



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 15th August 2018 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.

Amanda Hilton

Clerk to Heybridge Parish Council

8th August 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. **Declaration of Acceptance of Office**

To receive the completed Declaration of Office form signed by Cllr Sjollema.

3. **Chairman's Announcements.**



4. **Minutes**

To receive and confirm the Minutes of the Parish Council meeting held on Wednesday 18th July 2018 (Appendix 1.)

To receive the Minutes of the:

- To note the Planning Meeting due to be held on Wednesday 1st August 2018 was not quorate. (Appendix 2)
- Draft Minutes of the Events Meeting held on Wednesday 8th August 2018 (to be circulated)
- Draft Minutes of the Environment and Resource Committee Meeting held on Wednesday 25th July 2018 (Appendix 3)

5. **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.)

6. **Public Participation**

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 (if present)
- b) Police (if present)
- c) MDC Community Protection Team (Appendix 4)



8. **Co-option**

- a) To consider co-opting Mrs P Watling onto the Council to fill one Vacancy (East Ward) A copy of the expression of interest letter from Mrs Watling will be received by members prior to the vote.
- b) Following co-option, to receive Mrs Watlings Declaration of Acceptance of Office.

c) To suspend Standing orders to allow the reconsideration of co-opting Mr J Harrison onto the Council to fill a vacancy (West Ward) A copy of the expression of interest letter from Mr Harrison will be received by members prior to the vote.

d) Following co-option, to receive Mr Harrison's Declaration of Acceptance of Office.



9. Appointments and Representatives

- a) To consider appointing 2 members to serve on the Planning Committee.
- b) To consider appointing 2 members to serve on the Events Committee.
- c) To consider appointing 1 member to serve on the Environment and Resource Committee.
- d) To consider appointing 1 member to represent Council at the Heybridge Residents Association Meetings.



10. Daisy Meadow Car Park

To receive a report from the Chairman (to be circulated)

11. Financial Matters



- a) To receive and consider schedule of payments including invoices and accounts for payment dated 1st August 2018 (previously circulated and approved) and 18th August 2018 (previously circulated)
- b) To receive an updated statement of accounts (to be circulated)
- c) To receive the bank reconciliation for July 2018 (to be circulated)
- d) 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 5)



12. Financial Contractor

- a) To note that the financial contractor will be retiring on 31st January 2019
- b) To decide if a financial contractor should be retained from 1st February 2019 or if financial services should be completed in-house
- c) 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.



13. Community Special Constables

- a) To consider the Community Special Constable Scheme – Clerk to report.

14. Training Requests



- a) To approve any training requirements (members receive emails of training opportunities available)
- a) Clerk and Cllr Perry to attend Election Day training at a cost of £85.00 per delegate (EALC Course) on Thursday 29th November 2018
- b) Cllr Hall to attend Advanced Cllr Training Day 1 (EALC course) at a cost of £85.00 on Tuesday 27th November 2018 and Advanced Cllr Training Day 2 at a cost of £85.00 on Tuesday 11th December 2018.

15. Correspondence



- a) To note correspondence received.
- b) To consider putting a team together for the Town Mayor of Witham, Councillor Tom Pleasance, quiz night on Saturday 22nd September 2018 at the Royal British Legion Hall, Newland Street, Witham. Tickets £5 a head with up to 8 in a team.



16. Heybridge in Bloom Competition

To consider the Heybridge in Bloom Competition – Chairman to report.

17. Future meetings

- a) The next meeting of the Planning Committee of the Parish Council will be held on Wednesday 5th September 2018 at 7:30pm
- b) The next meeting of the Events Committee of the Parish Council will be held on Wednesday 12th September 2018 at 7:30pm
- c) The next meeting of the Parish Council will be Wednesday 19th September 2018 at 7.30pm.
- d) The next meeting of the Environment and Resource Committee of the Parish Council will be held on Wednesday 26th August 2018.