**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 21st March 2023 at 7.00pm

Present – Cllrs J. Sjollema (Chair), C. Edmond (Vice Chair), M. Hodges, G. Howat and B. Heubner.

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

**22/212 Chairman’s Welcome**

The Chair opened the meeting and welcomed members of public.

**22/213 To receive apologies for absence.**

Apologies from Cllrs Schnurr and Bryson were approved.

**22/214 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 Howat – Non-Pecuniary – HBCSA

**22/215 To sign as a correct record the minutes of the full council meeting held on 28th February 2023.**

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

**22/216 Finance**

1. To approve
2. Payment requests for February/March 2023.

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

1. Receipts for February/March 2023.

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

1. To consider the need for an accounts package and agree any action to be taken.

Clerk informed members that the Council would need an accounts package in order to submit their VAT returns through Making Tax Digital (MTD). Clerk had researched recommended companies from other Clerks and obtained quotes from Scribe and Rialtas. The Clerk had seen a demo from Scribe which was not only suitable for VAT returns, but other aspects for the role of RFO. It was resolved for the Clerk to do some further research. Clerk reminded members that the deadline for the VAT submission was the 7th May 2023.

**22/217 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.

**22/218 Public Participation (15 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 his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

1 Member of Public mentioned the Village Design Statement and the need for reviewing. Members informed the MOP that this was something the Council are aware of and will be including on the Agenda after elections.

**22/219 Bus Shelter**

1. To consider additional shelving within the bus shelter and agree any action to be taken.

Members discussed the potential need for an additional shelf within the bus shelter for The Basin Book Exchange. **It was agreed that the book exchange needed maintaining.**

**22/220 The Kings Coronation**

* 1. To receive an update from the Clerk regarding the Parish Council’s donation towards the Village Coronation event and agree any action to be taken.

The Clerk informed members that organisations in the Village were organising a Village Coronation Picnic for Monday 8th May 2023 and had asked if the Council’s donation would cover the cost of leaflet printing. Clerk had attempted to seek 3 quotes but was only able to obtain 2.

**It was resolved for the Council’s donation to cover the cost of the leaflet printing and to accept the quote from e-digi print for £40.00.**

* 1. To discuss the plaque for the refurbished bench and agree any action to be taken.

**Members discussed and agreed details for the plaque to enable the Clerk to obtain a quote.**

**22/221 DMCP**

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

The planning application to fell the Leylandii on the access road had been approved.

**It was resolved for the Clerk to seek at least 3 quotes for works to be completed when the nesting season had ended.**

Signage proof had been sent to the WG for approval**. It was resolved for the Clerk to liaise with the wording for the Blue Badge Holder signs.**

SP will be providing a regular parking attendant.

 Chip and Pin upgrade had been installed on the payment machine near the canal steps.

Work to the hedges at the back of the car park and bushes over the ditch have now been completed. During the work towards the ditch, the contractor came across a wall that had fallen down. I**t was resolved to accept the quote of £580.00.**

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

Clerk informed members that the lowest emptying frequency was fortnightly, which was the current schedule. **It was resolved to swap the bin to a 240L bin.**

**22/222 On Street Parking**

1. To receive an update from the On-Street Parking Working Group and agree any action to be taken.

An update was received. **It was resolved for the WG to arrange a meeting to review the feedback received from the suggestions circulated with the Newsletter.**

**22/223 Planning Applications**

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.

**22/224 Clerk’s Report**

To receive a verbal report from the Clerk and to take action as required, to include:

1. Annual Parish Meeting – The APM was currently scheduled for 25th April at 6:30pm, due to the pre-election period, Clerk recommended changing the date for the APM but keeping 25th April as a full council meeting date – Members approved.
2. CiLCA – Clerk informed members that she had submitted and passed Unit 1 of CiLCA and had 4 more units to complete.
3. Clerk’s use of DMCP – Clerk had used the carpark twice for work purposes.

**22/225 Correspondence**

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

**Correspondence was noted with responses agreed.**

**22/226 Local Issues**

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

There were no items of inclusion.

**22/227 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 public left**

**22/228 Personnel Committee**

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

A report had previously been circulated from the Personnel Committee. **It was resolved to enrol the Clerk into a Nest Pension Scheme as per the Personnel Committees recommendation.** **It was resolved to increase the percentage of the Clerk’s salary paid from the DMCP revenue to 33%.**

**22/229 DMCP**

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

An update from the Clerk was received. **It was resolved to add the Council’s VAT number onto the tickets produced from the payment machines within the car park. It was resolved for the Clerk to seek further clarification on other VAT matters,**

1. To review the DSA document and agree any action to be taken.

**It was resolved for the Clerk to sign the DSA document and return to SP.**

**22/230 Essex Waterways**

1. To consider a request from Essex Waterways and agree any action to be taken.

**It was resolved to approve the request from EW regarding the use of The Council’s lamppost at the top of Lock Hill.**

There being no further business the meeting closed at 09:05pm

Provisional Date of the next Council Meeting: Tuesday 25th April 2023

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