**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 26th April 2022 at 7.00pm

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

Also present – G. Lake – Clerk, District Cllr A. Beale, 7 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.

1. **Chairman’s Welcome**

The Chair opened the meeting.

1. **To receive apologies for absence.**

There were no apologies.

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.**

Declarations received from Cllr Bryson – Non-Pecuniary DMCP, Cllr Edmond – Non-Pecuniary Essex Waterways

1. **To sign as a correct record the minutes of the meeting held on 15th March 2022. (Appendix 1)**

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

1. **To sign as a correct record the minutes of the extraordinary meeting held on 22nd March 2022. (Appendix 2)**

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

1. **Southern Electric (SSE)**
2. To receive an update from the Clerk and agree any action to be taken.

Clerk informed members that the most recent bill for SSE was significantly higher than usual (members would have seen on the payment schedule). Clerk advised that there had been some confusion on the renewal process, and that the Council were now on the ‘Business Variable Rate’. SSE have quoted for a 2-year contract (Clerk circulated quote previously). **It was resolved to accept the quote from SSE.**

Clerk advised that the address that the unmetered supply is registered to, is that of the former Clerk’s and that it can not be changed to the PO Box address, it needs to be the postcode of where the supply is coming from. **It was resolved that the Clerk would give SSE the details of the power supply box in the village.**

1. **Finance.**
2. To approve
3. Payment requests for March 2022/April 2022 *(schedule to be circulated).*
4. Receipts for March 2022/April 2022 *(schedule to be circulated).*
5. Accounts for the twelve months to 31st March 2022 *(documents to be circulated)*

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

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

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

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

**Cllr Heubner gave his report at the APM. There was no report from Cllr Durham.**

1. **Public Participation (5 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 asked whether the Parish Council has responsibility or influence for the condition of the sea wall, and whether the Council was aware of the hole in the sea wall facing at end of the Colliers.

Clerk advised that this would be added on to the next Agenda.

Cllr Edmond suggested that photographs were taken and sent to the EA and/or the Clerk.

1. **Councillor Co-Option (3 minutes per candidate)**
2. To interview candidates for Co-Option.

**Both applicants, Graham Howat and Anne Beale introduced themselves and answered questions from members of the Council.**

1. **Annual Document Review**
2. To receive an update from the Task and Finish group and agree any action to be taken.

The Clerk had reviewed the documents and sent her recommendations to the Task and Finish Group. **It was resolved that the Clerk would amend the documents, highlighting the recommended changes and send to the Task and Finish Group.** Cllr Schnurr proposed that the Council consider implementing other policies. **It was resolved that Cllr Schnurr would liaise with the Task and Finish group.**

1. **Council Freeman**
2. To consider the proposal of a Council Freeman and agree any action to be taken.

**This item was deferred to the next meeting due to needing more consideration.**

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

A verbal report was given. **It was resolved that the Clerk would contact BT to have the telephone box removed.**

1. **Clerk’s Report**
2. Land Ownership – St Georges - Clerk has liaised with the HPC Clerk who has advised that she will send over a statement in due course.
3. Anglian Water – Clerk contacted Anglian Water, the ditch by the church is not their responsibility.
4. United Reformed Church – Clerk advised that the letter was still being worked on.
5. Essex Highways Parking Sign in village – Essex highways advised that it was still due to be inspected, their 28 days does not include weekends and bank holidays and should be inspected within the next 2 weeks.
6. Green Gym – Clerk still awaiting information from MDC.
7. Goal Posts – Clerk still awaiting information from MDC.
8. Church lights funding application – Clerk advised that a decision was still pending.
9. Ground’s maintenance – Clerk advised that Skippers would be working until the end of May, with MDC taking over from 1st June 2022.
10. Local Highways Plan – Clerk advised that the letter was still being worked on.
11. Clerk’s CILCA - Clerk will be commencing her CILCA studies in June/July. Clerk will have 1 year from the date of registration to submit her portfolio. EALC advise that the Council monitor the Clerk’s workload and limit new projects during this time.
12. Clerk’s use of DMCP – Clerk had not used the car park this month.
13. **Planning Applications**
14. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated).*

**HOUSE/MAL/22/00361** – The Berries, Harfred Avenue – Proposed single storey rear and front extension, second floor loft conversion with a dormer to the rear and rooflights to the front, a first-floor extension to the front and changes to fenestration.

**It was resolved that the Council recommend the refusal of this application on the same basis of previous comments.**

1. To note:

**FUL/MAL/22/00465** – Mill Beach Resorts Limited, Mill Beach Caravan Park, Goldhanger Rd – Two storey side extension to The Beach House restaurant and extension to decking, with associated infrastructure.

**Noted.**

1. **DMCP**
2. To receive an update from the Task and Finish group and agree any action to be taken.

Clerk advised that the Task and Finish group met with SP on the week work commenced in DMCP to advise on sign and machine placement. The Task and Finish group have also been discussing additional signs for clearer information, the wording of the ‘Residents Parking’ signs to be changed to ‘Resident Permit Parking Only’, disabled signs to be lowered for easier reading, plus 1 additional disabled parking sign as well as an additional directional road sign for entrance to car park. **It was resolved that the Clerk would contact SP regarding the directional road sign and disabled parking signs.**

Clerk advised that she had spoken with SP who would be fixing the loose barrier on the 27th of April. Clerk advised that SP get a notification when tickets are low in machines, and someone will attend to refill.

