**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a full council meeting of Heybridge Basin Parish Council held on Tuesday 21st June 2022 at 7.00pm

Present – Cllrs J. Sjollema (Chair), C. Edmond (Vice Chair), L. Schnurr, B. Heubner

Also present – G. Lake – Clerk, District Cllr A. Beale and 2 members 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.

**22/28 Chairman’s Welcome**

The Chair welcomed everyone to the meeting.

**22/29 To receive apologies for absence.**

Apologies for Cllrs Hodges and Howat were approved.

**22/30 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 Schnurr – Director of a Company.

**22/31 To sign as a correct record the minutes of the extraordinary council meeting held on 17th May 2022.**

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

**22/32 To sign as a correct record the minutes of the extraordinary council meeting held on 24th May 2022.**

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

**22/33 Finance.**

1. To approve
2. Payment requests for May/June 2022

**The Payments as previously circulated were approved.**

1. Receipts for May/June 2022

**The receipts as previously circulated were approved.**

1. To discuss the current Budget set for 2022/2023 and agree any action to be taken.

**It was resolved that a Finance Committee would be set up to discuss the Budget. It was agreed that this would be set up at the next meeting.**

**Cllr Bryson abstained from voting.**

**22/34 To receive a report from the District and County Councillors for the area on any matters of interest.**

A report from Cllr Durham had been circulated. An update was received from Cllr Heubner. Cllr Beale informed members that the parking situation at Wharf Road seemed to have calmed down with the gates being re-opened.

**22/35 Public Participation**

A member of public asked where the Council would like the new lockable noticeboard.

**It was resolved for the new noticeboard to be placed on the left hand side of the bus shelter opening.**

**22/36 Policies and Procedures**

1. To consider the need for any additional policies and agree any action to be taken.

**It was resolved that Cllr Schnurr would circulate the following documents to members for review:**

* **Unacceptable Behaviour**
* **Procedure for dealing with issues from the public**
* **Events Committee terms of reference**
* **Personnel Committee terms of reference**

**22/37 Chair Training**

1. To consider training for the Chair of the Council and agree any action to be taken.

**It was resolved that Cllr Sjollema would undertake the 2-day Councillor Training in July, followed by the 3-day Chair Training at the end of September/beginning of October 2022.**

**Cllrs Bryson and Edmond abstained from voting**

**22/38 Repainting of the Village Sign**

1. To discuss the bins near the sea wall and agree any action to be taken.

**It was resolved that the Clerk and Cllr Sjollema would organise for the village sign to be repainted.**

**22/39 Bin near sea wall**

1. To discuss the bins near the sea wall and agree any action to be taken.

**It was resolved that the Clerk would look into the cost of the supply and fit of a new bin.**

**22/40 Planning Applications**

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

**22/00613/FUL** – Boat Building Yard, Lock Hill - Demolition of existing buildings and construction of 4no. 2-bed residential dwellings with associated hard and soft landscaping works

**It was resolved that the Council would recommend the refusal of this application on the same grounds as their previous comments.**

1. To note

**FUL/MAL/22/00625** – The Jolly Sailor Public House - Proposed removal of an existing window and a section of existing outer wall to the rear of the existing Public House and the installation of new timber framed sliding folding doors.

Noted.

**22/41 Clerk’s Report**

1. On street parking and movement within the village – Clerk contacted Cllr Durham, however he suggested contacting SEPP (South East Parking Partnership) and he would lend his support. **It was resolved that the Clerk would contact SEPP.**
2. Essex Highways Parking Sign in village – No update – Clerk to continue chasing.
3. Local Highways Plan – Cllr Hodges is still working on the letter.
4. United Reformed Church - The letter is still being worked on, however after reporting the potential break in, to the church, it is the owner who would need to be contacted instead of the agent.
5. Telephone Box – Clerk is still waiting on title deed and map from Cllr Schnurr. **It was resolved for the Clerk to look through the documents given by Cllr Bryson from former Councillor Keith Lawson.**
6. CILCA - Clerk intro to CILCA is Monday 5th September with the actual CILCA starting at the beginning of October. Council is reminded to monitor the clerk’s workload going forward.
7. Clerk’s use of DMCP – Clerk used the car park twice. Once to issue the Agenda and once for a meeting with the MDC Grounds Maintenance team.

