



Heybridge Parish Council

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 21st September 2026 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 CiLCA PSLCC
Principal Officer
Clerk to Heybridge Parish Council

14th September 2026

AGENDA

-  **1. Chairpersons Welcome.**
-  **2. Apologies**
To receive and accept apologies.
-  **3. Co-option**
To consider co-option candidate and receive Declaration of Office, Members will be reminded of the co-option procedure by the Clerk. (Appendix 1)
-  **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.
-  **5. Minutes**
 - a) To receive and confirm the Minutes of the Parish Council Meeting held on Monday 20th July 2026 (Appendix 2)

Principal Officer

Clerk: Amanda Hilton

Plantation Hall, Colchester Road, Heybridge, Maldon, Essex, CM9 4AL

Tel: 01621 855652

Email: clerk@heybridgeparishcouncil.gov.uk

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- b) To receive the Draft Minutes of Environment, Finance & Facilities Meeting held on Monday 27th July 2026 (Appendix 3)
- c) To receive the Draft minutes of the Planning Committee Meeting held on Monday 7th September 2026 (be circulated)
- d) To receive the Draft minutes of the Events Committee meeting held on Monday 14th September (to be circulated)

6. 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 their discretion then decide if they are 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 (to be circulated)

8. Committees, Working Groups and Representatives.

- a) To receive an update from the Chairman of the Events Committee and consider actions to be taken. To consider a member of public sit on the committee as a non-voting member.

To consider a request to change a motion to amend the Christmas Fayre scheduled to be held on the 6th December to a more suitable event.

- b) To receive an update from the Chairman of the Planning Committee and consider any actions to be taken.

- c) To receive an update from the Heybridge in Bloom Working Group and consider any actions to be taken.

- d) To receive a report from Cllr Mike Hall regarding the 40th Anniversary celebrations and consider actions to be taken (Appendix 4)

- e) To receive an update from the Communication Working Group regarding the newsletter and consider actions to be taken. Lead Cllr, Cllr Colin Edmond to report. (Draft Newsletter to be circulated)

- f) To appoint one member on to the Planning Committee.

9. Consultations and Policies

- a) To note the Principal Officer is undertaking review of all policies relating to HR and Governance to be presented to members at the next meeting of the Parish Council to be held on Monday 19th October 2026.

10. Training

- a) To note Cllr Training has been booked for Saturday 3rd October 2026.

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11. Clerks Report (to be circulated)

a) To receive an update from the Principal Officer regarding current and on-going matters and consider actions to be taken to include:

- Update on the External Audit 2025/2026.
- Local Government Reorganisation (LGR).
- Update regarding trees at Plantation Hall
- Update regarding Cadent Works within the parish.
- Heybridge Family Connections and Resilience Programme.
- Update on Green Spaces Games.
- Update on the 1988 Transfer of Assets.
- MDC Rest Centre.
- EV Charge Point Opportunities.
- National Emergency Briefing.
- Bush Craft Skills Workshop
- Update from the Parochial Church Council of

12. Financial Matters



a) To receive updated statement of accounts for September 2026 (to be circulated)

b) To receive the bank reconciliation for August 2026. (to be circulated)

c) To receive and consider schedule of payments including invoices and accounts for payments for 21st September 2026 (to be circulated)

d) To consider renewal of Campaign to Protect Rural England membership at a cost of £60.00.

e) To consider joining the National Allotment Society at a cost of £70.00 per annum plus £1 for a share on joining.

13. Local Issues

a) To note any items for inclusion on the Agenda for Monday 12th October 2026.

b) To consider forming a Community Speed Watch Group for the parish Cllr Paula Spenceley to report.

c) To receive a report from Cllr Paula Spenceley regarding Flood Alleviation on Holloway Road.

14. Correspondence

a) To note correspondence received for noting.

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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.

15. Staffing Matters

a) To receive a report from the Principal Officer and consider actions to be taken. (to be circulated)

b) National Pay Award

To note the settlement of the National Pay Award for 2026/2027 and to note back dated National Pay award will be paid within the September 2026 payments.

c) To consider recover of costs of emergency call out to assess play equipment.

16. Future Meetings

a) The next meeting of the Environment, Finance and Facilities Committee will be held on Monday 28th September 2026 at 7.00pm.

b) The next meeting of the Planning Committee will be held on Monday 5th October 2026 at 7.00pm.

c) The next meeting of the Events Committee will be held on Monday 12th October 2026 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 19th October 2026 at 7.30pm.

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