**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 24th November 2020, at 4.30 p.m.

Present: Councillors M. Edwards (Chair), Anne Beale, Keith Lawson and J. Sjollema (Vice Chair).

In attendance: J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open.
3. **To receive notification from any persons present of intent to record the meeting.**
4. The Clerk notified the meeting that he would be recording proceedings.
5. **Chair’s announcements.**
6. This virtual meeting is held under new regulations which came into

 effect on the 4th April in response to the COVID-19 situation.

1. Reminded people attending the meeting that they agreed that they accepted the meeting would be recorded.
2. Welcomed members and members of the public
3. Advised he had been informed by Maldon District Council that they were emptying the waste bins in the Basin Area regularly.
4. January's Parish Council meeting will be a virtual meeting rather than

being held in the village hall as advertised. If the situation changes then you will be informed.

1. **To receive apologies for absence.**
2. Apologies for absence were received from County Councillor Durham.
3. **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.**
4. Councillor Edwards declared
5. A pecuniary interest in respect of item 11.a on the agenda in respect of the payment to Hybridge Parish Council.
6. A non-pecuniary interest in respect of item 21.a.v on the agenda.
7. **The meeting will stand adjourned.**
8. The meeting stood adjourned.
9. **To consider letters and emails received from Parishioners of Heybridge Basin.**
10. The emails from Claire Keys and Bruce Heubner were noted. The issues raised would be dealt with under the appropriate agenda item during the meeting.
11. **To receive a report from the District and County Councillors for the area on any matters of interest.**
12. Parish Councillors Edwards and Beale are also District Councillors but had nothing to report.

1. **The Chair will reconvene the meeting.**
2. The Chair reconvened the meeting.
3. **To sign as a correct record the minutes of the Full Council meeting held on 3rd November 2020.**
4. The Clerk drew attention to minute 18.a which read “visit the Basin two nights a week”. This should have read “visit the Daisy Meadow Car Park two nights a week”.
5. Proposed Councillor Lawson, seconded Councillor Sjollema that, subject to the amendment at 10.a above, the minutes be signed as a correct record. Carried unanimously.
6. **Finance.**
7. The Clerk reported that he had receives a request for a donation to the Parish Christmas Tree Fund and recommended that this donation be in the sum of £100. This would be a section 137 donation.
8. Proposed Councillor Sjollema, seconded Councillor Beale that the payment requests for October/November 2020 including the donation to the Parish Christmas Tree Fund be approved. Carried unanimously. (Councillor Edwards Abstained in respect of the payment to Heybridge Parish Council).
9. There were no receipts for October/November 2020.
10. **Regional Flood and Coastal Committee**
11. The request from the Anglian (Eastern) Regional Flood and Coastal Committee regarding completing their survey was noted. Proposed Councillor Edwards, seconded Councillor Beale that Councillor Lawson complete this survey. Carried unanimously.
12. **Risk Management.**
13. Proposed Councillor Edwards, seconded Councillor Sjollema that the Council’s Risk Management review for 2020 – 2021 be approved. Carried unanimously.
14. The Chair thanked Councillors Sjollema and Lawson and the Clerk for their work on this matter.
15. **Planning.**
16. Proposed Councillor Edwards, seconded Councillor Beale that Councillors Lawson and Sjolleme be given delegated authority to review and deal with Planning Applications that can’t be discussed in Council Meeting due to time restraints. Carried unanimously.
17. No planning applications had been received after the publication of the agenda
18. **Traffic Control**
19. Traffic Control measures in Heybridge Basin were considered. Proposed Councillor Edwards, seconded Councillor Sjollema that the Clerk commence an application to the Highways Authority in this regard.
20. **Daisy Meadow Car Park**
21. Proposed Councillor Lawson, seconded Councillor Sjollema that the Clerk commence investigating the income options for the Daisy Meadow Car Park and report back to Council accordingly. Carried unanimously. It was noted that any decision on this matter would be deferred until after the expected Local Authority elections in May 2021.
22. Proposed Councillor Lawson, seconded Sjollema that the Clerk investigate the options for providing toilet facilities in the Daisy Meadow Car Park. Carried unanimously.
23. **Village Amenities Working Party.**
24. The Clerk reported that Professor Schnurr had provided a list of proposed membership of the Working Party and he would be progressing this matter with Professor Schnurr.
25. **Community Engagement Team.**
26. The Community Engagement Team report for the month of October was noted.
27. The Clerk reported that the Community Engagement Team contract with Maldon District Council had been signed and the service would commence on 1st December 2020.
28. **Community Litter Picking**
29. There was nothing to report on this matter.
30. **December Meeting**
31. Proposed Councillor Edwards seconded Councillor Sjollema that Council hold a meeting on Thursday 10th December to discuss and agree the budget and precept for 2021/22.
32. **Clerk’s Report.**
33. The Clerk reported,
34. Locality Funding – the application to the locality fund had been approved and the necessary paperwork had been completed.
35. Bank Mandate – The bank mandate had been updated and Councillors should shortly receive letters confirming this from the Bank
36. Disaster Recovery – The Clerk would contact Maldon District Council.
37. Recycling Bins in Daisy Meadow Car Park - Outstanding.
38. Transfer of Land - Outstanding
39. Communication with Parishioners – The next newsletter would be issued during the week commencing 7th December 2020

Meeting closed 17.15 hrs

Next Council Meeting 10th December 2020

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26th November 2020