**HEYBRIDGE BASIN PARISH COUNCIL**

Minutes of a meeting of Heybridge Basin Parish Council held on Tuesday 19th October 2021 at 7.30pm

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

Also present – G. Lake – Clerk

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

Cllr Lawson opened the meeting and advised that Item 18 would be held at 8pm and that the meeting would reconvene with the public after.

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 Schnurr, District Cllr Beale, County Cllr Durham and A. Hilton (HPC Clerk)

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 – Non-Pecuniary DMCP, Cllr Edmond – Non-Pecuniary Essex Waterways

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

No reports were received.

1. **Correspondence from Parishioners:**
2. Letter from a resident RE: Green van camping overnight in DMCP

The clerk reported that a letter had been received from a resident with regards to a green van staying in DMCP overnight when this is not permitted.

**It was resolved that the Clerk report the van to Street Link in case the person was facing difficulties.**

1. **Correspondence:**
2. Letter from Essex & Herts Air Ambulance Service

A letter had been received thanking the Council for their donation last year and asking whether we would be able to donate again this year.

**It was resolved that the Council match their donation from the previous year.**

1. E-mail from Friends of Heybridge Cemetery

An email was received from the Friends of Heybridge Cemetery asking if the Council would make a donation towards bulbs.

**It was resolved that the Council would donate £50.**

1. Letter from Essex Heritage

A letter was received from Essex Heritage Trust informing that they had funding available for projects that met their criteria.

**It was resolved that the Clerk would contact the Essex Heritage Trust about refurbishing the bus stop and associated noticeboard, as well as generating a Heritage information Sign showing the history of the village.**

1. **To sign as a correct record the minutes of the meeting held on 21st September 2021. (Appendix 1)**

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

1. **Finance.**
2. To approve
3. Payment requests for September/October 2021 *(schedule to be circulated).*
4. Receipts for September/October 2021 *(schedule to be circulated).*
5. Accounts for the six months to 30th September 2021 *(documents to be circulated).*

**The Payments, Receipts and Accounts as previously circulated were approved.**

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. **No action to be taken.**

1. **Environmental Agency**
2. To consider the recent correspondence from the Environmental Agency and agree any action to be taken.

The Clerk reported that the EA had sent a response to her email about the Sluice and flooding. It was discussed that the Council does not want the responsibility and that the Council would ask for a timeline of action from the EA. **It was resolved that the Clerk and Chair together to write a letter to the EA.**

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.**
2. **Daisy Meadow Car Park**
3. To receive an update regarding the tender process and to agree the action to be taken

A verbal update was received.

**It was resolved that the Clerk would go out to Tender for a solicitor and would call an extraordinary meeting to discuss.**

**Cllr Sjollema left the meeting at 8:45pm**

**It was agreed that members were happy to continue, and the Chair reconvened the meeting.**

1. **Funding**
2. To receive an update from Councillor Sjollema about the Covid-Safe Community Buildings Fund and agree any action to be taken.

**Deferred to the next meeting**

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

**It was resolved that this item would be covered under Item 18. Village Plan.**

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).*

21/00983/LDP – 16 Burrswood Place, Heybridge Basin – **We recommend the granting of planning permission as the proposal is single storey and not over looked.**

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

Members received a report from the Clerk:

1. Budget Review – Clerk advised that the DRAFT Budget review would be prepared for the November meeting and that Cllrs are to email with any suggestions.
2. ECC Locality fund – Clerk advised that costings for the notice board had been looked into and that Cllr Durham had been contacted. Cllr Lawson was still to speak with the local resident architect.
3. Local Street Improvement Scheme – Clerk had investigated the footpath. **It was resolved that the Clerk would submit an LHP application form to erect pedestrian signs for an alternative route to the village from Basin Rd.**
4. Power Supply and Street light maintenance tenders – Clerk advised that the deadline had passed for the Power Supply to be changed over. Clerk advised that the Street maintenance tenders were still in progress.
5. SLCC and NALC Membership – Clerk advised that she had been recommended to join these memberships. Clerk to research costs.
6. Emergency Planning – Clerk advised that she had spoken with Cllr N. Harmer and that a meeting could be arranged when convenient for the Council.
7. St Georges Field – Clerk had been informed that the Goal Posts on the field had been removed due to being damaged beyond repair, and that there were no current plans to replace. **It was resolved that the Clerk request the goal posts be replaced.**
8. Gravel Pits – Clerk advised that she had contacted the MDC but was awaiting a response.
9. **Village Plan**
10. To discuss the Brown field sites and agree any action to be taken.

**It was resolved that the Council would look at a full programme of projects at the next Council Meeting.**

1. **To receive questions from members of the public**

There were no questions received.

There being no further business the meeting closed at 9:33 pm

Provisional Date of Next Council Meeting Tuesday 16th November 2021

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