**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 15th March 2022 at 7.30pm

Present – Cllrs J. Sjollema (Chair), R. Bryson, M. Hodges, L. Schnurr, C. Edmond, B. Heubner

Also present – G. Lake – Clerk, A. Hilton (HPC Clerk), District Cllr A. Beale, 1 member of public

**Recording of meetings**

Please note, the Council may be recording any part of this meeting held in open session. Members of the public attending the meeting with a view of speaking are deemed to be giving permission to be included in the recording.

1. **Chairman’s Welcome**

Cllr Sjollema opened the meeting.

1. **To elect The Vice Chair of Heybridge Basin Parish Council for the remainder of the 2021/2022 term of office.**

**It was resolved that Cllr Hodges would be the new Vice Chair of the Council.**

1. **To receive apologies for absence.**

There were no apologies.

1. **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.**

Declarations received from Cllr Bryson – Non-Pecuniary DMCP, Cllr Edmond – Non-Pecuniary Essex Waterways and Cllr Hodges – Item 13, Grounds Maintenance – Abstaining from voting due to opening tenders with the Clerk.

1. **To sign as a correct record the minutes of the meeting held on 22nd February 2022.**

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

1. **Finance.**
2. To approve
3. Payment requests for February 2022/March 2022.
4. Receipts for February 2022/March 2022.

 **The Payments as previously circulated were approved. There were no receipts.**

1. **Public Participation (5 minutes)**

Members of the Public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at her discretion then decide if she is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

Members of public made comments on the Gravel Pits planning application. Clerk reminded members that comments could be made at Item 10 on the Agenda.

A member of public brought some comments regarding the payment machines in DMCP to the Council’s attention – Some residents had been questioning why the machines are going to be cashless.

Cllr Sjollema explained that we had some correspondence regarding similar concerns, that members would discuss at Item 15 of the Agenda.

1. **To receive a report from the District and County Councillors for the area on any matters of interest.**

A verbal report was received from Cllr Heubner who will keep council updated on ongoing matters.

Cllr A Beale asked if any members had any questions for herself or Cllr Heubner as District Cllrs. **The Chairman agreed that members had 2 minutes.** Cllr Hodges asked for an update regarding the MDC Local Development Plan. Cllrs Beale and Heubner explained that the closing date for comments were only yesterday, and that all of MDC’s policies were being reviewed as they are all out of date.

Clerk reported that she had attended the Clerk’s Forum which discussed the LDP, and that the majority of Clerk’s were complaining about the process and the timescale given to Council’s.

Cllr Bryson asked the Chairman if he could ask Cllr Beale a question.

Cllr Bryson explained that the plan takes over 3 years to develop and that there is a huge cost to develop one. Cllr Bryson explained that it is not something you can simply just go online and comment on, it needed to be a whole Council discussion.

The Chairman attempted to move the meeting on, but Cllr Bryson had not finished speaking.

Cllr Bryson continued that it also needed to involve at least 25 members of the public.

The Chairman attempted to moving the meeting on noting that she appreciates Cllr Bryson is frustrated. Cllr Bryson explained he was not frustrated.

Cllr Bryson wanted to Minute that he completely disagrees with what the Chairman is trying to say.

The Chairman explained that the discussion had gone on for longer than anticipated.

Clerk recommended any questions be emailed to the Clerk which could then be forwarded to the District Cllrs for a report to be given at meetings.

No report from Cllr Durham.

1. **Clerk’s Report**
2. To receive a report from the Clerk on Community Engagement – Clerk reported that she had had a meeting with the ASB Officer imbedded in the team to gain an understanding of their role within the District and the Community.
3. Fly tipping – Clerk reported that she had met with the Street Scene officer who has explained the reporting of fly tipping on public and private land. Clerk has been advised to report ant fly tip, which includes just one black bag to the team so that they can form a case.
4. To consider date for the April meeting to include the Annual Parish Meeting (Monday 18th April is Easter Monday) – **It was resolved that the Annual Parish Meeting be held on Tuesday 26th April 2022 at 18:30pm with the Council Meeting starting directly after.**
5. **To consider date of the May meeting – It was resolved that the Annual Statutory Council Meeting be held on Tuesday 24th May 2022 starting at 19:00pm.**
6. Land Ownership at St George’s – Clerk reported that HPC has received the Council’s request, however this cannot be actioned until discussed at their full Council Meeting on 21st March.
7. Overgrown vegetation Basin Road – Clerk reported that Essex Highways had inspected the area, but it was not a high priority, but would continue to be monitored. **It was resolved that the Clerk would contact Jacob’s Farm to see if this falls under their responsibility**. Cllr Hodges pointed out that Essex Highways had not been helpful to the Council on numerous occasions. **It was resolved that the Clerk would contact Essex Highways regarding the replacement of their Highways Foot Person in the area.**
8. Green Gym – St George’s Field – Clerk reported that MDC would be happy to have a discussion regarding the Green Gym. **It was resolved that the Clerk would move forward and contact the sports development and health improvement officers at MDC.**
9. Clerk’s Backdated Salary pay – Clerk reported that The National Association of Local Councils has published a new employment briefing on the national salary award for Clerks and other employees employed under the terms of the model contract. The NALC has been informed that the National Joint Council for Local Government Services has agreed on the new rates of pay from 1st April 2021. The Clerk has submitted the backdated pay from her start date of 1st August 2021 as seen in the circulated payment schedule.

