm and 9pm.

22. Future meetings

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 2nd July 2015 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 9th July 2015 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 16th July 2015 at 7:00pm.

For Information Only:

Items for next Parish Council Meeting agenda:

Council Award Scheme

Corporate Strategy Policy

Update on various works

Quotes to plant a new hedge along Sherpa Path with possible post-and-rail fence

Quotes for new window coverings in the Main Hall

Update on Green Lane

Daisy Meadow Car Park entrance Amenity Light

Drainage ditch adjacent Daisy Meadow Car Park