**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 6th April 2021, at 4.45 p.m.

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

In attendance: County Councillor M. Durham, 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 2020 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. The Chair read a brief report and thanked fellow Councillors and the Clerk for their assistance during the year. The Report is attached to these minutes
2. **To receive apologies for absence.**
3. There were no apologies for absence.
4. **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.**
5. Councillor Lawson declared a non-pecuniary interest in respect of Agenda Item 12.
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 that he had received emails and a letter in respect of two issues, namely;
10. Daisy Meadow Car Park – These commented on the decision to open the Daisy Meadow Car Park and were evenly for and against that action.
11. Increase in Precept – Two e-mails had been received requesting justification for the increase in the precept. The Clerk had responded to these queries in detail. One correspondent had acknowledged receipt of this information. The other had not had the courtesy to acknowledge receipt of the information.
12. **To receive a report from the District and County Councillors for the area on any matters of interest.**
13. County Councillor Durham congratulated the Chair, Councillors and the Clerk on the way they had conducted themselves in their first year as a Parish Council. It had been a pleasure to work with them.
14. He then detailed the work Essex County Council had and would be doing in respect of assisting Essex businesses in coming out of lockdown.
15. **The Chair will reconvene the meeting.**
16. The Chair reconvened the meeting.
17. **To sign as a correct record the minutes of the Full Council meetings held on 2nd March and 25th March 2021** *(copies circulated previously).*
18. Proposed Councillor Edwards, seconded Councillor Lawson that the minutes of the Full Council meeting held on 2nd March, 2021 be signed as a correct record. Carried unanimously.
19. Proposed Councillor Sjollema, seconded Councillor Lawson that the minutes of the Full Council Meeting held on 25th March, 2021 be signed as a correct record. Three for, one abstention. Carried.
20. **Finance.**
21. Proposed Councillor Lawson, seconded Councillor Beale that the payment requests for March/April 2021 be approved. Carried unanimously,
22. There were no receipts in the month.
23. **Daisy Meadow Car Park**
24. Councillor Lawson reported that the Daisy Meadow Car Park had been re-opened on 31st March.
25. The Clerk reported that he was still working on the long term proposals regarding the Daisy Meadow Car Park.
26. **Local Highways Panel.**
27. The Clerk reported that the applications made to the Local Highways Panel (LHP) to investigate the speed limit and parking in Basin Road was still ongoing and was being actioned in conjunction with the long term proposals for the Daisy Meadow Car Park.
28. Councillor Edwards reported that an email had been received from Essex Highways asking whether the Parish Council had a desired location for the gateways to be installed. Councillor Lawson agreed to liaise with Essex Highways in this matter.
29. **Emergency Planning**
30. Councillor Edwards reported that a meeting had been arranged with Richard Holmes for Thursday 15th April 2021.
31. **Community Engagement Team**
32. The Clerk reported that the budget provided for the use of the Community Engagement Team for just over seven hours per month.
33. Proposed Councillor Beale, seconded Councillor Lawson and carried unanimously that a contract be entered into with the Community Engagement Team for a period of three months with the hours being split between
34. TRUCAM Speed Enforcement
35. On Street Parking Patrol
36. **Appointment of New Clerk and Responsible Financial Officer.**
37. Proposed Councillor Edwards, seconded Councillor Sjollema that the Clerk be authorised to advertise the position of Clerk and Responsible Financial Officer with the Essex Association of Local Councils and any other bodies considered appropriate. Carried unanimously.
38. **Tenders**
39. Proposed Councillor Lawson, seconded Councillor Beale and carried unanimously that the Clerk be authorised to go out to tender in respect of the following contracts, namely;
40. Grounds Maintenance
41. Street Lighting maintenance & repairs
42. **Planning Applications**
43. Planning application 21/00196/VAR PP-09568612 regarding 23 Maritime Avenue, Heybridge Basin was considered. Proposed Councillor Lawson, seconded Councillor Sjollema that the Parish Council had no objections to this application.
44. Planning application 21/00263/House regarding 86 Basin Road was considered. Proposed Councillor Lawson, seconded Councillor Sjollema that the Parish Council supported this application. Carried unanimously.
45. **Annual Statutory Meeting**
46. Proposed Councillor Edwards, seconded Councillor Lawson that, unless the provision to extend holding virtual meetings is extended beyond 6th May 2021, the time and date of the Annual Statutory Meeting of the Council will be 7.30 pm on 19th May 2021 in Plantation Hall, Heybridge. Carried unanimously.
47. **Membership of Maldon & Heybridge Heritage Harbour Association (M3HA)**
48. Proposed Councillor Edwards, seconded Councillor Sjollema that Councillor K. Lawson be appointed the Council representative on M3HA. Carried unanimously.
49. **Telephone Box**
50. It was agreed that the decision that the Clerk approach BT regarding the telephone box outside the formal chapel requesting that they turn it into a Wi-Fi hot spot be deferred to the next meeting.
51. Proposed Councillor Sjollema, seconded Councillor Beale that the Clerk approach BT with a view to the Parish Council adopting the telephone box outside the formal chapel. Carried unanimously.
52. **Clerk’s Report**
53. The Clerk reported that the finalisation of the transfer of land to the Parish Council was still outstanding.

12th April 2021