**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 2nd February 2021, at 4.30 p.m.

Present: Councillors M. Edwards (Chair), A. Beale, K. 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 the proceedings.
5. **Chair’s announcements.**
6. The Chair welcomed Councillors and member of the public.
7. This virtual meeting is held under new regulations which came into

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

1. He advised that by attending the meeting, participants were agreeing to be recorded.
2. All members of the public will be muted to eliminate any

unnecessary noise or electronic inference occurring during the meeting.

1. **To receive apologies for absence.**
2. Apologies for absence were received from County Councillor M. 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 K. Lawson declared a non-pecuniary interest in respect of Agenda Item 12 in that he was a holder of a resident’s permit in respect of the Daisy Meadow car Park.
5. Councillor M. Edwards declared a non-pecuniary interest in respect of Agenda Item 20.a.i in that he was a Councillor of Heybridge Parish Council.
6. **The meeting will stand adjourned.**
7. The meeting stood adjourned.
8. **To consider letters and emails received from Parishioners of Heybridge Basin.**
9. The Clerk reported he had received several email regarding the closure of the Daisy Meadow Car Park. The majority of residents appeared to be in favour of the closure.
10. The Clerk had also received general emails and had responded to these.
11. **To receive a report from the District and County Councillors for the area on any matters of interest.**
12. The Clerk reported that he had that morning received a written report from Councillor Durham. He would circulate the Report to Councillors.
13. **The Chair will reconvene the meeting.**
14. The Chair reconvened the meeting.
15. **To sign as a correct record the minutes of the Full Council meeting held on 5th January 2021.**
16. Proposed Councillor Edwards, seconded Councillor Beale that the minutes of the Full Council meeting held on 5th January 2021be signed as a correct record. Carried**.**
17. **Finance.**
18. Proposed Councillor Lawson, seconded Councillor Sjollema that the payment requests for January/February 2021 be approved. Carried.
19. Proposed Councillor Edwards, seconded Councillor Beale that the receipts for January/February 2021be approved. Carried.
20. **Daisy Meadow Car Park**
21. Councillor Lawson reported on the closure of the Daisy Meadow Car Park. It appeared the impact of the closure in respect of on street parking in the Basin had been negligible. Proposed Councillor Lawson, seconded Councillor Sjollema that the Car Park remained closed and that the matter be reviewed at the next Council meeting. Carried unanimously.
22. The condition of the conifer trees in the Daisy Meadow Car Park was discussed. Proposed Councillor Edwards, seconded Councillor Beale that the Clerk obtain quotations from three arboriculturists to report on the condition of the trees and recommend any action to be taken. Carried unanimously.
23. The proposed timeline regarding the Daisy Meadow Car Park which had been circulated prior to the meeting was discussed. Proposed Councillor Edwards, seconded Councillor Lawson that the timeline be approved and the Clerk be instructed to proceed. Carried unanimously.
24. **Village Amenities Working Party.**
25. The minutes of the Village Amenities Working Party meeting held on 21st January 2021 were noted.
26. Councillor Sjollema reported on the recommendations of the Working Party as follows;
27. Consultation with Parishioners regarding the possibility of the Daisy Meadow Car Park becoming a pay and display car park – it was noted that the Clerk had allowed for this consultation in his timeline (see minute 12.c above). It was agreed that this was adequate.
28. Purchase of litter bins and associated items for installation on the Sea Wall - proposed Councillor Sjollema, seconded Councillor Lawson that, subject to the correct approvals having been obtained, the Clerk be authorised to work with Mr R. Holland and to spend up to £90 on the initiative. Carried unanimously. Mr Holland was thanked for his work on this.
29. International Border Issues – Councillor K. Lawson and the Chair of the Village Amenities Working Party, L. Schnurr, gave background information on this matter. It was noted that L. Schnurr would report back on this matter. Councillor Edwards would also investigate with Maldon District Council and/or the Maldon Harbour Commissioners.
30. Parish Development Plan – proposed Councillor Edwards, seconded Councillor Beale that the commencement of a three year Parish Development Plan be deferred until May 2021. Carried unanimously.
31. Former Chapel Property – Proposed Councillor Lawson, seconded Councillor Edwards that Councillor Lawson and L. Schnurr open a dialogue with the agent acting for the owners of the former Chapel property and report back to Council accordingly. Carried unanimously.
32. **Local Highways Panel.**
33. It was noted that the applications made to the Local Highways Panel (LHP) would be discussed at their next meeting scheduled for 12th March 2021.
34. **Emergency Planning**
35. Councillors Edwards reported that, due to Richard Holmes of Maldon District Council being extremely busy, he had not yet been able to arrange a meeting. He would follow up on this.
36. **Keep Britain Tidy Banner**
37. Councillor Sjollema presented the detailed report from Richard Holland regarding the provision of “Keep Britain Tidy” Banners for the Daisy Meadow Car Park. The provision of extra banners was discussed. Proposed Councillor Beale, seconded Councillor Lawson that Councillor Sjollema and R. Holland proceed with this matter without further reference to Council. Carried unanimously.
38. **Planning.**
39. No planning applications had been received.
40. **Statutory Annual Meeting**
41. Proposed Councillor Edwards, seconded Councillor Sjollema that the Annual Statutory Meeting of the Council be held on Tuesday 11th May 2021. Carried unanimously.
42. **Community Engagement**
43. The Community Engagement Team report for December 2020 was noted.
44. **Clerk’s Report**
45. The Clerk reported that the TR1 form in respect of the Transfer of Land at 109 Basin Road would b submitted to the Land Registry by the solicitors acting for Heybridge Parish Council shortly. Heybridge Basin Parish Council would be expected to pay the legal costs of £200 plus VAT.
46. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and the public be excluded and they were instructed to withdraw.**
47. **Appointment of Internal Auditors**
48. The appointment of Internal Auditors for the 2020/2021 Year was discussed and the Clerk was instructed to obtain three quotations for the provision of this service.

Meeting closed17.57 hrs.

Next Council Meeting 2nd March 2021

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