Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Tuesday 20th May 2025 at 06:30pm, at St George’s Community Room.

**PRESENT**

**In the Chair:** R. Bryson (Chair) **Absent:** 0

**Councillors:** M. Hobden (Vice Chair) **Apologies:**

C. Edmond

M. Hodges **District Cllrs:** 2

C. Swann

J. Sjollema

**Public:**  1

**Officers:** G. Lake – Clerk

**It was noted that this meeting was being recorded by the Clerk.**

**25/001 Election of Chair**

To elect a Chair for the year 2025-26 and to sign Declaration of Acceptance of Office.

**Resolved: Cllr Bryson was elected Chair for 2025/26**

**Proposed:** Cllr Swann

**Seconded:** Cllr Hodges

**All agreed.**

Cllr Bryson signed the Declaration of Acceptance of Office in the presence of the Council and Clerk.

**25/002 Election of Vice Chair**

To elect a Vice Chair for the year 2025-26.

**Resolved: Cllr Hobden was elected as Vice Chair for 2025/2026**

**Proposed:** Cllr Hodges

**Seconded:** Cllr Edmond

**All agreed.**

**25/003 To receive apologies for absence.**

There were no apologies.

**25/004 To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**

Cllr Edmond – Non-Pecuniary – Essex Waterways

Cllr Swann – Non-Pecuniary – Daisy Meadow Car Park, Heybridge Basin Sailing Association, relative

Cllr Hobden – Non-Pecuniary – Basin Oars, River care Group and Heybridge Basin Sailing Association

**25/005 General Power of Competence**

* 1. To resolve to use the General Power of Competence in the forthcoming year.

It was noted that the Council meets the eligibility criteria.

**Resolved: To use the General Power of Competence for 2025/26.**

**25/006 To sign as a correct record the minutes of the full council meeting held on 29th April 2025.**

**The Minutes as previously circulated were agreed and signed as a correct record.**

**25/007 To receive a report from the District and County Councillors for the area on any matters of interest.**

A verbal report was received from the District Councillors. No report was received from the County Councillor.

**25/008 On-Street Parking**

1. To receive the report from South Essex Parking Partnership (SEPP) and agree any action to be taken.

A report was received from SEPP rejecting the Council’s application, citing flawed reasoning and no prior consultation. The Clerk confirmed there is no formal appeal process.

**Resolved: Cllr Hodges to draft a response for the Clerk to send.**

**25/009 Co-Option**

* 1. To receive an update from the Clerk and agree any action to be taken.

No applications were received during the advertising period.

**Resolved: To re-advertise the vacancy and conduct interviews at the next Full Council meeting.**

**25/010 Public Forum (15 minutes)**

* A resident enquired about updates to the Timber Yard planning application. District Cllr Nick Spenceley confirmed there were no updates.
* A resident asked if the Council had plans to install public toilets. Members advised that this is currently being explored by the Working Group, who are investigating potential options and costs.
* The same resident raised concerns about the lack of signage for cyclists along the sea wall. It was recommended that this be reported to Essex County Council via the "Track It" system.
* Another resident asked if the Council was aware of Essex & Suffolk Water installing Wi-Fi to support their smart meters. The Council noted the query and will monitor.

**25/011 Planning**

1. To consider any planning applications received after the publication of the agenda and to agree the action to be taken

**25/004/HOUSE – 18 The Colliers –** Single storey rear extension.

**Resolved: Recommend approval of the application.**

**25/012 Meetings for 2025/2026**

1. To consider the location of Full Parish Council meetings and agree any action to be taken.

**Resolved: Council meetings to continue at St George’s Community Room.**

1. To agree on the dates of Full Parish Council meetings up to and including the next annual meeting of the Parish Council.

**Resolved: Schedule approved.**

**25/013 Finance.**

1. To approve
2. Payment requests for April/May 2025 **were approved**
3. Receipts for April/May 2025 **were approved**
4. The continued use of direct debit for the payment of the following:

Staff pension, Unmetered power supply, Green Recycling and ICO were approved.

