



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 19 NOVEMBER 2015** 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 NOVEMBER 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.

AGENDA


1.  Apologies for absence.
2. Chairman's Announcements.
3.  **Minutes**
To receive and confirm the Minutes of the Parish Council meeting held on 22nd October 2015 (Appendix 1.)

To receive the Minutes of the Planning Committee of the Parish Council held on 5th November 2015 (Appendix 2.)

To receive the Minutes of the Events Committee of the Parish Council held on 12th November 2015 (to be circulated.)
4.  **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.)
5. **Public Participation**
Public participation session with respect to items on the agenda and other matters that are of mutual interest.
6. To receive reports from:
 - a) **District Councillors**
 - b) **Police and any other emergency services, if present.**
7.  **Planning**
 - a) To consider and make comments to the District Council on applications received. At the time the agenda was distributed there were no planning applications. Any planning applications received will be circulated to Members;
 - b) To receive any update on the Local Development Plan;
 - c) To note that meetings have been held between MDC planning officers and Cllr. Lawson, Cllr. Prof Schnurr and Cllr. M Edwards regarding section106 allocations.
8. **Plantation Hall Extension**
 - i) To receive the feasibility study and estimated costs for the extension (Appendix 3);
 - ii) To decide how the project should move forward.
9.  **Clerk's Report – including Property Matters**
To receive a report from the Clerk (Appendix 4);
 - i) To ratify the expense of £415 + VAT to replace the microphone;
 - ii) To ratify the expense of £480 + VAT to replace the lights in the office;



- iii) To consider installing a hedge along the Langford Ditch in Elizabeth Way Amenity Area;
- iv) To consider installing a second telephone line for the Clerk;
- v) To consider if the Parish Council's riparian half of the ordinary watercourse adjacent Daisy Meadow Car Park should be cleared. To agree that a wildlife survey be conducted prior to any clearing of the watercourse.
- vi) To approve a budget for Christmas Decorations in Plantation Hall to include a new artificial tree;
- vii) To note the current state of the wooden floor in the Main Hall and decide if the floor will need to be replaced in 2016-2017 financial year;
- viii) To decide that should the wooden floor be replaced, if the underfloor heating should be repaired or replaced in 2016-2017 financial year;
- ix) To agree the quotation received to paint the exterior of Plantation Hall for £1940 in 2016-2017 financial year;
- x) To agree the quotation received to paint the 3 green benches in the Playing Field for £120 in 2016-2017 financial year;
- xi) To agree the quotation received to paint the black railings at Plantation Hall and the Playing Field for £2625 in 2016-2017 financial year;
- xii) To agree the quotation received to paint the youth shelter for £280 in 2016-2017 financial year;
- xiii) To ratify the expense of £14.02 to replace a faulty changing room shower switch;
- xiv) To ratify the expense of £25.30 + VAT to purchase tools for use by the caretaking staff;
- xv) To agree the quotation received to remove the trough in the Men's Toilet and install 3 urinals for £1780 in 2016-2017 financial year;
- xvi) To determine if quotations be sought to replace all noticeboards in 2016-2017 financial year;
- xvii) To agree that all reports in the future will be written and that verbal reports will not be accepted during all Council meetings;
- xviii) To approve the schedule of meetings for 2016-2017 (Appendix 5);
- xix) To consider the suggestion from MDC to relocate the large refuse bins located in Daisy Meadow Car Park near the canal steps to the area where the public toilet was located near Daisy Meadow Car Park entrance;
- xx) To consider the request from MDC to keep a supply of recycling sacks for residents at Plantation Hall and to keep a record of which residents have taken the sacks.

10.  **Consultations and Policies**

- i) To adopt the amended Donation Awarding Policy (Appendix 6);
- ii) To adopt the amended Personnel Committee Terms of Reference (Appendix 7.)

11.  **Defibrillator**

At the request of Cllr. Young, to investigate if a defibrillator should be installed at Plantation Hall (Appendix 8(a) and (b).)

