**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual meeting of Heybridge Basin Parish Council held on Friday 9th October 2020, at 3.00 p.m.

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

In attendance: J. Watson (Clerk).

**MINUTES**

1. **The Vice Chair to declare the meeting open.**
2. The Vice Chair opened the meeting.
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 with the Zoom software.
5. **To receive apologies for absence.**
6. Apologies for absence were received from County Councillor Mark Durham.
7. **To appoint a Chair for Heybridge Basin Parish Council.**
8. Proposed Councillor Lawson, seconded Councillor Sjollema and carried unanimously that Councillor Edwards be appointed Chair of Heybridge Basin Parish Council. Councillor Edwards would sign the Declaration of Acceptance of Office after the meeting.
9. **Chair’s Announcements.**
10. The Chair thanked Members for appointing him and welcomed the two new Councillors.
11. **To propose a vote of thanks to the previous Chair, Bryan Harker.**
12. Proposed Councillor Edwards, seconded Councillor Sjollema and carried unanimously that a letter of thanks be sent to the previous Chair, Bryan Harker.
13. **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.**
14. Councillor Edwards declared a non pecuniary interest in respect of the payment to Heybridge Parish Council listed under Agenda item 14. IV.
15. **The meeting will stand adjourned.**
16. The meeting was adjourned.
17. **To consider letters and emails received from Parishioners of Heybridge Basin.**
18. No letters or emails had been received from Parishioners of Heybridge Basin.
19. **To receive a report from the District and County Councillors for the area on any matters of interest.**
20. No reports were received from District or County Councillors.
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 4th August, 2020.**
24. Proposed Councillor Edwards, seconded Councillor Sjollema that the minutes of the meeting held on 4th August 2020 be signed as a correct record. It was noted that Councillors Beale and Lawson had not been appointed as Councillors at the time of the meeting. 2 for, 2 abstentions. Carried.
25. **To ratify the following decisions made by e-mail.**
26. Proposed Councillor Edwards, seconded Councillor Sjollema and carried unanimously that the following decisions previously made by email be ratified.
27. Adoption of Data Protection Policy.
28. Employment of Part Time Litter Picker. It was agreed that Council would also look at involving parishioners in litter picking
29. **Finance.**
30. Proposed Councillor Edwards, seconded Councillor Sjollema that the

Bank Reconciliation as at 30th September 2020 be approved. Carried unanimously.

1. Proposed Councillor Sjollema, seconded Councillor Lawson that the

Accounts for the six months to 30th September 2020 be approved. Carried unanimously.

