**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 21st September 2021 at 7.30pm

Present – Cllrs K. Lawson (Chair), J. Sjollema, R. Bryson, M. Hodges, L. Schnurr and B. Heubner

Also present – MDC Cllr A. Beale, G. Lake – Clerk and A. Hilton (HPC Clerk)

1. **The Chair to open the meeting**

Cllr Lawson opened the meeting.

1. **To receive notification from any persons present of intent to record the meeting.**

The Clerk advised the meeting would be recorded.

1. **To receive apologies for absence.**

Apologies received form Cllr Edmond and County Cllr M. Durham.

1. **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.**

Declarations received from Cllr Lawson - DMCP

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

A report was received from County Cllr Durham. Cllr Lawson Proposed the Clerk write to Cllr Durham with regards to speeding issues. Seconded by Cllr Heubner. It was agreed the Clerk write to Cllr Durham with regards to speeding issues.

1. **Correspondence from Parishioners:**
2. E-mail RE: Heybridge, Gravel Pits.

Cllr Hodges offered to take a look at the area and take photos. Cllr Lawson Proposed the Clerk write to MDC to see what action has been taken. Seconded by Cllr Heubner. It was agreed the Clerk write to MDC to see what action has been taken.

1. E-mail RE: Verbal reports at meetings.

The Clerk confirmed she had been in correspondence with the resident to clarify the times of Council Meetings. Members held a discussion, and it was agreed the Clerk would further correspond to inform the resident that meeting details could also be found on the website.

1. **To sign as a correct record the minutes of the meeting held on 17th August 2021. (Appendix 1)**

Cllr Hodges asked for an amendment to be made for item 20 C which was unanimously agreed on.

1. **Finance.**
2. To approve
3. Payment requests for July/August 2021 *(schedule to be circulated).*
4. Receipts for July/August 2021 *(schedule to be circulated).*

The Payment requests for July/August 2021 were received.

Cllr Hodges Proposed to approve the payments. Seconded by Cllr Sjollema. It was agreed to approve the payments for July/August 2021

It was noted there were no receipts for July/August 2021.

1. **Public Space Protection Order Consultation**
	1. To receive an update from Councillor Heubner and agree any action to be taken.

Members received an update from Cllr Heubner. Cllr Lawson thanked Cllr Heubner for his report and asked members to note the information circulated within Cllr Durham’s report.

1. **Emergency Planning**
	1. To receive an update from Councillor Lawson and agree any action to be taken.

Cllr Lawson updated members that a meeting had not yet been held with MDC Emergency Planning Team. It was agreed the Clerk write to MDC to arrange a meeting with the Emergency Planning team.

1. **Funding**
	1. To receive an update from Councillor Bryson as to whether the Heybridge Basin Sailing Association qualify for the Covid 19 Grass roots fund by EALC and agree any action to be taken.

Members received a report from Cllr Bryson with regards to HBSA. It was confirmed HSBA had already submitted an application for the EALC COVID 19 Grass Roots Fund.

* 1. To consider the Covid-Safe Community Buildings Fund and agree any action to be taken.

Member considered the Covid-Safe Community Buildings Fund. Cllr Lawson Proposed Cllr Sjollema arrange a meeting with Paula Abbott with regards to funding for the Church. Seconded by Cllr Schnurr. It was agreed that Cllr Sjollema would have a meeting with Paula Abbot with regards to funding for the Church.

1. **Litter Picking**
2. To receive a report from Councillor Schnurr and agree any action to be taken.

Cllr Schnurr informed members he would produce a report regarding Litter Picking for the next meeting due to be held on Tuesday 19th October 2021.

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

There were no applications to consider.

1. **Clerk’s Report**
2. To receive a report from the Clerk about any outstanding matters and to take action as required, to include:

Members received a report from the Clerk:

1. Bank Mandate – Clerk confirmed the signed submission forms were now with the bank for review.
2. Councillor training – It was noted Cllr Bryson would be attending 2 training dates in October/November.
3. ECC Locality fund – Members agreed for the Clerk to seek costings for a new notice board to be located at the bus stop and to contact Cllr Durham regarding funding. It was agreed Cllr Heubner would contact MDC to enquire about ownership of the bus stop. Members also agreed Cllr Lawson to contact the local resident architect for his view on how to update the look of the bus stop.
4. Local Street Improvement Scheme – It was agreed the Clerk would contact a local resident from St Georges Close and invite them to attend the next meeting to discuss a potential pedestrian route through the close to the wall. The Clerk to research the footpath.
5. Environmental Agency Update – The Clerk confirmed EA have not responded to correspondence.
6. **To receive questions from members of the public**

There were no questions received

1. **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.**

There being no further business the meeting closed at 9.15 pm

 Cllr Sjollema left the meeting at 8.45 pm

Provisional Date of Next Council Meeting 19th October 2021

Clerk Contact details: clerk@heybridgebasinpc.org.uk

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