



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 **WEDNESDAY 18th July 2018** 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.

Amanda Hilton

Clerk to Heybridge Parish Council

12th July 2018

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 Parish Council meeting held on Wednesday 20th June 2018 (Appendix 1.)

To receive the Minutes of the:

- Draft Minutes of Planning Committee meeting held on Wednesday 6th July 2018 (to be circulated)
- To note the Events Committee meeting due to be held on Wednesday 11 July 2018 was not quorate.
- Draft Minutes of the Environment and Resource Committee Meeting held on Wednesday 27 June 2018 (to be circulated)
- Draft Minutes of the Personnel Committee Meeting held on Tuesday 10th July 2018.

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 (if present)
- b) Police (if present)



7. **Co-option**

- a) To consider co-opting Mr John Harrison onto the Council to fill one vacancy (West Ward) A copy of the expression of interest letter from Mr Harrison will be received by members prior to the vote.
- b) Following co-option, to receive Mr Harrison's Declaration of Acceptance of Office form.



8. **Stephensons of Essex Bus Service**

- a) To receive a report from Mr Hiron – Managing Director of Stephensons of Essex.
- b) To consider continuation of the service at £27.00 per day until April 2019



9. Clerks Report- to be circulated

- a) To consider hire request from Independent Wrestling Elite.
- b) To note the first edition of the Maldon and Heybridge Life Magazine featuring Heybridge Parish Council news has now been distributed.
- c) To note the Liaison Meeting with Maldon District Council was cancelled due to lack of availability from members of both MDC and HPC.
- d) To receive an update on the Administrative Position.
- e) To receive an update on the Clerks CILCA.



10. Financial Matters

- a) To receive and consider schedule of payments including invoices and accounts for payment dated 4th July (previously circulated and approved) and 18th July 2018 (previously circulated)
- b) To receive an updated statement of accounts (to be circulated)
- c) To receive the bank reconciliation for June 2018 (to be circulated)
- d) To consider Donation Award request from Heybridge Residents Association for £192.00. (Appendix 2)
- e) To consider a donation a request of £126 from Oars and Paws to cover the cost of a Porta Loo at their annual dog show on 15th September 2018 (Appendix 3)



11. Policies and Procedures

- a) To approve the Unacceptable Behaviour Policy previously reviewed by the Personnel Committee at the meeting held on Tuesday 10th July 2018.(Appendix 4)
- b) To receive updated Action Plan 2018-2019 (Appendix 5)
- c) To receive updated Corporate Strategy Plan 2015-2020 (Appendix 6)

12. Training Requests

- a) To note none received

13. Correspondence

To note correspondence received. –

- a) Cllr Gentry has received a response from the PA to the Director of Planning and Regulatory Services, Paul Dodson to confirm a full response will be received shortly with regards to her letter on the Flood Alleviation Scheme.

14. Future meetings

- a) The next meeting of the Planning Committee of the Parish Council will be held on Wednesday 1st August 2018 at 7:30pm
- b) The next meeting of the Events Committee of the Parish Council will be held on Wednesday 8th August 2018 at 7:30pm
- c) The next meeting of the Parish Council will be Wednesday 18th August 2018 at 7.30pm.
- d) The next meeting of the Environment and Resource Committee of the Parish Council will be held on Wednesday 22nd August 2018.

