Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Tuesday 18th March 2025 at 06:30pm, at St George’s Community Room.

**PRESENT**

**In the Chair:** M. Hodges (Chair) **Absent:** 0

**Councillors:** R. Bryson (Vice Chair) **Apologies:** 0

 C. Edmond

 M. Hobden **District Cllrs:** 1

 C. Swann

 J. Sjollema

 **Public:**  52

**Officers:** G. Lake – Clerk

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

**24/178 Chair’s Welcome.**

The Chair welcomed everyone to the meeting and expressed condolences for the sad passing of Richard Holland, offering heartfelt sympathies to his family. The Chair also shared the positive news that the parish council is no longer has the most expensive parish council precept per household in the Maldon District.

**24/179 To note apologies for absence.**

None

**24/180 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, Cllr Hodges – Non-Pecuniary – Heybridge Basin Sailing Association and Cllr Bryson – Non-Pecuniary – Resides opposite Timber Yard.

**24/181 To sign as a correct record the minutes of the full council meeting held on 11th February 2025.**

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

**24/182 To receive a report from:**

* **District Councillors** – Cllr Spenceley provided a verbal report on relevant matters.
* **County Councillor** – A written report from Cllr Durham was circulated.
* **Clerk**
1. PAT Testing – One item, the laminator, failed the PAT test and is no longer in use. While a replacement may be ordered at a later date, there is no immediate need, as its usage is infrequent.
2. April Meeting – The meeting, originally scheduled for 22nd April, has been rescheduled to 29th April due to the school Easter break and the Clerk’s reduced working hours. This new date also coincides with the Annual Parish Meeting.

**24/183 Public Forum**

 No members of the public expressed a desire to speak on matters not related to the Timber Yard.

**24/184 Planning**

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

**24/00868/OUTM – The Former Timber Yard –** Outline planning permission with the matters of access for consideration for the demolition of existing buildings, and creation of up to 2140m2 of commercial floor space, including associated car parking, open space and landscaping.

The Chair read a report outlining comments received from members of the public and the Conservation Society. The Chair reiterated that the Council's response must be based on material planning considerations and encouraged residents to submit their own comments directly to Maldon District Council.

Two members of the public reiterated their previous comments. One asked whether Govey Homes was the same company that provided a presentation regarding the residential application on 17th September, to which it was confirmed. The other enquired about the fate of the commercial application should the residential application be approved. In response, it was noted that the situation is unclear, but it is believed that both applications are treated separately, and the developer would have the option to proceed with either application if both are approved.

**It was resolved to recommend that the application be objected to on the grounds of design and appearance, impact on the conservation area, parking and highway safety, as well as concerns regarding traffic and noise. The Clerk will draft a response to Maldon District Council, taking into consideration all comments from residents and the Conservation Society.**

**25/00014/FUL – Pontoon Landing, Basin Road –** 3m x 18m x 3.4m pontoon extension (constructed of plastic floating cubes) x3 steel piles to support proposed new pontoon extension, a 13m long aluminium gangway structure to access the pontoon and a hole cut in the sea wall to access gangway. - **It was resolved to recommend the approval of planning permission**. Cllrs Hodges and Swann abstained from the vote due to their disclosed interests.

**50 members of the public left**

**It was resolved to move Agenda Item 13 to before Agenda Item 8**

**24/185 Daisy Meadow Car Park (DMCP)**

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

Water Supply – HRS has located the water pipe, but the supply needs reconnecting. **It was resolved for the Clerk to contact the water company to arrange for the reconnection**.

Sleepers **–** The Council had previously agreed a cost of £25 per sleeper for 7 sleepers. However, to use the same style of sleepers as the raised bed, the cost would be £40 per sleeper for 7 sleepers. **The additional cost was agreed.**

Bench – A memorial bench for former Cllr Keith Lawson was presented, priced at £320.00 with free delivery. The estimated installation cost is £500.00. **It was resolved that the Council would contribute 50% of the purchase and installation cost, totalling £410.00**.

1. Public Toilets - An update was provided regarding the meeting with Essex Waterways and the Bentalls Centre. **The Clerk was instructed to contact UK Power Networks and continue researching the estimated costs of the project.**

**1 member of public left**

**24/186 Interim Internal Audit Report**

* 1. To receive the Interim Internal Audit Report and agree any action to be taken.

