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**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of the Extraordinary meeting of Heybridge Basin Parish Council held on Friday 1st December 2023 at 6.00pm, at The Lock Tea Room.

**PRESENT**

**In the Chair:** M. Hodges **Apologies:** 0

**Councillors:** M. Hobden C. Edmond **Absent:** 0

R. Bryson J. Sjollema

G. Howat C. Swann **Public:**  0

**Officers:** G. Lake – Clerk

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

**23/124 Chair’s Welcome**

Cllr Hodges opened and welcomed everyone to the meeting.

**23/125 Apologies for Absence.**

There were no apologies.

**23/126 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 – HBSA, Basin Oars and HB Rivercare; Cllr Howat – Non-Pecuniary – HBCSA

**Cllr Swann arrived at 18:04pm**

**The meeting was paused to resolve an issue with parking.**

**The meeting resumed at 18:06pm**

Declarations of interest from Cllr Swann were received – Non-Pecuniary – DMCP and owner of the Tearoom.

**23/127 Daisy Meadow Car Park**

* 1. To consider the Civil Designer quotations and agree any action to be taken.

Three quotes were received. **It was resolved to accept the quote from Haydn Evans including the three surveys.**

It was noted that the quote from Haydn Evans was the most competitive.

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

An update was received regarding works which had commenced within the car park. **It was resolved to accept the variation of contract quote of £1,192.00 from HRS Marine Services to create a raised planting area with railway sleepers.** **Cllr Swann abstained from the vote.**

**23/128 New Government Guidance on Biodiversity**

1. To consider the new government guidance on biodiversity and agree any action to be taken.

Cllr Hodges previously circulated the NALC model Biodiversity policy to all members. **It was resolved that all members would review the model policy and email the Clerk with any suggestions and amendments.**

**23/129 Clerks Christmas Hours**

* 1. To consider the Clerk’s working hours over the Christmas period and agree any action to be taken.

**It was resolved that the Parish Council would be closed from Wednesday 20th December and re-open on Thursday 4th January.**

**23/130 Budget 2024/2025**

1. To consider the budget for 2024/2025 and agree any action to be taken.

The budget for 2024/2025 was considered. Cllr Edmond advised Council that the Kiosk by the canal were happy to mount a defibrillator on the Kiosk as well as provide the electricity providing it was marked as being the Parish Council’s responsibility. **It was resolved to add the costings of a defibrillator into the budget spreadsheet and discuss further at the next meeting.**

There being no further business the meeting closed at 06:52pm

Provisional Date of the next Council Meeting Tuesday 12th December 2023.

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasin-pc.gov.uk](http://www.heybridgebasin-pc.gov.uk)