



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 15th SEPTEMBER 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


9th SEPTEMBER 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 18th August 2016 (Appendix 1.)

To receive the Minutes of the:
 - Planning Committee held on 18th August 2016 and 1st September 2016 (Appendix 2 and 3)
 - Events Committee held on 8th September 2016 (to be circulated)
 - Environment and Resources Committee held on 25th August 2016 (Appendix 4)
 - Personnel Committee held on 30th August 2016 (Appendix 5.)
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 6);
 - ii) To consider purchasing free-standing presentation boards;
 - iii) To review the risk management of the Council (Appendix 7);
 - iv) To note that the street lights along Goldhanger Road past Basin Road are not working.
8.  **Gardener Tender**
 - i) To consider the recommendation to award the gardener contract (Appendix 8);
9.  **Financial Matters**
 - i) To receive and consider the schedule of payments from 1 September (to be ratified) and 15 September 2016 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 August 2016 (Appendix 9);
 - iv) To receive the completed Annual Return for 2015/2016 (to be circulated.)

10. **Publicity**
 i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
 To receive a report from Cllr Edwards.
11. **Basin Matters**
 i) To receive a report from Cllr Prof Schnurr.
12. **Heybridge Lakes**
 To consider if the Council should support Cllr Perry investigating the designation of Heybridge Lakes as a nature reserve (minute 16/134.)
13.  **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 two Members onto the Committee.
 iii) **Neighbourhood Planning Task and Finish Working Group**
 a. To receive notes from the meeting held on 30th August 2016 (Appendix 10.)
 iv) **Environment and Resources Committee**
 a. To appoint three Members onto the Committee.
 v) **Personnel Committee**
 a. To appoint one Member and one substitute Member onto the Committee.
 vi) **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 August 2016;
 ii) **Elms Farm Park Conservation Group** – Cllr. Burwood
 iii) **Health Matters** – Cllr Prof Schnurr
 a. To consider appointing a representative.
 iv) **Tourism and Leisure Representative** – Cllr. Perry – no report;
 v) **School Liaison Representatives** – vacancy
 a. To consider appointing one or two representatives.
 vi) **Maldon and Blackwater Coastal Community Group** – Cllr M Edwards, Cllr Prof Schnurr – no report.
 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 25th September 2016.
 x) **Parish Emergency Coordinator** – Clerk
 To note that an emergency training day will take place on Sunday 16th October 2016 and will be based at Plantation Hall.
 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 6th October 2016.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 13th October 2016 at 7.30pm.
- iii) The next meeting of the Parish Council will be held on 20th October 2016 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 22nd September 2016 at 7.00pm.

For information only:-

Items for the next meeting:

Grounds Maintenance Tender

Upcoming Public Events:

Plantation Hall Extension Exhibit – Sunday 2nd October 2016 between 2pm and 4pm

Meet your Councillors – Sunday 9th October 2016 between 2pm and 4pm

Neighbourhood Plan Workshop – Sunday 23rd October 2016 between 10am and 4pm

Remembrance Sunday Service – Sunday 13th November 2016