

The Public and Press are invited, and all Councillors are summoned, to attend the forthcoming **Parish Council Meeting** of Heybridge Parish Council. The meeting will be held on **Monday 15th January 2024 at 7.30pm** in the Claydon Room, Plantation Hall, Colchester Road Heybridge where the under-mentioned business is proposed to be transacted.

**Recording of meetings**

Please note the Council may be recording any part of this Meeting held in open session. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

 Amanda Hilton

**Amanda Hilton**

**Clerk to Heybridge Parish Council 9th January 2024**

**AGENDA**

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1. **Chair’s Welcome**

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded, and they are instructed to withdraw.**

1. To receive a report from the Clerk with regards to Statutory Procedures and consider any actions to be taken.

Following the closed session, the meeting will be open to the public and press.

1. **Apologies**

 To receive apologies.

#  Minutes

 a) To receive and confirm the Minutes of the Parish Council meeting held on Monday 20th November 2023 (Appendix 1) 

 b) To receive the DRAFT minutes of the Environment and Facilities Committee

 held on Monday 27th November 2023 (Appendix 2)

 c)To receive the DRAFT Minutes of the Planning Committee Meeting held on

 Monday 4th December 2023 (Appendix 3)

 d) To receive the DRAFT Minutes of the Events Committee Meeting held

on Monday 11th December 2023 (Appendix 4) and the meeting held on Monday 8th January 2024 (Appendix 5)

#  Interests

Members are reminded they are required to Declare any Disclosable Pecuniary Interest, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the Agenda. Unforeseen interests must be declared similarly at the appropriate time.



1. **Public Participation**

Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chair will at her discretion then decide if she is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

**7.** **To receive reports from:**

 a) District and County Councillors

 b) Community Engagement Officer (Appendix 6)

**8.** **Clerks Report** (to be circulated)

1. To consider holding an event to commemorate the 80th anniversary of

D Day on Thursday 6th June 2024.

1. To note the New Year, New Start Litter Pick is due to be held on Saturday 27th January 2024 and agree any actions to be taken.
2. To note the Precept demand has been submitted to Maldon District Council.
3. To receive an update on completion of the extension.

**9. Committee updates**

a) To receive a report from the Chairman of the Planning Committee (Appendix 7)

 b) To receive a report from the Chairman of the Events Committee (to be circulated)

c) To receive a report from the Chairman of the Environment and Facilities Committee.



**10. Working Groups and Representatives**

a) To consider forming a working group/Task and Finish Group to arrange the celebrations of the 40th Year as a Parish Council in 2027.

b) Members are asked to note the Community Engagement Officer has confirmed he would be willing to be the representative for the Heybridge Residents Association and will liaise with the Chair of the Heybridge Residents Association to confirm.

**11 Local Housing Needs Assessment.**

a) To receive a report from Cllr P Spenceley and consider any actions to be taken.

**12. Financial Matters**

 a) To receive updated statement of accounts for January 2023 (to be circulated)

 b) To receive the bank reconciliation for December 2023 (to be circulated)

c)To receive and consider schedules of payments including invoices and accounts for payments for 15th January 2024 (to be circulated)



**13. Local Issues**

a) To note any items for inclusion on the Agenda for the next meeting of the Parish Council due to be held on Monday 19th February 2024.



**14. Correspondence**

a) To note correspondence received and any actions to be taken.

# 15. Future meetings

1. The next meeting of the Environment and Facilities Committee will be held on Monday 22nd January 2024 at 7.00pm.
2. The next meeting of the Planning Committee will be held on Monday 5th February 2024 at 7.30pm.
3. The next meeting of the Events Committee will be held on Monday 11th 12th February 2024 at 7.30pm.

d) The next meeting of the Parish Council will be held on 19th February 2024 at 7.30pm.