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**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of the Annual Statutory meeting of Heybridge Basin Parish Council held on Wednesday 19th May 2021 at 7.30pm at Plantation Hall, Heybridge, Maldon, CM9 4AL

Present Councillors R Bryson, C Edmond, Heubner, M Hodges, K Lawson, L Schnurr, J Sjollema

In attendance - 4 members of public, MDC Cllr Edwards, M Hilton - Clerk to Heybridge Parish Council and C McSweeney, Locum Clerk

1. **Outgoing Chair to declare the meeting open**

Cllr Edwards welcomed Councillors and members of the public and declared the meeting open

1. **Chair’s announcements**

Cllr Edwards outlined the Covid arrangements relating to the building

1. **Election of Chair for the 2021/22 term of office**

Cllr Sjollema proposed and Cllr Schnurr seconded that Cllr Lawson be elected as chair for the 2021/22 year. There were no other nominations and Cllr Lawson accepted the appointment. Cllr Lawson thanked Cllr Edwards for his diligence during the previous year and welcomed the new Cllrs to their first meeting

Cllr Lawson took the chair

1. **Elected chair to sign Statutory Declaration of Office**

Cllr Lawson signed the Statutory Declaration of Office

1. **Election of Vice Chair for 22121/22 term of office**

Cllr Edmond proposed and Cllr Lawson seconded that Cllr Sjollema be elected as Vice Chair.

Cllr Bryson counter proposed and Cllr Heubner seconded that Cllr Hodges be elected Vice Chair.

A vote was taken, 3 votes for Cllr Sjollema and 2 votes for Cllr Hodges, therefore Cllr Sjollema was elected as Vice Chair for the 2021/22 year

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

None

1. **Apologies for absence**

Apologies for absence were received from County Councillor Mark Durham and the Clerk, J. Watson

1. **Declarations of Interest**

Cllr Lawson declared a non-pecuniary interest in item 14

Cllr Edmond declared a non-pecuniary interest in item 15

1. **Meeting to be adjourned for public participation**

The meeting was adjourned for public participation

1. **Public Questions**

There were no public questions

1. **Reports of District and County Councillors**

There were no reports form District or County Councillors

1. **Meeting reconvened**
2. **Minutes of meeting – 6th April 2021**

The minutes as previously circulated were agreed as a true record and signed by Cllr Lawson

1. **To appoint committees of the Council and agree membership of committees**
2. Personnel Committee – Cllrs Heubner, Sjollema and Edmond
3. Daisy Meadow Car Park Committee – Cllrs Heubner, Bryson, Hodges and Edmond
4. Public Convenience Committee – Cllrs Sjollema, Heubner, Hodge and Bryson
5. **To agree Council representatives on outside bodies**
6. Maldon and Heybridge Heritage Harbour Association – Cllr Edmond reported that at a recent meeting of the Association it had been agreed that a Parish Council representative was no longer required
7. Chelmer Canal Trust – Cllr Sjollema
8. Maldon and Blackwater Estuary Coastal Community Team – Cllr Hodges
9. **Annual Internal Audit Report**
10. To note and approve the Annual Internal Audit Report 2020/21 in the Annual Return (Annual Governance and Accountability Return 2021/21 (page 3))

Cllr Heubner proposed and Cllr Sjollema seconded accepting the report. Cllr Hodges raised some concern over the level of reserve funds

1. To note and approve the Internal Audit Report from Auditing Solutions Ltd for the 2020/21 financial year

Cllr Heubner proposed and Cllr Sjollema seconded accepting the report

1. **Annual Return**
2. To approve and sign Section 1 – Annual Governance Statement 2020/21

The Statement was agreed and accepted and signed by Cllr Lawson

1. To approve and sign Section 2 – Accounting Statements 2020/21

The Statements were agreed and accepted and signed by Cllr Lawson

1. **Finance**
2. To approve Bank Reconciliation as at 30th April 2021

Cllr Heubner proposed and Cllr Lawson seconded approval of the Bank Reconciliation

1. To approve payment requests for April/May 2021

Cllr Heubner proposed and Cllr Lawson seconded the approval of the payment requests

Cllr Hodges enquired if the Electricity contract had been put out to tender

Action – Clerk to tender for electricity contract

1. To approve receipts for April/May 2021

Cllr Heubner proposed and Cllr Lawson seconded the approval of the receipts

1. **Bank Mandate**
2. To agree the Bank Mandate

Cllr Lawson recommended that members agree the proposed changes to the bank mandate – All agreed

