



Heybridge Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting in The Main Hall, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 16 JULY 2015** at 7.00pm for the purpose of transacting the following business.

Recording of meetings

To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that the recording equipment or cameras will capture your image and this will result in the possibility that your image will become part of the broadcast. This may infringe your human and data protection rights and if you wish to avoid this you should move to the appropriate area of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Clerk before the meeting commences.

Public Participation



To note that under Local Government regulations, only persons registered on the electoral roll are permitted to speak. Visitors will be able to speak within the allotted ten minutes. If several visitors wish to express similar views it is suggested that a spokesperson should speak on behalf of the group. When visitors wishing to speak arrive at the meeting, they should give their names to the Clerk and say that they wish to speak. To avoid arguments and keep the length of meetings to a reasonable level, Councillors will not enter into discussion with visitors during the allocated public participation time. Apart from the initial participation session, the public are not allowed to speak in the meeting.

Laurie Wiebe
Clerk to Heybridge Parish Council.


10th JULY 2015



In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available during the meeting should make prior arrangements with the Clerk.

AGENDA

1.  Apologies for absence
2. Chairman's Announcements
3.  **Minutes**
To receive and confirm the Minutes of the Parish Council meeting held on 18th June 2015 (Appendix 1.)

To receive the Minutes of the Planning Committee of the Parish Council held on 2nd July 2015 (Appendix 2.)

To receive the Minutes of the Events Committee of the Parish Council held on 9th July 2015 (to be circulated.)
4.  **Interests**
To receive member's declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda. To note any dispensations granted.

(Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the meeting.)
5. **Public Participation**
Public participation session with respect to items on the agenda and other matters that are of mutual interest.
6. To receive reports from:
 - a) **District Councillors**
 - b) **Police and any other emergency services, if present.**
7.  **Co-option**
To consider co-opting Simon Burwood onto the Council to fill one of the vacancies. Members have previously received Mr. Burwoods CV and formal expression of interest as outlined in Standing Order Number 69. The Chairman and Vice-Chairman have met and informally interviewed Mr. Burwood.
8.  **Planning**
 - a) To consider and make comments to the District Council on applications received:

Application No: TCA/MAL/15/00689
Proposal: T1 Bay Laurel – Crown lift to clear fence line by 0.5m all around. Trim/reduce sides and top by between 0.5-1m all around to retain existing shape and reduce overall size of tree.

Location: 90 Basin Road, Heybridge Basin

Application No: OUT/MAL/14/01106
Proposal: Outline planning application for mixed use development comprising residential development of up to 340 dwellings, community health facilities, care home, Class A1 retail, community land, public open space, landscaping, highway works and associated works at Maldon Hall Farm.
Location: Land North of Maldon Hall Farm, Spital Road, Maldon
AMENDED DRAWINGS

Any other planning applications received will be circulated to Members.

- b) To receive any update on the Local Development Plan.




9. 

Clerk's Report

To receive a report from the Clerk (Appendix 3);

- i) To approve supply and install bollards or low rail fencing at Rowan Drive Amenity Area;
- ii) To approve supply and install bollards or low rail fencing at Larch Walk Amenity Area;
- iii) To consider temporary fencing off the railing entrance by the Youth Shelter in the playing field;
- iv) To consider approaching Heybridge Primary School regarding Rowan Drive Amenity Fence area for the school to use a garden;
- v) To approve the gardener to remove the brambles that are growing near the sign in Rowan Drive Amenity Area;
- vi) To consider further investigating planting a sensory copse at The Roothings;
- vii) To consider having the War Memorial professionally cleaned.
- viii) To consider increasing the frequency of grass cutting at the grass verge junction of Lawling Avenue and Goldhanger Road;
- ix) To consider planting spring bulbs in the grass verge of Lawling Avenue and Goldhanger Road;
- x) To consider installing proper gateways at the boundary signs located on Goldhanger Road, Broad Street Green, Heybridge Approach.
- xi) To consider planting roses at the gateways;
- xii) To ratify the expense of £282.55 + VAT to purchase the paint to mark Plantation Hall car park and the entrance to Daisy Meadow Car Park.
- xiii) To ratify the expense of £171.00 + VAT to purchase a replacement car park marking machine;
- xiv) To consider entering the Council of the Year competition (Appendix 4);
- xv) To ratify the cost of £310 + VAT to replace the dog bin near Abbotsmead;
- xvi) To ratify the cost of £210 + VAT for additional telephone handsets and Microsoft Office software;
- xvii) To consider purchasing a new laptop for the admin assistant;
- xviii) To receive an update on the recycling bins at Daisy Meadow Car Park and decide a way forward;

- xix) To consider the options put forward by MDC Waste Services regarding the large refuse bins located in Daisy Meadow Car Park near the canal steps;
- xx) To consider making a financial contribution towards St. Andrew's Churchyard repairs and alternations of the railing fence and entrance
- xxi) To decide on the quotations received from quantity surveyors to provide feasibility stage costings for the extension to Plantation Hall;
- xxii) To receive an update on installing a litter bin along Colchester road opposite Bentalls Shopping Centre.

