



# Heybridge Parish Council

## ANNUAL REPORT

**1<sup>st</sup> APRIL 2012 to  
31<sup>st</sup> MARCH 2013**

## Contact Details

### Parish Councillors

Dr. Michael Blyth  
Selkirk House  
8 Rennie Walk  
Heybridge

Michael Edwards  
8 Doubleday Drive  
Heybridge

Tina Gentry  
102 Wagtail Drive  
Heybridge

John Harrison  
Pargeters  
Stock Chase  
Heybridge

Ron Mckay  
20 Fir Tree Walk  
Heybridge

Richard Perry  
Mill House Hotel  
Langford

Prof. Lew Schnurr  
42 Basin Road  
Heybridge Basin

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 MUNICIPAL YEAR MAY 2012 –MAY 2013

## 1 Overview

1.1 I was elected Chairman of Heybridge Parish Council in May 2012 for the second year running. The Parish Council is a local authority under the terms of the Local Government Act 1972 and came into operation on 1<sup>st</sup> April 1987 following the creation of the civil parish of Heybridge in 1986. It consists of twelve members (Parish Councillors) who are elected every four years. The Chairman is elected by the Parish Council at its statutory annual meeting in May.

1.2 Heybridge Parish Council has a variety of roles. It has direct responsibility for various land, property, amenity areas and car parks 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 In addition to the Council itself the Parish Council delegates certain of its functions to the Planning Committee, Budget Committee and Personnel Committee, appointed each year at the statutory annual meeting.

1.4 During the last municipal year, I also held the post of Chairman of the Personnel Committee, Councillor Prof Lew Schnurr was appointed Vice-Chairman of the Parish Council, Chairman of the Budget Committee and Chairman of the Planning Committee.

1.5 During the last municipal year the Parish Council has lost two Councillors but has recently Co-opted a new member, Councillor Dr Michael Blyth, leaving four vacant seats on the Council. Interest has already been shown to fill two of the remaining seats.

1.6 Although Kay Ryder has resigned as a Parish Councillor she has continued in her role as our Parish Tree Warden, John Williams acts for the Council as the internal Auditor and Janice Martin continues as our financial contractor.

The Parish Council wishes to thank Kay Ryder for her hard work and dedication to Council work during her time as a Parish Councillor.

1.7 Laurie Wiebe is our Council Clerk and Responsible Financial Officer and will continue in her role as the Parish Emergency Co-ordinator. Laurie is continuing her studies to complete her training for the Certificate in Local Council Administration (CiLCA) to become a fully qualified Council Clerk.

1.8 The office at Plantation Hall is now manned Mondays – Tuesdays between 08.00 hrs and 17.00 hrs and Thursdays - Fridays between 08.00 hrs and 16.00 hrs. Bernie Hall continues to be our day caretaker and Mark Smy continues to be our evenings and weekend caretaker. The services of a gardener/handyman, are also engaged. Both our caretakers and our Clerk have undertaken Fire Marshal training and in addition our Clerk and day caretaker have undertaken First aid training.

1.9 Anne Beale, Alan Cheshire, Bryan Harker, and Miriam Lewis are our District Councillors representing Heybridge and Heybridge Basin. Rodney Bass is our County Councillor.

The Parish Council continues its membership of the Essex Association of Local Councils (EALC), the National Association of Local Councils (NALC), the Rural Community Council of Essex (RCCE), the Campaign to Protect Rural England (CPRE) and the Chelmer Canal Trust. Our Clerk is a member of the Society of Local Council Clerks (SLCC) and has been newly elected on to the SLCC Essex Branch Committee.

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

2.1 The Parish Council is notified of all planning applications affecting Heybridge and Heybridge Basin, 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 or Planning Committee meetings at Plantation Hall.

2.2 During the last 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. Councillors are also attending training courses dealing with the new planning regulations as well as contributing to the new Local Development Plan (LDP) and The Maldon Design guide. This sets out the criteria in planning for the district for the period 2014 - 2029. The Parish Council submitted a response to the LDP to the District Council which supported the more comprehensive report submitted by our County Councillor.

2.4 The Parish Council, through its representatives, continues to liaise regularly with the County Council on local highway matters. This is carried out via the Highways Panel which meets on a regular basis to discuss highway matters throughout the district. There are a number of issues which the Parish Council have concerns about including speed limits and some sort of controlled pedestrian crossing on Heybridge Approach.

2.5 Norma Hayward has resigned as our Public Rights of Way Liaison Officer and the Council is actively looking to replace her. The Parish Council will also have to reconsider continuing membership of the Parish Path Partnership (P3) group.

