Minutes of the Full Council meeting of Heybridge Basin Parish Council held on Monday 8th September 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:**  1

**Officers:** G. Lake – Clerk

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

**25/050 Chair’s Welcome**

The Chair opened the meeting and welcomed everyone in attendance.

**25/051 Apologies received from Cllrs Edmond and Swann.**

**25/052 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

**25/053 The minutes of the Full Council Meeting held on 15th July 2025 were agreed and signed as a correct record.**

**25/054 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:
* **Lloyds Bank** – The updated mandate had still not been received. **Clerk to continue chasing**.
* **Budget Considerations** – The Clerk will create a budget spreadsheet and circulate it to Members. Insurance and grounds maintenance contracts are due for renewal, and quotes will be sought to inform an accurate draft budget.
* **.gov Emails** – There are ongoing issues with the .gov email accounts. Councillors to continue using .org emails until the Clerk is able to resolve the issue.
* **Funding Meeting** – Cllr Bryson and the Clerk attended a meeting regarding local funding opportunities. **Clerk to forward the presentation to members.**
* **Village Gateways** – The Clerk has chased the County Councillor for an installation date.

**25/055 Finance.**

1. To approve
2. Payment requests for July/August 2025 **were approved.**
3. Receipts for July/August 2025 **were approved.**
4. Payment requests for August/September 2025 **were approved.**
5. Receipts for August/September 2025 **were approved.**
6. To receive an update from the Clerk regarding VAT and agree any action to be taken.

Clerk advised that the VAT return and payment had not been submitted on time, resulting in a penalty point, charge, and interest. The outstanding amount has since been paid in full.

**Resolved: Personnel Committee to consider appropriate steps to ensure this does not happen again.**

**25/056 Public Forum**

Matters raised by members of the public included:

* **Netball Hoop** – *When will this be reinstalled?* The Clerk advised that costs were still being sought.
* **Timber Yard Application** – *If no decision has been made after a year, is the application considered withdrawn?* The District Councillors will seek clarification.
* **On-street Parking** – *Has the Parish Council requested that the District Councillors contact the local MP regarding parking issues?* This will be discussed under the appropriate Agenda Item.
* **Elections** – *When are the next elections?* It was advised that the next scheduled elections will take place in 2027.

**25/057 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.

**25/058 On-Street Parking**

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

Cllr Bryson gave a brief overview of the meeting held with SEPP on 29th August 2025. A report following this meeting had been previously circulated.

**Resolved:**

* **Collect dated photographic evidence of parking issues**
* **Clerk to obtain permission from the local police sergeant for the use of traffic cones**
* **Request a supply of 20 traffic cones from SEPP, subject to no cost implications and police approval**
* **Clerk to write to residents along Basin Road regarding the use of cones**
* **Clerk to contact Essex Waterways regarding land ownership at the junction by The Jolly Sailor pub**

**District Councillors Spenceley and Swindle left the meeting.**

**25/059 Daisy Meadow Car Park**

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

**Councillor Sjollema left the meeting.**

1. **DM Garden/Maintenance**

Clerk advised that the specification for the Daisy Meadow Gardener / Maintenance Operative role had not been agreed in time for distribution prior to the closing date. Members reviewed the proposed specification during the meeting.

**Resolved: To agree the specification and to re-advertise the opportunity, allowing for interest from:**

* **Self-employed individuals**
* **Contractors**
* **Applicants seeking an employed position**

**Councillor Sjollema returned to the meeting.**

1. **Daisy Meadow Garden  
   Resolved: To defer planting decisions until a gardener or operative has been appointed, so they can be involved in the planning and implementation.**
2. **Operator Tender**

Members received an update on the progress of the car park operator tender process. It was noted that:

* Stage 1 responses had been reviewed by the Working Group.
* Eight contractors were shortlisted to proceed to Stage 2, which will include a site visit and a follow-up questionnaire.

**Resolved: For the Working Group will continue to formulate the follow-up questionnaire which will be issued to all shortlisted contractors. Clerk to organise site visits.**

1. **Grounds Maintenance**

The current grounds maintenance contract is due for renewal in 2026. Members reviewed the statement of requirements during the meeting.

**Resolved: To agree the statement of requirements and for the Clerk to seek quotes.**

1. **Public Wi-Fi**

Clerk advised that she is awaiting an appointment with UK Power Networks to discuss the possibility of extending the power supply from the existing transformer. The Clerk also reported that some national public Wi-Fi providers have been identified.

**Resolved: Cllr Baker to contact the identified companies to gather further information on available options, costs, and installation requirements.**

**Councillor Sjollema left the meeting.**

**25/060 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 wooden post supporting the Village Sign is very rotten and poses a health and safety risk.

**Resolved: To accept the quote from HRS Marine Services to remove the post at a cost of £100.00. Clerk to seek quotes to replace or re-use the post and flowerbed.**

* 1. To decide on the preferred litter bin option.

**Resolved: To purchase the 224L Steel Litter bin from Wybone at a total cost of £730.79 including VAT.**

* 1. To receive an update from the Clerk regarding the Bus Shelter permit application and agree any action to be taken.

Clerk advised that the land the Bus Shelter is on is owned by Essex Highways. **Resolved: Clerk to complete and submit the application.**

* 1. To discuss arrangements for the goal post inspections and agree any action to be taken.

Clerk advised that no response has been received from the previously appointed Health and Safety volunteer. **Resolved: Clerk to follow up with the volunteer and liaise with Maldon District Council regarding alternative arrangements for carrying out the goal post inspections.**

**25/061 Events**

* 1. To consider possible events for the next six months and agree any necessary actions.

**Resolved:**

* **To host the annual Act of Remembrance on Saturday 8th November 2025, following the same format as previous years. Clerk to liaise with the school choir regarding their attendance.**
* **To host a Christmas Tree Light Switch-On event – Date to be confirmed.**

**Clerk to liaise with Friends of St George’s, the school choir, and local carol singers to coordinate the event. The possibility of refreshments being served at the hall (e.g. mulled wine, hot chocolate, mince pies) will be explored.**

* **To set up an Events Working Group, comprising all members of the Council.**

**It was resolved to extend the meeting to allow completion of the Agenda.**

**25/062 Correspondence**

1. Correspondence received was noted and responses agreed.

**25/063 Newsletter**

* 1. Items agreed for inclusion on next Newsletter:
* New Councillor Information - Clerk
* SEPP Update – Cllr Bryson
* Village Sign Removal – Clerk
* Basketball Hoop – Clerk
* DM Gardener – Clerk
* Timber Yard – Cllr Hodges
* Events - Clerk

**25/064 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.**

**25/065 National Pay Award**

* 1. To receive and note the settlement of the National Pay Award for 2025/2026.

The settlement of the National Pay Award for 2025/2026 was received and noted.

* 1. To agree that the back-dated National Pay Award for 2025/2026 be paid to the Clerk from 1st April 2025 within the September pay roll.

**Resolved: To pay the Clerk the back-dated National Pay Award for 2025/2026 from 1st April 2026 within the September pay roll.**

There being no further business the meeting closed at 08:39pm

Provisional Date of the next Council Meeting Tuesday 14th October 2025