Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Tuesday 15th July 2025 at 06:30pm.

Venue: St George’s Community Room.

**PRESENT**

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

**Councillors:** M. Hobden (Vice Chair) **Apologies:** 2

M. Hodges

J. Sjollema **District Cllrs:** 2

S. Baker

**Public:**  0

**Officers:** G. Lake – Clerk

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

**25/036 Chair’s Welcome**

The Chair opened the meeting and welcomed everyone in attendance. He offered a warm welcome to Stephen Baker, the newly co-opted member of the Parish Council. The Chair also thanked the Heybridge Basin Sailing Association (HBSA) and Keep Britain Tidy (KBT) for their efforts with litter picking following the Regatta.

**25/037 Apologies received from Cllrs Edmond and Swann.**

**25/038 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 Hobden – Non-Pecuniary – Basin Oars, River care Group and Heybridge Basin Sailing Association

**25/039 The minutes of the Full Council Meeting held on 24th June 2025 were agreed and signed as a correct record.**

**25/040 Reports**

* 1. A verbal report was received from District Cllr Spenceley.
  2. No report received from the County Councillor.
  3. The Clerk provided the following updates:
* The old printer had been donated to the local primary school, as previously agreed.
* The new goal posts had been installed. It was noted that there was an additional cost of £50 due to the need for extra materials to secure the posts. **Resolved**: **To accept the additional cost of £50.**

**25/041 Finance.**

1. To approve
2. Payment requests for June/July 2025 **were approved.**
3. Receipts for June/Julu 2025 **were approved.**
4. Accounts for the three months to 30th June 2025 **were approved.**

It was noted that the DM Garden Project has gone slightly over budget, with further expenditure still anticipated.

**25/042 Internal Auditor**

* 1. To consider the Internal Auditor quote for the year 2025/2026 and agree any action to be taken.

**District Cllrs Spenceley and Swindle left.**

**Resolved: To accept the quote from April Skies Accounting for £425 for the 2025/26 Internal Audit.**

It was confirmed that the Auditor is independent from the Council and that their competencies had been reviewed and considered appropriate for the role.

**It was further agreed that the Council would seek three quotes for the 2026/27 Internal Audit to ensure best value and compliance with procurement guidance.**

**25/043 Public Forum**

There were no members of the public present

**25/044 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.

**25/045 On-Street Parking**

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

Cllr Hodges provided an update on recent correspondence and actions regarding on-street parking issues. It was noted that a letter had been sent to the local MP, and a response had been received confirming his support and that he had contacted South Essex Parking Partnership (SEPP) on the Council’s behalf. **Resolved**:

* **The Clerk to contact the Tri-Services Officer to request an update on recent site visits.**
* **The Clerk to review the Local Highways Panel (LHP) process and draft an application for a safety audit.**
* **The Clerk to contact Cllr Simon Morgan to request a meeting.**
* **The Clerk to contact affected residents to update them on the situation and provide contact details for SEPP and the local MP.**
* **Cllr Hodges to draft a Freedom of Information (FOI) request seeking a cost breakdown and prepare a formal response to SEPP’s latest correspondence.**

**25/046 Daisy Meadow Car Park**

* 1. To receive an update from the Working Group and agree any action to be taken.
  2. **Daisy Meadow Garden**It was noted that planting will take place when the weather is cooler. The soil quality needs improvement. **Resolved: Cllr Hodges to check the quality of soil available at The Landscape Centre Ltd and place an order up to £150 excluding VAT.  
     Resolved: To increase the Project DM Garden budget to £10,000.**

1. **Bench Installation**

The bench installation cost has been confirmed, with installation scheduled for August/September.

1. **Public Wi-Fi**

It was noted that a power supply is needed at the canal-step end of the car park.  
**Resolved: The Clerk to research options for extending the power supply, obtain quotes for consideration at the next meeting, and review the grant information referenced in Cllr Spenceley’s verbal report.**

1. **Operator Tender**

It was noted that the tender document is almost complete and is expected to be published by the end of the week.

1. **DM Garden/Maintenance**

**Resolved: To formally advertise for a self-employed person or company to attend the site and provide a quote for the required maintenance works.**

1. **Drain Cleaning**

It was noted that the middle drain is due for cleaning.  
**Resolved: To appoint HRS Marine Services to carry out the work at a cost of £530, with the work scheduled for September, but to avoid the dog show date on 20th September.**

**25/047 Assets**

* 1. To receive an update from Cllr Bryson regarding the Village Sign and agree any action to be taken.

Cllr Bryson reported that the base of the Village Sign is rotten. He is liaising with Phil Polden, who originally made the post, to discuss possible solutions.

Resolved: The Clerk will contact Dan Harvie, who installed the sign, to ascertain details of how it was installed.

* 1. To consider the correspondence from Maldon District Council regarding Bus Shelter Licenses and agree any action to be taken.

It was noted that the correspondence was actually received from Essex Council, not Maldon District Council as stated on the agenda.

**Resolved: The Clerk will check the map to confirm land ownership and respond to the email accordingly.**

* 1. To consider the litter bin options for the sea wall and agree any action to be taken.

Various litter bin options for installation along the sea wall were reviewed and discussed; however, no final bin selection was made during the meeting.

**Resolved: To select the litter bin outside of the meeting at a total cost of up to £1,500 excluding VAT, plus an installation cost of £450 to be carried out by HRS Marine Services.**

* 1. To consider the laptop options for the Clerk and new battery cost and agree any action to be taken.

The Clerk presented options for a new laptop. It was noted that the battery replacement was not considered urgent, so no battery cost was presented.  
**Resolved: To order the HP ProBook 450 G10 at a cost of £887.99 including VAT.**

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

**25/048 Cloud Storage**

* 1. To consider the Cloud Storage options and agree any action to be taken.

A report outlining various cloud storage options was circulated and considered.  
**Resolved: The Clerk will subscribe to the Microsoft 365 Standard package (excluding Teams) at a cost of £7.90 per month.**

**25/049 Correspondence**

1. Correspondence received was noted and responses agreed.

**Resolved: To donate £50 to Oars & Paws for the portaloo.**

**Cllr Hobden abstained from the discussion and the vote.**

1. To consider the proposal from Cllr Hodges to delegate authority to the Chair to engage directly with the developer of the Timber Yard on behalf of the Parish Council, as and when deemed necessary.

The Chair advised that he did not feel comfortable taking on this role.  
**Resolved: To continue all correspondence through the Clerk. The Clerk to contact the developer to request an update.**

There being no further business the meeting closed at 08:57pm

Provisional Date of the next Council Meeting Tuesday 9th September 2025