



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 22 OCTOBER 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.

9th OCTOBER 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.


Please note that there will be a cheque presentation to Heybridge and Maldon Community Responders before the meeting.

AGENDA

1.  Apologies for absence
2. Chairman's Announcements.
Welcome to Les Hammans – new Tree Warden.
3. To receive a short presentation from Christine Cartwright (MOAT) and Mr. Adams (resident of Wood Road) on a new project – Community Allotment Project.
4.  **Minutes**
To receive and confirm the Minutes of the Parish Council meeting held on 17th September 2015 (Appendix 1.)

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

To receive the Minutes of the Events Committee of the Parish Council held on 8th October 2015 (Appendix 3.)
5.  **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.)
6. **Public Participation**
Public participation session with respect to items on the agenda and other matters that are of mutual interest.
7. To receive reports from:
 - a) **District Councillors**
 - b) **Police and any other emergency services, if present.**
8.  **Planning**
 - a) To consider and make comments to the District Council on applications received:

Application No: HOUSE/MAL/15/00821
Proposal: Construct porch extension to front of property to facilitate improved access. Porch to be in same style as current portico design but moving door 500mm out. Width dimension of 1440mm and 2800mm. Additionally gates to be added to car port, similar in design to neighbouring property, but support pillars to

	front elevation to prevent hinges from encroaching on width of carport access.
Location:	16 Freshwater Crescent, Heybridge
Application No:	HOUSE/MAL/15/00883
Proposal:	Proposed garage/drying room with internal WC and storm porch.
Location:	25 Wharf Road, Heybridge
Application No:	HOUSE/MAL/15/01019
Proposal:	Retrospective – CCTV cameras attached to the house and garage – total of four.
Location:	4 Samian Close, Heybridge
Application No:	HOUSE/MAL/15/00998
Proposal:	Single storey side extension.
Location:	24 Mercury Place, Heybridge

Any other planning applications received will be circulated to Members.

- b) To receive any update on the Local Development Plan.
- c) To receive a report from Cllr. Prof Schnurr regarding the section 106 arrangements with Maldon District Council.

9.



Clerk's Report – including Property Matters

To receive a report from the Clerk (Appendix 4);

- i) To consider the quotation received to install an electric oven in the kitchen;
- ii) To nominate a Member to sit on the Maldon Standards Committee;
- iii) To nominate a Member and/or the Clerk to sit on the National Association of Local Councils Larger Councils' Committee;
- iv) To approve a working agreement terms of reference for the gardener (to be circulated);
- v) To agree terms of reference for the Tourism and Leisure Representative (Appendix 5);
- vi) To consider making a claim for the outstanding balance of £189 against the Hirer for damages caused to Plantation Hall toilets.

10.



Consultations and Policies

- i. To adopt the Parish Council's Statement of Public Task (Appendix 6);
- ii. To adopt the Parish Council's Statement of Re-use (Appendix 7);
- iii. To adopt the Parish Council's Request for Re-use (Appendix 8)
- iv. To adopt the Parish Council's Re-Use Complaints Procedure (Appendix 9);
- v. To adopt the Parish Council's Risk Assessment and Management (Appendix 10);
- vi. To adopt the Parish Council's Plantation Hall Car Park Policy (to be circulated);
- vii. To receive the Parish Council's forward Financial Statement (to be circulated);

- viii. To consider submitting a response to the Essex Bus Consultation (Appendix 11);
- ix. To consider submitting a response to the Essex Rural Strategy Consultation (Appendix 12).

11. 

Council Award Scheme

- i. To receive a report from the Clerk (Appendix 13);
- ii. To appoint one Member to review the Parish Council's website to ensure all necessary documentation is readily accessed as outlined in the Council Award Scheme qualifications;
- iii. To resolve that the 41 items listed in the Clerk's report have been achieved;
- iv. To resolve that items 1 to 15 and 23 to 32 are on the Council's website;
- v. To consider consulting residents by means of the Heybridge Herald for suggestions of future Council projects for the next 5 years.

12.

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;
- ii) To receive an update from Cllr. Prof Schnurr on public conveniences.

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

- i) To receive a report from the leading Councillor.
- ii) To note that the full Community Initiative Fund application for replacement Children's Play Area equipment has been submitted;
- iii) To consider submitting an application to Locality for funding towards the development of a Neighbourhood Plan.

d) Neighbourhood Planning Task and Finish Working Group

- i. To receive a report from the leading Councillor;
- ii. To agree to seek quotes from Neighbourhood Planning Consultants;
- iii. To agree the Neighbourhood Plan questionnaire which will be distributed to all households within the Parish (to be circulated.)

13. 

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 receive the completed Annual Return for 2014-2015 financial year (Appendix 14);
- e) To consider donation requests received from:-
 - 1. Blackwater Social Football Club for £300 (Appendix 15 circulated to Members only);
 - 2. Goldhanger Road Group for up to £3000 (Appendix 16 circulated to Members only).

14. Highways and Environment Matters

- a) Tree Warden (Mr. Hammans);
- 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.

15.  Reports from Committees

a) Planning Committee

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations.
 - a. To approve the cost of posting a Neighbourhood Planning questionnaire to each household.

b) Events Committee

- i. To receive a report from the Chair of the Committee;
- ii. To consider any recommendations;
- iii. To confirm attendance of Councillors for Remembrance Sunday Service;
- iv. To assign jobs to those Councillors attending the Remembrance Sunday Service.

c) Budget Committee

- i. To receive a report from the Chairman.
- ii. To consider any recommendations.

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 September 2015.
- iii) To note that bus 73 will be run by First Essex Buses from 17th November 2015. To note that there will be a revised timetable.

b) Elms Farm Park Conservation Group – Cllr. Burwood

- i) To receive a report from Cllr. Burwood.

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.

e) Where does the Water Go Project – Cllr Hall and Cllr Moodey

i. To receive a report.

17. Training Notifications

a) To approve any EALC training requests received:

i) Performance Management – 3 November 2015 - £47 per delegate

ii) FOI/Data Protection – 5 November 2105 - £47 per delegate

iii) Planning Day – Statutory Planning – 11 November 2015 - £47 per delegate

iv) Funding Do's and Don'ts – 12 November 2015 - £47 per delegate

v) Advanced Councillor Training Day 1 – 18 November 2015 - £70 per delegate

vi) Advanced Councillor Training Day 2 – 9 December 2015 - £70 per delegate.

b) To approve the Clerk's attendance at the annual joint SLCC/EALC Clerks Networking Lunch on the 12th November 2015 for £7.50.

18. Future meetings

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 5th November 2015 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 12th November 2015 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 19th November 2015 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