



Heybridge Parish Council

Members of the Council are hereby summoned to attend the Annual Parish Council meeting in the Main Hall, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 17th May 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

11th May 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. To Elect a Chairman

2. To receive the Chairman's Declaration of Acceptance of Office



3. i) To elect a Vice-Chairman:

ii) To receive the Vice-Chairman's Declaration of Office.

4. To receive Members Register of Interest Forms. Members are reminded to update their Register of Interest Forms regularly.

5. **Apologies**

i) To receive apologies for absence;

ii) To approve the reasons for absence.

6. **Chairman's Announcements.**

7. **Minutes**



To receive and confirm the Minutes of the Parish Council meeting held on Thursday 19th April 2018 (Appendix 1.)

To receive the Minutes of the:

- Draft Minutes of Planning Committee held on 3rd May 2018 (to be circulated)
- Draft Minutes of Events Committee held on 10th May 2018 (to be circulated)
- To note the Environment and Resource Committee Meeting to be held on Thursday 26th April 2018 was not quorate.
- Draft Minutes of the Extra-Ordinary Meeting held on Thursday 3rd May 2018 (to be circulated)

8. **Public Participation**

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

9. **To receive reports from:**

a) District Councillors (if present)

b) Police (if present)



10. **Charity of the Year**

i) To receive nominations for the Charity of the Year

- Cllr Perry has proposed Farleigh Hospice (Cllr Perry to report)

- Cllr Jones has proposed St Peters Maternity Unit – Maldon (Cllr Jones to report)

- Cllr Biggs has proposed The Air Ambulance (Cllr Biggs to report)

11. **Summons by Email**

In accordance with Standing Orders Members are asked to confirm they consent

to receiving summons by Email. Members are asked to sign consent form (Appendix 2)



12. Policy and Consultations

- i) To review and agree Co-Option Policy following amendments made at the Extra-Ordinary Meeting held on Thursday 3rd May 2018 (to be circulated)
- ii) To nominate one members to attend a Cybercrime Presentation with the Clerk on Wednesday 20th June 2018 at 7.15pm at Althorne Parish Hall.



13. Annual Governance Review

- To receive a report from the Clerk. (to be circulated)
- i) To appoint a working group to review all policies.



14. Action Plan 2018-2019

- i) To agree the Action Plan for 2017-2018 (Appendix 3)



15. Memberships

- i) To agree to renew annual memberships and appoint a lead representative as required.
 - a) Essex Association of Local Councils (EALC) and National Association of Local Councils (NALC) lead
 - b) Campaign to Protect Rural England (Essex) (CPRE) Lead
 - c) Rural Community Council of Essex (RCCE) Clerk and one other
 - i) Village Hall Committee –Clerk
 - d) Thames Estuary Partnership (TEP) Lead
 - e) Society of Local Council Clerks (SLCC) Clerk
 - f) Chelmer Canal Trust

16. General Power of Competence

To note the resolution to adopt the General Power of Competence remains in place until the meeting following following the next ordinary elections in 2019.



17. Appointments of Committees and Working Groups.

- a) To consider the appointment of Members to serve on the Planning Committee (five members plus Chairman and Vice-Chairman)
- b) To consider the appointment of Members to serve on the Events Committee (five Members plus Chairman and Vice-Chairman)
- c) To consider the appointment of Members to serve on the Environment and Resources Committee (five members plus Chairman and Vice-Chairman)
- d) To consider the appointment of members to serve on the Personnel Committee (Clerk, Chairman and four members)
- e) To consider the appointment of Members to serve on the Budget Committee (Responsible Financial Officer, the Council Internal Auditor, the Chairman, Vice –Chairman, one Councillor and bank reconciliation verifier)
- f) To consider the appointment of lead councillors for the following
 - i) Maldon Heybridge Life Magazine -Clerk
 - ii) Tourism and Leisure Representative
 - iii) Health Matters

iv) School Liaison Representatives



18. Appointments and representation on outside bodies

To formalise the Parish Council's appointments/representatives on outside bodies

- a) Parish Passenger Transportation
- b) Elms Farm Park Conservation Group
- c) Maldon and Blackwater Estuary Coastal Community Team
- d) Any other groups



19. Appointments of wardens and officers

- a) To consider the continuing appointment of the Tree Warden (Mr Les Hammans)
- b) To consider the appointment of the Parish Emergency Co-Ordinator (Clerk)



20. Bus Service 288 Extension

- i) To receive a report from the Clerk.(to be circulated)
- ii) To consider continuing the bus extension at £26 per day for 2018/19.



21. Financial Matters

- a) To receive and consider schedule of payments including invoices and accounts for payment dated 3rd May 2018 and 17th May 2018 (to be circulated)
- b) To receive an updated statement of accounts (to be circulated)
- c) To receive the bank reconciliation for April 2018 (to be circulated)
- d) To approve the final income and Expenditure Account for 2017/2018 (to be circulated)
- e) To consider appointing an additional bank signatory.
- f) To consider a donation request from Heybridge Social Football Club for £300. (Appendix 4)
- g) To ratify the expense of £546.00 for advice and support provided by HR Vine to the Clerk with regards to Contracts of Employment (Appendix 5)
- h) To appoint John Williams as Internal Auditor for 2018/2019.



22. Meeting dates.

- i) Following a request from Cllr Perry to consider moving all meetings to a Wednesday at 7.30pm. To include all committee meetings and Statutory Meetings. Meetings would need to be held in the Claydon Room.
- ii) To agree meeting dates for May 2018- May 2019 (Appendix 6)

23. Training Requests

To consider and approve any training requests.

- i) Cllr Biggs to attend Cllr Role of Councillor Briefing on Saturday 9th June at a cost of £55.00 at EALC.

24. Correspondence

To note correspondence received. -

25. Future meetings

i) The next meeting of the Planning Committee of the Parish Council will be held on Thursday 7th June 2018

ii) The next meeting of the Events Committee of the Parish Council will be held on Thursday 14th June 2018

iii) The next meeting of the Parish Council will be Wednesday 20th June 2018 at 7.30pm.

iv) The next meeting of the Environment and Resource Committee of the Parish Council will be held on Thursday 24th May 2018.