Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Tuesday 24th June 2025 at 06:30pm.

Venue: St George’s Community Room.

**PRESENT**

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

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

C. Edmond

M. Hodges **District Cllrs:** 1

C. Swann

J. Sjollema

**Public:**  4

**Officers:** G. Lake – Clerk

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

**25/019 Chair’s Welcome**

The Chair welcomed those present and reminded members of the public that they may only speak during the Public Forum.

**25/020 There were no apologies for absence.**

**25/021 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

**25/022 The minutes of the Annual Statutory Meeting held on 20th May 2025 were agreed and signed as a correct record.**

**25/023 Reports**

* 1. A verbal report was received from District Cllr Spenceley.
  2. No report received from the County Councillor.
  3. Cllr Hodges reported on a banking hub presentation regarding the future of banking services in the district. **Resolved: Clerk to arrange a presentation for Heybridge Basin Residents.**
  4. Cllr Hodges gave an update from the recent Transport meeting. Cllr Edmond advised that all bus services will now include Broomfield Hospital. **Resolved: Attendance at future transport meetings to be maintained if relevant to the village.**
  5. The Clerk provided the following updates:
* Attended the SLCC Training Day and AGM; notes have been circulated to members.
* A list of SLCC training courses was circulated to members and **approval was given for the Clerk to attend at a total cost of £270 excluding VAT.**
* The old printer, previously purchased at a cost of £125 and including one new and one nearly new toner cartridge, was **resolved to be donated to the local school.**
* Goals project: Maldon District Council has approved the change in orientation; Cllr Swann confirmed that work has commenced.
* A quote for the unmetered power supply was received from Utility Aid and previously circulated.  
  **Resolved: To accept the 3-year contract quote from Electrocity.**

**25/024 Finance.**

1. To approve
2. Payment requests for May/June 2025 **were approved**
3. Receipts for May/June 2025 **were approved**
4. To discuss the Councils Reserves and agree any action to be taken.

**Resolved: £200,000 to be earmarked towards the potential installation of public toilets.**

**25/025 Annual return for the year ending 31st March 2025**

* 1. **The Annual Governance Statement (Section 1) of the AGAR for 2024/25 was approved and signed.**
  2. **The Accounting Statements (Section 2) of the AGAR for 2024/25 were approved and signed.**
  3. **The Internal Audit Report for 2024/25 from April Skies Ltd was received and noted. No significant issues were raised.** The Clerk mentioned that research into cloud storage solutions will be the next area of focus, as previously noted in earlier reports.

**d. The period for the Exercise of Public Rights was agreed as Thursday 26th June – Wednesday 6th August.**

**25/026 Public Forum**

A resident raised concern about the closure of Blackwater Sports Hall, noting that the netball group now has nowhere to train or play.  
District Cllr Spenceley responded to the resident and outlined the circumstances surrounding the closure.

**25/027 Planning**

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

There were no planning applications to consider.  
Members noted a recent application submitted for the Happy Days Caravan Site.

**25/028 On-Street Parking**

1. To receive an update from Cllr Hodges and agree any action to be taken.

Cllr Hodges provided an update on correspondence from South Essex Parking Partnership (SEPP), who reiterated their objections and the lack of an appeal process. The lead officers were noted as Maldon District Cllrs Simon Morgan and Nicola Syder. **Resolved: Clerk to request a cost breakdown from SEPP, as well as the possibility of Heybridge Basin Parish Council contributing. Cllr Hodges to draft a letter to MP John Whittingdale.**

**25/029 Daisy Meadow Car Park**

* 1. To receive an update from the Working Group and agree any action to be taken on the following:

1. **Daisy Meadow Garden**

**The design for the garden area was approved. Resolved: To order planters and 2 tonnes of soil at a total cost of £1,400 excluding VAT.** There is £800 remaining from the previous budget to be spent on plants.

The volunteer working group has not generated sufficient interest. **Resolved: To advertise for a maintenance person/gardener; the job specification to be agreed by the Working Group.**

**District Cllr Spenceley left the meeting.**

1. **Bench Installation**

The cost to install the bench on a concrete slab is £400 from HRS Marine Services. **Resolved: If the other party agrees to pay half, the Council will contribute £200. Cllr Swann abstained from the vote.**

1. **Public Wi-Fi**

Mainsprite attended the site and a quote is awaited. This will be discussed at the next meeting.

1. **Operator Tender**

The Clerk is currently completing the form for the Central Digital Platform. **Resolved: To delegate authority to the Working Group to confirm the tender details and approve submission.**

1. **Parking Permits**

It was previously agreed that the Tearoom could have 10 permits; they now have 12 active permits. **Resolved: To increase the permit limit for the Tearoom to 15.**

A resident on Basin Road, but outside the Parish boundary applied for a parking permit.  
**Resolved: To reject the application due to the applicant being outside the Parish boundary.**

**25/030 Assets**

1. To consider the quote for a new noticeboard and agree any action to be taken.

**Resolved: To accept the quote of £285.00 for a new Noticeboard.**

1. To discuss litter bins and dog waste bins and agree any action to be taken.

**Resolved: To remove the orange litter bin at a cost of £100, with the work to be carried out by HRS Marine Services. Cllr Swann abstained from the vote.** Discussion on replacement bins to be added to the next meeting agenda.

1. To receive un update from the Clerk regarding the work laptop and agree any action to be taken.

The Clerk advised that the internal auditor recommended replacing the current laptop due to age and battery issues and suggested having a spare device.  
**Resolved: To research laptops up to a cost of £1,000 and a replacement battery for the existing laptop.**

**25/031 Correspondence**

1. Correspondence received was noted and responses agreed.

**Resolved: To sponsor the Regatta for £20.00**

**Two members of public left.**

**Resolved: To extend the meeting to allow completion of the agenda.**

**25/032 Councillor Co-Option**

* 1. Two candidates were interviewed individually using the same set of questions. Each candidate left the room while the other was being interviewed.

**25/033 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**

**The remaining members of public left the meeting.**

**25/034 Councillor Co-Option**

1. To consider the interviewed candidates for co-option and agree any action to be taken.

Council considered the candidates. A discussion was held, followed by a vote by secret ballot.

**Resolved: Stephen Baker was unanimously co-opted to Heybridge Basin Parish Council.**

**Action: The Clerk to arrange for the Declaration of Acceptance of Office to be signed and to issue the Register of Interests form and Councillor Welcome Pack.**

**25/035 Personnel Matters**

* 1. To Clerk’s accrued holiday entitlement from 2024/2025 was noted and approved for payment in the next payroll.

There being no further business the meeting closed at 09:06pm

Provisional Date of the next Council Meeting Tuesday 15th July 2025