**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of the Annual Statutory meeting of Heybridge Basin Parish Council held on Tuesday 24th May 2022 at 7.00pm

Present – Cllrs J. Sjollema (Chair), M. Hodges (Vice Chair), L. Schnurr, C. Edmond, B. Heubner, G. Howat

Also present – G. Lake – Clerk, District Cllr A. Beale

**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.

**22/1 Election of Chairman**

1. To elect a chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.

Nominations for Cllr Sjollema, Cllr Hodges and Cllr Heubner were approved. Cllr Sjollema received 3 votes for, and 3 against. Cllr Hodges received 3 votes for, 2 against and Cllr Howat abstained from voting. There were no votes for Cllr Heubner.

Cllr Sjollema received 3 votes for, and 3 against. Cllr Hodges received 3 votes for, and 3 against. Cllr Sjollema as current chair had a casting vote and voted for herself.

**Cllr Sjollema was declared Chair of Heybridge Basin Parish Council for the ensuing municipal year and the signed Declaration of Acceptance of Office was received.**

**22/2 Election of Vice Chairman**

1. To elect a Vice Chairman for the forthcoming year and to receive a signed Declaration of Acceptance of Office.

Nominations for Cllr Edmond and Cllr Hodges were approved. Cllr Edmond received 3 for, and 3 against. Cllr Hodges received 3 for, and 3 against.

Cllr Edmond received 4 for, and 2 against.

**Cllr Edmond was declared Vice Chair of Heybridge Basin Parish Council for the ensuing municipal year and the signed Declaration of Acceptance of Office was received.**

**22/3 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.**

Members are reminded to update their Register of Interest forms regularly.

Cllr Edmond – Non-Pecuniary Essex Waterways, Cllr Schnurr – Director of a Company.

**22/4 Chairman’s Welcome**

The Chair welcomed everyone to the meeting.

**22/5 To receive apologies for absence.**

Apologies for Cllr Bryson were approved.

**22/6 To sign as a correct record the minutes of the full council meeting held on 26th April 2022. (Appendix 1)**

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

**22/7 To receive a report from the District and County Councillors for the area on any matters of interest.**

There was no report from Cllr Durham. An update was received from Cllr Heubner. Cllr Beale thanked everyone for their support.

**22/8 Public Participation (5 minutes)**

Cllr Beale mentioned that HPC are receiving complaints regarding parking at Wharf Road since charges at DMCP commenced.

**22/9 Schedule of Meetings 2022/2023**

1. To receive a report from the Clerk and consider and approve Schedule of Meetings 2022/2023 up to and including the next Annual Parish meeting of the Council.

**The proposed Schedule of Meetings for 2022/2023 were approved. Clerk will publish on the website.**

**22/10 Appointments of Committees, Task & Finish Groups and Representatives**

1. To consider appointments of members to serve on the Personnel Committee (3 Council members along with the Chairman of the Parish Council) and to approve the Personnel Committee Terms of Reference.
2. Any other committee as considered appropriate – Cllr Hodges mentioned the former public toilet committee.

**It was resolved that Cllr Schnurr would contact Simon Quelch regarding public conveniences.**

1. To consider the appointment of Lead Cllrs for the following:
2. Maldon and Heybridge Heritage Harbour Association

**It was resolved for Cllr Edmond to be lead Cllr.**

1. Chelmer Canal Trust

**It was resolved for Cllr Sjollema to be lead Cllr.**

1. Maldon and Blackwater Estuary Coastal Community Team – Cllr Hodges was unsure whether the community team still existed.

**It was resolved for Cllr Hodges to contact the team.**

1. Any other representative as considered appropriate. – Cllr Schnurr informed members that ECC run a group concerned with public transport, that he was a member of when he was part of HPC.

