Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Tuesday 29th April 2025 at 07:30pm, at St George’s Community Room.

**PRESENT**

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

**Councillors:** R. Bryson (Vice Chair) **Apologies:** 1

 C. Edmond

 M. Hobden **District Cllrs:** 2

 C. Swann

 **Public:**  5

**Officers:** G. Lake – Clerk

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

**24/204 Chair’s Welcome.**

The Chair welcomed all those present to the meeting.

**24/205 To note apologies for absence.**

Cllr Sjollema

**24/206 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

**24/207 To sign as a correct record the minutes of the full council meeting held on 18th March 2025.**

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

**24/208 Clerks Report**

1. To receive information from the Clerk – update on current and on-going matters.
* **Practioners guide -** The 2025 edition, issued by the Smaller Authorities Proper Practices Panel (SAPPP), has been published. The Clerk will circulate this to all Councillors.
* **Section 137 -** The expenditure limit for 2025/26 has increased to £11.10 per elector, up from £10.81 in 2024/25.
* **Fly Tipping -** Incidents have been reported in the car park. These are being monitored and reported to the relevant authorities. The Council would like to remind the public that fly tipping is a criminal offence.
* **Goal Posts –** Maldon District Council has confirmed that bedding the goal posts into concrete is the standard method of installation. **It was resolved to appoint HRS Marine Services to install the goal posts at a cost of £1,500.00.** Cllr Swann abstained from the vote.

**24/209 Public Forum**

The owners of Square Cottage spoke regarding their request to reinstall a bridge previously erected by the former owners. It was noted that permissions from other relevant authorities have been granted. **It was resolved that the bridge may be reinstalled with the addition of a locked gate. The owners are to sign a non-transferable agreement accepting full responsibility and liability. The Clerk will prepare and issue the agreement.**

**24/210 Planning**

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

**25/00313/HOUSE – Hoiston House, 109 Basin Road –** Demolition of timber shed to facilitate single storey side extension. Single storey rear extension with alterations to fenestration.

**It was resolved that the Council would recommend the approval of planning permission for this application.**

**25/00316/TCA – The Old School House, 92 Basin Road** – T1 – Magnolia Tree – Remove one branch by 14cm in diameter.

**It was resolved that the Council would recommend the approval of planning permission for this application.**

**24/211 Finance.**

1. It was noted that the Precept for 2025/26 had been received.
2. To consider the EALC and NALC Affiliation fee for 2025/26 and agree any action to be taken.

**It was agreed to pay the EALC and NALC affiliation fees for 2025/26 and to review the benefits of EALC membership before the next financial year.**

1. To approve
2. **Payment requests for March/April 2025 were approved.**
3. **Receipts for March/April 2025 were approved.**
4. **Accounts and Bank Reconciliation for the twelve months to 31st March 2025 were approved.**

**24/212 Policies and Procedures**

* 1. To review and consider adopting the NALC 2024 Financial regulations.

**It was agreed to adopt the NALC 2024 Financial Regulations with the addition of a clause relating to the Financial Services Compensation Scheme.**

**24/213 Asset Maintenance**

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

 **The Asset Register was approved with the addition of the car park access road.**

1. To consider a proposal from Cllr Bryson regarding the noticeboard on the bus shelter and agree any action to be taken.

 **It was resolved for Cllr Bryson to seek quotes.**

**24/214 Maldon District Council Correspondence**

* 1. To receive the correspondence from Maldon District Council and Heybridge Parish Council regarding the Boundary Review and agree any action to be taken.

**It was resolved to inform Maldon District Council that the Parish Council is willing to consider a boundary review.**

* 1. To receive the correspondence from Maldon District Council regarding Brownfield Sites and agree any action to be taken.

**It was resolved to submit details of two brownfield sites within the parish: the former Timber Yard and the former Boat Building Yard.**

* 1. To receive the correspondence from Maldon District Council regarding Emergency Planning and agree any action to be taken.

**It was resolved that the Clerk would contact the Lock Keeper to request their agreement to be listed as the main emergency contact. Cllrs Hobden and Hodges were appointed as alternative contacts.**

* 1. To receive the correspondence from Maldon District Council regarding the Public Space Protection Order (PSPO) Review Consultation and agree any action to be taken.

**It was agreed to encourage residents to respond to the consultation and for the Clerk to share information via social media.**

**The two District Councillors left.**

**24/215 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
* Cllr Swann and the Clerk met with the water company on 20th March. It was confirmed that installing a water supply would be both costly and time-consuming. Cllr Swann has kindly offered the temporary use of his water supply for plant watering.
* Under the Clerk’s delegated authority, it was agreed to proceed with the garden project.
* The memorial bench is scheduled for delivery in May.
* Two bags of pebbles were purchased outside of a meeting at a cost of £360.00 – **Noted and approved.**
* **It was resolved to purchase the following:**
* 2 additional bags of pebbles - £360.00
* 3 Corten Steel Planters (1500 x 500 x 600), 2 tonnes of topsoil and wild grass/seeds at a total cost of £2,100.00 plus VAT.
* A bug hotel cage - up to £50.00
* 2 bat boxes - up to £40.00
1. Public Wi-Fi

It has been noted that the mobile signal within the car park is poor. **It was resolved for the Working Group to research Public Wi-Fi.**

**24/216 Correspondence**

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

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

**24/217 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 for the Clerk to order the following:**

* 10 x medals at a cost of £30.00
* Pens and pencils
* Bunting

**24/218 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.**

**All members of the public left.**

**24/219 Memorial Plaque Applications**

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

**Two applications for memorial plaques were received, reviewed, and approved.
The Clerk was instructed to obtain engraving costs and liaise with the applicants accordingly.**

There being no further business the meeting closed at 09:11pm

Provisional Date of the next Council Meeting Tuesday 20th May 2025