**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 20th July 2021 at Plantation Hall, Heybridge at 7.30pm

Present – Cllrs K Lawson – Chair, J Sjollema – Vice Chair, R Bryson, C Edmond, M Hodges and L Schnurr

In Attendance – 1 member of public and C McSweeney, Locum Clerk

1. The Chair to open the meeting

Cllr Lawson welcomed those present to the meeting and provided housekeeping details

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

 None

1. To receive apologies for absence

Cllr B Heubner and J Watson - Clerk

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.

Cllr Lawson declared a pecuniary interest in Item 11

1. The meeting was adjoined for public questions
2. To received questions from Parishioners of Heybridge Basin.

A resident enquired if the Parish Council was able to take any action against the owner of The Chapel. This historical building has been allowed to fall into disrepair and approaches to the owner have not resulted in any action being taken to rectify the situation. It was agreed that as a Council there was little the Parish Council could do without the support of the District Council. It was agreed to form a Working Party consisting of Cllrs Lawson, Jsollema and Schnurr to organise a meeting with Maldon District Council and progress this matter if possible.

Cllr Bryson reported that a recent high tide had caused some flooding issues in Basin Road causing damage to several gardens. The flooding had occurred because the valve on the sluice gate had not closed due to a backup of debris. Residents affected had approached the Environment Agency for a solution and had not received anysatisfactory answers. Cllr Lawson said this is one of the items that would be raised at the forthcoming Emergency Planning Meeting with MDC, but in the meantime the Parish Council should contact the Environment Agency to register its dissatisfaction as to how the residents’ enquiries were handled and to ask that the Council be given access to the valve code in order that this can be opened/closed as required.

Action – Clerk to write to Environment Agency and copy letter to MDC asking that they support the Parish in obtaining a solution to this problem

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

No District or County Councillors present and no reports received

1. The Chair will reconvene the meeting.
2. To sign as a correct record the minutes of the meeting held on 22nd June 2021

The minutes as previously circulated were signed as a correct record by Cllr Lawson with the following amendments – Item 9 to read ‘Council Meeting’ not ‘Annual Statutory Meeting’. Item 12 to add (LGA 1972 S137)

Proposed by Cllr Hodges and seconded by Cllr Schnurr

1. Finance – to approve payment requests and receipts for June/July 2021 and to note the Bank Reconciliation as at 30th June 2021 and Accounts for 3 months to 30th June 2021

The payments and receipts schedules as previously circulated were proposed by Cllr Lawson and seconded by Cllr Schnurr for approval. The Bank Reconciliation and Accounts were noted. Cllr Hodges was concerned that the works to the broken bench had not been completed to an acceptable standard and felt this should be brought to the attention of Skippers prior to payment

Action - Clerk to make payments and contact Skippers about the repairs to the bench seat

1. Daisy Meadow Car Park Committee
2. To receive a verbal report from the Daisy Meadow Car Park Committee and to agree any action to be taken.

Cllr Bryson reported that a tender document had now been drawn up and had been circulated prior to the meeting for approval. This will be used as a specification document for all the contractors to work to. It was noted that so far 6 car park operators had submitted a tender for the work and these met the specifications. The intention being that the 6 tenders will be reduced to 3, which will then be presented to Full Council for decision. Cllr Lawson proposed and Cllr Edmonds seconded accepting the tender document. Cllr Bryson advised that following a survey of the car park there was 140 spaces, of which 20 will initially be reserved for residents use. This number could however be revised according to demand. It was noted that if the car park spaces were properly marked out that the car park could achieve 160 spaces in total, but funding was not available to undertake this until revenue from the car park was received

1. To consider the proposal that the Daisy Meadow Car Park Committee hold public meetings regarding the Daisy Meadow Car Park and to agree the action to be taken.

It is intended to hold a consultation event with residents on 28th July at St Georges Hall. This will be an opportunity for residents to learn more about the proposals and have a chance to comment. Cllr Hodges proposed going ahead with the meeting on 28th July, seconded by Cllr Edmonds. All agreed.

1. Councillor Training **-**To agree a schedule of Councillor Training using the EALC training programme.

Cllrs were requested to look at the training available and let the Clerk know if they wished to attend any courses

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

This item was deferred due to the absence of Cllr Heubner

1. Speed Watch Safer Essex. -To receive a report from Councillor Bryson regarding Speed Watch Safer Essex and to agree the action to be taken

Cllr Bryson had received a good response from Safer Essex and it was noted that in order to proceed 10 volunteers needed to come forward to undertake training and that there were financial implications in purchasing equipment. In light of the financial costs involved it was proposed to not proceed further at this time, but to refer this back to the Council when funding is available

1. Mirrors in Basin Road -To consider the proposal that convex mirrors be installed on the apex of the bend on Basin Road coming into the village so that motorists can see what's on the other side of the bend both entering and leaving the village and to agree the action to be taken.

It was generally agreed that this is a dangerous corner and that wheelchair users and people with push chairs have to walk in the road due to the overgrown vegetation. It was noted that mirrors cannot be purchased or installed without the agreement of ECC Highways. It was therefore agreed to write to ECC Highways and make them aware of this problem and asking that the vegetation is dealt with and consideration is given to the installation of mirrors.

Action – Clerk to write to ECC Highways

1. Emergency Planning

Cllr Lawson reported that now Covid restrictions have been lifted that it should be possible to proceed with organising a meeting with MDC

1. Essex County Council Locality Fund -To consider the proposal that the Council apply for funding under the Essex County Council Locality Fund and to agree the action to be taken.

In principle it was agreed that an application for funding should be made, but there was no agreement as to which projects to submit for funding assistance. It was agreed that Cllrs should let the Clerk know of projects that they would like to submit in order that an application can be made.

1. Internet/Website

Cllr Schnurr explained in detail the report he had circulated concerning the progress of the domain name for internet and website use. He suggested that this matter should now be put in abeyance until the appointment of the new Clerk

1. Clerk’s Report -To receive a report from the Clerk about any outstanding matters and to take action as required;
2. Transfer of Land- TR1 has been signed by HBPC and returned to the solicitor
3. Bank Mandate – Cllrs to advise the Clerk when they receive letters from Unity Bank
4. Email addresses – one email address still to be finalised
5. Tender re Power Supply – no action yet
6. Tender re Street Lighting – no action yet
7. Planning Reforms -To consider the proposal that the Council participate in the NALC submissions regarding the proposed reform of the planning system and to agree the action (if any) to be taken.

It was agreed that the Council should participate in the NALC submissions

1. Planning Applications

Planning Application 21/00122/HOUSE - The Berries, Harfred Avenue – some Cllrs had not had an opportunity to view this application, therefore it was agreed that Cllrs should look at the application before the end of the week and pass their comments to the Clerk and Cllr Lawson for submission

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. Appointment of New Clerk and Responsible Financial Officer.

Cllr Sjollema reported that a further two applicants had been interviewed and that it was proposed to offer the position to Gemma Lake. The appointment to commence on 1st August 2021 on SP 18. The Terms and Conditions of Service were discussed and agreed and provision of a laptop will be considered along with an allowance for home working. It will also be a condition of the appointment that the new Clerk obtain the CILCA qualification. The outgoing Clerk has agreed to mentor the new Clerk for a period of 1 month and will submit timesheets accordingly.

It was proposed by Cllr Jsollema and seconded by Cllr Edmonds that Gemma Lake be appointed to the position of Clerk and RFO on the above terms.

Provisional Date of Next Council Meeting 17th August 2021 – venue to be decided.

There being no other business the meeting closed at 9.25pm