**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 25th April 2023 at 6.30pm

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

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.

**22/231 Chairman’s Welcome**

The Chair opened the meeting and welcomed members of public. It was noted that this was the last meeting of this particular Council as Elections were approaching, and the Chair encouraged members of the public to use their vote. A special thanks was given to Cllr Schnurr, who would not be standing again after over 20 years of service.

**22/232 To receive apologies for absence.**

There were no apologies.

**22/233 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 Howat – Non-Pecuniary – HBCSA

**22/234 To sign as a correct record the minutes of the full council meeting held on 21st March 2023.**

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

**22/235 Finance**

1. To approve
2. Payment requests for March/April 2023.

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

1. Receipts for March/April 2023.

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

1. To note that the Precept for 2023/2024 has been paid into the bank account.

 **It was noted that the £34,000 precept demand had been received.**

1. To consider EALC and NALC Affiliation Fee 2023/2024 and agree any action to be taken.

**It was resolved to pay the Affiliation fees.**

1. To note that the Internal Audit will be taking place on Monday 12th June 2023.

 **Noted.**

1. To receive an update from the Clerk regarding an accounts package and agree any action to be taken. The Clerk updated members with feedback from Woodham Walter Parish Council as previously agreed. **It was resolved for the Clerk to set up an accounts package with Scribe.**

**22/236 To receive a report from the District and County Councillors for the area on any matters of interest.**

There were no reports.

**22/237 Public Participation (15 minutes)**

1 MOP mentioned that The Conservation Society is active in the possible redevelopment of the Timber Yard and that they had also heard that the developers were expecting to have a meeting with the PC on 16th May. The Clerk confirmed that this was not true, the PC would be discussing on the 16th of May, the possibility of the developers presenting their plans to the PC.

Cllr Schnurr raised a discussion over the fact that he believes the PC should be working with MDC planning officers regarding potential schemes/applications.

The Conservation Society had delivered leaflets inviting residents to a village meeting with the developers on Friday 12th May.

Another MOP wanted clarity on the parking scheme as the understanding was that the Blackwater Close and Burrswood would be the only streets without residents parking and there was a fear of these roads being used as the default overflow parking when DMCP was full.

Cllr Hodges clarified that the WG had not met since the village meetings and that the WG need to consolidate the feedback given and work out what common grounds they were. It was also noted that the PC does not have the power to implement any changes themselves, and that a case would need to be built and submitted to Essex Highways, and this was a lengthy process. Cllr Hodges confirmed that there were no proposals made, and only suggestions and feedback from residents.

**22/238 DMCP**

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

Signs for the car park have been agreed and will soon be installed. The WG are in the process of creating a tender specification as previously agreed for the access road, which planning permission may be needed for. **It was resolved that the WG submit a planning application for works to the access road.**

The Clerk and Cllr Edmond met with someone at the Environment Agency to look at some whips which had been planted with no permission, they were arranging a date to go and collect some Silver Birch with the help of Harley Swann. **It was resolved for the Clerk to buy some compost/soil for the whips.**

**22/239 On Street Parking**

* 1. To receive an update from the On-Street Parking Working Group and agree any action to be taken.
	There was no update as the group had not met recently due to the Pre-Election period.
	2. To receive an update from the Clerk regarding the setting up of a Speed Watch Group and agree any action to be taken.

Clerk had previously circulated the email with information on the scheme. **It was resolved for the Clerk to register with the scheme, advertise for volunteers and to identify locations within the village**.

**22/240 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.

**22/241 Clerk’s Report**

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

1. Grounds Maintenance Contract Renewal – To note that the contract is due for renewal in June and that the Clerk is in the process of obtaining quotes.
2. Insurance Renewal - To note that the contract is due for renewal in June and that the Clerk is in the process of obtaining quotes.
3. The King’s Coronation Plaque – Clerk advised members that the cost would not be more than £120.00. **It was resolved to get something a similar size to what is on the village sign pole, and to have a similar design to what the Clerk had seen online.**
4. MDC Update – Clerk gave an update to members on some outstanding matters with MDC. **It was resolved for the Clerk to confirm that MDC would cover the goalposts and basketball hoops under their insurance.** **It was resolved for the Clerk to liaise with MDC to install a pedestrian access sign to the St George’s Close Road name sign. It was resolved for the Clerk to respond with an update to the resident who had enquired about the St George’s steps and tree planting in St George’s Field.**
5. Bench near bus shelter – Clerk advised members that the work done to the bench was what was quoted for. **It was resolved for the Clerk to contact AP Maintenance for a quote to sand and varnish the bench to match the replaced slat.**
6. Annual Parish Meeting – Due to be held on Tuesday 16th May prior to the Statutory meeting. Clerk has organised for the other organisations in the village to give a report. **It was resolved to start the meeting at 6pm.**
7. Clerk’s use of DMCP – Clerk had used the car park 3 times to meet with contractors regarding the Leylandii.

**Members resolved to extend the meeting for X minutes.**

**22/242 Correspondence**

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

**Correspondence was noted with responses agreed.**

**It was resolved to sponsor the Regatta for £10 with 2 lines in the back of their programme. Cllrs Edmond and Heubner abstained from the vote.**

**It was resolved to donate £15 towards the Coronation Picnic event. Cllr Heubner abstained from the vote.**

**22/243 Local Issues**

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

**22/244 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.**

**Members of public left**

**Members resolved to extend the meeting until end of business.**

**22/245 DMCP**

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

Clerk confirmed that SP were updating the parking tickets with the PC’s VAT number, this is a software update and would take around 4 weeks. **It was resolved for the Clerk to contact SP for further evidence regarding VAT.**

There being no further business the meeting closed at 08:45pm

Provisional Date of the next Council Meeting: Tuesday 16th May 2023

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