

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 18th September 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 12th September 2023**

**AGENDA**

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 17th July 2023 (Appendix 1) 

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

 held on Monday 21st August 2023 (Appendix 2)

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

 Monday 4th September 2023 (Appendix 3)

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

 Monday 11th September 2023 (to be circulated)

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#  Declaration of Office

To receive Cllr Edwards Declaration of Office.

#  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 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 (to be circulated)

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

1. To note correspondence received from Robert Smith Chief Executive Officer, Society of Local Council Clerks (SLCC) (appendix 4)
2. To receive an update on the Extension.
3. To consider Terms of Reference for the Maldon and Heybridge Bus Users Group (Appendix 5) and to appoint representatives.
4. To receive a report regarding the Litter pick held on Sunday 17th September 2023 and to note dates for the next two litter picks.
5. To consider annual insurance renewal.

**9. Committee updates**

a) To receive a report from the Chairman of the Planning Committee. (Appendix 6)

 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.



**10. Working Groups and Representatives**

a) To consider appointment of 2 members to sit on the Environment and Facilities Committee. (Cllr Cable has stepped down)

b) To consider appointment of 1 member to sit on the North Heybridge Garden Suburb Panel.

c) To consider a request from Cllr Jones for 1 member to be appointed as representative for Heybridge Residents Association.

d) To consider appointment of the Community Engagement Officer as Parish Tree Warden.

**11. Speeding in the Parish**

a) To receive a report from Cllr Burwood and an update from the Clerk.

**12 Financial Matters**

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

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

c)To receive and consider schedules of payments including invoices and accounts for payments for August 2023 (Approved under delegated responsibility) and for payments dated 18th September 2023 (to be circulated).

d)To consider request from Friends of Heybridge Cemetery.

e) 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 16th October 2023.



**14. Correspondence**

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

**Due to confidential business, this meeting is not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s1 (2)).**

# 15. a) To receive a report from the Chairman of the Personnel Committee.

 b) To receive a report from the Clerk regarding the Groundsmen Contract

c) To receive a report from the Clerk regarding the Budget following the 6-month review.

# 16 Future meetings

1. The next meeting of the Environment and Facilities Committee will be held on Monday 25th September 2023 at 7.00pm.
2. The next meeting of the Planning Committee will be held on Monday 2nd October 2023 at 7.30pm.
3. The next meeting of the Events Committee will be held on Monday 9th October 2023 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 16th September 2023 at 7.30pm.