**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 16th November 2021 at 7.30pm

Present – Cllrs K. Lawson (Chair), J. Sjollema, R. Bryson, M. Hodges, L. Schnurr

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

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

Cllr Lawson opened the meeting.

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

The Clerk advised the meeting would be recorded.

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

Apologies received from Cllr Edmond.

**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 Lawson and Cllr Bryson – Non-Pecuniary DMCP

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

No reports were received.

**It was agreed that Cllr Beale would stay after members of the public were excluded. The Clerk would investigate whether District and County Councillors are allowed to remain going forward.**

1. **Correspondence from Parishioners:**
2. Email RE: The Village Christmas Tree

The Clerk reported that an email had been received regarding this year’s Christmas Tree.

**It was resolved that a potted Christmas Tree could be placed. Clerk would find out and contact the landowner regarding permission of a permanent tree. It was resolved that Cllr Schnurr would donate the money for this year’s Christmas Tree.**

**It was resolved that Cllr Hodges would help look after the power and batteries for the Christmas Tree.**

1. Emails RE: DMCP

The Clerk reported that an Email had been received from a parishioner regarding DMCP residents parking.

**It was resolved that the Clerk would respond to explain that the matter was being dealt with by the monitoring officer.**

1. **Correspondence:**

No correspondence received.

1. **To sign as a correct record the minutes of the meeting held on 21st September 2021. (Appendix 1)**

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

1. **To sign as a correct record the minutes of the extraordinary meeting held on 5th November 2021. (Appendix 2)**

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

1. **Finance.**
2. To approve
3. Payment requests for October/November 2021 *(schedule to be circulated).*
4. Receipts for October/November 2021 *(schedule to be circulated).*

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

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

**Cllr Heubner was not present. This item was deferred to the next meeting.**

1. **Budget Review**
2. To consider the draft budget for next year and agree any action to be taken.

The draft budget was considered.

**It was resolved that the precept would remain the same as the current year and that the Clerk would submit to MDC.**

1. **Funding**
2. To receive an update from Councillor Sjollema about the Covid-Safe Community Buildings Fund and agree any action to be taken.

**Deferred to the next meeting. Clerk would advise of the deadline.**

1. **Internet/Website**
2. To consider the proposal that the Council transfer their Internet domain name to .gov.org and agree any action to be taken.

**It was resolved that the Clerk and Cllr Schnurr would look to switch the email addresses associated with the Council to .gov**

1. **Heybridge Residents Association**
2. To receive a verbal report from Councillor Schnurr and agree any action to be taken.

**A verbal report was received from Cllr Schnurr about HBPC joining up with the HRA. It was resolved that the Clerk would decline the offer.**

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).*

There were no planning applications received.

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. SLCC and NALC Membership – Clerk advised that she had looked into both memberships and that she was already part of NALC due to training with the EALC. She had been advised by the previous Clerk that it was not necessary to join SLCC.
4. EA Update – Clerk advised that Cllr Lawson and herself had responded to the EA and the response would be within 20 days. An update would be provided.

**It was resolved that Cllr Bryson would contact Wendy Stamp at MDC/ their flood risk committee.**

1. St George’s Field – Clerk advised that the request for the goal posts to be replaced was sent to David Burnham.

**It was resolved that the Clerk would contact David Burnham for an update.**

1. Group Councillor Training- Clerk advised that she had spoken with EALC regarding organising Cllr group training for a date in 2022.

**It was resolved that the Clerk would contact EALC and get some potential dates for 2022.**

1. December Meeting Date – Clerk advised that she would be unable to make the next provisional meeting date on Tuesday 21st December. Clerk recommended Council move the meeting date to Tuesday 14th December.

**It was resolved that the next Council Meeting would be on Tuesday 14th December.**

1. **Village Plan**
2. To look at a full programme of projects and agree any action to be taken.

**It was resolved that Cllr Lawson, Cllr Sjollema and Cllr Schnurr would prepare a draft structure and present to Council by the end of February 2022.**

1. **To receive questions from members of the public**

A member of the public on behalf of the Regatta Committee questioned if the Council had any local projects within the village that the sum of the profits from the Regatta could be considered for.

**It was resolved that the Council would look at potential projects within the next couple of months to be put forward.**

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.**
2. **Essex Waterways**
3. To receive an update regarding the Essex Waterways and agree any action to be taken.

**Essex Waterways are no longer pursuing their proposal with HBPC.**

1. **Daisy Meadow Car Park**
2. To receive an update regarding the tender process and to agree the action to be taken

The Clerk advised that she had received the paperwork from Brights & Sons and that Cllr Lawson and herself were completing the relevant information to send back.

Smart Parking had circulated their mock signage images.

**The Mock signs from SP were approved.**

A draft document outlining terms and conditions for DMCP was discussed.

**It was resolved that the Clerk would send the terms and conditions to Brights & Sons for vetting. The Clerk would prepare a newsletter for the village to be issued in December.**

The DMCP Committee had been researching potential tariffs and were presented to the Council.

**It was resolved that the Clerk would send the proposed tariff submitted by the DMCP committee to SP.**

There being no further business the meeting closed at 9:53pm

Provisional Date of Next Council Meeting Tuesday 14th December 2021

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

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