**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of an Extraordinary meeting of Heybridge Basin Parish Council held on Friday 26th August 2022 at 5.00pm

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

Also present – G. Lake – Clerk

**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.

**22/84 Chairman’s Welcome**

The Chair welcomed members to the meeting

**22/85 To receive apologies for absence.**

Apologies for Cllrs Howat were approved.

Cllr Heubner was also absent.

**22/86 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.**

 None

**22/87 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.**

**22/88** **Personnel Matters**

1. To receive a report from the Clerk regarding her job specification, including the increasing work load and the implications of CILCA starting on the 5th September and agree any action to be taken.

A verbal report was received from the Clerk. **It was resolved that the Clerk would refer PCN complaints to Smart Parking to be dealt with. It was resolved that the Clerks hours would increase by 4 hours per week from 5th September 2022 to allow for the Clerks CILCA studies.**

There being no further business the meeting closed at 05:51pm

Provisional Date of Next Council Meeting Tuesday 13th September 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasin-pc.gov.uk](http://www.heybridgebasin-pc.gov.uk)