**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 1st November 2022 at 7.00pm

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

Also present – G. Lake – Clerk, District Cllr A. Beale and 2 Members of public.

**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.

**22/122 Chairman’s Welcome**

The Chair opened the meeting and informed members that she had now completed her Chair training and had received her Gavel. The Chair reminded members of the Standing Orders.

**22/123 To receive apologies for absence.**

Apologies from Cllr Schnurr and Howat were approved

**22/124 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

**22/125 To sign as a correct record the minutes of the full council meeting held on 27th September 2022.**

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

**22/126 Finance.**

1. To approve
2. Payment requests for October/November 2022

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

1. Receipts for October/November 2022

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

1. Accounts for three months to 30th September 2021

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

1. To note the current financial position of the Council and agree any considerations.

Clerk had previously circulated an email showing an in depth look at the Councils current financial position. It was noted that although some expenditure headings were higher than the previous budget anticipated, the Council could end up using £671 of the reserves. **It was resolved to pay the business rates and other expenditure which is for the car park to be paid out of the DMCP bank account.**

**It was resolved for the Clerk to apply for an Instant Access Savings account with Unity Bank and for the Clerk/RFO to transfer the Councils reserves into the account.**

1. To discuss the budget for 2023/2024 including identifying expenditure heads and their provisional costings and agree any action to be taken.

A discussion was held regarding the budget for 2023/2024. **It was resolved to call an EGM to discuss the budget using the same layout as the Clerk/RFO**.

**22/127 Internal Auditor**

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

Clerk advised that only 1 quote had been received. **It was resolved for the Clerk to continue researching alternative Internal Auditors.**

**22/128 Policies and Procedures**

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

Clerk had previously circulated 3 draft policy documents. **It was resolved for the Clerk to research the FOI legality. It was resolved to adopt the Co-option and Complaints Policies.**

**22/129 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.

There was no report from Cllr Durham.

**22/130 Neighbourhood Plan**

* 1. To consider the creation of a neighbourhood plan and agree any action to be taken.

**It was resolved for Cllr Bryson to circulate some information to members and to discuss at the next meeting.**

**22/131 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.

A member of public raised a few issues regarding items on the agenda:

* They felt that the Neighbourhood Plan was a too expensive and exhaustive task for this Council to consider at present.
* It was reported that the Friends of the Church were due to meet to discuss the WI-FI and air con funding discussions of the Council.
* The MOP felt that the planning application for Topsails which has now been appealed should have been approved and it feels that the appeal should also be approved.
* The Osea Island planning application being on the agenda was questioned as it is not under the parishes influence. Cllr Sjollema explained that it was on there for members to note.
* The MOP felt strongly that the resolution from the Green Gym section of the September Minutes, which were just approved, did not match the wording of the Newsletter. The resolution stated to ascertain whether there was a demand for a Green Gym in the village, and the MOP felt that the newsletter asks for comments on the funding. It was stated that it should have been a yes or no question, but instead was a lazy question, looking for lazy answers. The MOP believes that the Council have created a system in which they minute what has been said, and not asked the question in accordance with the Minutes and considers it out of order in respect of the green gym and suggest that it is withdrawn and changed.

**22/132 Remembrance Sunday**

1. To discuss event plans for remembrance Sunday and agree any action to be taken.

**A remembrance wreath was kindly donated to the Council by Cllr Edmond. It was resolved that the Council would donate £50 to the Royal British Legion under S137. It was resolved that the Council would host an Act of remembrance on Friday 11th November at 11am by the Village sign. It was resolved that Cllr Sjollema would attend the HPC remembrance parade on Sunday 13th November.**

**22/133 Funding**

* 1. To receive an update from Cllr Heubner regarding the replacement of the goalposts in St George’s Field and agree any action to be taken.

Cllr Heubner was still awaiting information.

* 1. To receive an update from Cllr Hodges regarding the potential installation of WI-FI and air con in St George’s Community room and agree any action to be taken.

