



# 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 20<sup>th</sup> OCTOBER 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**

**12<sup>th</sup> OCTOBER 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 15<sup>th</sup> September 2016 (Appendix 1.)  
  
To receive the Minutes of the:
  - Planning Committee held on 15<sup>th</sup> September 2016 and 6<sup>th</sup> October 2016 (Appendix 2 and 3)
  - Events Committee held on 13<sup>th</sup> October 2016 (to be circulated)
  - Environment and Resources Committee held on 22<sup>nd</sup> September 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 ratify the expense of £813.75 +VAT to clean the war memorial;
  - iii) To consider entering a partnership with Essex County Council regarding temporary road closures of flooded roads (Appendix 6);
  - iv) To receive a reference document regarding St. Andrew's Closed Churchyard (Appendix 7);
  - v) To consider the quotes received to replace the flooring in the changing rooms, toilets and main corridor.
8.  **Policies and Consultations**
  - i) To consider submitting comments to Boundary Commission for England on initial proposals for new Parliamentary constituency boundaries in the Eastern Region (Appendix 8);
  - ii) To consider submitting comments to DCLG on The 2017/18 Local Government Finance Settlement Technical Consultation Paper (Appendix 9);
  - iii) To consider submitting comments to Maldon District Council on the following documents (deadline 27 October 2016 – previously emailed to Members. Documents are available online at [www.maldon.gov.uk](http://www.maldon.gov.uk)):

- a) Implications of the DCLG 2014-Based Household Projections for the Objectively Assessed Housing Needs of Maldon District.
- b) Proposed Main Modifications to the Maldon District Local Development Plan.
- c) Sustainability Appraisal Report Update.

9. **Plantation Hall Extension**

- i) To receive feedback report from the exhibit held on the 3<sup>rd</sup> October 2016 (Appendix 10);
- ii) To consider submitting an outline planning application to Maldon District Council for the extension;
- iii) To receive the DCLG guidance on borrowing and to consider completing the public works board application (Appendix 11.)

10.  **Financial Matters**

- i) To receive and consider the schedule of payments from 6 October (to be ratified) and 20 October 2016 including invoices and accounts for payment (Appendix 12 and to be circulated);
- ii) To receive an updated statement of accounts (to be circulated);
- iii) To receive the monthly bank reconciliation for August 2016 (Appendix 13);
- iv) To receive the completed Annual Return for 2015/2016 (Appendix 14);
- v) To note there have been no donation requests received.

11. **Publicity**

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

12. **Basin Matters**

- i) To receive a report from Cllr Prof Schnurr.

13.  **Reports from Committees and Working Groups**

- i) **Planning Committee**
  - a. To consider any recommendations.
    - i. To consider requesting membership onto the Essex Coastal Forum.
- ii) **Events Committee**
  - a. To consider any recommendations.
  - b. To appoint two Members onto the Committee.
- iii) **Neighbourhood Planning Task and Finish Working Group**
  - a. To receive notes from the meeting held on 4 October 2016 (Appendix 15.)
- 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 1 Member onto the working group.

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

- i) **Transport Representatives Meeting – Cllr. Prof Schnurr**
  - a. To note the bus 288 passenger numbers for September 2016 were 139;

- ii) **Elms Farm Park Conservation Group** – Cllr. Burwood
- 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 16.)
- 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 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

**15. Training Requests**

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

**16. Future meetings**

- i) The next meeting of the Planning Committee of the Parish Council will be held 3<sup>rd</sup> November 2016.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 10<sup>th</sup> November 2016 at 7.30pm.
- iii) The next meeting of the Parish Council will be held on 17<sup>th</sup> October 2016 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 27<sup>th</sup> October 2016 at 7.00pm.

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For information only:-

Items for the next meeting:

Policies (Conflict of Interest, Staff IT, Use of Council Facilities, Safeguarding, Environmental, Football Pitch Use)  
Grounds Maintenance Tender

Upcoming Public Events:

Neighbourhood Plan Workshop – Sunday 23<sup>rd</sup> October 2016 between 10am and 4pm  
Remembrance Sunday Service – Sunday 13<sup>th</sup> November 2016  
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