**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 4th August 2020, at 3.00 p.m.

Present: Councillors M. Edwards, B. Harker (Chair) and J. Sjollema (Vice Chair).

In attendance: District Councillor C. Morris, 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 Chair advised the meeting that the proceedings would be recorded.
5. **To receive apologies for absence.**
6. Apologies for absence were received from County Councillor Durham.
7. **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.**
8. There were no declarations of interest.
9. **The meeting will stand adjourned to consider letters and emails received from Parishioners of Heybridge Basin.**
10. The meeting stood adjourned to receive letters from,
11. Keith Lawson regarding the tables on the grass at the Old Ship Councillor Edwards had been advised by Maldon District Council that there was a twenty eight day allowance in matters such as this and, if the tables are taken away each evening, planning is not required. Councillor Harker pointed out that this would be very difficult to monitor. Councillor Harker also commented that no complaints in respect of this had been lodged with Maldon District Council.
12. Keith Lawson regarding who owned the land in the Daisy Meadow Car Park where it was proposed to site a portaloo. It was agreed that if the land in question did belong to Heybridge Basin Parish Council, there would be no objection to the siting of a portaloo there.
13. Martyn Hodges re visitors sleeping overnight in the Daisy Meadow Car Park and The Colliers. Councillor Edwards pointed out that the Parish Council had now employed the services of the Daisy Meadow Community Engagement Team and the Clerk was asked to flag this as a problem with them.
14. Luke Gentry re receiving a parking ticket outside his own house because of the lack of space in the Daisy Meadow Car Park and whether residents could be issued with parking permits. Councillor Harker point out it had already been agreed that no changes in respect of the Daisy Meadow Car Park should be put into effect until after the next elections.
15. Eve Leavens regarding speeding in the Basin. It was suggested that these incidents should be reported to the Police.
16. Eve Leavens regarding emergency vehicle access to the lock area. Councillor Sjollema agreed to speak to the Lock Keeper about this.
17. **The Chair to adjourn the meeting.**
18. The Chair pointed out that the meeting had already been adjourned.
19. **To receive a report from the District and County Councillors for the area on any matters of interest.**
20. Councillor Morris was invited to speak but instead of making a report commenced to,
21. Query perceived problems with the Parish Council website. It was pointed out by the Clerk that Councillor Morris had already telephoned him about this matter. The website had been checked by both the Clerk and the Webmaster and no problems had been found.
22. Launch a vicious and personal attack on the Chair of the meeting. In spite of being asked to stop he refused to do so and eventually his connection was muted.
23. **The Chair to reconvene the meeting**
24. The Chair reconvened the meeting.
25. **To sign as a correct record the minutes of the Full Council meeting held on 7th July, 2020.**
26. Proposed Councillor Harker, seconded Councillor Sjollema and carried unanimously that the minutes of the Full Council meeting held on 7th July 2020 be signed as a correct record.
27. **To Ratify following decisions made by e-mail**
28. Proposed Councillor Harker, seconded Councillor Sjollema and carried unanimously that the following decisions made by e-mail be ratified,
29. Appointment of UK Power Networks as power supplier for the Parish Council street lights.
30. **Finance**
31. Proposed Councillor Harker, seconded Councillor Edwards that the payment requests for July 2020 be approved. Carried unanimously.
32. It was noted that there had not been any receipts in July 2020.
33. **Pensions Regulator**
34. The letter dated July 2020 from The Pensions Regulator regarding automatic enrolment of all employees in to a Pension Scheme was noted. The Clerk stated that he had opted not to enter into a pension scheme with the Parish Council and would deal with the paperwork appropriately.
35. **September Council Meetings**
36. Proposed Councillor Harker, seconded Councillor Edwards that the two Parish Council meetings scheduled in September as actual meetings be changed to virtual meetings. Carried unanimously.
37. It was further agreed that the Chair and the Clerk could use their delegated authority to decide whether further meetings during the year should be actual or virtual.
38. **Planning**
39. No planning applications had been received.
40. **Toilet Facilities in the Basin**
41. The urgent freshservice request made by Councillor Harker in his capacity as a District Councillor to relocate one of the two portable toilets at the Heybridge Cemetery to the Maldon District Council land between the Daisy Meadow Carpark entrance and the former Chapel was noted.