1. To agree the appointed signatories

It was agreed that all members would become signatories to the Councils bank account and that 2 signatories would be required to authorise payments on the internet banking

1. To authorise the Clerk to take the necessary action in respect of the agreed Bank Mandate and signatories

Action – Clerk to make arrangements for the changes to the bank mandate and signing/authorisation arrangements

1. **Meeting venue and dates**
2. To consider the proposal that future meetings be held at Plantation Hall, Heybridge and to agree action to be taken

Cllr Heubner explained that the hall in Heybridge Basin could not be made Covid secure and that meetings will need to be held at Plantation Hall until such time that this situation is resolved

1. To agree the date of future meetings

The dates as previously circulated were agreed, with the exception that the meeting scheduled for 21st June will be moved to 22nd June. Cllr Edmond enquired if meetings could be held on a different evening as they clashed with other commitments. Cllr Lawson explained that whilst the current restrictions remained in place it would be necessary to follow the agreed timetable as it would prove difficult to find a different venue.

1. To instruct the Clerk to take action as appropriate

Action – Clerk to arrange meeting timetable as agreed

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

Cllr Schnurr explained in detail the benefits of the Council adopting a .gov.uk email and website domain and offered to set these up and update as necessary until a new Clerk was in position. After some discussion Cllr Bryson proposed and Cllr Heubner seconded that the Council should adopt a .gov.uk email address and website domain.

Action – Clerk to liaise with Cllr Schnurr to make the necessary arrangements

1. **Local Highways Panel**
2. To receive an update in respect of the applications made to the Local Highways Panel (LHP) to erect village gates with Heybridge Basin written on them at the entrance to the Basin and to agree action to be taken

Cllr Lawson reported that he had walked the area with a representative of ECC where the gates could be located and there was only one location that would be suitable due to the width of the verge. He had also discussed the erection of a ‘pedestrians in carriageway’ sign and some speed signage. The ECC representative is looking again at a possible site that was discussed  
and signage options. To be reported at the next meeting

1. To discuss any new applications for consideration by the LHP

Cllr Edmond suggested that measures to resolve the parking issues in the village should be considered, particularly around the ‘lock’ area. Cllr Lawson reported that Maldon district Council had been requested to send enforcement Officers to patrol the area currently covered by yellow line restrictions

1. **Emergency Planning**

To appoint two Councillors who, together with the Clerk, will meet with a representative of Maldon District Council to discuss emergency planning for the Basin and to agree the action to be taken

Cllrs Lawson and Edmonds were nominated

1. **Community Engagement Team – to receive a report regarding the services of Maldon District Councils’ Community Engagement Team**

MDC Cllr Edwards provided a copy of the latest report and there were no issues reported. Cllrs considered whether they wished to continue with this service

Action – Clerk to place this item on the next agenda to consider the future use of the Community Enforcement Team

1. **Clerk’s Report**

Cllrs had noted the briefing paper prepared and circulated by the Clerk. It was reported that the land transfers were ongoing

1. **Planning Applications**
2. FUL/MAL/21/00406 – Boat Building Yard, Lock Hill – demolition of existing buildings and construction of 5no. 2 bed residential dwellings with associated hard and soft landscaping works

After much discussion the following course of action was agreed

Cllr Lawson proposed and Cllr Heubner seconded that the Clerk be requested to approach Maldon District Council to request an extension to the consultation period on the following grounds; the complexity and sensitivity of the area requires local consultation and that no planning notices have been erected to alert residents to the proposals

Cllr Lawson proposed and Cllr Heubner seconded that if this request was turned down by MDC that Cllrs Lawson and Hodges be delegated to liaise with the Conservation Society to respond to the consultation

Action – Clerk to approach Maldon District Council for extension of consultation period

1. HOUSE/MAL/21/00462 – Homersfield, Harfred Avenue – proposed detached single garage to front driveway – no objection
2. **Pursuant to Section 1(2) of the Public Bodies Act (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, that the press and public be excluded**
3. Appointment of Clerk and Responsible Financial Officer

One application had been received for the vacancy of Clerk and it was proposed by Cllr Sjollema and seconded by Cllr Heubner that this applicant be invited for interview.

Action – Clerk to make arrangements for interview

1. **Grounds Maintenance**

It was noted that the Clerk had not received any response from the three companies approached to tender for the Grounds maintenance contract. Cllr Lawson proposed and Cllr Heubner seconded to continue using the services of the existing contractor

Meeting closed at 9.10 pm

**Date of next meeting – 22nd June 2021**