

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 April 2024 at 7.30pm** in the Main Hall, 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 10th April 2024**

**AGENDA**

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1. **Chair’s Welcome**
2. **Apologies**

To receive apologies.

# Minutes

1. To receive and confirm the Minutes of the Parish Council meeting held on Monday 19th February 2024 (Appendix 1) Icon

   Description automatically generatedTo note the PC meeting due to be held on Monday 18th March 2024 had been cancelled due to unforeseen circumstances.
2. To receive the DRAFT minutes of the Environment and Facilities Committee held on Monday 28th February 2024 (Appendix 2)
3. To receive the DRAFT Minutes of the Planning Committee Meeting held on Monday 4th March 2024 (Appendix 3)
4. To receive the DRAFT Minutes of the Events Committee Meeting Monday 8th April 2024 (Appendix 4)

# Interests

To receive declarations of interest in accordance with the council’s Code of Conduct. 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.

**6.** **To receive reports from:**

a) District and County Councillors

b) Community Engagement Officer (to be circulated)

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

1. To note the Clerk and Community Engagement Officer attended the Rural Community Council of Essex membership evening on the 14th March 2024.
2. To note the Clerk has registered an interest to manage the new Sports Hub at Westcombe Park development.
3. To note date for the informal training session is 29th April 2024 at 7.00pm.
4. To note the Clerk has registered an interest for the Parish Council to attend the UFest Community Festival on Friday 16th August 2024.
5. To consider a hire request from Santus Circus.

**8. Committee updates**

a) To receive a report from the Chairman of the Planning Committee (Appendix 5)

b) To receive a report from the Chairman of the Events Committee

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



**9. Working Groups and Representatives**

a) To consider appointing one member to attend a meeting regarding the Local Cycling and Walking Infrastructure Plan Meeting on Wednesday 24th April 2024 between 1pm and 3pm. (Appendix 6)

**10 Local Housing Needs Assessment.**

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

**11. Financial Matters**

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Description automatically generateda) To receive updated statement of accounts for March 2024 (to be circulated)

b) To receive the bank reconciliation for March 2024 (to be circulated)

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

d) To consider renewal of EALC and NALC affiliation fees at a total cost of £1141.19.

e) To consider renewal of the RSN Rural Market Town Group (RMTG) at a cost of £118 plus VAT. Clerk to report.

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**12. 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 20th May 2024. Members are asked to note this meeting will be the Statutory Council Meeting.

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**13. Correspondence**

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

Members are asked to note in accordance with Standing Order 15b (x)The Clerk shall receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

# 14. Future meetings

1. The next meeting of the Environment and Facilities Committee will be held on Monday 22nd April 2024 at 7.00pm.
2. The next meeting of the Planning Committee will be held on Tuesday 7th May 2024 at 7.30pm. **TBC**
3. The next meeting of the Events Committee will be held on Monday 13th May 2024 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 20th May 2024 at 7.30pm. (Statutory Parish Council Meeting)