The Task and Finish group proposed trialling a car park attendant within the car park on a bank holiday.

**It was resolved that the Clerk would contact SP to arrange for an attendant to attend on 1 bank holiday.**

Clerk advised that any payments made to RingGo prior to the pay and display commencement date were automatically being refunded, and customer issues of paying £35 for a ticket was being investigated and dealt with.

1. To discuss a response to the letter published in the M&B Standard and agree any action to be taken.

**It was resolved that the Council would not respond.**

1. To consider the implantation of parking permits and agree any action to be take.

**It was resolved that the Council would implement permits for people on the residents parking scheme. It was resolved that the Task and Finish group would work on the design for the permits.**

1. To consider the proposal that HBPC secure indicative quotations to paint the required surface lines in DMCP to include the access road, residents parking areas, disabled parking bays and white lining remaining car parking spaces, with a view to moving to a tender process and agree any action to be taken.

**It was resolved that the DMCP Task and Finish Group would create a specification of requirements and present to full Council at the next meeting.**

1. To discuss the overhanging conifers on the right side of the access road in DMCP and agree any action to be taken.

**It was resolved that the Clerk would obtain 3 quotes and present to full Council.**

1. To discuss the recent correspondence regarding the recycling containers in DMCP and agree any action to be taken.

**It was resolved that Cllr Sjollema would research potential plastic bottle recycling containers.**

1. **Essex Highways**
2. To consider the proposal that HBPC initiate the process of starting a Parish wide review of on street parking regulations with Essex Highways Dept and agree any action to be taken.

**It was resolved that the Clerk would contact Essex Highways, to ask for a review of the on-street parking and movement within the village.**

**Members were happy to extend the meeting until all items had been discussed.**

1. **The Queen’s Jubilee Celebrations Thursday 2nd June 2022 – Sunday 5th June 2022**
2. To receive an update from the Task and Finish Group and agree any action to be taken.

The updates from the Task and Finish group were:

* Portaloos are no longer needed for the Picnic on Sunday 5th June.
* Long term storage of the beacon will be at CRS Storage.
* Dave Brock has agreed to loan his gazebo for the PA System on Thursday 2nd June.
* The Regatta committee have agreed use of their gas cylinder to be refilled at Does
* The Regatta committee has agreed for the Council to be able to use their flag poles and flags. These are to be erected on Wednesday 1st June on the sea wall.
* Bryan Harker accepted the Council’s invitation to light the beacon.
* The position of the beacon on Thursday 2nd June has been agreed with EW.
* The Jolly Sailor would not be doing music on the Thursday evening but are on Friday 3rd June.
* Several people/organizations have agreed use of their PA Systems for the event. The power source for the PA system is still to be confirmed.
* A resident in the village can test and provide a gas compliance certificate for the beacon.
* The lead singer for the national anthem has withdrawn. Cllr Hodges is looking for an alternative.

**It was resolved that the Clerk would purchase 30 handheld flags on Amazon for a cost of £10.00, check the connection on the beacon, chase delivery of the beacon and request MDC to cut the grass on St George’s field prior to the picnic on Sunday 5th June.**

**It was resolved that the Council would match the donations of the village committees and donate £50.00 towards Jubilee key rings, rounders set, balls for coconut shy and cakes for the village bake sale.**

**It was resolved that the beacon lighting event would commence at 7:30pm on Thursday 2nd June.**

Cllr Heubner proposed Tony Appleton to be the Town Crier/Master of Ceremonies for the beacon lighting event. **It was resolved that Cllr Heubner would contact Tony Appleton.**

1. To consider the Public Liability Quotes for the Jubilee weekend and agree any action to be taken.

**The Clerk advised that the Council have public liability covered under their insurance which can be used for the Beacon Lighting event, however as the Council were not the hosts of the Picnic it would not cover the event on Sunday 5th June. It was resolved that the beacon would not be used for the picnic on Sunday 5th June.**

1. To consider the leaflet printing Quotes for the Jubilee events and agree any action to be taken.

**It was resolved that the Clerk would order the 250 leaflets from E-digiprint at a cost of £55.00.**

1. To receive an update regarding permission from MDC to use St George’s Field and agree any action to be taken.

**It was noted that permission was no longer needed to move the Beacon to St George’s Field on Sunday 5th June**. The Clerk advised that she had not heard back from MDC. **It was resolved that Cllr Heubner would contact Richard Holmes and liaise with the Clerk.**

1. **Correspondence**
2. To note correspondence received and any actions to be taken.

The Clerk updated members on correspondence received. **Responses to the correspondence were agreed.**

1. **Local Issues**
2. To note any items of inclusion on the Agenda for the next meeting of the Parish Council.
* Bin near the sea wall.
* Repainting of the village sign.
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.**

**Members of the public left.**

1. **DMCP**
2. To discuss the correspondence regarding the car park concession and agree any action to be taken.

**A response to the correspondence received was agreed.**

1. **Councillor Co-Option**
2. To consider the interviewed candidates for co-option and agree any action to be taken.

Councillors discussed both applicants. **Cllr Heubner proposed to co-opt Anne Beale. Members voted 1 for and 5 against. Cllr Edmond proposed to co-opt Graham Howat. Members voted 5 for and 1 against.**

**The Chair announced that Graham Howat was duly elected. Clerk to contact both applicants with the decision.**

There being no further business the meeting closed at 10:22pm

Provisional Date of the Annual Parish Meeting and the next Council Meeting Tuesday 24th May 2022

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