**22/42 Grounds Maintenance**

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

The maintenance team would like to strim and put weed killer down on the overgrown grass and weeds by the wall in the car park.

**It was resolved that the Clerk would get a date from MDC and then inform residents to enable them to move their cars.**

**22/43 .gov website and emails**

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

**An update from the Clerk was received. It was resolved that the Clerk would look into obtaining a new domain name that was not provided by 123 connect ltd.**

**Cllr Schnurr abstained from voting.**

**Members resolved they were happy to extend the meeting.**

**22/44 DMCP**

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

The Clerk will be speaking to Smart Parking regarding adding on pay and display to the entrance sign on the car park and to have the HPC sign changed to HBPC, as well as to inquire if the multiple day tariff could be on Ringo only so that the payment machines max charge would be £5.00

The Clerk will contact Essex Highways to ask for permission for the PC to remove the parking sign in the village as nothing has been done by them as of yet since being reported back at the end of Feb/beginning of march.

The Clerk is considering setting up a separate email address for the car park.

The task and finish group would like to set up a separate bank account for the DMCP revenue.

**It was resolved for the Clerk to contact Unity Bank and set up an additional account for DMCP Revenue.**

1. To consider the Specification of requirements for the white lining of the car park and agree any action to be taken.

Cllr Hodges is updating the specification of requirements to move the disabled bays back to the canal, this would have 5 disabled bays and 3 standard parking bays.

1. To receive an update from the Clerk for the cost of lining the car park and agree any action to be taken.

The Clerk had contacted Smart Parking for an estimation on white lining. A budget cost of around £5000 was given. The Clerk was still waiting to hear back as to whether a white lining company could also repair the car park at the same time or whether a separate company would be needed. **It was resolved to not obtain white lining quotes until information on the repairs had been received.**

1. To receive an update from the Clerk regarding the previously considered quotes for works to the Conifers in the access road and agree any action to be taken.

Clerk informed members that since accepting the MDC quote for the tree works that as the trees are in a conservation area, that there would be issues with taking the trees back. The Clerk was still in discussions with the contractors and would update accordingly.

1. To receive an update from Councillor Sjollema regarding the Recycling containers and agree any action to be taken.

An update was received from Cllr Sjollema. **It was resolved that the Clerk would contact Green Recycling.**

**22/45 The Queen’s Jubilee Celebrations Thursday 2nd June 2022**

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

The Council were happy to have been able to participate in celebrating this special occasion. The Council took the opportunity to honour former Councillor Bryan Harker as Council Freeman.

Members of the Council gave a special thanks to the Clerk for helping to put the event together. The Council also wanted to thank, Dave Brock, Marie Ellis, Chris Oatham, Dan – the gas man, Adam McTigue for their help and support on the evening.

**It was resolved that the Clerk would send letters of thanks. It was resolved that the Task and Finish Group would now be disbanded and closed.**

**22/46 Correspondence**

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

The Clerk updated members on correspondence received.

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

**22/47 Local Issues**

1. To note any items of inclusion on the Agenda for the next meeting of the Parish Council.

* Funding
* District Councillor monthly surgeries

**22/48 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.**

**Members of the public left.**

**22/49 DMCP**

1. To receive an update from the Clerk regarding the Sea Change Sailing Trust request and agree any action to be taken.

An update from the Clerk was received. **It was resolved that the Council would allow the Sea Change Sailing Trust to register 2 vehicle registrations at a cost of £20 a month. It was resolved that the Council would be paid annually.**

1. To review the current agreement with the Tea Room and agree any action to be taken.

The tearoom now has 9 concessions. **It was resolved that the tearoom may be allowed a maximum of 10 concessions, with a maximum of 5 users being allowed use of the car park on a day. It was resolved that the Clerk would inform the tearoom.**

There being no further business the meeting closed at 09:45pm

Provisional Date of the next Council Meeting Tuesday 19th July 2022

Clerk Contact details: [clerk@heybridgebasinpc.org.uk](mailto:heybridgebasinpc@gmail.com)

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