

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 20th November 2023 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 15th November 2023**

**AGENDA**

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

 To receive apologies.

#  Minutes

 a) To receive and confirm the Minutes of the Parish Council meeting held on Monday 16th October 2023 (Appendix 1) 

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

 held on Monday 23rd October 2023 (Appendix 2)

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

 Monday 6th November 2023 (Appendix 3)

 d) To receive and confirm the Minutes of the Events Committee Meeting held

 on Monday 13th November 2023 (Appendix 4)

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#  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.

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

 a) District and County Councillors

 b) Community Engagement Officer (to be circulated)

 c) To receive a report from Essex Police (if present)

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

1. To consider use of Cllr Email addresses.
2. To receive an update on the website.
3. To note Ride London has been confirmed for 24th-26th May 2024 and consider any actions to be taken.
4. To receive an update on the extension and consider any actions to be taken.

**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 a request from Cllr Jones for 1 member to be appointed as representative for Heybridge Residents Association.

**10. Freeman of Heybridge**

a) To consider a request from Cllr Hall to celebrate the 40th year of as a Parish Council (2027) and confer the ‘Freedom of Heybridge’ upon Beryl Claydon.

**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 November 2023 (to be circulated)

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

c)To receive and consider schedules of payments including invoices and accounts for payments for 20th November 2023. (to be circulated)

d) To consider membership renewal of The Chelmer Canal Trust at a cost of £36.00.



**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 15th January 2024.

**14. Planning Application**

a) To consider submitting comments on planning application due to the location of the application the Clerk requested Council were consulted on this application.

 Application: 23/00920/FUL

 Proposal: Section 73a application for change of use of agricultural

 building to a café (class E use)

Location: The Granary Chigborough Farm, Chigborough Road Little Totham.



**15. Correspondence**

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

**16.**  **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. Update on local services at Westcombe Park.
2. To receive and note the settlement of the National Pay Award for 2023/2024 has been agreed and to consider actions to be taken.

# 17. Future meetings

1. The next meeting of the Environment and Facilities Committee will be held on Monday 27th November 2023 at 7.00pm.
2. The next meeting of the Planning Committee will be held on Monday 4th December 2023 at 7.30pm.
3. The next meeting of the Events Committee will be held on Monday 11th December 2023 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 11th January 2024 at 7.30pm.