**It was resolved that Cllr Schnurr would be lead Cllr.**

**22/11 Annual Internal Audit**

1. To note that the Annual Internal Audit or the 2021/2022 year is currently taking place.

 **Noted.**

1. To appoint Auditing Solutions Ltd as Auditor for the next 3 years.

**It was resolved that Auditing Solutions Ltd would be the Internal Auditor for the next 3 years.**

**22/12 Annual Return**

1. To approve and sign Section 1 – Annual Governance Statement 2021/2022 in the Annual Return (Annual Governance and Accountability Return 2021/2022 – Page 4)

 **Section 1 of the Annual Governance Statement 2021/2022 was approved and signed.**

1. To approve and sign Section 2 - Annual Governance Statement 2021/2022 in the Annual Return (Annual Governance and Accountability Return 2021/2022 – Page 5).

 **Section 2 of the Annual Governance Statement 2021/2022 was approved and signed.**

**22/13 Finance.**

1. To approve
2. Payment requests for April/May 2022 *(schedule to be circulated).*

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

1. Receipts for April/May 2022 *(schedule to be circulated).*

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

1. Bank reconciliation as at 30th April 2022.

**The Bank Reconciliation was approved.**

1. To appoint one member as Bank Verifier.

 **It was resolved that Cllr Howat would be the Bank Verifier.**

1. To note that the Precept for 2022/2023 has been paid into the bank account.

 **Noted.**

1. To note the financial report for DMCP

 **Noted. Clerk to check figures with SP.**

1. To discuss the current Budget set for 2022/2023 and agree any action to be taken.

**It was resolved that members would send their suggestions and comments to the Clerk and be reviewed at the next meeting.**

**22/14 Insurance**

1. To review the renewal quote for the Council’s Insurance Policy and agree any action to be taken.

Clerk advised that this was the last year of the 3-year term, and that the next year, the Council would be able to seek quotes elsewhere.

**It was resolved to accept the renewal quote.**

**22/15 Annual Document Review**

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

It was resolved to accept the recommendation from the Clerk for the following documents:

* Standing Orders
* Data Protection Policy
* Press and Media Policy
* Financial Regulations
* Code of Conduct
* Risk Assessment

 **Clerk to upload the adopted versions of the policies on to the website.**

Cllr Schnurr provided the Clerk with a list of policies.

**It was resolved that the Clerk would circulate the list to members and any suggestions for policies to be adopted by the Council to be emailed to the Clerk.**

**22/16 Sea Wall**

1. To discuss the damage to the sea wall and agree any action to be taken.

Cllr Hodges advised that the damage to the Sea Wall is worse than it was a month ago, and that it was in the letter he had drafted to the EA. Clerk advised that she had not been able to send the letter yet, as her workload was quite heavy and other tasks had unfortunately taken a higher priority.

**It was resolved that Cllr Hodges would re-draft the letter and send to the EA and local MP in his capacity of Cllr to Heybridge Basin.**

**22/17 Notice board on Bus Shelter**

1. To consider the replacement of the notice board on the bus shelter and agree any action to be taken.

Row4areason have purchased and donated a new lockable noticeboard to the Council. **Members would like to thank Row4areason for their donation**. **It was resolved that Council will put the new noticeboard on the lefthand side of the bus shelter for Council use. It was resolved that the Clerk would liaise with Cllr Bryson and speak with a local carpenter in the village about the old noticeboard.**

**22/18 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).*

**22/00463/HOUSE** – Topsails, Harfred Avenue – Proposed single storey rear extension and 1.5 storey side extension.

**It was resolved that the Council had no comments. Cllrs Heubner and Schnurr abstained from voting.**

Cllr Heubner supported this application.

**22/19 Clerk’s Report**

1. Notice Board on the Bus Shelter – This was previously discussed as its own Agenda Item.
2. Land Ownership – St Georges – HPC have confirmed they have maintained the area for over 10 years. An application can now be made as previously agreed.
3. Telephone Box – BT have advised an application form needs to be completed, and proof of land ownership (Title Deed and Plan) to be sent. Awaiting documents from Cllr Schnurr.
4. Essex Highways – EH advised to speak with SEPP (South East Parking Partnership) regarding parking and Cllr Mark Durham regarding movement within the village.

