



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 19th JANUARY 2017** 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 JANUARY 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.

3.  **Minutes**

To receive and confirm the Minutes of the Parish Council meeting held on 15th December 2016 (Appendix 1.)

To receive the Minutes of the:

 - Planning Committee held on 5th January 2017 (Appendix 2)
 - Events Committee held on 12th January 2017 (to be circulated)
 - Budget Committee held on 13th January 2017 (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. **Co-option**

To note if expression of interest has been received from co-option candidates to fill the one vacancy.

8.  **Clerk's Report**
 - i) To receive a report from Clerk (Appendix 3);
 - ii) To agree the request from Farleigh Hospice to use Daisy Meadow Car Park for their annual Walk for Life on Sunday 21st May 2017;
 - iii) To consider hosting a community engagement event on Sunday 2nd April 2017;
 - iv) To note the arrangements for the main entrance door to Plantation Hall. To note that the Environment and Resources Committee were considering quotations to replace the main entrance door;
 - v) To receive a letter from Maldon District Council regarding planning delegation to officers (Appendix 4);
 - vi) To receive an update on the submitted planning application for the extension of Plantation Hall. To consider contacting Essex County Council to submit a proposal to relocate the footpath which crosses the Hall car park (to be circulated.)

9.  **Policies and Consultations**
- i) To adopt the amended Equal Opportunities Policy as required for quality status (Appendix 5);
 - ii) To consider submitting comments to DCLG on the amending environmental impact assessment regulations consultation (deadline 1st February 2017) (Appendix 6);
 - iii) To receive the amended Freedom of Information Act publication scheme (Appendix 7);
 - v) To consider submitting comments to Essex County Council on the proposed modifications of the Essex and Southend-on-Sea Replacement Waste Local Plan consultation (deadline 16 February 2017) (Appendix 8.)
10.  **Grounds Maintenance Tender**
- i) To receive a summary report from the tender exercise (Appendix 9);
 - ii) To award the grounds maintenance contract for beginning 1st April 2017.
11. **Local Council Award Scheme – Quality Status**
- i) To note, subject to the adoption of the amended Equal Opportunities Policy, the Parish Council will be awarded quality status.
 - ii) To note that there will be a celebration event to mark the occasion on the 16th February 2017 prior to the start of the Council meeting.
12.  **Financial Matters**
- i) To receive and ratify the schedule of payments from 5 January and 19 January 2017 including invoices and accounts for payment (to be circulated);
 - ii) To receive an updated statement of accounts (to be circulated);
 - iii) To receive the monthly bank reconciliation for December 2016 (Appendix 10);
 - iv) To agree the budget for 2017-2018 financial year (to be circulated);
 - v) To agree the precept for 2017-2018 financial year (to be circulated);
 - vi) To consider continuing the full page advert and matchball sponsorship for Maldon Cricket Club 2017 club handbook for £105.
13. **Publicity**
- i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
To receive a report from Cllr Edwards.
 -  ii) To consider the press release regarding budget expenditure as recommended by the Budget Committee (to be circulated).
14. **Basin Matters**
- i) To receive a report from Cllr Prof Schnurr.
15. **Reports from Committees and Working Groups**
- i) **Planning Committee**
 - a. To consider any recommendations;
 - b. To receive an update on the Local Development Plan Examination in Public from Cllr Prof Schnurr and Cllr Lawson;
 -  ii) **Events Committee**
 - a. To consider any recommendations;
 - b. To appoint one Members onto the Committee;

- iii) **Neighbourhood Planning Task and Finish Working Group**
 - a. To receive a report from the working group;
- iv) **Environment and Resources Committee**
 - a. To appoint two Members onto the Committee;
- v) **Village of the Year Working Group**
 - a. To receive a report.
 - b. To appoint one Member onto the working group.

16. Reports from Outside Committees, Representatives and Training

- i) **Transport Representatives Meeting – Cllr. Prof Schnurr**
 - a. To note the bus 288 passenger numbers for December 2016 were 152.
- ii) **Elms Farm Park Conservation Group – Cllr. Burwood**
 - a. To receive a report.
- iii) **Health Matters – Cllr Prof Schnurr**
- iv) **Tourism and Leisure Representative – Cllr. Perry**
- v) **School Liaison Representatives – Cllr Burwood**
- vi) **Maldon and Blackwater Coastal Community Group – Cllr M Edwards, Cllr Prof Schnurr.**
 - i. To receive a report (Appendix 11);
 - ii. To note the next meeting will be held on the 19th January 2017.
- vii) **EALC Rep – Cllr M Edwards, Cllr Prof Schnurr**
- viii) **Campaign to Protect Rural England (Essex) – Cllr Gentry**
- ix) **Community CPR Training – Cllr Young**
- x) **Parish Emergency Coordinator – Clerk**
- 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**

17. Training Requests

- a. To approve any training requests received. (Members receive weekly emails outlining the various training courses available.)
 - i) Cllr Burwood to attend the Budget and Precept Course
 - ii) Cllr Burwood to attend the Procurement Regulations Course
- b. To consider the report regarding Equality training and approve training for the following courses: (Appendix 12)
 - i) Equality and Diversity
 - ii) The Prevent Duty
 - iii) Safeguarding Vulnerable Groups
- c. To approve the EALC conducting in-house training on Planning (date to be confirmed.)

18. Future meetings

- i) The next meeting of the Planning Committee of the Parish Council will be held 2nd February 2017 at 7.00pm.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 9th February 2017 at 7.30pm.

- iii) The next meeting of the Parish Council will be held on 16th February 2017 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 26th January 2017 at 7.00pm.

For information only:-

Items for the next meeting:

Action Plan Review

Plantation Hall Scale of Charges Review

Arrangements for the Annual Parish Meeting

Upcoming Public Events:

Quiz Night – Friday 20th January 2017

Jolly Roger Workshop for parents and children – Friday 17th February 2017

Vintage Dance – Saturday 25th February 2017

Community Festival – Sunday 30th July 2017