1. Proposed Councillor Edwards, seconded Councillor Beale that the Clerk’s hours for the months of August and September 2020 be approved. Carried unanimously.
2. Proposed Councillor Beale, seconded Councillor Lawson that the Payment requests for August/September 2020 be approved. Carried unanimously. (NB. Councillor Edwards abstained in respect of the payment to Heybridge Parish Council).
3. There were no receipts for August/September 2020.
4. Proposed Councillor Edwards, seconded Councillor Lawson that the Clerk's salary be increased in line with the NJC's agreed pay scales for 2020/21 such increase to be backdated to 7th May 2020, this being the date the Clerk commenced employment with the Council. Carried unanimously.
5. **Bank Mandate.**
6. Proposed Councillor Edwards, seconded Councillor Sjollema that Councillors Beale and Lawson be added to the Unity Bank mandate. Carried unanimously.
7. **Transfer of Land**
8. The Clerk reported that the Council’s Solicitor had contacted him to inform him that the Daisy Meadow Car Park was still registered at the Land Registry as being in the ownership of Heybridge Parish Council. The Solicitor had written to Heybridge Parish Council’s Solicitor suggesting that the TR1 as previously issued be amended to include the Daisy Meadow Car Park.
9. Proposed Councillor Lawson, seconded Councillor Sjollema that two Councillors of Heybridge Basin Parish Council be authorised to sign **either** the amended HM Land Registry form TR1 relating to the transfer of land (Title Number EX880120) adjoining 109, Basin Road, Heybridge Basin, Maldon, Essex and the transfer of land (Title Number EX947123) Daisy Meadow Car Park, Heybridge Basin, Maldon, Essex **or** two separate HM Land Registry forms TR1 in respect of each parcel of land. Carried unanimously.
10. **Contract for Street Lighting.**
11. Proposed Councillor Sjollema, seconded Councillor Beale that the Clerk be authorised to sign the contract with SEE Business Energy in respect of the power supply to the street/amenity lights owned by the Council.
12. **Essex & Herts Air Ambulance.**
13. After some discussion it was proposed by Councillor Beale and seconded by Councillor Edwards that the Parish Council donate £100 to the Essex & Herts Air Ambulance.
14. Councillor Lawson pointed out that, although he agreed that the Air Ambulance service was a very worthwhile cause, he was concerned that the Parish Council only had limited funds available to it.
15. Council voted 2 for and 2 against. Council Edwards used his casting vote in favour of the proposal which was carried.
16. **Appointment of External Auditor.**
17. The appointment of an External Auditor by the Smaller Authorities’ Audit Appointments was noted. The Clerk advised that this would be PKF Littlejohn who had the external audit contract for Essex.
18. **Remembrance Day Arrangements.**
19. Councillor Edwards reported that no arrangements had been made to date regarding Remembrance Day Arrangements in Heybridge.
20. Councillor Edwards offered to personally purchase a wreath on behalf of the Parish Council which offer was gratefully accepted.
21. **Asset Register.**
22. Proposed Councillor Edwards, seconded Councillor Lawson that the updated Asset Register dated 1st October 2020 be approved. Carried unanimously.
23. **Code of Conduct.**
24. Proposed Councillor Sjollema, seconded Councillor Beale that Council’s Code of Conduct be approved. Carried unanimously. It was noted that the date on the Code of Conduct needed to be amended to 9th October 2020.
25. **Planning**
26. Planning application **20/00823/HOUSE PP-08971244** in respect of “Adelante”, Harfred Avenue, Heybridge Basin was considered. Councillor Lawson gave a brief report in respect of the application and proposed that the application be recommended to Maldon District Council for approval. Seconded by Councillor Edwards and unanimously approved.
27. Planning application **20/00866/HOUSE PP-09013724** in respect of “Celtic”, 43 Basin Road, Heybridge Basin was considered. Councillor Lawson gave a brief report in respect of the application and proposed that the application be recommended to Maldon District Council for approval. Seconded by Councillor Edwards and unanimously approved.
28. No other relevant planning applications had been received.
29. **Lock Hill.**
30. Councillors Sjollema and Lawson gave a brief report regarding the proposed Lock Hill Development. It was understood that a formal planning application was expected in the near future.
31. **Village Amenities Working Party.**
32. It was agreed that the Terms of Reference in respect of the Village Amenities Working Party be deferred to the next meeting.
33. **Communications with Parishioners.**
34. Councillor Sjollema reported that she had distributed the August edition of the Parish Newsletter and Councillor Lawson and herself had distributed the interim October Update Newsletter.
35. The Clerk reported that no action had been taken regarding providing copy for local free magazines.
36. **Community Engagement Team.**
37. The August and September reports from Nicola Syder, Community Engagement Co-ordinator at Maldon District Council were noted. It was noted that the contract with MDC expires on 31st October 2020 and a decision would be made at the next meeting as to whether to continue with this over the winter months.
38. **Clerk’s Report.**
39. To Clerk reported on the following outstanding matters.
40. Locality Funding – An application had been made to County Councillor Mark Durham in respect of the monies he had available for Parish Councils.
41. Recycling Bins in Daisy Meadow Car Park – No action had been taken on this matter.
42. Amendment to the signage in Daisy Meadow Car Park – The signage had been replaced.

Meeting closed at 15.45 hours.

Next Meeting 3rd November 2020

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12th October 2020