**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of an Extraordinary meeting of Heybridge Basin Parish Council held on Tuesday 17th May 2022 at 7.00pm

Present – Cllrs J. Sjollema (Chair), R. Bryson, G. Howat, L. Schnurr, B. Heubner

Also present – G. Lake – Clerk, 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**

The Chair opened the meeting.

1. **Declaration of Acceptance of Office.**
2. To receive GH’s Declaration of Acceptance of Office.

**Cllr Howat’s Declaration of Acceptance of Office was received.**

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

Apologies for Cllr Hodges and Cllr Edmond were approved.

Cllrs Schnurr and Heubner were also absent.

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

1. **Document Review**
2. To receive an update from the Task and Finish group and agree any action to be taken.

**It was resolved to discuss this after Item 6, as Cllr Schnurr had an update and was on his way.**

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

The following updates were given:

* Beacon had been delivered and was with Cllr Hodges ready for event.
* Clerk had collected the leaflets and would pass to Cllr Bryson ready for distribution.
* Connection for the beacon and gas cylinders were correct.

**Cllr Schnurr arrived at 07:18pm**

* Cllr Howat would provide his Bluetooth speaker for background music.

**Cllr Heubner arrived at 07:30pm**

* Clerk would speak to her friend about taking photos of the event.
* The grass on St George’s field would be cut tomorrow and again on 31st May.
1. To receive an update regarding the town crier/master of ceremonies and agree any action to be taken.

Cllr Heubner confirmed that Tony Appleton was still available. Clerk updated members that there was a cost of £295 for Tony to attend the event, which was not mentioned at the previous meeting. **It was resolved to not use Tony Appleton as master of Ceremonies. Cllr Heubner abstained from voting. It was resolved that Cllr Bryson would ask Alan Jones to be master of Ceremonies. Cllr Heubner abstained from voting.**

1. To finalise plans for the Jubilee Celebrations and agree any action to be taken.
* A group in the village will distribute leaflets around the village tomorrow.
* Flags and flag poles are being set up on Wednesday 1st June.
* Beacon to be erected and tested on the morning of Thursday 2nd June.
* Clerk to arrive at 7pm ready for event starting at 7.30pm
1. To receive an update from the Clerk about the tree planting and agree any action to be taken.

Clerk advised that MDC were happy to grant permission in principle, but had concerns over the watering and replacement of the trees. MDC advised that The Queen’s Green Canopy could be done later in the year, when the ground is softer and could be tied into National Tree Week.

**It was resolved that the Council would consider this again later in the year for National Tree Week and that Cllr Heubner would speak to MDC about their watering system.**

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.**

**Members of the public left.**

1. **Personnel Matters**
2. To receive an update from the Clerk.

**A verbal report was received.**

1. To review the Clerk’s contracted hours and agree any action to be taken.

 **Members resolved for the Clerk to remain in the room.**

 **It was resolved to increase the Clerk’s contracted hours to 40 hours per month from 1st June 2022, to be reviewed again in 3 months. It was resolved to consider a review of the Council’s budget.**

1. **Council Freeman**
2. To discuss the proposal of a Council Freeman and agree any action to be taken.

 **This item was deferred due to lack of time.**

1. **St George’s Field**
2. To receive an update from the Clerk and agree any action to be taken.

**This item was deferred due to lack of time.**

There being no further business the meeting closed at 08:55pm

Provisional Date of the Annual Statutory Meeting Tuesday 24th May 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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