**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 18th January 2022 at 7.30pm

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

Also present – G. Lake – Clerk, A. Hilton (HPC Clerk), 3 members of public

1. **The Chair to open the meeting**

Cllr Sjollema opened the meeting.

1. **To receive notification from any person present of intent to record the meeting.**

The Clerk advised the meeting would be recorded.

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

Apologies received from Cllrs K. Lawson, B. Heubner and A. Beale

**Apologies were approved.**

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 and Cllr Edmond – Non-Pecuniary Essex Waterways

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

No reports were received.

1. **Correspondence from Parishioners:**
2. Email RE: United Reformed Church

Clerk had circulated an email to members regarding the United Reformed Church on Basin Road. **It was resolved that Clerk would contact MDC to find out more information and see if there are any potential plans for the building.**

1. **To sign as a correct record the minutes of the meeting held on 14th December 2021.**

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

1. **Finance.**
2. To approve
3. Payment requests for December 2021/January 2022 *(schedule to be circulated).*
4. Receipts for December 2021/January 2022 *(schedule to be circulated).*
5. Accounts for the nine months to 31st December 2021 *(documents to be circulated).*

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

1. **Public Space Protection Order Consultation**
	1. To receive an update from Councillor Heubner and agree any action to be taken.

**There was no report. It was resolved that the Clerk speak with Cllr Heubner regarding this item on the Agenda.**

1. **Funding**
2. To receive an update regarding the ECC Locality Fund and agree any action to be taken – **There was no update.**
3. To receive an update regarding the goal posts for St George’s Field and agree any action to be taken – **There was no update.**
4. To receive an update regarding the Lottery Jubilee funding for The Queen’s Platinum Jubilee and agree any action to be taken. – The Clerk reported that the Lottery Jubilee funding applications had now closed, however the Clerk had been approached by someone wanting to be an anonymous donator. **It was resolved that the Clerk would register the Council’s interest in taking part in the celebrations. It was resolved to accept the anonymous donation for the purchase of a Jubilee Beacon.**
5. **Grounds Maintenance**
6. To discuss the current grounds maintenance Contract and agree any action to be taken.

**It was resolved that Clerk would go out to Tender for the ground’s maintenance contract. It was agreed that Clerk would advertise in the local newspaper, noticeboards, and website. It was resolved that Clerk would open the sealed Tenders with Cllr Hodges after the deadline of 1st March 2022.**

1. **Land Ownership at St George’s**
2. To receive an update regarding the land ownership and agree any action to be taken.

**There was no update. It was resolved that the Clerk would contact HM Land Registry for advice on how to proceed with this matter.**

1. **Lock Hill Development**
2. To discuss the recent refusal of the Lock Hill Development and agree any action to be taken.

**It was resolved that this item be removed from the Agenda and be discussed if and when a new planning application is made. Members requested a thank you to Doug Milsted be noted.**

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

**21/00443/FUL** – Gravel Pits, Hall Road – Section 73A application for a replacement surface for the existing private way – **Appeal**

**The Parish Council continue to stand by their previous comments. It was resolved that the Clerk contacts the planning inspectorate and emphasises the previous comments made.**

**21/01308/OUT** – The Chase, Osea Island – Outline planning application for the erection of holiday accommodation units within an area of 0.8ha over five parcels of land with all matters of detail reserved for future determination except for means of access.

Cllrs had not had an opportunity to view this application, therefore **it was resolved to that the Clerk would circulate all relevant documents to members in order to discuss at the next meeting.**

1. **Social Media**
2. To discuss the potential setting up of Social Media Accounts for the Council and agree any action to be taken.

Cllr Sjollema proposed setting up a Facebook page for the Council which was seconded by Cllr Hodges. **It was resolved that Clerk would set up and administrate the page.**

1. **Clerk’s Report**
2. To receive a verbal report from the Clerk about any outstanding matters and to take action as required, to include:
3. Postal Address – Clerk recommended changing the Council’s address to a PO Box. **It was resolved that Clerk apply for a PO Box Delivery service at a cost of £300+ VAT.**
4. Administration – Clerk reminded members that all correspondence must go through herself, or members must at least copy the Clerk into emails. Clerk also reminded members that all decisions need to be made at full council meetings.
5. **To receive questions from members of the public**

A member of public spoke and expressed their disappointment with the outcome of this present council for various reasons.

The member of public asked if members were aware of a law, that if Cllrs don’t turn up for a number of months, they have no strikes and are dismissed straight away. Clerk informed everyone that the rule was if a member did not turn to 6 consecutive meetings and if members did not approve the absence.

The member of public stated that the village are becoming fed up with DMCP – and ask why the Council have not progressed a lot faster? Cllr Sjollema stated that the Council have had to work through this a bit slower than residents would ideally like because we have had to go back and forth to the car park operator to ensure everything is correct.

Cllr Bryson explained that the Council are now at a position where the contract is waiting to be signed and would ideally like to be up and running by 1st March 2022.

Cllr Bryson also explained that the Council needed a bespoke contract and that an operator able to provide this needed to be identified. Council also needed to make sure the legal side of things are as they should be.

**Clerk reminded the Chair of the meeting that there was 15 minutes left until meeting due to end.**

1. **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 3 members of public left.**

**Members resolved Amanda Hilton remain present at the meeting.**

**It was agreed that members were happy to extend the meeting and continue until all items had been discussed.**

1. **Daisy Meadow Car Park**
2. To receive an update from the Clerk and consider any actions to be taken.

A report was received from the clerk with regards to the carpark - members were asked to consider a recommendation from the clerk to postpone signing of contract to enable the clerk to seek clarification on matters,

**Members resolved to follow the Clerk’s recommendation.**

1. To receive an update regarding the Contract and to agree the action to be taken – An update was received, and **it was resolved that members are happy with the final revised Contract and are happy to sign once Clerk has sought advice on matters.**
2. To discuss residents parking within DMCP and agree any action to be taken.
3. To discuss a letter received from Tiptree Tea Rooms and agree any action to be taken.

**It was resolved to postpone these items in view of the information received from the Clerk. It was resolved that an EGM would be called to deal with the contract once the Clerk had sought clarification on matters.**

**Members resolved the clerk would leave the room and A Hilton would clerk the meeting due to the nature of the matter to be discussed.**

1. **Clerk/Responsible Financial Officer**
2. To discuss Clerks probation and remuneration and agree any action to be taken.

Members discussed the Clerk’s probation and remuneration.

**It was resolved the clerk had successfully passed her probationary period and members requested a special thank you to the Clerk be noted.**

**Members resolved to award the clerk with a full contract of employment.** Members noted the salary point increase.

**Clerk re-entered the room.**

There being no further business the meeting closed at

Provisional Date of Next Council Meeting Tuesday 15th February 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)