

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 21st SEPTEMBER 2017** at 7:30pm 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


15 September 2017

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.  **Apologies**
 - i) To receive apologies for absence;
 - ii) To approve the reasons for absence.

2. **Chairman's Announcements.**

3.  **Minutes**

To receive and confirm the Minutes of the meeting of the Parish Council held on 17th August 2017 (Appendix 1).

To receive the Minutes of the:

 - i) Planning Committee held on 6th September 2017 (to be circulated)
 - ii) Personnel Committee held on 21st August 2017 (Appendix 2)
 - iii) Personnel Committee held on 14th September 2017 (Appendix 3)
 - iv) Events Committee held on 14th September 2017 (to be circulated)
 - v) Environment and Resources Committee held on 24th August 2017 (to be circulated.)

4. **Update from previous meeting**


Minute 17/192 - To note Dementia Friends will be presenting to the Council on 19th October 2017 between 7pm and 7:45pm.


5. 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.)

6. Public participation session with respect to items on the agenda and other matters that are of mutual interest.


7. To receive reports from:
 - a) **District Councillors**

The next Liaison Meeting will be held on 29 September 2017 at 4pm;
 - b) **Police and any other emergency services, if present.**

8.  **Consultations and Policies**
 - i) To consider submitting comments to National Association of Local Councils on the public consultation on a new broadband Universal Service Obligation: consultation on design (previously circulated– deadline 1st October 2017) (draft comments from IT Working Group to be circulated);
 - ii) To consider the request from Maldon District Council to submit details of the roads within the Parish to be monitored by speed cameras (Appendix 4);
 - iii) To consider completing the survey from Essex Highways Delivery Service (Appendix 5.)


9.  **Appointments**
 - i) To consider appointing two Members onto the Town working group;
 - ii) To defer appointing a lead Councillor to liaise with Maldon District Council regarding proposed community facilities within the North Heybridge Garden Suburb until 2018 (Appendix 6);
 - iii) To appoint a lead Councillor for the Herald;

- iv) To appoint a Member onto the Environment and Resources Committee;
- v) To appoint a Member onto the Events Committee;
- vi) To appoint two Members onto the Community Achievement Award Panel;
- vii) To appoint a Member onto the Plantation Hall Extension Working Group;
- viii) To appoint a Member onto the Budget Committee;
- ix) To appoint a substitute Member onto the Personnel Committee.

10.  At the request of Cllr Perry, to consider abolishing the Personnel Committee.

11. **IT Working Group**


To receive a report from the IT working group (Appendix 7.)

12.  **Saltmarsh 75**

To consider involvement with Saltmarsh 75.

13.  **Financial Matters**

- a) To receive and consider the schedule of payments including invoices and accounts for payment dated 6 September and 21 September 2017 (to be circulated at the meeting);
- b) To receive an updated statement of accounts (to be circulated at the meeting);
- c) To receive the bank reconciliation for August 2017 (to be circulated);
- d) To receive the completed Annual Return for 2016/2017 (Appendix 8);
- e) To consider the donation request from Salvation Army Housing Association for £1038 (Appendix 9.)

14.  **Financial Contractor**

- i) To note that the financial contractor will be retiring on 31st March 2018;
- ii) To decide if a financial contractor should be retained from 1st April 2018 or if financial services should be completed in-house (report from the Internal Auditor – Appendix 10);
- iii) Subject to the above decision, to note details of the tender process for a financial contractor will be discussed at the next Parish Council meeting.

15.  **Training**

To approve any training requirements (Members receive weekly e-mails of training opportunities available.)

- a. Cllr Burwood – Data Protection Regulations (7th November 2017)
- b. Cllr Prof Schnurr – Social Media

16. **Future meetings**

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 28 September 2017 at 7.30pm.

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 5th October 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 12th October 2017 at 7.30pm.

The next meeting of the Parish Council will be held on Thursday 19th October 2017 at 7.30pm.

17. **Exclusion of Press and Public**



To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18. **To consider the recommendation from the Personnel Committee to appoint a Town Clerk / Responsible Finance Officer (to be circulated.)**



CLOSE OF MEETING

Items for next full Council agenda

Members are invited to suggest items to be considered at the next full Council meeting (nonbinding.)