



## 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 17<sup>th</sup> NOVEMBER 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> NOVEMBER 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 20<sup>th</sup> October 2016 (Appendix 1.)  
  
To receive the Minutes of the:
  - Planning Committee held on 3<sup>rd</sup> November 2016 (Appendix 2)
  - Environment and Resources Committee held on 27<sup>th</sup> October 2016 (Appendix 3)
  - Budget Committee held on 9<sup>th</sup> November 2016 (Appendix 4.)
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 Clerk (Appendix 5);
  - ii) To agree the draft schedule of meetings for 2017/18 (Appendix 6);
  - iii) To note that the Council has received Foundation Award;
  - iv) To consider listing the War Memorial with Historic England (Appendix 7);
  - v) To consider further investigating the Council proactively embracing multiculturalism;
  - vi) To consider appointing one Member with legal background to work with the Clerk to review governance practices prior to the Annual Statutory Parish Council meeting;
  - vii) To consider submitting the Rough Sleeper Count within the Parish from 16<sup>th</sup> November 2016;
  - viii) To consider submitting a Local Highways Panel request for new/replacement bus shelters, new/replacement bus flags, poles and timetable frames, or installation of hardstands, raised kerbs at bus stops.
8.  **Policies and Consultations**
  - i) To consider adopting the Parish council's Staff IT policy (Appendix 8);
  - ii) To consider adopting the Parish Council's Safeguarding policy (Appendix 9);

- iii) To consider adopting the Parish Council's Football Pitch Use Policy as recommended by Fields in Trust (Appendix 10);
- iv) To consider adopting the Parish Council's Environmental Policy (Appendix 11);
- vi) To consider adopting the Parish Council's Conflict of Interest Policy (Appendix 12);
- vii) To consider adopting the Parish Council's Premise Smoking Policy (Appendix 13);
- viii) To consider adopting the amended Parish Council's Training Policy (Appendix 14);
- ix) To consider submitting comments to Maldon District Council on the BT proposal to remove payphones (Appendix 15);
- x) To consider submitting comments to Essex County Council on the proposed changes to the bus services within the District (Appendix 16);
- xi) To consider submitting comments to the Marine Management Organisation on the consultation of the draft South Marine Plan (Appendix 17).

**9. Grounds Maintenance Tender**

- i) To agree the tender timescale (Appendix 18);
- ii) To agree the draft grounds maintenance tender;
- iii) To appoint two Members and the Clerk to open and review sealed tenders.

**10. Speed Watch**

To consider setting up a residents run speed watch programme.

**11. Dementia Friendly Environment**

- i) To consider, in principle, to further investigate becoming a Dementia Friendly Council (Appendix 19);
- ii) To consider investigating hosting a monthly 'Forget Me Not' Café

**12.  Financial Matters**


- i) To receive and consider the schedule of payments from 3 November (to be ratified) and 17 November 2016 including invoices and accounts for payment (Appendix 20 and to be circulated);
- ii) To receive an updated statement of accounts (to be circulated);
- iii) To receive the monthly bank reconciliation for October 2016 (Appendix 21);
- iv) To appoint a bank reconciliation verifier (cannot be a signatory);
- v) To agree to write off debt of £160.00 as hirer has gone into administration;
- vi) To consider setting a *de minimus* rule for capital asset register to be incorporated in the Financial Regulations;
- vii) To consider the draft budget for 2017/18 and determine the following:
  - a. Funding Bus Service 288 should be continued;
  - b. New playground equipment at Plantation Hall be installed in principle.

**13. Publicity**

- i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)  
To receive a report from Cllr Edwards.

**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.
  - ii) **Events Committee**
    - a. To consider any recommendations.
    - b. To appoint one Member onto the Committee.
  - iii) **Neighbourhood Planning Task and Finish Working Group**
    - a. To receive a report from the working group;
    - b. To consider if any Members should attend the RCCE Neighbourhood Planning Coffee Morning to be held on Friday 16<sup>th</sup> December 2016 at Langford and Ulting Village Hall.
  - iv) **Environment and Resources Committee**
    - a. To appoint one Member 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 October 2016 were 128;
  - ii) **Elms Farm Park Conservation Group** – Cllr. Burwood
    - a. To note the Group will be meeting 16<sup>th</sup> November 2016.
  - 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 22)
  - 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 be held on 20<sup>th</sup> November 2016.
  - x) **Parish Emergency Coordinator** – Clerk – no report
  - 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
  - xiii) To consider appointing a Member to represent the Parish Council to attend the Heybridge Residents Association public meeting on the 4<sup>th</sup> December 2016;
  - xiv) To consider appointing a Member to represent the Parish Council to attend Superfast Essex broadband event on the 8<sup>th</sup> December 2016.

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

**18. Future meetings**

- i) The next meeting of the Planning Committee of the Parish Council will be held 1<sup>st</sup> December 2016 at 7.00pm.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 8<sup>th</sup> December 2016 at 7.30pm.
- iii) The next meeting of the Parish Council will be held on 15<sup>th</sup> December 2016 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 23<sup>rd</sup> November 2016 at 7.00pm.
- v) The next meeting of the Budget Committee will be held on 6<sup>th</sup> December 2016 at 10.00am.

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For information only:-

Items for the next meeting:

Budget and Precept for 2017/2018

Further policies

Upcoming Public Events:

Community CPR – Sunday 20<sup>th</sup> November 2016

Vintage Dance – Saturday 25<sup>th</sup> February 2017

Community Festival – Sunday 30<sup>th</sup> July 2017