1. To reaffirm bank account signatories and review if there is a need for any amendments.

**Resolved: Remove Cllr Edmond and add Cllr Hobden.**

1. To appoint one member as Bank Verifier.

**Resolved: Cllr Hodges appointed.**

1. To consider renewal of membership with the Maldon & Heybridge Heritage Harbour Association at a cost of £20.

**Resolved: To renew the membership.**

**25/014 Appointments of Committees, Working Groups and Representatives**

1. To consider the continuation of the Daisy Meadow Car Park Working Group and appointing members.

**Resolved: To continue with Cllrs Hodges, Bryson, Hobden, Swann, Sjollema, Edmond and the Clerk.**

1. To confirm the continuation of Delegated Authority within Daisy Meadow Car Park to the Clerk.

**Resolved: Clerk to retain delegated authority for Daisy Meadow Car Park.**

1. To appoint members to serve on the Personnel Committee (3 minimum) and to approve the Personnel Committee Terms of Reference.

**Resolved: To appoint Cllrs Hodges, Hobden, Bryson and Sjollema as members of the Personnel Committee. The Terms of reference were approved.**

1. Any other committee or Working Group as considered appropriate.

**Resolved: To create a Planting Volunteer Group for Daisy Meadow Car Park consisting of Cllrs Hobden (lead) and Sjollema.**

1. To appointment one representative each to the following bodies:
2. Maldon and Heybridge Heritage Harbour Association - **Cllr Edmond.**
3. Chelmer Canal Trust - **Cllr Hobden.**
4. 20’s Plenty for Essex - **Cllr Sjollema.**
5. Maldon Transport Group - **Cllr Hodges.**
6. Any other representative as considered appropriate.

There were no suggestions.

**25/015 Policies and Procedures**

* 1. To confirm the following policies reviewed by the Clerk with no amendments:
  + Freedom of Information
  + Publication Scheme
* Code of Conduct
* Investment Policy
  + Complaints Policy
  + Data Protection Policy
  + Data Retention Policy
  + Donation Policy
  + Equality and Diversity Policy
  + Health and Safety Policy
  + Press and Media Policy

**Resolved: All policies confirmed as reviewed and approved.**

**Reserves Policy: Approved with updated figures.**

* 1. To review the amended Standing Orders and agree any action to be taken.

**Resolved: Amended version approved.**

* 1. To consider adopting a Scheme of Delegation for the Clerk and agree any action to be taken.

Deferred: Draft policy not ready.

**25/016 Clerks Report**

* 1. Clerk provided updates on the following:
* **Register of Interests** – Members reminded to keep these up to date.
* **Training** – New EALC training calendar to be circulated.
* **Goals** - Ready for installation. **Resolved:** **Orientation to revert to original; Clerk to liaise with MDC.**
* **Printer** – Previously agreed model too costly for ink. R**esolved: Purchase Canon Maxify GX7050 a £405.16**
* **Boundary Review –** MDC recommends consulting households on Basin Road. **Resolved: Cllr Hodges to speak to residents and report back.**
* **Posts** – **Resolved: Accept quote of £130.00 to paint post opposite the noticeboard.**
* **Workload** – Members reminded to complete ongoing projects before starting new ones.
* **May Half Term** – Clerk notified members of reduced working hours.

**25/017 Correspondence**

1. Correspondence received was noted and responses agreed.

**25/018 Newsletter**

* 1. Items agreed for inclusion on next Newsletter:
* Council Information - Clerk
* VE Day – Cllr Bryson
* SEPP Update – Cllr Hodges
* Planting Volunteers – Cllr Hobden
* Bird Boxes – Cllr Swann

There being no further business the meeting closed at 07:48pm

Provisional Date of the next Council Meeting Tuesday 24th June 2025