**Clerk reminded members that any correspondence needs to go through the Clerk and that anything that had not been put into the public domain needs to be kept within the Council.**

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

**22/00350/HOUSE** – Linton 29 Basin Road – Demolition of the existing conservatory and erection of a single storey rear extension, construction of gable roofs on dormer windows to the front and rear, and changes to external materials and openings on main dwelling house. Conversion of detached garage into an office space involving alterations to the openings and additional openings – **It was resolved that the Council would support the application as it is set back enough to not be intrusive to anyone.**

1. To note:

**21/01188/LDE** – Gravel Pits, Hall Road – Claim for a lawful development certificate for works required for the maintenance and improvement surface of the existing private way – **Appeal**

The Clerk read the Council’s previous comments. **It was resolved that the Clerk would reinforce the Council’s previous comments.**

1. **DMCP**
2. To consider request from Farleigh Hospice Walk for Life regarding use of DMCP on Sunday 8th May 2022 – **It was resolved that Farleigh Hospice Walk for Life could use DMCP as they have in the past.** **It was resolved that the Clerk would speak to Smart Parking to organise the car park being free of charge on Sunday 8th May 2022.**
3. To consider addition of Clerk onto the car park white list – **It was resolved that the Clerk’s vehicle is registered onto the white list. It was resolved that the Clerk would update the Council monthly as to when the Clerk has used the car park. Cllr Hodges abstained from voting.**
4. To receive an update from the Task and Finish group and agree any action to be taken – The Clerk and the Task and Finish Group are meeting with Smart Parking tomorrow (16th March 2022) and will update the Council at the next meeting.
5. To consider delegated power to the Clerk with regards to final actions to be taken (Clerk to report) – **It was resolved that the Clerk would have delegated power in connection with the DMCP Task and Finish Group regarding the car park and would update council at their meetings.**
6. To consider forming a DMCP Management Committee – **It was resolved that the Council would consider forming a DMCP Management Committee in the future.**
7. **United Reformed Church**
8. To receive an update from the Clerk and agree any action to be taken.

Clerk updated members that MDC have no plans with the URC. Cllr Heubner read an article regarding Aldbury Parish Council and the refurbishment and extension of their village hall.

**It was resolved that Cllr Schnurr would circulate the land registry map of the land. It was resolved that the Clerk would contact the agent of the URC to register an interest with the help of Cllr Schnurr with the wording of the email/letter.**

1. **Grounds Maintenance Tender**
2. To receive recommendations on maintenance company and agree any action to be taken.

The Clerk circulated the tender packs to members for members to score them against the statement of requirements. The Clerk recommended that Company 1 be omitted from the scoring due to the application not providing any information against the statement of requirements. The Clerk recommended Company 2 as their application was detailed against the statement of requirements, days of works being carried out were given which would allow the Council to monitor the works.

**It was resolved the Grounds Maintenance contract would be awarded to Company 2 with a start date of 1st June 2022 for 1 year. Cllr Hodges abstained from voting.**

**The Clerk informed members that Company 2 was Maldon District Council.**

1. **The Queen’s Jubilee Celebrations Thursday 2nd June 2022 – Sunday 5th June 2022**
2. To receive an update from the Clerk regarding funding and agree any action to be taken.

Clerk reported that the Lottery Jubilee Funding that had been advertised via EALC had closed a while ago, however there were other Lottery Funding Schemes available for the Jubilee Events. **It was resolved that the Clerk would reserve the Gas for the beacon.** **It was resolved that an Extra-ordinary meeting would be called prior to the application closing date at the end of March 2022 to discuss funding.**

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

Cllrs Bryson and Edmond had contacted other associations within the village, and they were willing to come together as a united group to put on a celebration for the community. Clerk recommended that the Council hold an event on the Thursday 2nd June 2022 to coincide with the lighting of the beacon. **It was resolved that Council would organise their Jubilee Event on Thursday 2nd June 2022.**

1. To discuss the Plant a tree for the Jubilee initiative and agree any action to be taken.

An email had been received from a member of public regarding planting some trees on Sunday 5th June at the community Jubilee Picnic. **It was resolved that the Council would support the MOP and that the Clerk would contact MDC to ask for permission to plant some trees on St George’s Field and the verge in St George’s.**

**Clerk pointed out to members that proposals are asked to be repeated to ensure that they can be Minuted correctly and asked that members ensure that they are clear and concise.**

**It was resolved that members were happy to extend the meeting until 21:45pm**

1. **Correspondence:**
2. To note correspondence received and any actions to be taken.

The Clerk updated members on correspondence received. Clerk to respond to the resident regarding plastic bottle recycling to explain that it will be revisited as an Agenda item at the next Council meeting.

**It was resolved that the DMCP Task and Finish Group would respond to the correspondence relating to the car park after they had met with Smart Parking tomorrow (Wednesday 16th March 2022)**

Clerk to forward the email regarding the speeding in Basin Road to Cllr Heubner, to be dealt with on a district level.

**It was resolved that the Clerk would research where the revenue from the car park can be used and the legislation regarding this.**

Clerk to respond to the resident explaining that the car park arrangements will not impede their right of way.

There being no further business the meeting closed at 21:46pm

Provisional Date of the Annual Parish Meeting and the next Council Meeting Tuesday 26th April 2022

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