



# Heybridge Parish Council

## ANNUAL REPORT

**1<sup>st</sup> APRIL 2011 to  
31<sup>st</sup> MARCH 2012**

## Contact Details

### Parish Councillors

Michael Edwards  
8 Doubleday Drive  
Heybridge

John Harrison  
Pargeters  
Stock Chase  
Heybridge

Tina Gentry  
102 Wagtail Drive  
Heybridge

Lew Schnurr  
42 Basin Road  
Heybridge Basin

Richard Perry  
Mill House Hotel  
Langford

Paula Blackburn  
22 Fir Tree Walk  
Heybridge

Ron Mckay  
20 Fir Tree Walk  
Heybridge

Kay Ryder  
21 Creasen Butt Close  
Heybridge

Gill Tully  
1 Hall Cottages  
Hall Road  
Heybridge

### District Councillors

Anne Beale (Heybridge East)  
93 Hillary Close  
Heybridge

Bryan Harker (Heybridge East)  
34 Mariners Way  
Maldon

Alan Cheshire (Heybridge West)  
21 Wellands  
Wickham Bishops

Miriam Lewis (Heybridge West)  
24 Beeches Road  
Heybridge

### County Councillor

Rodney Bass  
Five Corners  
Maypole Road  
Wickham Bishops

## **CHAIRMAN'S REPORT 2011/12**

### **1 Overview**

1.1 I was elected Chairman of Heybridge Parish Council in May 2011.

1.2 Heybridge Parish Council has a variety of roles. It has direct responsibility for various land and property within Heybridge and Heybridge Basin and is consulted on a wide variety of topics, where it will express views and exert influence whenever the interests of Heybridge and its residents are affected.

1.3 The Parish Council has three Committees; a Planning Committee, a Budget Committee and a Personnel Committee.

1.4 Over the last year, I have also held the post of Chairman of the Budget Committee, Councillor Prof Schnurr has held the post of Vice-Chairman of the Council and Chairman of the Personnel Committee and Councillor Ryder has held the post of Chairman of the Planning Committee.

1.5 The Parish Council has recently co-opted two new Councillors leaving three vacant seats on the Council.

1.6 Councillor Ryder has continued in the role of Parish Tree Warden and Norma Hayward (not a Councillor) remains as the Public Rights of Way Liaison Officer. John Williams acts for the Council as the internal Auditor and Janice Martin continues as our bookkeeper.

1.7 Laurie Wiebe has taken over as our new Clerk and Responsible Financial Officer. In addition Laurie will continue in her role as the Parish Emergency Co-ordinator. Laurie is presently undergoing training for the Certificate in Local Council Administration CiLCA with the aim of becoming a qualified Clerk towards the end of 2012.

1.8 The office in Plantation Hall is now manned Monday - Tuesday and Thursday - Friday between 08.00 hrs and 17.00 hrs and on Wednesdays between 16.00 hrs – 20.00hrs. Bernie Hall and Mark Smy continue to be our hall caretakers.

### **2 Planning, Highways and Environment**

2.1 The Parish Council is notified of all planning applications affecting Heybridge, and due consideration is given to the comments to be submitted to the District Council. Notices of the applications are displayed on the notice board at Plantation Hall and on the Council website. Planning Applications are also available for inspection thirty minutes prior to the Parish Council meetings or Planning Committee meetings at Plantation Hall.

2.2 During the municipal year over 60 planning applications were commented on by the Parish Council.

2.3 The Parish Council is well aware of local concerns with regards to flooding and loading on the local infrastructure when considering development proposals.

2.4 The Parish Council, through its representatives, continues to liaise regularly with the County Council on local highway matters. In fact I am on the Highways Panel which meets on a regular basis to discuss highway matters throughout the district. There are a number of issues concerning Heybridge including speed limits and some sort of controlled pedestrian crossing on Heybridge Approach.

2.5 The Parish Council is grateful to Norma Hayward for her liaison work with the County Council on Public Rights of Way Matters.

### **3 Finance**

3.1 For the Financial Year 2011/2012 the Parish Council has maintained a careful use of resources to remain within Budget. Please see the Year End Financial Report 2011 - 2012.

3.2 Major expenditure items have been put out to tender such as the Ground Maintenance Contract, Amenity Lighting, Playground Flooring and Security measures to ensure best value for money and transparency in the way the Council works and awards contracts .

3.3 Further contracts are in the pipeline to review including our Gas and Electricity supply and CCTV Security System.

3.4 The precept for 2012/13 which is the element of Council Tax covering the Parish Council's budget requirement has been kept at £95,000.

### **4. Direct Responsibilities**

4.1 The Parish Council has responsibility for Plantation Hall, King George V Playing Field, Daisy Meadow Car Park at Heybridge Basin, various amenity and grassed areas and amenity lighting as its main functions. These have been managed effectively.

4.2 Major works have been carried out during the year including upgrading the rest of the playground flooring at Plantation Hall, completing the decorating programme and the installation of a security system to deter anyone accessing the roof.

4.3 Having experienced the first year the Council has agreed to finance the extended Bus Service 288 connecting Maldon and West Heybridge for another year. This will be reviewed again in March 2013.

4.4 The Council is aware of a need and requirement for allotments within the Parish and is actively looking for suitable land.

4.5 The Parish Council now has nine notice boards throughout the Parish including two in Heybridge Basin, one at the Bentalls shopping complex , one in Holloway Road, one in Ten Acre Approach, one in Temple Way, two at Plantation Hall and one next to the main entrance to the car park at Plantation Hall. Names of Parish Councillors, their contact details and Parish Council meetings / Planning Committee meetings dates are displayed.