The Parish Council is grateful to Norma Hayward for her liaison work with the County Council and the Parish Council on Public Rights of Way matters during the past year.

### **3 Finance**

3.1 For the Financial Year 2012/2013 the Parish Council has maintained a careful use of resources to remain within Budget. However due to the implementation of full time staffing, some elements of the budget had to be revised. In essence, it is considered both reasonable and prudent for the Parish Council in seeking to absorb a budget deficit to strike a balance between the impact this has on both the precept and the working balances. With the precept remaining the same as previous years the deficit will impact wholly on the working balances.

3.2 Major expenditure items were put out to tender such as the resealing of the main hall floor, the boiler for the Hot Water System, a new Bus shelter, new main hall lighting, refurbishment of various amenity area signage, carrying out remedial work on the electrics at Plantation hall and updating our CCTV and office equipment, to ensure best value for money and transparency in the way the Council works and awards contracts.

3.3 Further contracts for review include our Gas and Electricity. Quotes will also be sought for replacement kitchen equipment and hall furniture. Minor floor refurbishment and some building work is also required.

3.4 The precept for 2012/13 which is the element of Council Tax covering the Parish Council's budget requirement remained the same at £95,000. However this has not been increased for some 8 years and due to the increase in services offered by the Council including the provision of full time staff as well general increase in costs and proposed major repair works to the building, has been reviewed for the financial year 2013 – 2014.

### **4. Direct Responsibilities**

4.1 The Parish Council has responsibility for Plantation Hall, King George V Playing Field, Children's Play areas at Plantation Hall and Elizabeth Way, Daisy Meadow Car Park at Heybridge Basin, various amenity and grassed verges including at Larch Walk, Rowan Drive, The Roothings, Green Lane, the Horse Trough in The Street, the War Memorial at Heybridge Cemetery, Bus Shelters at Bentalls shopping centre, Goldhanger Road, Basin Road, a number of bench seats, various litter/dog bins and thirty four amenity and off-street lighting.

In addition the Parish Council is responsible for the maintenance of the closed Churchyard at St. Andrew's Church, the surrounds of St. George's Church at Heybridge Basin and Elms Farm Roundabout.

4.2 Plantation Hall and Playing Fields have a high usage factor with very competitive hire rates ensuring a steady income stream. There are no plans to increase our hire rates for the forthcoming financial year. The main hall and the two meeting rooms are used extensively.

4.3 Major works have been carried out during the year including upgrading the flooring in the main hall, roof repairs, resealing of the roof windows in the Claydon room, boiler replacement, upgrading the CCTV system, upgrading various office equipment and some electrical circuitry repairs. In addition replacement hall lights and a replacement bus shelter at Bentalls Shopping Centre were agreed at the March Parish Council meeting.

4.4 Following the first year of bus service from Maldon to Heybridge, the Parish Council had agreed to finance the extended Bus Service 288 connecting Maldon to West Heybridge for another year. This operation will be reviewed again for 2013 - 2014.

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

4.6 The Parish Council 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.

In addition to the Hall activities the names of Parish Councillors, their contact details and Parish Council meetings / Planning Committee meetings dates are displayed.

4.7 The Parish Council considers training to be an integral part of the successful and innovative parish council. Training helps councils reach their full potential, imparting knowledge; skills; competencies; best practice and legal guidance. Councillors are encouraged to attend training sessions where appropriate.

## **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 the District and County Councils.

5.2 The Parish Council, through its representatives, maintains regular contact with the District Council, Essex County Council, Highways, Local Health providers, Elms Farm Park Group, The Parish Passenger Transportation Group, Park Rangers and the Police.

5.3 The Park Rangers continue to carry out regular patrols at Plantation Hall and King George V Playing Fields to help combat anti-social behaviour as well as issue fines for dog fouling etc. Not only are the Park Rangers acting as a deterrent but they have meaningful dialogue with the youngsters as well.

The Parish Council wishes to thank the Park Rangers for their important work during the past year.

5.4 The Parish Council looks to support local organisations and community groups in their work. This past year it has contributed to the Brain Tumour UK Charity, Maldon Cricket Club, Oars and Paws Fun Dog Show, the Darby and Joan Club, the Salvation Army, the Maldon Art Trail, the PCC United Benefice of Heybridge, the Healthy Living Parents Drop-in Group and the Cirdan Sailing Trust. Due to the number of donation requests, the Parish Council has decided to implement a Donation Awarding Policy which is now in force.

5.5 The Remembrance Service last November was well supported by both the uniformed organisations and general public. The Parade started from Plantation Hall with a short service at the Memorial and parade back. Refreshments were served to everyone afterwards at Plantation Hall. Plans along the lines of last year's service will be put into place for this year's service in due course.

