**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 19th July 2022 at 7.00pm

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

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.

**22/55 Chairman’s Welcome**

The Chair opened the meeting and informed members that she had attended her first day of Councillor training.

**22/56 To receive apologies for absence.**

There were no apologies.

**22/57 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 Schnurr – Director of a company, Cllr Howat – Non-Pecuniary HB Conservation Society

**22/58 To sign as a correct record the minutes of the full council meeting held on 21st June 2022.**

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

**22/59 To sign as a correct record the minutes of the extraordinary council meeting held on 28th June 2022.**

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

**22/60 Finance.**

1. To approve
2. Payment requests for June/July 2022

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

1. Receipts for June/July 2022

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

1. Accounts for the three months to 30th June 2022

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

**22/61 District Councillor Surgeries**

1. To discuss the District Councillor monthly Surgeries and agree any action to be taken.

Cllr Heubner reported that a surgery was held at Plantation Hall and were potentially looking at holding one in the Basin. Clerk advised Cllr Heubner of the Community Room hire charges.

**22/62 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.

**22/63 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.

There were no members of public present.

**22/64 Appointments of Committees and Task & Finish Groups**

1. To consider appointment of at least 3 members to serve on the Finance Committee and to approve the Terms of Reference.

**It was resolved that a Finance Task & Finish Group would be set up to set out the perimeters of a Finance Committee for Council to approve. It was resolved that the Task & Finish Group would consist of Cllrs Schnurr, Hodges, Howat and Edmond as well as G. Lake (RFO).**

**Cllrs Heubner and Bryson abstained from voting.**

1. To approve the Personnel Committee Terms of Reference.

 **It was resolved to adopt the new Personnel Committee Terms of Reference.**

**22/65 Policies and Procedures**

1. To review the following policies and agree any action to be taken:
* Code of conduct

**It was resolved to adopt the MDC Model Code of Conduct.**

* Events Committee
* Personnel Committee – Clerk advised this was a typo and was dealt with as the previous item.
* Unacceptable Behaviour
* Procedure for dealing with issues from the public

**It was resolved that the Clerk would amend the documents for review at the September meeting.**

**22/66 Caisson Gate**

1. To discuss the failure of the Caisson Gate Penstocks and agree any action to be taken.

Cllr Edmond advised that the Caisson Gate Penstocks are constantly under review by Essex Waterways and is working fine.

**22/67 Bus Shelter**

1. To consider the proposal from Cllr Hodges that HBPC provide seating in the Bus Shelter and shelving in one alcove to be used to start a village book exchange.

**It was resolved that Cllrs Bryson and Hodges would obtain quotes for seating and shelving in the bus shelter.**

1. To discuss the appearance of the bus shelter and agree any action to be taken.

**It was resolved for the Clerk to liaise with Andrew Fawcett regarding painting a mural on the bus shelter.**

1. To consider the potential repairs or replacement of the bench near the bus shelter and agree any action to be taken.

**It was resolved for the Clerk to contact MDC regarding the cost of replacing the bench.**

1. To receive an update from Cllr Bryson regarding the notice board and agree any action to be taken.

Cllr Bryson advised that quotes should be ready for the September meeting.

**22/68 Funding**

1. To discuss potential funding opportunities and agree any action to be taken

Cllr Sjollema had looked into funding for a green gym. **It was resolved that Cllr Sjollema would liaise with HPC for more information on their green gym equipment.**

**It was resolved for Cllr Heubner to contact MDC regarding the replacement of the goal posts and basketball net. It was resolved for Cllr Hodges to look into funding for the installation of Wi-Fi and air con in the Community Room**.

**22/69 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.

**22/70 Clerk’s Report**

1. St George’s Church – Clerk advised that the funding acceptance offer had been signed and sent off and the Friends of St George’s Church were just awaiting payment.
2. Essex Highways – Clerk advised there was no update but was continuing to chase.
3. Bin by Sea Wall – **It was resolved that the Clerk would approach MDC to purchase a bin for the sea wall.**
4. Clerk’s use of DMCP – Clerk had used the car park once for a meeting with SP.

**22/71 .gov Website and Emails**

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

A report was received from the Clerk. **It was resolved for the Clerk to proceed with the domain transfer to Cloud Next.**

**Cllr Schnurr withdraws from the website conversations.**

**22/72 DMCP**

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

The T&F group met with Peter from SP who will be amending the entrance sign to show that the car park is now chargeable, the residents parking signs will now be changed to permit holder parking as permits have now been issued.

Clerk can confirm that no signs within DMCP have HPC written on them.

Clerk has applied for an additional bank account for the DMCP revenue.

**It was resolved for the Clerk to liaise with SP to change the multiple day tariff to the RingGo app only and for SP to provide signage with this information.**

**Members resolved they were happy to extend the meeting to 930pm.**

1. To consider the Specification of requirements for the white lining of the car park and agree any action to be taken.

**The Specification of requirements for the white lining, as previously circulated were approved.**

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

The Clerk confirmed that repairs to the car park would be able to be done at the same time as the lining. **It was resolved for the Task & Finish Group to obtain quotes for the white lining and repairs of the car park.**

**22/73 Correspondence**

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

The Clerk updated members on correspondence received.

**Correspondence was noted and responses agreed.**

**It was resolved that the Clerk would contact the houses in question on Basin Rd following on from the Environmental Agency’s email.**

**It was resolved for the Clerk to respond to the SEPP email detailing the specifications of the proposed parish wide review of the on-street parking.**

**Members resolved they were happy to extend the meeting until all items had been discussed.**

**It was resolved for Cllr Howat to draft a specification and questionnaire regarding the on-street parking in the village for review at the September meeting.**

**22/74 Local Issues**

1. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
* Private road signs
* United Reformed Church
* DMCP Revenue
* Remembrance Sunday
* Newsletter

**22/75 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.**

**22/76 ICO**

1. To discuss the letter received from the ICO and agree any action to be taken.

**It was resolved that the Clerk would create a draft letter for review at the September meeting, but if a response was required sooner, an EGM would be called.**

**22/77 Councillor Conduct**

1. To receive a verbal report from the Chair.

A verbal report was received from the Chair addressing and apologising for her behaviour at the Jubilee event in June. The chair had also apologised in person to residents who had made a complaint to the Monitoring Officer.

Cllrs Bryson, Hodges and Heubner expressed their disappointment, with Cllr Bryson adding that he had little confidence in the Chair at the moment.

Cllr Sjollema advised that she had taken the comments on board and was attending Cllr and Chair training.

**22/78 Personnel Matters**

1. To receive a verbal report from the Clerk regarding Annual Leave and agree any action to be taken.

A verbal report was received from the Clerk. **It was resolved for Clerk to take Annual Leave from Monday 1st August 2022 – Tuesday 16th August 2022 using the holiday entitlement accrued from 1st August 2021 – 31st March 2022.**

There being no further business the meeting closed at 09:46pm

Provisional Date of the next Council Meeting Tuesday 13th September 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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