**It was resolved that the Clerk would contact Cllr Mark Durham regarding both the parking and movement within the village.**

1. United Reformed Church – The letter is still being worked on.
2. Essex Highways Parking Sign in village – As of today there was no update, however EH would chase for an update and email Clerk.
3. Vegetation Basin Road – Clerk advised that she had not yet contacted Jacob’s Farm. **Cllr Heubner advised that the vegetation has now been cut.**
4. Environmental Agency – This was discussed at Item 16.
5. Local Highways Plan – Cllr Hodges is still working on the letter.
6. Clerk’s use of DMCP – Clerk had used the car park 3 times, twice to meet with tree contractors and once to issue EGM Agenda and make note of the Council’s assets.

**Members resolved to extend the meeting until 10pm**

**22/20 DMCP**

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

 No changes to the signs had been made in the car park.

**It was resolved that the Clerk would liaise with Cllr Bryson and SP for more information.**

Cllr Schnurr would like a business plan for the management of the car park.

**It was resolved that the Task and Finish Group would draft a business plan for the car park.**

**It was resolved that the Council would issue Resident’s Parking Permits using the template created by Cllr Hodges.**

Clerk had spoken to SP and they confirmed that a parking attendant would be on site from Thursday 2nd June until Saturday 4th June.

Clerk advised there were still sensitivity issues with the machines and people being charged £35.00. Clerk also advised council of the complaints being received regarding reasons PCN’s had been issued.

**It was resolved that Cllr Hodges would research the information regarding minor errors with inputting vehicle registrations and PCN’s.**

Clerk informed Council that complaints had been received regarding SP’s Customer Services. **It was resolved that the Clerk would pass this feedback on to SP.**

1. To consider the Specification of requirements for the white lining of the car park and agree any action to be taken.

**It was resolved that Cllr Hodges would redraft the requirements, moving the disabled bays. It was resolved that the Clerk would contact SP for a rough estimation of white lining costs.**

1. To consider the quotes received for works to the Conifers in the access road and agree any action to be taken. 3 quotes were considered. It was resolved to accet the quote from MDC Contractors at a cost of £350.00
2. To receive an update from Councillor Sjollema regarding the Recycling containers and agree any action to be taken. Cllr Sjollema was still looking into providers and measurements.

**It was resolved for Cllr Sjollema to continue and provide an update at the next meeting.**

**22/21 The Queen’s Jubilee Celebrations Thursday 2nd June 2022**

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

 The updates were:

* Clerk’s friend Adam McTigue has agreed to photograph the event.

 **It was resolved to reserve both Adam and Bryan Harker a space in DMCP.**

* Alan Jones to still confirm attendance as Master of Ceremonies, if not Dave Brock has agreed.
* Cllr Sjollema will be sorting the playlist and use of her phone for music for the evening.
* Lock Keeper happy for Council to use WiFi for the evening.

 **Clerk to liaise with Anita Collings regarding music for singing.**

**22/22 Correspondence**

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

 The Clerk updated members on correspondence received.

 **Correspondence was noted and responses were agreed.**

**22/23 Local Issues**

1. To note any items of inclusion on the Agenda for the next meeting of the Parish Council.
* Bin near the sea wall.
* Repainting of the village sign.

**22/24 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 left.**

**22/25 DMCP**

1. To discuss a request from the Sea Change Sailing Trust and agree any action to be taken.

**It was resolved that Cllr Edmond would contact the Sea Change Sailing Trust, informing them that the Council could issue permits costing £20 per month, per vehicle.**

**22/26 Council Freeman**

1. To discuss the proposal of a Council Freeman and agree any action to be taken.

**It was resolved that Cllr Sjollema, as Chair of the Council would present the award to the agreed person at the Beacon Lighting event on Thursday 2nd June at 9pm.**

**It was resolved that the Council would purchase and engraved medal in a box from A.G.H Engraving.**

**22/27 St George’s Field**

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

 A verbal update was received.

 **It was resolved that the Clerk would arrange a meeting with MDC.**

There being no further business the meeting closed at 10:15pm

Provisional Date of the Annual Parish Meeting and the next Council Meeting Tuesday 21st June 2022

Clerk Contact details: clerk@heybridgebasinpc.org.uk

Website: [www.heybridgebasinpc.org.uk](http://www.heybridgebasinpc.org.uk)