



# Heybridge Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting in The Claydon Room, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 15<sup>th</sup> DECEMBER 2016** 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**

**9<sup>th</sup> DECEMBER 2016**

*In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available for the meeting should make prior arrangements with the Clerk at least 2 days before the scheduled meeting.*

## AGENDA

1.  **Apologies**
  - i) To receive apologies for absence;
  - ii) To approve the reasons for absence.
  
2. Chairman's Announcements.
  
3. **Declaration of Acceptance of Office**


To receive the declaration of acceptance of office for Cllr Bishop.
  
4.  **Minutes**






To receive and confirm the Minutes of the Parish Council meeting held on 17<sup>th</sup> November 2016 (Appendix 1.)

To receive the Minutes of the:

  - Planning Committee held on 1<sup>st</sup> December 2016 (Appendix 2)
  - Environment and Resources Committee held on 22<sup>nd</sup> November 2016 (Appendix 3)
  - Events Committee held on 10<sup>th</sup> November 2016 (Appendix 4) and 8<sup>th</sup> December 2016 (to be circulated)
  - Budget Committee held on 6<sup>th</sup> December 2016 (Appendix 5.)
  
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.  **Clerk's Report**
  - i) To receive a report from Clerk (Appendix 6);
  - ii) To note dog fouling issues on King George V Playing Field and to consider increasing the Community Protection Officers patrols;
  - iii) To ratify the expense of £562 +VAT for the planning consultant to submit the required documentation to Maldon District Council for the Hall extension;
  - iv) To ratify the expense of £562 + VAT (maximum) for the planning consultant to submit the required documentation to Maldon District Council for the relocation of the listed Horse Trough;
  - v) To appoint two Members and the Clerk to open and review sealed tenders for Ground Maintenance on 5<sup>th</sup> January 2017;
  - vi) To remind Members of the availability of DBS checks and to update Register of Interest forms.

9.  **Action Plan 2016-17**  
To carry out a quarterly review (Appendix 7.)
10.  **Policies and Consultations**  
To consider adopting the Parish council's Staff IT policy (Appendix 8);  
ii) To consider adopting the Parish Council's Safeguarding policy (Appendix 9);  
iii) To consider adopting the Parish Council's Football Pitch Use Policy as recommended by Fields in Trust (Appendix 10);  
iv) To consider adopting the Parish Council's Environmental Policy (Appendix 11);  
vi) To consider adopting the Parish Council's Conflict of Interest Policy (Appendix 12);  
vii) To consider adopting the Parish Council's Premise Smoking Policy (Appendix 13);  
viii) To consider submitting comments to Maldon District Council on the BT proposal to remove payphones (Appendix 14);  
ix) To consider submitting comments to Maldon District Council on the 2016 Post Office Network Consultation (Appendix 15).
11.  **Definitive Map**  
i) To note the definitive map will be closed by 2026;  
ii) To consider further investigating any footpaths to be included on the Definitive Map (Appendix 16.)
12.  **Dementia Friendly Environment**  
i) To consider, in principle, to further investigate becoming a Dementia Friendly Council (previously circulated to Members);  
ii) To consider investigating hosting a monthly 'Forget Me Not' Café.
13.  **Financial Matters**  
i) To receive and ratify the schedule of payments from 3 November and 17 November 2016 including invoices and accounts for payment (Appendix 17);  
ii) To receive and consider the schedule of payment from 1 December (to be ratified) and 15 December 2016 including invoices and accounts for payment (to be circulated);  
iii) To receive an updated statement of accounts (to be circulated);  
iv) To receive the monthly bank reconciliation for October and November 2016 (Appendix 18);  
v) To appoint a bank reconciliation verifier (cannot be a signatory);  
vi) To agree the RFO setting a *de minimus* rule for capital asset register to be incorporated in the Financial Regulations;  
vii) To set the budget for 2017/18 (Appendix 19);  
viii) To set the precept for 2017/18.
14. **Publicity**  
i) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)  
To receive a report from Cllr Edwards.

15. **Basin Matters**

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

16. **Reports from Committees and Working Groups**



- i) **Planning Committee**  
a. To consider any recommendations;  
b. To receive and consider a report on Parish Community Facilities Strategy (Appendix 20);
- ii) **Events Committee**  
a. To consider any recommendations;  
b. To appoint one or two Member(s) onto the Committee;
- iii) **Neighbourhood Planning Task and Finish Working Group**  
a. To receive a report from the working group;
- iv) **Environment and Resources Committee**  
a. To appoint one Member onto the Committee;
- v) **Village of the Year Working Group**  
a. To receive a report;  
b. To appoint one Member onto the working group.

17. **Reports from Outside Committees, Representatives and Training**

- i) **Transport Representatives Meeting – Cllr. Prof Schnurr**  
a. To note the bus 288 passenger numbers for October 2016 were 128 and November 2016 were 112.
- ii) **Elms Farm Park Conservation Group – Cllr. Burwood**  
a. To receive the minutes from 16<sup>th</sup> November 2016 (Appendix 21.)
- iii) **Health Matters – Cllr Prof Schnurr**
- iv) **Tourism and Leisure Representative – Cllr. Perry**
- v) **School Liaison Representatives – Cllr Burwood**
- vi) **Maldon and Blackwater Coastal Community Group – Cllr M Edwards, Cllr Prof Schnurr**  
i. To receive a report (Appendix 22)
- vii) **EALC Rep – Cllr M Edwards, Cllr Prof Schnurr**
- viii) **Campaign to Protect Rural England (Essex) – Cllr Gentry**
- ix) **Community CPR Training – Cllr Young**
- x) **Parish Emergency Coordinator – Clerk – no report**
- xi) **Rural Community Council of Essex – Cllr Lawson (General); Admin Assistant (Village Halls); Cllr Prof Schnurr and Cllr Young (Planning).**
- xii) **Chelmer Canal Trust – Cllr Young**

18. **Training Requests**

To approve any training requests received. (Members receive weekly emails outlining the various training courses available.)

19. **Future meetings**

- i) The next meeting of the Planning Committee of the Parish Council will be held 5<sup>th</sup> January 2017 at 7.00pm.
- ii) The next meeting of the Events Committee of the Parish Council will be held on 12<sup>th</sup> January 2017 at 7.30pm.

- iii) The next meeting of the Parish Council will be held on 19<sup>th</sup> January 2017 at 7.00pm.
- iv) The next meeting of the Environment and Resources Committee will be held on 26<sup>th</sup> January 2017 at 7.00pm.

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For information only:-

Items for the next meeting:

Further policies

Arrangements for the Annual Parish Meeting

Upcoming Public Events:

Quiz Night – Friday 20<sup>th</sup> January 2017

Vintage Dance – Saturday 25<sup>th</sup> February 2017

Community Festival – Sunday 30<sup>th</sup> July 2017