The Interim Internal Audit Report was received, and the actions were duly noted. Thanks were extended to the Clerk for her work.

**Cllr Swann left the meeting**

**24/187 Finance.**

1. To approve

**Cllr Swann returned to the meeting.**

1. **Payment requests for February/March 2025 were approved.**
2. **Receipts for February/March 2025 were approved.**
3. To note
4. Non-Domestic Rates for 2025/26
5. Green Recycling price increase.
6. Unity Bank Interest Rate change.

The items were noted

**24/188 Asset Maintenance**

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

**It was resolved to renew the contract with SSE until the end of July and to instruct Utility Aid to seek further quotes.**

* 1. To consider the quotes received regarding the dead branches on the tree near the Bus Shelter and agree any action to be taken.

Three quotes were obtained for the removal of the dead branches on the tree near the Bus Shelter. **It was resolved to contract HRS Marine Services to carry out the work at a cost of £120.00.** Cllr Swann abstained from the vote due to previously declared interest.

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

The Clerk reported the damage to the basketball hoop, but it was also noted that the hoop was not fit for purpose and a heavy-duty replacement is required. The estimated cost for the new hoop is approximately £2,800, excluding installation. **It was resolved for the Clerk to seek quotes for a heavy-duty basketball hoop.**

* 1. To receive an update from the Clerk regarding litter bins and dog fouling bins and agree any action to be taken.

The Clerk reported that Maldon District Council has removed their wheelie bin on the sea wall. MDC is unsure who owns the faded open orange bin but have no objections to it being removed, along with the Parish Council’s untethered wheelie bin, and replaced with a doubled-covered bin. **It was resolved for the Clerk to seek costs of a new bin, and installation as well as request permission from Essex Waterways for concreting.**

* 1. To review the Asset Register and agree any action to be taken.

The Clerk reported that the Asset Register needs to be approved before the end of March for year-end purposes. Updates have been made to reflect the disposal of the laminator and the addition of the basketball hoop and turning post. The Clerk is awaiting advice on how to include the resurfacing of the access road, as per the auditors’ recommendation. **It was resolved to approve the register as it stands for now, with the intention of bringing it back to the April meeting for further updates.**

**24/189 Casual Vacancy**

* 1. To consider Co-Option to fill the current Councillor vacancy and approve the publication of a public notice inviting applications.

**It was resolved to proceed with the co-option process to fill the current Councillor vacancy. The publication of a public notice inviting applications for the position was approved.**

* 1. To review the Co-Option Policy and agree any action to be taken.

**The Co-Option Policy was reviewed. It was agreed to continue with the current policy.**

**24/190 Consultations**

1. To discuss the Greater Essex Devolution Consultation and agree any action to be taken.

It was resolved that the Council would respond to the Greater Essex Devolution Consultation. Members were asked to send their individual responses to the Clerk, who, along with the Chair, will consolidate them into a formal response.

**District Cllr Spenceley left the meeting.**

**1 member of public joined the meeting.**

**24/191 Correspondence**

1. To note correspondence received and agree any actions to be taken.

 **Correspondence was noted and responses were agreed.**

**24/192 VE Day 2025**

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

The Clerk previously circulated a report outlining the tasks that have been completed and those that remain to be completed.

**It was resolved to:**

* **Pay £18.00 to have the 6 medals engraved for the cake competition.**
* **Cllr Hodges to arrange the lighting stick**
* **Cllr Swann to get a small gas cylinder filled.**

Two nominations for the beacon lighting were received**. It was resolved to accept the nomination of Harley Swann to light the beacon.** The vote was as follows:Cllrs Hobden, Sjollema, and Edmond voted in favour, Cllr Bryson voted against, and Cllrs Hodges and Swann abstained from the vote.

**24/193 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 2 remaining members of the public left.**

24/194 **Memorial Plaque Applications**

* 1. To review the received applications and agree any action to be taken.

Three applications were received for memorial plaques. **Two of the applications were reviewed and approved. The Clerk was instructed to seek costs for engraving and liaise with the applicants.**

**Cllr Hobden left the meeting.**

**The third application was reviewed and approved.** This plaque has already been engraved and is scheduled to be placed on the Turning Post.

There being no further business the meeting closed at 08:27pm

Provisional Date of the next Council Meeting Tuesday 29th April 2025