**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a Full Council meeting of Heybridge Basin Parish Council held on Tuesday 6th December 2022 at 7.00pm

Present – Cllrs J. Sjollema (Chair), C. Edmond (Vice Chair), R. Bryson, M. Hodges, B. Heubner and G. Howat.

Also present – G. Lake – Clerk, and 4 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.

**22/151 Chairman’s Welcome**

The Chair opened the meeting and updated members of the public on recent events in November, including the Councils Act of Remembrance for Remembrance Day, as well as the Chair’s attendance at Heybridge Parish Councils’ Remembrance Parade and their Chair’s Christmas Drinks.

**22/152 To receive apologies for absence.**

Apologies from Cllr Schnurr were approved

**22/153 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 Edmond – Non-Pecuniary – Essex Waterways and Cllr Howat – Member of Conservation Society.

**22/154 To sign as a correct record the minutes of the full council meeting held on 11th October 2022.**

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

**22/155 To sign as a correct record the minutes of the full council meeting held on 1st November 2022.**

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

**22/156 To sign as a correct record the minutes of the extraordinary meeting held on 9th November 2022.**

 **The Minutes as previously circulated were amended for 22/146 to read Cllr Edmond – Non -Pecuniary – Essex Waterways and Cllr Schnurr – Non-Pecuniary – Director of a company, approved and confirmed.**

**22/157 Finance.**

1. To approve
2. Payment requests for November/December 2022

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

1. Receipts for November/December 2022

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

1. Accounts for three months to 30th September 2021

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

1. To note the opening of the Instant Access Savings Account.

Members noted that the Clerk/RFO opened the Instant Access Savings Account and had transferred the Council’s reserves as previously agreed. **It was resolved for the Clerk/RFO to transfer the available balance from the DMCP Account into the Instant Access Savings Account.**

1. To receive an update from the Clerk regarding the Budget for 2023/2024 and agree any action to be taken.

Cllr Hodges had previously circulated information to members stating that the business rates for 2023/2024 were going to be higher than the Council had budgeted for. Clerk informed members that this payment would come out of the DMCP Account. **It was resolved to amend the budget with the correct business rate figures for 2023/2024 and keep the precept demand as previously resolved for £34,000 and for the Clerk to submit to MDC.**

**22/158 Council Meeting Venue**

* 1. To consider a proposal from Cllr Bryson and agree any action to be taken.

Cllr Bryson suggested that the Council could hold their meetings at The Tearoom to save money on hall hire costs. **It was resolved for the Clerk to arrange for the January Council meeting to be held at the Tearoom as a trial.**

**22/159 Internal Auditor**

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

Clerk had previously circulated quotes from 4 Internal Auditors to members. **It was resolved to appoint April Skies as the Internal Auditor for 2022/2023 for a fee of £190.00.**

**22/160 Freedom of Information Policy**

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

Clerk had previously circulated information relating to the FOI Act to members. **It was resolved to adopt the Freedom of Information Policy.**

**22/161 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.

**22/162 Green Gym**

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

The Clerk informed members that the majority of the feedback for the Green Gym had been positive. The Clerk recommended that permission from MDC be sought prior to seeking costs of equipment, maintenance, and insurance. **It was resolved for the Clerk to contact MDC to request permission to use St George’s Field.**

**22/163 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.

There was no public participation.

**22/164 Bus Shelter**

1. To discuss the outside appearance of the Bus Shelter and agree any action to be taken.

Cllr Sjollema.

Cllr Sjollema suggested painting the outside of the Bus Shelter, to improve its appearance. **It was resolved to not paint the outside of the Bus Shelter.**

* 1. To receive an update from the Clerk regarding the bench near the bus shelter and agree any action to be taken.

The Clerk had received written notice by 3 councillors, as per Standing Orders (7.a) to revisit the previous resolution regarding the bench near the bus shelter. Members discussed the options of continuing to replace the bench, or to repair the wooden slats. **It was resolved for the Clerk to seek quotes to repair the wooden slats to the bench, Cllr Bryson would supply the timber.**

* 1. To consider replacement bench options and agree any action to be taken.

**It was resolved to not replace the bench with a new one.**

* 1. To consider a proposal from Cllr Sjollema regarding the area of land adjacent to the bus shelter and agree any action to be taken.