The Parish Council wishes to thank all those who helped and took part.

5.6 The Parish Council has increased the number of editions of the Heybridge Herald to four per year. This is part of raising the profile of Heybridge Parish Council as well as to inform the Community of the details of their Parish Councillors, their contact details, what facilities are available within the Parish and to notify the community of upcoming events.

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, dates of meetings and Councillor contact details.

5.8 The continued support and work of the Parish Council's staff is valued and crucial to the Parish Council's work and achievements.

Thanks are also due to our County and District Councillors for their hard work in looking after the interests of Heybridge and Heybridge Basin.

5.9 Finally, as always, a reminder that meetings of the Parish Council are open to members of the public, and there is the opportunity for the public to participate and ask questions. The Parish Council is always keen to promote a greater public awareness of its work. With a strengthening of its membership and engagement with the community there is a good chance this can happen.

Cllr. Michael Edwards  
Chairman Heybridge Parish Council  
18<sup>th</sup> April 2013

## Year End Financial Report 2012/13

Coding		Budget	Actual 31/03/2013	Debtors & Creditors	Total
<b><u>RECEIPTS</u></b>					
5001	Precept	95,000	95,000.00		95,000.00
6001	Lettings	29,000	32,139.00	1,670.75	33,809.75
6002	Letting Deposits		1,528.00		1,528.00
7001	Deposit Account Interest	250	116.39		116.39
8001	VAT Refunds		6,108.50	1,725.00	7,833.50
9001	Other		146.41		146.41
					0.00
		<b>£124,250</b>	<b>£135,038.30</b>	<b>£3,395.75</b>	<b>£138,434.05</b>
<b><u>PAYMENTS</u></b>					
<b><u>PLANTATION HALL</u></b>					
2501	Equipment & Materials	800	1,277.51	606.50	1,884.01
2201	Services (incl. Rates)	18,000	10,472.39	20.00	10,492.39
2401	Works and Maintenance	5,000	14,497.30	520.63	15,017.93
2301	Refunds of Deposits		1,957.13		1,957.13
		23,800	28,204.33	1,147.13	29,351.46
<b><u>OTHER EXPENSES</u></b>					
3001	Grass Cutting and Ground Maintenance	21,000	15,958.37	129.00	16,087.37
3101	Salaries & Pension Contributions	37,000	48,782.09		48,782.09
3201	Daisy Meadow Rates	6,000	5,400.00		5,400.00
3301	Ins/Subs/Misc Other Works -	7,000	5,497.83		5,497.83
3401	Repairs/Improvements	5,000	1,873.79	3,000.00	4,873.79
3501	Playground Equipment	2,000	69.41		69.41
3601	Street and Other Lighting Professional Fees -	3,000	1,749.60		1,749.60
3701	Planning/Support	2,000	1,010.00		1,010.00
3901	Elections	500	0		0
4401	Specialist Equipment (Plantation Hall)	1,000	0		0
4501	Office Equipment	3,000	1,955.85		1,955.85
4601	General Office	5,000	5,927.20	558.85	6,486.05
4701	Chairman's Allowance	250	56.00		56.00
4702	Hospitality	500	41.67		41.67
4901	Support Services	6,000	4,680.00	550.00	5,230.00
1202	Promotional/Publicity	5,000	1,993.53		1,993.53
1210	MDC Park Rangers	8,000	2,735.73	1,047.16	3,782.89
		112,250	97,731.07	5,285.01	103,016.08
<b><u>PROJECTS / SECTION 137</u></b>					
1371	Donations	3,000	1,855.00		1,855.00
1372	Youth Club	2,000	0		0
1391	Daisy Meadow Car Park repairs	3,000			0
1375	Bus Service	6,500	5,817.00	525.00	6,342.00
		14,500	7,672.00	525.00	8,197.00
<b>RUNNING COSTS SUB TOTAL</b>		<b>150,550</b>	<b>133,607.40</b>	<b>6,957.14</b>	<b>140,564.54</b>



VAT RECOVERABLE		7,833.50		7,833.50
		£		£
	£ 150,550	141,440.90	£ 6,957.14	148,398.04
<b>SURPLUS(DEFICIT) FOR THE YEAR</b>	<b>-26,300</b>	<b>-6,402.60</b>	<b>-3,561.39</b>	<b>-9,963.99</b>
<b>ACCUMULATED FUNDS, B/F</b>	<b>97,119</b>	<b>97,118.83</b>	<b>97,118.83</b>	<b>97,118.83</b>
<b>ACCUMULATED FUNDS, C/F</b>	<b>70,819</b>	<b>90,716.23</b>	<b>93,557.44</b>	<b>87,154.84</b>