



# 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 **WEDNESDAY 29<sup>th</sup> JUNE 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**

**22<sup>nd</sup> JUNE 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.  
The sudden passing of Cllr Zofia Edwards.
3.  **Minutes**  
To receive and confirm the Minutes of the Annual Parish Council meeting held on 19<sup>th</sup> May 2016 (Appendix 1.)  
  
To receive the Minutes of the:
  - Planning Committee held on 2<sup>nd</sup> June 2016 (Appendix 2)
  - Events Committee held on 9<sup>th</sup> June 2016 (Appendix 3)
  - Environment and Resources Committee held on 26<sup>th</sup> May 2016 (cancelled) and 23<sup>rd</sup> June 2016 (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.  **Clerk's Report**
  - i) To receive a report from the Clerk on any updates (Appendix 4);
  - ii) To appoint a bank reconciliation verifier (member must not be a signatory)
  - iii) To consider drafting a policy regarding memorial benches;
  - iv) To consider the draft lease of Rowan Drive Amenity Area (enclosed) with Heybridge Primary School for use as allotment (Appendix 5);
  - v) To consider the report from Maldon District Council Anti-Social Behaviour Officer regarding dog fouling problems on the Playing Field and suggestion to install 'all dogs must be kept on lead' signage (Appendix 6).
8. **Consultations and Policies**
  - i) To adopt the amended Budget Committee Terms of Reference (Appendix 7);
  - ii) To consider submitting comments to DCLG on the Local Government Transparency Code consultation (deadline 8<sup>th</sup> July 2016) (Appendix 8);
  - iii) To receive a letter from Essex County Council regarding the submitted Joint Replacement Waste Local Plan (Appendix 9.)

9. **Charity of the Year 2016-17**  
To decide on the Charity of the Year. Cllr Burwood has prepared a report regarding nominated Heybridge School PFTA (Appendix 10.)
10. **Town Status**  
i) To consider if the Parish Council should become a Town Council in principle (report from Cllr Edwards - Appendix 11);  
ii) Subject to the above decision, to agree that a public workshop will be held following summer holidays.
11.  **Financial Matters**  
i) To receive and consider the schedule of payments from 2 June and 16 June 2016 including invoices and accounts for payment (Appendix 12);  
ii) To receive an updated statement of accounts (Appendix 13);  
iii) To receive the monthly bank reconciliation (Appendix 14);  
iv) Donation Requests:  
a. Heybridge Social Football Club - £300 (Appendix 15);  
b. Heybridge Residents Association – use of Meeting Room for 12 meetings (Appendix 16);  
c. PCC - £100 (Appendix 17);  
d. Darby and Joan Club (Appendix 18) – previous years have been a donation of £600;  
e. Row for a Reason – previous years have been a donation of £100 (Appendix 19);  
f. Oars and Paws Dog Show – previous years have been a donation of £100 (Appendix 20.)
12. **Publicity**  
i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)  
The summer edition of the Herald has gone to print.
13. **Basin Matters**  
i) To receive a report from Cllr Prof Schnurr.  
ii) To consider the report from Cllr Lawson and Cllr Prof Schnurr regarding Lock Hill and public facilities (Appendix 21.)
14.  **Reports from Committees and Working Groups**  
i) **Planning Committee**  
a. To consider any recommendations.  
ii) **Events Committee**  
a. To consider any recommendations;  
b. To appoint one member onto the Committee  
iii) **Environment and Resources Committee**  
a. To consider any recommendations.  
iv) **Neighbourhood Planning Task and Finish Working Group**  
a. To consider any recommendations.  
b. To consider appointing an intern to carry out data entry the completed questionnaires;  
c. To note a designated laptop will be made available for the intern.

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

- a. To receive a report.

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

- i) **Transport Representatives Meeting** – Cllr. Prof Schnurr  
a. To note the bus 288 passenger numbers for May 2016 were 132;  
b. To receive the letter from Tollesbury Parish Council regarding bus service 91, 92 and 95 being withdrawn. To consider if the Parish Council should contact the effected Parishes with possibility of working together to ensure the bus services will continue in the future (Appendix 21.)
- ii) **Elms Farm Park Conservation Group** – Cllr. Burwood  
To note the AGM will be held on 6<sup>th</sup> July 2016.
- iii) **Health Matters** – Cllr. Dr. Blyth
- iv) **Tourism and Leisure Representative** – Cllr. Perry
- v) **School Liaison Representatives** – Cllr Dr. Blyth
- vi) **Maldon and Blackwater Coastal Community Group** – Cllr M Edwards, Cllr Prof Schnurr.
- 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. Volunteers of various ages and mobility are required to act as victims.
- xi) **Rural Community Council of Essex** – Cllr Lawson (General); Admin Assistant (Village Halls); Cllr Prof Schnurr and Cllr Young (Planning).  
To note the AGM will be held on 6<sup>th</sup> July 2016.
- xii) **Chelmer Canal Trust** – Cllr Young

16.  **Training Requests**

To approve any training requests received:

Cllr Young to attend Greens, Commons and Open Spaces – 20 October 2016 - £85.

17. **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 14<sup>th</sup> July 2016 at 7.30pm.
- iii) The next meeting of the Parish Council Meeting will be held on 4<sup>th</sup> August 2016 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 23<sup>rd</sup> June 2016 at 7.00pm.

For information only:-

Items for the next meeting:

Update on Risk Management and the Action Plan