**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 3rd November 2020, at 4.30 p.m.

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

In attendance: M. Durham (Essex County Councillor), 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 advised the meeting that he would be recording the proceedings using the Zoom software. Attendance at the meeting confirmed acceptance of that fact.
5. **Chair’s announcements.**
6. The Chair welcomed all participants.
7. **To receive apologies for absence.**
8. There were no apologies for absence.
9. **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.**
10. There were no declarations of Interest.
11. **The meeting will stand adjourned.**
12. The meeting was adjourned.
13. **To consider letters and emails received from Parishioners of Heybridge Basin.**
14. No letters or emails had been received from Parishioners.
15. **To receive a report from the District and County Councillors for the area on any matters of interest.**
16. County Councillor Durham reported on;
17. The Essex County Council decision to request that the County be moved to Tier 2 in respect of Covid-19 – This was primarily due to the impact of the virus in hospitals in the County.
18. The Planning White Paper- - Essex County Council, together with the individual District Councils had produced a joint robust response to the proposals.
19. The Local Government Review – It appeared that, due to other issues, the Government were delaying this matter for the moment.
20. The Locality Fund – Heybridge Basin Parish Council had been successful in their application.
21. **The Chair will reconvene the meeting.**
22. The Chair reconvened the meeting.
23. **To sign as a correct record the minutes of the Full Council meeting held on 9th October 2020.**
24. The Clerk reported that it had been brought to his attention by a parishioner that the wording under agenda item 23 implied that the Parish Council were approving planning applications whereas they were recommending approval to Maldon District Council.
25. Proposed Councillor Edwards, seconded Councillor Lawson that, subject to the wording in 23.a and 23.b being amended from “the application be approved” to “the application be recommended to Maldon District Council for approval”, the minutes be signed as a correct record. Carried unanimously.
26. **Finance.**
27. Proposed Councillor Edwards, seconded Councillor Sjollema that;
28. The Bank Reconciliation as at 31st October 2020 be approved. Carried unanimously.
29. The Accounts for the seven months to 31st October 2020 be approved. Carried unanimously.
30. The Payment requests for September/October 2020 be approved. Carried unanimously.
31. It was noted that there were no Receipts to report.
32. **Clerk Contract of Employment.**
33. Proposed Councillor Edwards, seconded Councillor Lawson that, in order to reflect the expenditure in the correct month for accounts preparation purposes, the Clerk’s Contract of Employment be amended to the effect that his salary be calculated on the 26th of each month and paid on or before the last day in the month. Carried unanimously.
34. **Risk Management.**
35. The Council’s Risk Management review for 2020 – 2021, as circulated prior to the meeting, was considered and it was agreed that Councillors Lawson and Sjollema together with the Clerk would review the document and report at the next meeting.
36. **Remembrance Day Arrangements.**
37. Councillor Edwards reported that he would be laying a wreath at the Memorial in Heybridge Cemetery on behalf of the Parish Council on 11th November.
38. **Planning.**
39. No planning applications had been received after the publication of the agenda.
40. It was noted that an appeal has been lodged against MDC's decision to

refuse planning permission in respect of Planning Application 20/00406, 23 Maritime Avenue, Heybridge Basin. Proposed Councillor Lawson, seconded Councillor Sjollema that the Clerk advise Maldon District Council that the Parish Council supported the refusal.

1. **Village Amenities Working Party.**
2. Proposed Councillor Sjollema, seconded Councillor Lawson that the Terms of Reference in respect of the Village Amenities Working Party as circulated prior to the meeting be approved. Carried unanimously.
3. The Clerk was instructed to take this matter forward with Professor Lew Schnurr.
4. **Communications with Parishioners.**
5. The Clerk had nothing to report on this matter.
6. **Community Engagement Team.**
7. Proposed Councillor Lawson, seconded Councillor Sjollema that the Clerk negotiate with Maldon District Council for the Community Engagement Team to visit the Basin on two nights a week for the winter months. Carried unanimously.
8. **Community Litter Picking**
9. Councillor Sjollema reported that discussions on this matter were still ongoing. It was agreed to defer to the next meeting.
10. **Clerk’s Report.**
11. The Clerk reported on outstanding matters as follows;
12. Locality Funding – as reported previously in the meeting, the Parish Council’s application had been approved.
13. Bank Mandate – this had now been signed and he was awaiting the Bank’s confirmation that the new mandate was now in place.
14. Recycling Bins in Daisy Meadow Car Park – this matter was still ongoing.
15. Transfer of Land – there appeared to be some confusion at Maldon District Council regarding the registration with HM Land Registry of the Daisy Meadow Car Park. The matter was ongoing. .
16. Power supply to Street Lighting – All documentation had now been completed.
17. Budget – The Clerk would be starting on the 2021-22 budget and would appreciate input from Councillors.

Meeting closed at 5.10 pm.

Next Meeting 24th November 2020

Clerk Contact details: heybridgebasinpc@gmail.com

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)