12. **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;
 - ii) To receive an update from Cllr. Prof Schnurr on public conveniences.
- c) **Projects (including 5 year project plan) and Grants Working Group**
- i) To receive a report from the leading Councillor.
- d) **Neighbourhood Planning Task and Finish Working Group**
- i. To receive a report from the leading Councillor;
 - ii. To receive an update from Cllr. Prof Schnurr on Neighbourhood Planning Consultants;
 - iii. To consider the arrangements for posting questionnaires to each household. The cost of an annual Royal Mail freepost licence would be £94 + VAT and £0.37 per every processed 2nd Class letter.
12.  **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).
13. **Highways and Environment Matters**
- a) To receive a report from the Tree Warden (Mr. Hammans);
 - i) To note that a recent tree enquiry had been received from a resident regarding the height of the hedge located in Elizabeth Way Amenity Area facing the gardens of Emperor Close. Mr. Hammans and the Clerk agreed that no action was required at this time.
 - b) To receive a report from the Public Rights of Way Liaison Warden (Cllr Young);
 - c) To receive a report from the Parish Emergency Co-ordinator (Clerk). Nothing to report;
 - d) To receive any update from the Local Highways Panel. Nothing to report.
14.  **Reports from Committees**
- a) **Planning Committee**
- i. To receive a report from the Chair of the Committee;
 - ii. To appoint one Member onto the Committee following Cllr Hall stepping down.
 - iii. To consider any recommendations.

b) Events Committee

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations.

c) Budget Committee

- i. To receive a report from the Chairman.
- ii. To note the next Budget Committee meeting will be held on 1st December 2015.

15. Reports from Outside Committees, Representatives and Training

a) Transport Representatives Meeting – Cllr. Prof Schnurr

- i) To receive a report from Cllr. Prof. Schnurr;
- ii) To note the bus 288 passenger numbers for October 2015 were 139.

b) Elms Farm Park Conservation Group – Cllr. Burwood

- i) To receive a report from Cllr. Burwood.

c) Health Matters – Cllr. Dr. Blyth

- i. To receive a report from Cllr. Dr. Blyth.
- ii. To note the current consultation on proposed changes to healthcare.

d) Tourism and Leisure Representative – Cllr. Perry

- i. To receive a report from Cllr. Perry.

e) Where does the Water Go Project – Cllr Moodey

- i. To receive a report.

16. Training Notifications

a) To approve any EALC training requests received:

- i) Fire Safety Level 2 – 26 January 2016 - £80 per delegate;
- ii) Vine HR – 27 January 2016 - £47 per delegate;
- iii) Vine HR – 2 February 2016 - £47 per delegate;
- iv) Procurement Regulations Workshop – 11 February 2016 - £47 per delegate;
- v) Food Safety – 23 February 2016 - £80 per delegate;
- vi) End of year accounting/getting through Audit requirements – 25 February 2016 - £80 per delegate.

- a. To approve the Clerk attendance at the SLCC Practitioners Conference in Stratford-upon-Avon on 25 – 26 February 2016 for £377 + VAT + mileage;
- b. To approve the Clerk and Admin Assistant attend the SLCC Regional Conference on 3rd February 2016 in Chatham, Kent for £69 + VAT each + mileage;
- c. To consider attending the RCCE Christmas Coffee Morning – 14th December 2015.
- d. To consider attending the NALC Larger Council Conference – London- 2 December 2015- £195 + VAT per delegate + travel.

17. Future meetings

The next meeting of the Budget Committee of the Parish Council will be held on Tuesday 1st December 2015 at 11:00am.

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 3rd December 2015 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 10th December 2015 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 17th December 2015 at 7:00pm.

For Information Only:

Items for next Parish Council Meeting agenda:

Update on various works

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

Staff Car Usage Policy

General Office and Caretakers Budget Policy

Charity of the Year Policy

Efficiency of Council Meetings Report

Update on Park Rangers services

Setting Budget and Precept for 2016-2017 Financial Year