**HEYBRIDGE BASIN PARISH COUNCIL**

**Minutes** of the virtual video meeting of Heybridge Basin Parish Council held on Tuesday 9th June, 2020, at 3.12 p.m.

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

In attendance: J. Watson (Clerk).

**MINUTES**

1. **The Chair to declare the meeting open.**
2. The Chair declared the meeting open at 3.12 pm.
3. **To receive notification from any persons present of intent to record the meeting.**
4. The meeting would be recorded.
5. **To receive apologies for absence.**
6. Apologies for absence were received from Essex County Councillor M. 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 received from Parishioners of Heybridge Basin.**
10. The meeting stood adjourned to receive letters from
11. Keith Lawson regarding a budget update – The Clerk reported that he had reissued the budget as prepared by Maldon District Council. He had updated the budget where actual expenditure was known and he had added a year end Reserve which would be equal to three months average revenue expenditure. In his opinion the budget was understated by £6,192. He would continue to update the budget as the year progressed.
12. Lew Schnurr addressing the lack of comprehensive and meaningful representation during the tenancy of the appointed Council, communications with members of the public and “House Style” – Councillor Harker responded that the present Council had been appointed by Maldon DC and was a temporary situation until the next elections. Communication with the public would be addressed under Agenda item 16.
13. Martyn Hodges re putting the minutes of the first meeting on Social Media – Councillor Edwards believed there was an Intellectual Property issue as the minutes had been issued by Maldon. The Clerk would follow up.
14. Derek Fox re the Lakes – Councillor Edwards explained that there would need to be a certain level of fishing undertaken that would be considered to result in a material change of use. Maldon District Council has investigated this matter in the past and has not found evidence that it has been occurring to such a degree that it would be considered that significant.
15. Robert Bryson re the Daisy Meadow Car Park – Councillor Harker responded that it was not possible to close off the Car Park as some residents had right of way over the land. Any issues regarding parking should be referred to the police
16. Jill Doubtfire re the Daisy Meadow Car Park and Littering – Councillor Harker responded as in v above. Efforts were being made to empty the bins on a more regular basis. It was noted that not all bins are the responsibility of the Parish Council and the Clerk will contact Maldon District Council to ascertain how often their bins are emptied.
17. **To receive a report from the District and County Councillors for the area on any matters of interest.**
18. Other than the two District Councillors serving on the Parish Council, no District or County Councillors attended the meeting.
19. **To receive a report from the Maldon District Council Community Engagement Team.**
20. No arrangements had been made for a representative of the Maldon District Council Community Team to attend. The Clerk would arrange this for the next meeting.
21. **To sign as a correct record the minutes of the Full Council meeting held on 7th May, 2020.**
22. Proposed Councillor Harker, seconded Councillor Edwards that the minutes of the Full Council meeting held on 7th May, 2020 be approved and signed when possible. Carried unanimously.
23. **To ratify the following decisions made by e-mail.**
24. Proposed by Councillor Harker, seconded by Councillor Sjollema and carried unanimously that the following decisions made by e-mail be ratified.
25. Opening a Bank Account with Unity Trust Bank.
26. Appointing W3 to be the Council’s Website provider.
27. Appointing Came & Co to arrange the Council’s Insurance.
28. Agreement of Standing Orders.
29. Agreement of Financial Regulations.
30. Appointment of Clerk as Data Protection Officer.
31. Confirmation of Fixed Assets.
32. Registration of Parish Council with HMRC.
33. Agreement to continue the contracts in place arranged by Heybridge Parish Council with Skippers, Appletons and A&J Lighting.
34. The Council meeting place (when circumstances allow) should be the Heybridge Church Community Centre.
35. That Tollhurst Fisher, Solicitors, be appointed to act for the Council in the transfer of the two parcels of land from Heybridge Parish Council to Heybridge Basin Parish Council.
36. **Finance**
37. Proposed Councillor Edwards, seconded Councillor Harker that the payment requests for June 2020 as circulated prior to the meeting be approved. Carried unanimously.
38. There were no receipts in June.
39. **Meeting Dates**
40. Proposed Councillor Harker, seconded Councillor Sjollema that the meeting dates for the Council year as previously circulated be approved.
41. The Clerk would arrange with Councillor Sjollema for these to be placed on the notice boards.
42. **Planning**
43. The meeting discussed Planning Application 20/00423/FUL. Proposed Councillor Harker, seconded Councillor Edwards that there was no objection to the application. Two for, 1 against. Carried.
44. The meeting briefly discussed other possible Planning Applications or issues.

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1. **Representation on Outside Organisations**
2. Councillor Sjollema stated that she would like to be the Council representative on some named organisations. Agreed that the Clerk would discuss this with Councillor Sjollema and present a report to the next meeting.
3. **Daisy Meadow Car Park**
4. The issues arising at the Daisy Meadow Car Park over the Bank Holiday weekend were discussed. It was noted that it was not possible to close the Car Park for legal reasons. If it were possible to close the car park it would create more problems in the surrounding streets.
5. **Coronavirus - Social Distancing**
6. The issues arising in Heybridge Basin at the Bank Holiday weekend were discussed. It was felt that the Council had no powers in this matter. Any issues should be reported to the police.
7. **Communications with Parishioners**
8. Methods of communication with Parishioners was discussed and it was unanimously agreed that the Clerk would prepare a regular news sheet advising parishioners as to what the Council was doing. This would be distributed by Councillors. The Clerk would ascertain the cost of laminating notices.
9. **Community Engagement Team**
10. It was unanimously agreed that the Clerk would contact the Maldon District Council Community Engagement Team to ascertain the services and costs of what they could offer Heybridge Basin.
11. **Clerk’s Report**
12. The Clerk reported that the bank account was open and Council were just awaiting the transfer of the precept from Maldon District Council.
13. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
14. Councillor Edwards requested that alternative methods of holding virtual meetings be discussed. The Clerk would investigate.

Meeting closed at 3.45 pm

Issued 11th June 2020

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