

# 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 17 MARCH 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**

**11<sup>th</sup> MARCH 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.  
To note resignation of Cllr Mike Hall.
3.  **Minutes**  
To receive and confirm the Minutes of the Parish Council meeting held on 18<sup>th</sup> February 2016 (Appendix 1.)  
  
To receive the Minutes of the Planning Committee of the Parish Council held on 3<sup>rd</sup> March 2016 (Appendix 2.)  
  
To receive the Minutes of the Events Committee of the Parish Council held on 10<sup>th</sup> March 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.  **Planning**
  - a) To consider and make comments to the District Council on applications received.  
  
Application No: HOUSE/MAL/16/00151  
Proposal: Two storey side extension and single storey front porch (replacing existing porch.) New paving to front garden to provide one parking space (supplementing existing retained space within garage.) (Resubmission)  
Location: 56 Maple Avenue, Heybridge  
  
Application No: FUL/MAL/15/00885  
Proposal: Development for 145 residential dwellings with associated landscaping, open space, access, parking and ancillary infrastructure including pumping station.  
Location: Land West of Broad Street Green Road, Heybridge  
AMENDED – proposed S106 Heads of Terms document.

Application No: OUT/MAL/15/01152  
Proposal: Outline planning application for the construction of up to 45 dwellings, together with associated garaging, parking, public open space, landscaping, access, highways drainage and infrastructure works.  
Location: Land West of Maypole Road, Heybridge

Any other planning applications received will be circulated to Members;

- b) To receive any update on the Local Development Plan (Appendix 3);
- c) To receive any update on Section106 allocations.

8.



**Clerk's Report – including Property Matters**




- i) To receive a report from the Clerk (Appendix 4);
- ii) To ratify the expense to repair the raptor fence, guttering, brickwork at Plantation Hall. To note an invoice will be sent to the person who caused the damage to reclaim the expense.
- iii) To consider purchasing self-watering hanging baskets for Plantation Hall (Appendix 5);
- iv) To consider purchasing flower stands/hanging baskets for any other location within the Parish;
- v) To nominate EALC representative (Appendix 6);
- vi) To receive the draft terms of reference for the Asset Management Working Group and the Environment and Resources Committee. To decide if the working group or committee should be formed beginning of next municipal year 2016-2017 (Appendices 7 and 8);
- vii) To agree arrangements for the Annual Parish Meeting including refreshments;
- viii) To set a date for the official unveiling of the Children's Play Area Equipment;
- ix) To consider any quotations received to remove the hedge at the end of Plantation Hall car park and plant a new hedge along Serpa Path (to be circulated);
- x) To agree the specifications to paint the black railings and entrance gates at Plantation Hall and King George V Playing Field, exterior of Plantation Hall, and youth shelter;
- xi) To approve Farleigh Hospice use of Daisy Meadow Car Park on 22<sup>nd</sup> May 2016 for the annual Walk for Life;
- xii) To receive and consider the report from the Council's solicitor regarding registering the various property owned by the Parish Council (to be circulated);
- xiii) To identify if there are any projects within the Parish for The Conservation Volunteers.



9.



**Rowan Drive Enclosed Amenity Area**

- i) To receive a report from the Clerk (Appendix 9);
- ii) To consider leasing the amenity area to Heybridge Primary School;
- iii) To consider installing a gate to the amenity area;
- iv) To consider removing the pavement from the amenity area.

