

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 26th September 2022 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 20th September 2022**

**AGENDA**

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

 To receive apologies.

#  Minutes

 a) To receive and confirm the Minutes of the Parish Council meeting held on Monday 20th June 2022 (Appendix 1)

 b) To receive the Draft Minutes of the Environment and Facilities Committee Meeting held on Monday 27th June 2022 (Appendix 2)

 c)To receive the Draft Minutes of the Planning Committee Meeting held on Monday 4th July 2022 (Appendix 3)

 d)To receive the Draft Minutes of the Events Committee Meeting held on

 Monday 11th July 2022 (Appendix 4)

#  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 Chairman will at his discretion then decide if he 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) County Cllr Durham

 b) District Councillors

 c) MDC Community Engagement Team (Appendix 5)

**7. Committee updates**

a) To receive a report from the Chairman of the Planning Committee.

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

c) To receive a report from the Chairman of the Environment and Facilities Committee. To include Extension, update and consider delegation of the administration of the project to the Clerk and Cllr Lewis.

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

1. To note the Clerk, Cllr Gibson and Cllr Harrison attended the Code of Conduct Training at Maldon Town Council.
2. To note the Clerk and the Financial & Administration Officer attended FAA Level 2 Award in Health and Safety in the Workplace (RQF) and passed. To note updates
3. To note the Clerk has submitted 3 Local Highway Panel Requests.
4. To note the Governments Plan to introduce a Data Reform Bill.
5. To consider not holding Events and ENF Committee Meetings in August 2022.
6. To note date for webinar briefing for Parish Councillors regarding the 20splenty campaign.



**9. Financial Matters**

 a) To receive updated statement of accounts for June 2022 (to be circulated)

 b) To receive the bank reconciliation for June 2022 (to be circulated)

 c)To receive and consider schedules of payments including invoices and accounts for payments for 4th July 2022 (Appendix 6) and 18th July 2022

 (to be circulated)

1. To consider renewal of Annual Membership Allocation for Rural Community Council of Essex (RCCE) Village Halls Membership at a cost of £115.50 + VAT.

**10. Local Issues**

a) To receive a report from the Clerk regarding Heybridge Woods and consider any action.

b) To note any items for inclusion on the Agenda for the next meeting of the Parish Council due to be held on Monday 19th September 2022.

**11. Correspondence**

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

**12. Training Requests**

a) To consider training request from The Clerk and Financial & Administration Officer to attend Fire Safety Level 2 at a cost of £150.00+VAT.

**Due to confidential business, this meeting is not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (2)).**

**13. To receive a report from the Clerk and consider actions to be taken. Clerk to report.**

a) Communication with Maldon District Council

b) Service Level Agreement with Community Engagement Team.

# 14. Future meetings

1. The next meeting of the Environment and Facilities Committee will be held on Monday 25th July 2022 at 7.30pm.
2. The next meeting of the Planning Committee will be held on Monday 1st August 2022 at 7.30pm.
3. The next meeting of the Events Committee will be held on Monday 12th September 2022 at 7.30pm

d) The next meeting of the Parish Council will be held on Monday 19th September 2022 at 7.30pm.