10.  **Consultations and Policies**
 i) To approve the amended Planning Committee Terms of Reference (Appendix 5).
11. **Council Award Scheme**
 i) To note that an initial expression of interest to apply for Council Award Scheme had been submitted in November 2014.
 ii) To consider registering with NALC to apply for the Council Award Scheme at a cost of £50 and £80 for the accreditation panel (Appendix 6).
 iii) To agree to achieve a goal of a minimum of Quality status.
12. **General Power of Competence**
 To agree to use the general power of competence as necessary during the current municipal year.
13. **Website**
 To receive a report from Cllr. Jennings regarding updating the website.
14.  **Appointments and representation on outside bodies**
 To formalise the Parish Council's appointments/representation on outside bodies – existing appointments as follows:
Elms Farm Park Friends Group & Oak Tree Meadow – vacancy
Health Matters – Cllr Dr. Blyth
15.  **Parish Council Assets/Projects**
 a) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
 i) To receive a report from the leading Councillor.
 b) **Basin Matters** (Lead Councillor – Cllr Prof Schnurr)
 i) To receive a report from the leading Councillor.
 c) **Projects (including 5 year project plan) and Grants Working Group**
 i) To receive a report from the leading Councillor.
 d) **Neighbourhood Planning Working Group**
 i. To receive a report from the leading Councillor.

- ii. To receive the notes from the Working Group meeting held on the 2nd July 2015 (Appendix 7.)
- iii. To consider the recommendation to:-
 - a. Agree to complete a Neighbourhood Plan;
 - b. Agree to set up a formal Neighbourhood Plan Task and Finish Working Group;
 - c. Agree the terms of reference of the formal Neighbourhood Plan Task and Finish Working Group (Appendix 8);
 - d. Agree the designated boundary for the Neighbourhood Plan to be the Parish boundary.

16. 

Financial Matters

- a) To receive and consider the schedule of payments including invoices and accounts for payment (to be circulated at the meeting);
- b) To receive an updated statement of accounts (to be circulated at the meeting);
- c) To receive the monthly bank reconciliation (to be circulated at the meeting);
- d) To consider the donation request from Heybridge Social Football Club for £300 towards the cost of hiring the Playing Field (Appendix 9);
- e) To consider the donation request from Row 4a Reason towards their expenses for the Round the Island Rowing Race to be held on the 26th September 2015 (Appendix 10);
- f) To appoint one bank signatory.

17.

Highways and Environment Matters

- a) Tree Warden (vacancy);
- b) Public Rights of Way Liaison Warden (Cllr Young);
- c) To receive a report from the Parish Emergency Co-ordinator (Clerk).
- d) Local Highways Panel (update can be found in the Clerk's Report.)

18. 

Reports from Committees

a) Planning Committee

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations.

b) Events Committee

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations;
- iii. To consider appointing one Member onto the Committee.

c) Budget Committee

- 1. To note that the Committee will next meet on 7th September 2015.

19.

Reports from Outside Committees and Training

a) Transport Representatives Meeting

- i) To receive a report from Cllr. Prof. Schnurr;

- ii) To note the bus 288 passenger numbers for June 2015.

b) Elms Farm Park Friends Group & Oak Tree Meadow

c) Health Matters

- i. To receive a report from Cllr. Dr. Blyth.

20. Training Notifications

- a) To approve any EALC training requests received:
 - i) Bullying and Harassment (HR) – 2 September 2015 - £47 per delegate
 - ii) Budget and Precept – 3 September 2015 - £47 per delegate
 - iii) Law and Procedures – 8 September 2015 - £70 per delegate
 - iv) Chairman’s Day 3 – 9 September 2015 - £70 per delegate
 - v) EALC AGM – 24 September 2015
 - vi) Councillors Training Day 1 – 30 September 2015 - £70 per delegate
 - vii) Council Finance – 1 October 2015 - £70 per delegate
 - viii) Councillor Training Day 2 – 6 October 2015 - £70 per delegate
 - ix) Planning Day – 7 October 2015 - £47 per delegate
 - x) Risk Assessment Level 2 – 20 October 2015 - £80 per delegate

21. Future meetings

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 6th August 2015 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 13th August 2015 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 20th August 2015 at 7:00pm.

For Information Only:

Items for next Parish Council Meeting agenda:

Corporate Strategy Policy

Update on various works

Quotes to plant a new hedge along Sherpa Path with possible post-and-rail fence

Quotes for new window coverings in the Main Hall

Daisy Meadow Car Park entrance Amenity Light

Drainage ditch adjacent Daisy Meadow Car Park