



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 17th AUGUST 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

11 August 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.  **Apologies**
 - i) To receive apologies for absence;
 - ii) To approve the reasons for absence.

2. **Chairman's Announcements**

Resignation of Cllr Edwards.

3.  **Minutes**

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

To receive and confirm the Minutes of the Extra-ordinary meeting of the Parish Council held on 27th July 2017 (Appendix 2).

To receive the Minutes of the:

 - i) Planning Committee held on 3rd August 2017 (Appendix 3.)
 - ii) Events Committee held on 10th August 2017 (to be circulated.)
 - a. To note 'Part at the Planny' on 10th September 2018;
 - b. To note Remembrance Sunday Parade and Service on 12th November 2017.
 - iii) Environment and Resources Committee held on 27th July 2017 (Appendix 4.)


4. **Update from previous meeting**

Minute 17/125 – to note that the District Council have confirmed there would be no Mill Street.

5. 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.)

6. Public participation session with respect to items on the agenda and other matters that are of mutual interest.

7. To receive reports from:
 - a) **District Councillors**
 - i. To note there was a District Councillor Liaison Meeting held on 28 July 2017;
 - ii. The next Liaison Meeting will be held on 29 September 2017 at 4pm;
 - b) **Police and any other emergency services, if present.**


8.  **Consultations and Policies**
 - i) To consider submitting comments to London Southend Airport on the proposal to introduce performance based navigation (PBN) approach procedures at London Southend Airport (previously circulated, a report from Cllr Prof Schnurr to be circulated);

- ii) To consider submitting comments to National Association of Local Councils on the public call for evidence and inquiry questions by Lords Select Committee on Citizenship and Civic Engagement (Appendix 5– deadline 1st September 2017);
- iii) To consider submitting comments to National Association of Local Councils on the public consultation on a new broadband Universal Service Obligation: consultation on design (Appendix 6– deadline 1st October 2017);
- iv) To consider adopting the Council’s Asset Register Policy (Appendix 7);
- v) To consider adopting the Council’s Protocol for marking the death of a senior national figure or local holder of high office (Appendix 8.)

9.  **Appointments**

- i) To consider appointing two Members on to the Town working group;
- ii) To consider appointing a lead Councillor to liaise with Maldon District Council regarding proposed community facilities within the North Heybridge Garden Suburb;
- iii) To appoint a lead Councillor for the Herald;
- iv) To appoint a Member onto the Personnel Committee;
- v) To appoint a Member onto the Environment and Resources Committee;
- vi) To appoint a Member onto the Events Committee;
- vii) To appoint two Members onto the Community Achievement Award Panel;
- viii) To appoint a Member onto the Plantation Hall Extension Working Group;
- ix) To appoint a Member onto the Budget Committee;
- x) To consider appointing the Deputy Clerk as second administrator for the Council’s social media accounts.

10. **Dementia Friendly Council**

-  i) To consider becoming a dementia friendly Council and appoint either a lead Councillor or form a working group (report previously circulated.)

11.  **Maldon and Heybridge Youth Council**

- i) To receive a report from Cllr Burwood (Appendix 9);
- ii) To consider the proposal to form a Youth Council with Maldon Town Council;
- iii) To consider the continued appointment of Cllr Burwood, Cllr Jones and Cllr Lewis to work with Maldon Town Council.

12.  **Car Park in Heybridge Basin**

To consider investigating possibility of a second public car park in Heybridge Basin.

13.  **Financial Matters**

- a) To receive and consider the schedule of payments including invoices and accounts for payment dated 3 August and 17 August 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 July 2017 (Appendix 10);
- d) To consider the donation request from Heybridge Blackwater Rotary Club for use of the Claydon Room three times per month for annual cost of £612 (to be circulated.)

14.  **Action Plan 2017-2018**

- i) To complete the quarterly review of the Action Plan (Appendix 11.)
- ii) To receive a report/action plan from Cllr Lewis (Tourism and Leisure Representative) on increasing tourism.

15. Planning Applications

To consider and make comments to the District Council on the following planning applications:

Application No: HOUSE/MAL/17/00834
Proposal: Proposed part two storey and part first floor front extensions with associated alterations.
Location: 24 Scraley Road, Heybridge

Application No: WTPO/MAL/17/00836
Proposal: T1 Cedar – North side of tree – reduce lower crown over No 61 by up to 5m. West side of tree – reduce up to 3m. South side of tree – crown lift to main dog-leg limb. Prune back 1.5-2m and remove dead/damaged. East side of tree – crown lift to apex of adjacent roof and prune overhanging to roof back to original unions (sub laterals.)
Location: 63 Cedar Chase, Heybridge

16. Elms Farm Park

To receive the latest minutes (Appendix 12.)

17. Training

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

- i) As requested by Cllr Jones, to consider the costs for First Aid at Work Training
 - a. Company 1 - £295 + VAT
 - b. Company 2 - £258.24 + VAT

18. Future meetings

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 24th August 2017 at 7.30pm.

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 7th September 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 14th September 2017 at 7.30pm.

The next meeting of the Parish Council will be held on Thursday 21st September 2017 at 7.30pm.

CLOSE OF MEETING

Items for next full Council agenda

Members are invited to suggest items to be considered at the next full Council meeting (nonbinding.)

- Completed 2016-2017 Annual Return