**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Tuesday 7th July 2020, at 3.00 p.m.

Present: Councillors M. Edwards, B. Harker (Chair) 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 Chair advised that the meeting was being recorded.
5. **To receive apologies for absence.**
6. There were no apologies for absence
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 received from Parishioners of Heybridge Basin.**
10. The meeting stood adjourned to receive letters from
11. Keith Lawson regarding Rubbish Bins/Litter – Councillor Harker reported that bins were emptied and the Car Park swept on a regular basis. Budget restrictions meant that the Council could not afford extra bins.
12. Keith Lawson regarding Community Litter Pick – Agreed that the Council would investigate a community litter pick and that Maldon District Council would be approached regarding the equipment for the litter pick and the collection of the rubbish picked.
13. Lew Shnurr regarding several issues – Councillor Harker reported that the items mentioned would be dealt with during the meeting.
14. Derek Fox regarding Old Ship tables – Council Harker noted that this had been reported to Maldon District Council.
15. Jill Doubtfire regarding members of the public using Lock Hill as a toilet – Councillor Harker suggested that should be reported to Environmental health at Maldon District Council.
16. Keith Lawson regarding Old Ship tables and Daisy Meadow Car Park signage – The issue of the tables had been covered previously in the meeting. The Clerk reported that the Council were engaged in an interim exercise to change the names on the signage from Heybridge Parish Council to Heybridge Basin Parish Council.
17. Howard Bryson regarding the litter in the Daisy Meadow Car Park – This had been covered previously in the meeting.
18. **To receive a report from the District and County Councillors for the area on any matters of interest.**
19. Councillor Durham reported on the economic hit of Covid-19 on the hospitality and tourist industry in the County. Essex had a very high percentage of employees on furlough and the concern was that, as furlough ended, unemployment figures would increase. He also remarked that with the suspension of Licensing and Planning regulations during Covid-19 the Jolly Sailor could be permitted to have the extra tables. The major item on the horizon was the potential reorganisation of Local Government into larger Unitary Authorities.
20. **To sign as a correct record the minutes of the Full Council meeting held on 9th June, 2020.**
21. Proposed Councillor Sjollema, seconded Councillor Edwards and carried unanimously that the minutes of the Full Council meeting held on 9th June 2020 be signed as a correct record.
22. **To Ratify following decisions made by e-mail**
23. Proposed by Councillor Harker, seconded by Councillor Sjollema and carried unanimously that the following decisions made by e-mail be ratified
24. Appointing Blackwater Signage to update the signage in the Daisy Meadow Car Park.
25. Purchase of LCRS Risk Management software at £110.00 plus VAT.
26. Membership of EALC.
27. Incorporating the Village Emblem as displayed on the Parish Council website on all paperwork. It was noted that the Parish Council had the permission of the artist to use this emblem
28. Appointing Councillor Sjollema as the Parish Council Representative on the Chelmer Canal Trust and the Maldon & Blackwater Estuary Coastal Community Team.
29. **Finance**
30. Proposed Councillor Harker, seconded Councillor Sjollema and carried unanimously that the Bank reconciliation as at 30th June 2020 as circulated prior to the meeting be approved.
31. Proposed Councillor Harker, seconded Councillor Edwards and carried unanimously that the Accounts for the period to 30th June 2020 as circulated prior to the meeting be approved.
32. Proposed Councillor Edwards, seconded Councillor Sjollema and carried unanimously that the Payment requests for June 2020 as circulated prior to the meeting be approved.
33. Proposed Councillor Sjollema, seconded Councillor Harker and carried unanimously that the Receipts for June 2020 be approved.
34. **Refuse Disposal/Collection**
35. Councillor Edwards reported that the Maldon District Council rubbish bins are scheduled to be emptied twice a week but, due to the influx of visitors following the easing of lockdown restrictions, the bins are currently being emptied three times a week. The Heybridge Basin Parish Council rubbish bins in the Daisy Meadow Car Park are being emptied twice a week.
36. **Parish Action Plan**
37. The proposal that the Parish Council prepare a three year action plan incorporating their objectives over that period was considered and it was agreed that this was not necessary at the current time. The Clerk was ensuring that statutory matters were being dealt with.
38. **Planning**
39. Planning application 20/00566/HOUSE regarding an Art Studio extension the garage at Highfields, 30 Basin Road was discussed. Proposed Councillor Harker, seconded Councillor Sjollema and unanimously agreed that the parish Council supported this application.
40. **Daisy Meadow Car Park**
41. The proposal that the Clerk investigate the various options available for charging a parking fee in the Daisy Meadow Car Park was considered. Councillor Edwards drew Council’s attention to an e-mail that had been received from a parishioner. It was unanimously agreed that this should be deferred until an elected Council was in place.
42. **Communications with Parishioners**
43. It was noted that a June Newsletter has been circulated to all parishioners. Proposed Councillor Sjollema, seconded Councillor Harker and unanimously agreed that the Newsletter should be produced bi-monthly.
44. **Community Engagement Team**
45. The quotation received from Maldon District Council Community Engagement Team was considered. It was noted that the budget provided for the provision of the Team’s services for three hours a month. It was proposed by Councillor Edwards, seconded by Councillor Sjollema and carried unanimously that the Team be contracted to visit the Basin for two hours one weekend and one hour the following weekend for the months of July to October. This would leave part of the budget for Anti-Social Behaviour visits which would be done on a call out basis.
46. **Clerk’s Report**
47. To Clerk reported on outstanding matters as follows,
48. Recycling Bins in the Daisy Meadow Car Park – The Clerk had the contact details of the three recycling companies who had recycling bins in the Daisy Meadow Car Park. He would contact them to advise them of the new Parish Council and ask for details of their collection programmes. There was a short discussion as to whether the Council could request payment in respect of these bins being on Parish Council land. This was thought to be unlikely.
49. Amendment to the signage in the Daisy Meadow Car Park – this had been dealt with previously in the meeting.
50. Council Website – The Council website had been in operation for a month. All required information was on there. The Council had not used the .gov.uk website because the Clerk understood that this address incorporated an underscore which was not ideal.
51. Access to Container storage business across Daisy Meadow Car Park – The Clerk would check the insurance position regarding this
52. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
53. Councillor Harker pointed out that the Sluice Gates at the Hall Road Lake were on private property.

Meeting closed at 3.56 pm

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