Agenda Item 7 Appendix 1

**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 17th August 2021 at 7.30pm

Present – Cllrs J Sjollema (Chair), R Bryson, C Edmond, M Hodges, L Schnurr and B Heubner

Also present – MDC Cllrs Edwards and Beale, G Lake – Clerk and C McSweeney – Locum Clerk

1. The Chair to open the meeting

Cllr Sjollema opened the meeting and advised that item 15 would now be held in the confidential section of the meeting

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

The Clerk advised that she would be recording the meeting.

1. To receive apologies for absence.

Apologies received form Cllr Lawson

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.

There were no Declarations of Interest

1. The meeting will stand adjourned.
2. To receive questions from Parishioners of Heybridge Basin.

There were no members of public present

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

The MDC Cllrs present did not have any matters to report, but both expressed their willingness to assist the Parish Council where ever they can.

1. The Chair will reconvene the meeting.
2. To sign as a correct record the minutes of the meeting held on 20th July 2021.

The minutes as previously circulated were agreed as a correct record, proposed by Cllr Edmond and seconded by Cllr Schnurr

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

The payments and receipts as previously circulated were approved, proposed by Cllr Sjollema and seconded by Cllr Bryson

1. Public Space Protection Order Consultation **-** To receive a verbal report from Councillor Heubner and to agree any action to be taken.

Cllr Heubner was preparing his report to be sent to Essex Police and will be including recent incidents of Anti-Social Behaviour that he had recently witnessed in Daisy Meadow Car Park and speeding issues throughout the village. Report to be circulated prior to submission

1. Emergency Planning **-** To receive a report from Councillor Lawson.

Cllr Lawson was not present, however it was noted that the meeting still needed to be set up with Maldon District Council. The Parish Council had received 2 letters from residents who had recently suffered flood damage to their property and it was agreed that the solution to these matters would need to be addressed by the Emergency Planning Team. The residents had reported the issues to the Environment Agency and this had been followed up by the Clerk. So far no response had been received.

Action – Clerk to contact environment Agency again

1. Funding
2. To consider the Covid 19 Grass roots fund by EALC and to agree any action to be taken – Cllr Bryson suggested that the Heybridge Basin Sailing Association may qualify for this funding and offered to liaise with them
3. To consider the Covid local support grant by MDC and to agree any action to be taken – the local church will be contacted to ascertain if any residents may benefit from this funding.
4. Local Street Improvement Scheme **-** To discuss any local street improvements to be submitted to the LHP and agree any action to be taken.

After some discussion it was agreed to submit applications to the LHP in respect of; mirror in Basin Road, installation of speed signs in the village and ‘pedestrians in the road’ signage and investigation into an alternative pedestrian route to take pedestrians away from the road.

1. Road Roller **-** To discuss the recent activity in DMP and agree any action to be taken.

This item to be discussed as item21

1. Litter Picking - To consider arranging some group litter picking dates and agree any action to be taken.

It was agreed that the resident who currently organises litter picking in the village should be formally thanked for his efforts and that the council should support the litter picking sessions that he currently organises.

Cllr Schnurr will be preparing a report with the potential of setting up a sub committee

1. Planning Applications

HOUSE/MAL/21/00122– The Berries, Harfred Road – this application had only been received on the day of the meeting, but the deadline for comments was before the next meeting. Cllrs were therefore requested to view the application on line and advised the Clerk of their opinion with a view to comments being submitted.

1. Clerk’s Report
2. To receive a report from the Clerk about any outstanding matters and to take action as required, to include
3. Clerk training for CILCA qualification – the Clerk had registered on various training courses beginning in October with a view to commencing the CILCA training in spring 2022. It was noted that the EALC Clerks Bursary was available.
4. Updating councillor list on website – the Clerk will update the list accordingly
5. Bank Mandate – Unity Bank was still awaiting some information from 2 Cllrs and the administration details will be updated with the new Clerks’ details. It was noted that a debit card was being offered for the Clerks use and this was generally accepted as a good idea. The Clerk will look into this further and make any necessary amendments to the Councils’ Financial Regulations as necessary.
6. ECC Locality fund – it was agreed to submit an application for funding to replace one on the Councils’ notice boards and to try again with an application to replace the bus stop.
7. Mirror in Basin Road – this had been dealt with at item 14
8. Councillor training – the Clerk will circulate the training timetable to all Cllrs and check the training budget. Cllrs to advise the Clerk of any training they wish to undertake.
9. Transfer of Land – the Clerk will circulate information received from the solicitor
10. Tender re Power Supply – still to be dealt with
11. Tender re Street Lighting – still to be dealt with
12. 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.

There being no further business the meeting closed at 9.35pm

Provisional Date of Next Council Meeting 21st September 2021

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