**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 27th September 2022 at 7.00pm

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

Also present – G. Lake – Clerk and 3 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.

**22/89 Chairman’s Welcome**

The Chair opened the meeting and advised members to stay on topic due to the number of items on the Agenda.

**22/90 To receive apologies for absence.**

Apologies from Cllr Edmond were approved

**22/91 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 Schnurr – Director of a company

**22/92 To sign as a correct record the minutes of the full council meeting held on 19th July 2022.**

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

**22/93 To sign as a correct record the minutes of the extraordinary council meeting held on 17th August 2022.**

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

**22/94 To sign as a correct record the minutes of the extraordinary council meeting held on 26th August 2022.**

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

**22/95 Finance.**

1. To approve
2. Payment requests for August/September 2022

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

1. Receipts for August/September 2022

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

1. To receive an update from the Clerk regarding the SAAA central external auditor appointment arrangements and agree any action to be taken.

**It was resolved that the Council would remain Opted-In to the SAAA central external auditor appointment arrangements for the next 5 years.**

**22/96 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.

**22/97 Timber Yard**

1. To discuss the recent activity at the old timber yard and agree any action to be taken.

A discussion regarding a Neighbourhood plan took place. Clerk noted the item to be included on the next Agenda.

 **It was resolved for the Clerk to contact MDC Planning regarding the recent activity on site.**

**22/98 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.

1 member of public gave an update on behalf of the Conservation Society.

1 member of public supported the idea of a Neighbourhood Plan.

1 member of public informed members that there had been around 5 or so complaints regarding the prospect of a Green Gym, and that it would be better to provide something for children.

**22/99 Appointments of Committees and Task & Finish Groups**

* 1. To consider appointment of at least 3 members to serve on the Personnel Committee along with the Chair of the Parish Council.

**It was resolved that the Personnel Committee would consist of Cllrs Sjollema, Edmond, Schnurr and Bryson.**

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

A proposal from Cllr Edmond was received: ‘we do not require any other sub committees. We are such a small group that any proposals from a subcommittee would already have a majority at full council meetings*.*’ 3 votes were against the proposal, 3 votes were for the proposal. The Chair’s casting vote was for the proposal. **It was resolved that the Council would not set up a Finance Committee.**

**22/100 Funding**

* 1. To receive an update from Cllr Sjollema regarding green gym equipment and agree any action to be taken.

An update from Cllr Sjollema was received. **It was resolved for Cllr Sjollema to look further into the insurance and maintenance of the Green Gym. It was resolved for the Clerk to contact MDC for written permission for use of the land. It was resolved for the Clerk to add the Green Gym into the Newsletter to ascertain whether there is a demand for the gym within the village.**

* 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 and will update members at the next meeting.

* 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 was still researching both items and will update members at the next meeting.

**22/101 ‘Haybay’ Vessel**

* 1. To receive a report from Cllr Heubner and agree any action to be taken.

A verbal report was received from Cllr Heubner.

**22/102 Bus Shelter**

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

**Members noted that there had been some vandalism to the bus stop sign and the Clerk had reported this to the relevant people, including Les Davis, the local tri services officer who was arranging patrols around the village.**

1. To consider the quotes received to provide seating in the Bus Shelter and shelving in one alcove and agree any action to be taken.

**It was resolved to accept the quote from APM and for the Clerk to contact the company and arrange the works to be carried out.**

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

A verbal report was given by the Clerk. **It was resolved to get a quote from Andrew Fawcett.**

**It was resolved for the mural to be inside the bus shelter.**

**It was proposed that the whole wall of the bus shelter be painted, and a design incorporates the bench and shelving. 2 votes were for the proposal and 2 votes were against. The Chair’s casting vote was for the proposal. Cllrs Schnurr and Howat abstained from the vote. It was resolved that the quote would be for the whole wall to be painted.**

1. To receive an update from Cllr Bryson regarding the notice board and agree any action to be taken.

The notice board was included within the previous quotes received.

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

**It was resolved for the Clerk to obtain quotes for the removal of the existing bench and installation of a replacement bench.**

**22/103 Grounds Maintenance**

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 to accept the quote provided by the current grounds’ maintenance team and for the payments to be added onto the ground’s maintenance invoices.**

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

**22/104 Private Road signs**

1. To discuss the private road signs within the village and agree any action to be taken.

**It was resolved for the Clerk to liaise with MDC regarding the signs.**

**22/105 Land Ownership at St George’s**

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

Clerk informed members that the cost of the application was not £45 as previously agreed, but in fact £130.00. **It was resolved for the Clerk to finalise the application and submit the £130.00 fee.**

**22/106 DMCP**

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

The Task & Finish group considers that the access road surface has deteriorated over the summer and will become more problematic in the winter period when frost and ice may cause additional damage. It was noticed that the rain collects in sunken areas – Recommend seeking quotes to resurface the access road. **It was resolved for the Clerk to start the Tender process for resurfacing the access road.**

The T&F group also consider that the bushes and trees alongside the drainage culvert are blocking the free drainage with debris, litter and broken branches. The whole area is overgrown. The T&F group recommend that these bushes and trees should be removed, allowing water to escape. There is a possibility the roots from these trees have also undermined the road surface as the trunks are so close to the road. This will require planning permission from MDC as the road is in the conservation area. **It was resolved for the Clerk to seek quotes for the removal of the trees and bushes and apply for planning permission from MDC.**

Clerk is chasing chip and pin for payment machines and entrance sign to state that the car park is now chargeable.