10.  **Consultations and Policies**
- i) To adopt Heybridge Parish Council's new Financial Regulations (Appendix 10);
  - ii) To consider submitting comments on the County Council Replacement Waste Local Plan consultation (previously circulated to Members);
  - iii) To consider submitting comments to the County Council on the Children's Centre Consultation (Appendix 11);
  - iv) To adopt the Parish Council's Community Achievement Award Policy (Appendix 12);
  - v) To consider submitting comments to DEFRA on Rural Planning Review Call for Evidence (Appendix 13);
  - vi) To consider submitting comments to the London Southend Airport Consultation (Appendix 14);
  - vii) To adopt the Parish Council's Handling of Disclosure and Barring Certificate Policy (Appendix 15);
  - viii) To adopt the Parish Council's Statement on Recruiting Ex-Offenders (Appendix 16);
  - ix) To consider submitting comments to Essex Fire on the 2020 consultation (Appendix 17).
11.  **Plantation Hall Extension**
- i) To receive the notes from the workshop held on 15<sup>th</sup> February 2016 (Appendix 18);
  - ii) To consider the recommendations to advertise the extension in the next edition of the Herald;
  - iii) To consider the recommendation to hold a public open day.
12.  **Financial Matters**
- i) To receive and consider the schedule of payments including invoices and accounts for payment (to be circulated at the meeting);
  - ii) To receive an updated statement of accounts (to be circulated at the meeting);
  - iii) To receive the monthly bank reconciliation (to be circulated at the meeting);
  - iv) To consider the following donation requests (None received);
  - v) To adopt the Three-year Financial Plan Statement (Appendix 19).
13. **Parish Council Assets/Projects**
- i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)  
To note the Heralds have been delivered. The next edition is being drafted by Cllr Edwards.
  - ii) **Basin Matters** (Lead Councillor – Cllr Prof Schnurr)  
Nothing to report.
  - iii) **Projects (including 5 year project plan) and Grants Working Group**  
Nothing to report.
  - iv) **Neighbourhood Planning Task and Finish Working Group**  
To receive the notes from the working group meeting held on 23<sup>rd</sup> February 2016 (Appendix 20).
  - v) **Maldon and Blackwater Coastal Community Group**  
Nothing to report.

14. **Highways and Environment Matters**
- i) To receive a report from the Tree Warden (Mr. Hammans);
  - ii) To receive a report from the Public Rights of Way Liaison Warden (Cllr Young);
  - iii) To receive a report from the Parish Emergency Co-ordinator (Clerk). Nothing to report;
  - iv) Local Highways Panel. To receive the minutes from January 2016 (Appendix 21).
15.  **Reports from Committees**
- i) **Planning Committee**
    - a. To consider any recommendations.
  - ii) **Events Committee**
    - a. To receive a report from the Chair of the Committee (to be circulated);
    - b. To consider any recommendations;
    - c. To appoint one Member onto the Committee.
16. **Reports from Outside Committees, Representatives and Training**
- i) **Transport Representatives Meeting – Cllr. Prof Schnurr**
    - a. To receive the latest minutes (Appendix 21);
    - b. To note the bus 288 passenger numbers for February 2016 were 134.
  - ii) **Elms Farm Park Conservation Group – Cllr. Burwood**  
To note the next meeting will be held on 16<sup>th</sup> March 2016.
  - iii) **Health Matters – Cllr. Dr. Blyth**  
To receive a report from Cllr. Dr Blyth.
  - iv) **Tourism and Leisure Representative – Cllr. Perry**  
No written report received.
  - v) **School Liaison Representatives – Cllr Dr. Blyth and Cllr Z Edwards**  
No written report received.
17.  **Training Notifications**  
To approve any EALC training requests received:
- i) Vine HR Managing time away from the office (sickness and absences) – 12 April 2016 - £50 per delegate;
  - ii) Chairman’s Day 2 – 19 April 2016 - £75 per delegate;
  - iii) Chairman’s Day 3 – 28 April 2016 - £75 per delegate;
  - iv) Minutes and Agenda’s Workshop – 11 May 2016 - £35 per delegate;
  - v) Allotments – 19 May 2016 - £85 per delegate;
  - vi) Customer Service – Level 2 – 24 May 2016 - £85 per delegate.
18. **Future meetings**
- i) The next meeting of the Personnel Committee of the Parish Council will be held on Monday 21<sup>st</sup> March 2016 at 11am.
  - ii) The next meeting of the Planning Committee of the Parish Council will be held on Thursday 7<sup>th</sup> April 2016 at 7.00pm.
  - iii) The next meeting of the Events Committee of the Parish Council will be held on 14<sup>th</sup> April 2016 at 7.30pm.
  - iv) The Annual Parish Meeting will be held on Thursday 21<sup>st</sup> April 2016 at 7.00pm.

- v) The next meeting of the Parish Council Meeting will be held on Thursday 21<sup>st</sup> April 2016 following the Annual Parish Meeting.

For Information Only:  
Items for next Parish Council Meeting agenda:  
Annual Parish Meeting