Cllr Sjollema had been approached by a resident regarding an area of land adjacent to the bus shelter and whether the Council would be interested in creating a ‘village garden’. **As the land is not owned by the Council, it was resolved for the Council to not upkeep and maintain the land.**

**22/165 Land Adjacent St George’s Church**

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

Clerk informed members that HM Land Registry require further information in order to continue with the application. **It was resolved for the Clerk to contact HPC and ask them for proof they maintained the land in question for over 10 years**.

**22/166 Funding**

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 had applied for several grants, with the FA agreeing to £720.00. **It was resolved for Cllr Heubner to accept the grant and for the Council to ‘top up’ the remaining £358.20 which includes VAT to purchase the goalposts, and for Cllr Heubner to continue seeking grants for the basketball hoops.**

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.

Friends of St George’s Church had written to the Council to inform members that the installation of WI-FI and air con, was not of interest. **It was resolved to not continue with this project.**

**22/167 Heybay Vessel**

1. To consider a proposal from Cllr Heubner and agree any action to be taken.

Cllr Heubner suggested the Council lease the Heybay from MDC. Cllr Heubner would bring further information to the next meeting.

**22/168 DMCP**

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

Repair and lining works had been completed within the car park. Disabled parking is back down near the canal steps and is **not free.** Motorcycle parking is underneath the Willow tree.

As the T&F Group continuously have tasks to do, it was recommended to change the group to a Working Party. **It was resolved to change the DMCP T&F Group to DMCP Working Party.**

The WP will meet to organise the correct signage for the car park with Smart Parking.

Clerk is continuing to chase the chip and pin upgrade for the machines.

The WP are still working on draft plans for the planning application and Tender specification.

Quotes to cut and clear the overgrown shrubs behind DMCP and create a channel in the middle of the bushes over the ditch were received by MDC. **It was resolved to seek more quotes for both of these works.**

**22/169 On Street Parking**

* 1. To receive an update from Cllr Hodges and agree any action to be taken.

Cllr Hodges had previously circulated the analysis. **It was resolved to set up an On-Street Parking Working Group to discuss potential on street parking changes. The Working Group will consist of Cllr Hodges, Cllr Howat, Cllr Edmond, Cllr Bryson and Cllr Sjollema.**

**Members resolved to extend the meeting until close of business.**

**22/170 Planning Applications**

1. To consider any planning applications received after the publication of the agenda and to agree the action to be taken (*applications to be circulated)*

**22/00878/FUL –** Land at Tideways 9 Basin Road - New detached dwelling on land adjacent to No.9 Basin Road. Culverting of existing ditch full width of site.

**It was resolved that the Council would recommend the refusal of planning permission for this application due to road safety issues, flood risk, and not being in keeping with the rest of the village.**

**It was resolved for Cllr Howat to email the wording to the Clerk.**

**ALL Members of the public left**

**22/171 Clerk’s Report**

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

1. Remembrance Day.

Clerk wanted to thank members and parishioners for their attendance at the Councils Act of Remembrance Event. It was lovely to for everyone to come together to pay their respects.

1. Bus Shelter.

Clerk can confirm that the bus stop’s timetable and sign has been repaired, and that the work to the Bench inside the shelter as well as Shelves for the Basin Book Exchange were completed, along with a smart new public use notice board.

1. United Reformed Church.

Clerk wanted to inform members that since writing to the owner of the URC a few months ago, no response had been received. Members wish to speak on this item in more detail and requested it to be on the next Agenda.

1. Clerks use of DMCP – Clerk has not used the car park recently.

**22/172 Correspondence**

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

**Correspondence was noted with responses agreed.**

**It was resolved to donate £50.00 to HB Rivercare for the Christmas Tree, and for it to come out of the Office Expenses heading.**

**Members noted notification of External Auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27.**

**22/173 Local Issues**

1. To note any items of inclusion on the agenda for the next meeting of the Parish Council.
* Newsletter
* United Reformed Church
* Plastic Bottle Recycling Container

**22/174 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 had previously left**

**22/175 DMCP**

1. To receive a verbal report from the Clerk and agree any action to be taken.

An email from EALC Legal team had been circulated to members prior to the meeting**. It was resolved that no further action was needed.**

Clerk updated members on an email from the financial team at SP. **It was resolved for the Clerk to arrange a meeting to discuss the matter in more depth.**

There being no further business the meeting closed at 09:47pm

Provisional Date of the next Council Meeting: Tuesday 17th January 2023

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