Multiple Day stays are officially on RingGo app only - £35 payment problem seems to be resolved.

2 signs in the car park have the word liability spelt wrong – recommend seeking quotes for new signs. **It was resolved for the Clerk to contact SP for replacement signs.**

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

An update was received from the Clerk. **It was resolved for the Conifers to be included in the quote to remove the trees and bushes along the access road.**

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

A verbal report was received from the Clerk. **It was resolved for the Clerk to arrange the delivery of a plastic recycling container that is the same size as the current ones in the car park.**

1. To consider the quotes for the lining and repairs to the car park and agree any action to be taken.

**It was resolved to accept the quote from Harrington Brothers, and for the Clerk to contact the company and arrange for the works to be carried out as well as confirming the sweeping of the car park prior to painting.**

**22/107 On Street Parking**

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

**The questionnaire as previously circulated was agreed along with the amendments of dates and logo being added. It was resolved for members to distribute to all households within the village.**

**22/108 Newsletter**

* 1. To consider items to be included in the next Parish Council newsletter and agree any action to be taken.

**It was agreed for the following items to be included in the next Newsletter:**

* DMCP Update
* The Queen’s tribute
* Village Sign
* Platinum Jubilee event
* Sluice gate
* Green Gym
* Bus Stop/Bench

 **It was resolved for the Clerk to contact Heybridge Life regarding the Council having articles included in the magazine.**

**22/109 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.

**22/110 Clerk’s Report**

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

1. St George’s Church RCCE Funding

Clerk confirmed that that the Church had now received the funding money.

1. Essex Highways – Parking Sign

Clerk confirmed that EH are happy for the Council to cover the ‘FREE’ wording on the directional sign and recommended contacting the LHP and our car park operator in order to install a sign which meets the guidelines. **It was resolved that the Council would paint the ‘FREE’ wording on the sign and the Clerk would liaise with SP and ECC to replace the sign as per guidelines.**

1. Asset photos

Clerk advised that Cllr Sjollema would be taking photos of the Council’s assets and sending them to Clerk to keep records up to date.

1. Street light tender

After researching which contractor other Parish Councils use for their street light repairs, Clerk recommended that the Council continue to use A&J Lighting. **It was resolved that the Council would continue to use A&J Lighting for their street light repairs.**

1. Village Sign

Clerk confirmed that the Village Sign had been painting and was back in place. **It was resolved for Clerk to write a letter of thanks to Andrew Fawcett.**

1. Meeting dates of the Parish Council

Clerk recommended the rescheduling of meeting dates due to the delay in September’s meeting. **It was resolved for the Clerk to rearrange the meeting dates as previously circulated and update the website.**

1. ICO

Clerk can confirm that the case with the Information Commissioner’s Office has been closed, with no further action needed from the Council.

1. FSCS Eligibility

Clerk has confirmed the Councils Eligibility for the Financial Services Compensation Scheme for both the bank accounts with Unity Bank.

1. Mirrors in Basin Road

Clerk updated members that the LHP stand by the fact that mirrors would be a distraction. **It was resolved for the Clerk to add this into the next Newsletter and to push LHP for the engineer visit.**

1. Operation London Bridge

Clerk informed members of the steps taken to implement Operation London Bridge.

1. Internal Audit Provider

Clerk advised that Auditing Solutions Ltd were no longer able to carry out the Councils Internal Audit. **It was resolved for the Clerk to research Internal Audit Providers.**

1. Clerk’s use of DMCP

Clerk used the car park twice to issue Agendas.

**22/111 Correspondence**

1. To discuss the email regarding Remembrance Sunday and agree any action to be take.

**It was resolved that members would organise a short remembrance service, as well as purchase a wreath. It was resolved for Cllr Sjollema to liaise with the Church Warden.**

1. To discuss the email from the Basin Oars Ladies and agree any action to be taken.

**It was resolved that the Council would donate £50.00 towards the cost of the port-a-loos used at the Dog Show Fundraising Event for Clarks Farm Greyhound Rescue Centre.**

1. To discuss the email regarding the steps adjacent to The Jolly Sailor and agree any action to be taken.

**It was resolved that Cllr Heubner would investigate the ownership of the steps and liaise with the Clerk and Cllr Edmond.**

1. To discuss the email regarding St George’s steps and agree any action to be taken.

**It was resolved for the Clerk to contact MDC regarding the accessibility of the steps.**

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

Members discussed an email from Essex & Herts Air Ambulance requesting a donation. **It was resolved that the Council would donate £100.00, the same as the previous year.**

**Other correspondence was noted with responses agreed.**

**22/112 Local Issues**

1. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
* Neighbourhood Plan
* United Reformed Church
* Village Garden

**22/113 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**

**22/114 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 noted that the decision to charge within Daisy Meadow Car Park was done under the Road Traffic Regulation Act 1984, ss. 57, 63. The power to provide parking places for vehicles, bicycles and motor cycles.**

**It was resolved that the Clerk would contact both MDC and NALC Legal for legal advice**.

There being no further business the meeting closed at 10:43pm

Provisional Date of the next Council Meeting Tuesday 11th October 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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