

## Heybridge Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting in The Claydon Room, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 18<sup>th</sup> AUGUST 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**

**12<sup>th</sup> AUGUST 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 receive and approve apologies for absence.
2. Chairman's Announcements.
3.  **Minutes**  
To receive and confirm the Minutes of the Parish Council meeting held on 29<sup>th</sup> June 2016 (Appendix 1.)  
  
To receive the Minutes of the:
  - Planning Committee held on 2<sup>nd</sup> June 2016 and 21<sup>st</sup> July 2016 (Appendix 2 and 3)
  - Events Committee held on 14<sup>th</sup> July 2016 (Appendix 4) and 11<sup>th</sup> August 2016 (to be circulated)  
To note that the special Parish Council meeting and Planning Committee meeting that had been scheduled for the 4<sup>th</sup> August 2016 could not legally be held as the agenda papers could not be prepared in time.
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. **Clerk's Report**
  - i) To note that letters of thanks have been received from Row 4 a Reason, Oars and Paws, and the PCC for the donations;
  - ii) To consider nominating current or past Chairman to attend the Buckingham Palace Garden Party Award (Appendix 5);
  - iii) To consider submitting proposals for the Maldon District Conservation & Design Award Scheme 2016 (Appendix 5a.)
8.  **Consultations and Policies**
  - i) To consider submitting comments to Essex County Council on the Local Bus Network Review Consultation (deadline 28 September 2016) (previously emailed to Members);
  - ii) To consider submitting comments to PRS for Music on the Local Authorities Tariff Customer Consultation (deadline 17 August 2016 however they will accept comments from the Parish Council by 19 August 2016) (Appendix 6.)

9.  **Gardener Tender**  
i) To agree the draft tender for a gardener (Appendix 7);  
ii) To agree the tender timescale (Appendix 8)  
ii) To appoint two Members and the Clerk to open and review tenders received.
10.  **Action Plan 2016-2017 Review**  
i) To conduct a quarterly review of the action plan (Appendix 9.)
11.  **Plantation Hall Extension Public Exhibit – 2<sup>nd</sup> October 2016**  
i) To consider the arrangements for the public exhibit;  
ii) To consider inviting the architect to attend the exhibit;  
iii) To appoint Members to oversee the exhibit.
12.  **Town Status (minimum 10 Members to be present)**  
i) To consider if the Parish Council should become a Town Council in principle (report from Cllr Edwards - Appendix 10; report from Cllr Prof Schnurr – Appendix 11);  
ii) Subject to the above decision, to agree that a public workshop will be held following summer holidays.
13.  **Financial Matters**  
i) To receive and consider the schedule of payments from 7 July (to be ratified), 21 July 2016 (to be ratified) and 18 August 2016 including invoices and accounts for payment (Appendix 12a, b);  
ii) To receive an updated statement of accounts (Appendix 13);  
iii) To receive the monthly bank reconciliation for June and July 2016 (Appendix 14 a,b).
14. **Publicity**  
i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)  
To receive a report from Cllr Edwards (Appendix 15.)
15. **Basin Matters**  
i) To receive a report from Cllr Prof Schnurr.  
ii) To note the large refuse bins that were located near the steps to the Canal have been removed from Daisy Meadow Car Park. The Environment and Resources Committee will be considering repurposing the area.
16. **Reports from Committees and Working Groups**  
i) **Planning Committee**  
a. To consider any recommendations.  
ii) **Events Committee**  
a. To consider any recommendations.  
iii) **Neighbourhood Planning Task and Finish Working Group**  
 a. To receive notes from the meeting held on 9<sup>th</sup> August 2016 (Appendix 16.) To consider the following recommendations:  
i. To agree extending the appointment of an intern to carry out analysis of the completed data entry;  
ii. To agree the appointment of a second intern to summarise the history of Heybridge.

**iv) Village of the Year Working Group**

- a. To receive a report.

**17. Reports from Outside Committees, Representatives and Training**

- i) **Transport Representatives Meeting** – Cllr. Prof Schnurr
  - a. To note the bus 288 passenger numbers for June 2016 were 198 and July 2016 were 193;
- ii) **Elms Farm Park Conservation Group** – Cllr. Burwood
  - To receive minutes from the AGM (Appendix 17)
- iii) **Health Matters** – Cllr. Prof Schnurr
- iv) **Tourism and Leisure Representative** – Cllr. Perry
- v) **School Liaison Representatives** – vacancy
- vi) **Maldon and Blackwater Coastal Community Group** – Cllr M Edwards, Cllr Prof Schnurr.
  - i. To receive a report from Cllr. Edwards (Appendix 18) and the England Coastal Path update (Appendix 19.)
- vii) **EALC Rep** – Cllr M Edwards, Cllr Prof Schnurr
- viii) **Campaign to Protect Rural England (Essex)** – Cllr Gentry
- ix) **Community CPR Training** – Cllr Young
  - To note the next CPR training will begin 25<sup>th</sup> September 2016.
- x) **Parish Emergency Coordinator** – Clerk
  - To note that an emergency training day will take place on Sunday 16<sup>th</sup> October 2016 and will be based at Plantation Hall.
- xi) **Rural Community Council of Essex** – Cllr Lawson (General); Admin Assistant (Village Halls); Cllr Prof Schnurr and Cllr Young (Planning).
- xii) **Chelmer Canal Trust** – Cllr Young

**18.  Training Requests**

To approve any training requests received. (Members receive weekly emails outlining the various training courses available.)

**19. Future meetings**

- i) The next meeting of the Planning Committee of the Parish Council will be held following this meeting.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 8<sup>th</sup> September 2016 at 7.30pm.
- iii) The next meeting of the Parish Council will be held on 15<sup>th</sup> September 2016 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 25<sup>th</sup> August 2016 at 7.00pm.

For information only:-

Items for the next meeting:

Update on Risk Management