42. Proposed Councillor Harker, seconded Councillor Sjollema that, should Maldon District Council not agree to the request in 15.a. above, they be asked to install a portable toilet at the Daisy Meadow Carpark for the duration of the holiday period. Carried unanimously.
43. The proposal that, should Maldon District Council not agree to the requests in 15.a. and 15.b. above, the Parish Council would organise and pay for the installation of a portable toilet in the Daisy Meadow Car Park was considered and it was agreed that no action be taken for the moment.
44. The proposal that should 15.c. not be agreed, Councillor Sjollema approach local businesses to request that they sponsor the installation of a portable toilet in the Daisy Meadow Car Park was considered. It was agreed that the Clerk should cost the provision of a portable toilet and report back to Council at the next meeting.
45. **Lock Hill**
46. It was noted that the approach by HAT Projects regarding the proposed Lock Hill Development would be dealt with under agenda item 19.
47. The proposal that the police be asked to cone off one side of lock hill to ensure access by emergency vehicles was considered. It was noted that this was private land and, as such, would not come under the jurisdiction of Essex Highways. This had been discussed previously in the meeting. See minute 5.a.vi above.
48. **Council Litter Pick**
49. Councillor Sjollema gave a report on the Council organised litter pick which had taken place on 31st July. The volunteers were thanked and the Clerk was asked to write to them appropriately.
50. **Councillor Training**
51. The Clerk reported that EALC were not undertaking any training during the summer months. Training would begin on 1st October and this would be online training.
52. **Appointment of Committee**
53. Proposed Councillor Sjollema, seconded Councillor Harker that the Council appoint a Committee of interested parishioners, this Committee to be named the “Village Amenities Committee” with the terms of the Committee being drawn up by the Parish Council and to agree the action to be taken.
54. Counter proposed by Councillor Edwards that the Council appoint a Working Party of interested parishioners, this Working Party to be named the “Village Amenities Working Party” with the terms of the Working Party being drawn up by the Chair and the Clerk and put to the Council for approval. Seconded Councillor Sjollema and carried unanimously.
55. Proposed Councillor Harker, seconded Councillor Edwards and carried unanimously that Councillor Sjollema be appointed the Parish Council representative on the proposed Working Party as detailed in 19.b. above.
56. **Communications with Parishioners**
57. It was noted that the next edition of the Parish Newsletter will be in August 2020.
58. Proposed Councillor Harker, seconded Councillor Sjollema that the Parish Council provide copy for local free magazines (Maldon and Heybridge Life Magazine, Proposed local joint guide, Mersea Island Guide). Carried unanimously.
59. **Community Engagement Team**
60. Councillor Edwards reported that, following the decision made at the last meeting, a contract had been signed with the Maldon District Council Community Engagement Team. This would commence on 1st August 2020 and would provide six hours a month (eighteen visits) until 31st October at which point the service would be reviewed. They would patrol the car park area, the lock area in the region of the two pubs and surrounding roads. They would deal with anti-social behaviour and traffic violations in the appropriate manner. Councillor Edwards was thanked for his efforts in this regard.
61. **Remembrance Day Arrangements**
62. Councillor Edwards reported that there might not be a Remembrance Day Service in Heybridge this year. He would keep Council informed.
63. **Clerk’s Report**
64. The Clerk reported on various matters as follows,
65. Locality Funding – he would be making an application to the locality fund for the provision of two rubbish bins to be located as agreed.
66. Recycling Bins – he was in contact with the various firms providing the recycling bins in the Daisy Meadow Car Park.
67. Amendment to the signage in the Daisy Meadow Car Park – This would be amended shortly.
68. Council Website – The Council website was being populated with all required information.
69. Newsletter – As mentioned previously in the meeting the next Newsletter would be at the end of August. He would be grateful if Councillors could provide suggestions as to articles to be included.
70. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
71. No information was exchanged.

Letters and emails from Parishioners for discussion at the meeting will be welcomed.

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