Cllr Hodges had received quotes for the WI-FI but not the air con. **It was resolved for Cllr Hodges to continue to researching quotes for the WI-FI and air con and to ascertain whether Friends of the Church would be interested in the WI-FI and/or the air con.**

**22/134 Bus Shelter**

1. To receive an update from the Clerk regarding the appearance of the bus shelter and agree any action to be taken.

A quote and design had been circulated to members. **It was resolved to postpone the painting of the bus shelter.**

1. To consider the quotes regarding the removal of the existing bench and installation of a new bench and agree any action to be taken.

**It was resolved to accept the quote from Harvie Groundwork.**

1. To consider the quotes regarding the replacement bench near the bus shelter and agree any action to be taken.

**It was resolved to purchase the Fusion Bench.**

**22/135 DMCP**

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

The Task & Finish group had been and visited the Swatchways site, after receiving an email regarding the overgrown shrubs and the damage of the wall. There are queries over the ownership of the wall, however, the T&F Group recommend that the overgrown shrubs and bushes are cut. **It was resolved for the Clerk to contact the owners of Swatchways and ask for a copy of the title plan, and if this was not available for the Clerk to purchase a copy from HM Land Registry for £3.00**

Clerk had a meeting with Andrew who is the National Account Manager for SP. Clerk has chased the chip and pin upgrade and the signs.

1. To receive an update from the Clerk regarding the removal of trees and bushes on the access road and agree any action to be taken.

Clerk had spoken with the MDC Maintenance contractor who recommended that the Council submit a planning application for the removal of the trees. **It was resolved for the DMCP T&F Group to create draft a plan for the removal of the trees and research which trees can be planted in their place.**

1. To discuss and agree a job specification for the works to be completed to the access road.

**It was resolved for the Task & Finish Group to complete a job specification for the works to the access road.**

**22/136 On Street Parking**

* 1. To discuss and review the resident’s questionnaire responses and agree any action to be taken.

Cllr Hodges informed members that there had been 60 responses in total. **It was resolved for Cllr Hodges to analyse the results and bring back to the next meeting.**

**22/137 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.

1. To note:

**22/00463/HOUSE** – Topsails, Harfred Avenue – **APPEAL** - Proposed single storey rear extension, a 1.5 storey side extension and a porch.

This appeal was noted.

**OUT/MAL/22/01036** – Land 380M East North of Manor House, The Chase, Osea Island – Outline planning application for the erection of holiday accommodation units within an area of 0.8ha over four parcels of land with all matters of detail reserved for future determination except for means of access.

This application was noted. **It was resolved for the Clerk to write to planning regarding the Council’s serious concerns about this application.**

**22/138 Clerk’s Report**

To receive a verbal report from the Clerk and to take action as required, to include:

1. St George’s Church – Clerk confirmed that the Church had their lights installed and are thankful to the Council for their help and support.
2. Plastic Recycle Container – DMCP – Clerk confirmed that new plastic recycle container had been delivered and was located near the bins by the canal steps. **It was resolved that the DMCP T&F Group would move it to be with the rest of the larger bins within the car park.**
3. Land adjacent to St George’s Church – Clerk had received confirmation that the HM Land Registry had received their application.
4. Newsletter – Cllr Sjollema had delivered half of the newsletters and would be completing the rest on 2nd November.
5. Clerk’s CiLCA – Clerk had completed the first module training session and the second session is scheduled for the 29th November.
6. Clerk’s use of DMCP – Clerk has used the car park four times in the last month: issuing the Agenda, meetings with SP, and MDC Maintenance contractor, parking for Annual Appraisal as well as looking at the Swatchways Site.

**22/139 Correspondence**

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

Essex & Herts Air Ambulance sent their thanks to the Council for their donation.

**Correspondence was noted and responses were agreed.**

**22/140 Local Issues**

1. To note any items of inclusion on the agenda for the next meeting of the Parish Council.

There were no items suggested.

**22/141 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.**

**22/142 DMCP**

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

A verbal report was received from the Clerk**. It was resolved for the Clerk to challenge the response from EALC. It was resolved for the Clerk to contact the finance team at Smart Parking regarding VAT.**

**22/143 Personnel Committee**

1. To receive a verbal report from the Chair of the Personnel Committee.

Cllr Bryson informed members that the Clerk’s Annual Appraisal had taken place and that the Clerk’s job description needs updating.

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