



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 17 DECEMBER 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



This meeting is held in public. 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.

11th DECEMBER 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 19th November 2015 (Appendix 1.)

To receive the Minutes of the Budget Committee of the Parish Council held on 1st December 2015 (Appendix 2.)

To receive the Minutes of the Planning Committee of the Parish Council held on 3rd December 2015 (Appendix 3.)

To receive the Minutes of the Personnel Committee of the Parish Council held on 8th December 2015 (Appendix 4.)

To receive the Minutes of the Events Committee of the Parish Council held on 10th December 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.  **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 approve the budget for 2016-2017. The Internal Auditor will explain the proposed budget (Appendix 5);
 - e) To agree the precept for 2016-2017 (Appendix 6);
 - f) To agree to renew the annual Clerk's membership to Society of Local Council Clerks;

- g) To note the changes in the audit regime and agree to opt in to the new sector led audit body (Appendix 7);
- h) To receive the Council's Internal Audit Programme 2015-2016 (Appendix 8);
- i) To consider joining the RCCE Community Led Planning Network for £40 + VAT.

8. 

Planning

- a) To consider and make comments to the District Council on applications received.
Any planning applications received will be circulated to Members;
- b) To receive any update on the Local Development Plan;
- c) To receive any update on Section 106 allocations (Cllr. Lawson and Cllr Prof Schnurr.)

9. 

Clerk's Report – including Property Matters

- To receive a report from the Clerk (Appendix 9);
- i) To receive a report on efficiency of Council meetings which will be considered at the next Council meeting (Appendix 10);
 - ii) To consider webcasting Council meetings;
 - iii) To receive and consider the update on the relocation of large refuse bins in Daisy Meadow Car Park as requested by Maldon District Council;
 - iv) To note the role of Parish Safety Volunteers and consider supporting the initiative (Appendix 11).

10. 

Consultations and Policies

- i) To adopt the Parish Council's Travel and Subsistence Policy (Appendix 12);
- ii) To adopt the Parish Council's General Office Expense Policy (Appendix 13);
- iii) To adopt the Parish Council's Charity of the Year Policy (Appendix 14);
- iv) To adopt the Parish Council's Petition Procedure (Appendix 15);
- v) To adopt the Parish Council's Procedure for Co-option (Appendix 16);
- vi) To adopt the Parish Council's Policy on Recording of Decisions Made by Officers (Appendix 17);
- vii) To adopt the Parish Council's Scheme of Delegation (Appendix 18);
- viii) To consider submitting comments to MDC on the Coastal Communities Team consultation (Appendix 19);
- ix) To consider submitting comments to Department of Communities and Local Government on the consultation on proposed changes to national planning policy (Appendix 20).

11. To receive a report from Cllr Dr. Blyth regarding policing in the parish.

12. 

Council Award Scheme

- i) To adopt the Council's action plan (Appendix 21).

13. 

Parish Council Assets/Projects

- a) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
 - i) To receive a report from the leading Councillor (Appendix 22.)

b) Basin Matters (Lead Councillor – Cllr Prof Schnurr)

- i) To receive a report from the leading Councillor;
- ii) To receive an update from Cllr. Prof Schnurr on public conveniences and consider any issues raised (Appendix 23.)

c) Projects (including 5 year project plan) and Grants Working Group

- i) To receive a report from the leading Councillor (Appendix 24);
- ii) To note the successful CIF bid for £5000. To agree that the children's play multipurpose unit at Plantation Hall be replaced for approx. £18,000.
- iii) To note the successful British Heart Foundation bid for a community defibrillator (Appendix 25.) To agree that Community Training Events will be organised once every other month.

d) Neighbourhood Planning Task and Finish Working Group

- i. To receive a verbal report from the leading Councillor following meetings held with Maldon District Council and Great Totham Parish Council.

14. Highways and Environment Matters

- a) To receive a report from the Tree Warden (Mr. Hammans);
- b) To receive a report from the Public Rights of Way Liaison Warden (Cllr Young);
- c) To receive a report from the Parish Emergency Co-ordinator (Clerk). Nothing to report;
- d) To receive the latest minutes from the Local Highways Panel (Appendix 26.)

15.  Reports from Committees

a) Planning Committee

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

b) Events Committee

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

c) Budget Committee

- i. To receive a report from the Chairman.

16. Reports from Outside Committees, Representatives and Training

a) Transport Representatives Meeting – Cllr. Prof Schnurr

- i) To receive a report from Cllr. Prof. Schnurr;
- ii) To note the bus 288 passenger numbers for November 2015 were 160.

- b) Elms Farm Park Conservation Group** – Cllr. Burwood
 - i) To receive a report from Cllr. Burwood (Appendix 27);
 - ii) To receive the latest minutes from the group (Appendix 28.)
- c) Health Matters** – Cllr. Dr. Blyth
 - i. To receive a report from Cllr. Dr. Blyth.
- d) Tourism and Leisure Representative** – Cllr. Perry
 - i. To receive a report from Cllr. Perry.

17. Training Notifications

- a) To approve any EALC training requests received:
 - Fire Safety Level 2 – 26 January 2016 - £80 per delegate
 - Vine HR – 27 January 2016 - £47 per delegate
 - Vine HR – 2 February 2016 - £47 per delegate
 - Procurement Regulations Workshop – 11 February 2016 - £47 per delegate
 - Food Safety Level 2 – 23 February 2016 - £80 per delegate
 - End of Year Accounting/Getting through Audit Requirements – 25 February 2016 - £80 per delegate

18. Future meetings

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 7th January 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 14th January 2016 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 21st January 2016 at 7:00pm.

For Information Only:

Items for next Parish Council Meeting agenda:

Update on various works

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

Purchasing Procurement Policy