## **5. Parish Council in the Community**

5.1 The Parish Council will continue to seek to exert influence in relation to those things which affect Heybridge and Heybridge Basin and its residents. The Parish Council works closely with both County and District Councils.

5.2 The Parish Council, through its representatives, maintains regular contact with local health providers, Highways, Elms Farm Park Group, Park Rangers and the Police.

5.3 For the first time the Parish Council has contracted the Park Rangers to carry out regular patrols at Plantation Hall and King George V Playing Fields to help combat anti-social behaviour. Not only are the Park Rangers acting as a deterrent but they have meaningful dialogue with the youngsters as well.

5.4 The Parish Council looks to support local organisations and community groups in their work. This past year it has contributed to the Youth Group, Maldon Cricket Club, 2<sup>nd</sup> Heybridge Brownies, Heybridge Women's Institute, The Salvation Army, PCC United Benefice of Heybridge, Farleigh Hospice and Heybridge Primary School.

5.5 The Remembrance Service last November was well supported by both the uniformed organisations and general public. Plans along the lines of last years service will be put into place for this years service in due course.

5.6 The Heybridge Youth Project continues to be successful with thanks to the invaluable support from the many volunteers who help run the scheme.

5.7 The Parish Council website is regularly updated and contains a wide range of information pertaining to the Council and its activities, including agendas, minutes and dates of meetings. Members of the public are invited to Parish Council and Planning Committee meetings with an opportunity to participate.

5.8 The continued support and work of the Parish Council's staff is valued and crucial to the smooth operation of the Council. Thanks also to our County and District Councillors for their support in the work of the Parish Council on behalf of the residents of Heybridge and Heybridge Basin.

Cllr. Michael Edwards,  
Chairman Heybridge Council  
19<sup>th</sup> April 2012

## Year End Financial Report 2011/12

Coding		Budget	Actual 31/03/2012	Debtors & Creditors	Total
<b><u>RECEIPTS</u></b>					
5001	Precept	95,000	95,000.00		95,000.00
6001	Lettings	30,000	31,963.00	385.00	32,348.00
6002	Letting Deposits		2,530.00		2,530.00
7001	Deposit Account Interest	1,000	121.20		121.20
8001	VAT Refunds		4,973.23	4,074.24	9,047.47
9001	Other		1,351.29		1,351.29
					0.00
		<b>£126,000</b>	<b>£135,938.72</b>	<b>£4,459.24</b>	<b>£140,397.96</b>
<b><u>PAYMENTS</u></b>					
<b><u>PLANTATION HALL</u></b>					
2501	Equipment & Materials	800	981.87	521.04	1,502.91
2201	Services (incl. Rates)	14,000	10,639.15		10,639.15
2401	Works and Maintenance	10,000	13,209.26		13,209.26
2301	Refunds of Deposits		2,395.47		2,395.47
		24,800	27,225.75	521.04	27,746.79
<b><u>OTHER EXPENSES</u></b>					
3001	Grass Cutting and Ground Maintenance	19,000	14,193.88	2,124.73	16,318.61
3101	Salaries & Pension Contributions	34,000	35,403.11		35,403.11
3201	Daisy Meadow Rates	6,000	5,196.00		5,196.00
3301	Ins/Subs/Misc Other Works -	7,000	5,155.69		5,155.69
3401	Repairs/Improvements	5,000	8,101.60		8,101.60
3501	Playground Equipment	8,000	6,103.99		6,103.99
3601	Street and Other Lighting Professional Fees -	5,000	2,530.19		2,530.19
3701	Planning/Support	1,000	400.00	922.00	1,322.00
3901	Elections	500	189.72		189.72
4401	Specialist Equipment (Plantation Hall)	1,000	800.00		800.00
4501	Office Equipment	1,000	1,119.44		1,119.44
4601	General Office	5,000	3,524.96	239.48	3,764.44
4701	Chairman's Allowance	250	8.89		8.89
4702	Hospitality	245			0.00
4801	Use of Home as Office	600	550.00		550.00
4901	Support Services	6,000	4,680.00	550.00	5,230.00
1202	Promotional/Publicity	3,000	461.00		461.00
1210	MDC Park Rangers	2,000	1,378.78	1,293.93	2,672.71
		104,595	89,797.25	5,130.14	94,927.39
<b><u>PROJECTS / SECTION 137</u></b>					
1371	Donations	2,255	2,256.04	189.00	2,445.04
1372	Youth Club	1,500	3,000.00		3,000.00
1381	Village Sign	3,000			0.00
1391	Daisy Meadow Car Park repairs	1,500			0.00
1375	Bus Service	6,500	5,540.00	540.00	6,080.00
		14,755	10,796.04	729.00	11,525.04

<b>RUNNING COSTS SUB TOTAL</b>	<b>144,150</b>	<b>127,819.04</b>	<b>6,380.18</b>	<b>134,199.22</b>
<b>VAT RECOVERABLE</b>		9,047.47		9,047.47
	<b>£ 144,150</b>	<b>£ 136,866.51</b>	<b>£ 6,380.18</b>	<b>£ 143,246.69</b>
<b>SURPLUS(DEFICIT) FOR THE YEAR</b>	<b>-18,150</b>	<b>-927.79</b>	<b>-1,920.94</b>	<b>-2,848.73</b>
<b>ACCUMULATED FUNDS, B/F</b>	<b>99,968</b>	<b>99,967.56</b>	<b>99,967.56</b>	<b>99,967.56</b>
<b>ACCUMULATED FUNDS, C/F</b>	<b>81,818</b>	<b>99,039.77</b>	<b>98,046.62</b>	<b>97,118.83</b>