



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 17th AUGUST 2017** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Simon Burwood

Councillors: Ashley Jones Natalie Lewis
Bernard Hall Richard Perry

Officers: Laurie Wiebe – Clerk and RFO

Members of Public: 1

District Councillors: Cllr Miss Miriam Lewis

Police: None

Other Representatives: None

Absent: Cllr Tina Gentry

In the Chair: Cllr Burwood

The meeting started at 7:30pm.

17/183 Apologies for Absence

Apologies were received from Cllr Young (holiday), Cllr Bishop (prior commitment), Cllr Prof Schnurr (prior commitment), Cllr Lawson (holiday), Cllr Cable (work commitment.) Apologies were also received from Dist Cllr Harker.

It was **RESOLVED** to accept the apologies and reasons for apologies.

17/184 Chairman's Announcements

Cllr Burwood noted the resignation of Cllr Edwards and thanked Michael Edwards for his dedication.

17/185 Minutes

The minutes of the Parish Council meeting held on 20th July 2017 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 20th July 2017 be approved and confirmed.
The minutes of the Extra-ordinary Parish Council meeting held on 27th July 2017 were received.

It was **RESOLVED** that the minutes of the Extra-ordinary Parish Council meeting held on 27th July 2017 be approved and confirmed.

The minutes of the Planning Committee meeting held on 3rd August 2017 were received.

The minutes of the Events Committee meeting held on 10th August 2017 were received.

The minutes of the Environment and Resources Committee meeting held on 27th July 2017 were received.

17/186 Update from previous meeting

Minute 17/125. It was noted that the District Council have confirmed there would be no Mill Street.

17/187 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests

None.

17/188 Public Participation Session

There were no comments made.

17/189 District Councillors' and Emergency Services Report

It was noted that a District Councillor Liaison Meeting was held on 28th July 2017. It was noted that the next Liaison Meeting will be held on 29th September 2017.

Dist Cllr Miss Lewis reported that:-

- It was unlikely that Farleigh Hospice would have a new permanent facility located in Heybridge;
- Cllr Miss Lewis expressed concern of flood alleviation within Heybridge in particular with overgrown ditches such as Langford Ditch and Holloway Road. Cllr Miss Lewis would report the ditches to the relevant authority. Cllr Miss Lewis expressed her concern that information was not forthcoming from the District Council Leader;
- Proposed new lease, which is subject to renewal every 35 years, of Drapers Farm should be completed within 12 months.
- Residents have expressed concern of the planning application for Stock Chase.
- The planning application for signage by a local business had been granted on appeal.

A report was received from Dist Cllr Bryan Harker. It was reported that:-

- The developer may have withdrawn of the Swifts project;
- Cllr Harker had reported the unmarked bus stops along Goldhanger Road between Basin Road and Osea Leisure Park;
- Dist Cllr Harker had reported there were no 'deep water' warning signs at Wagtail Drive Alleviation Scheme;
- Issues raised at the last Saturday District Councillor Surgery include ditch clearance in the Basin, house purchase from Moat, traffic in the street in particular agricultural vehicles, request for a bus shelter on Langford Road, Heybridge, poor Sunday bus services.

17/190 Consultations and Policies

Members considered submitting comments to London Southend Airport regarding the proposal to introduce performance based navigation (PBN) approach procedures at London Southend Airport. Members received a report from Cllr Prof Schnurr. Cllr Lewis asked for clarification of the report before submitting comments.

Members considered submitting comments to National Association of Local Councils (NALC) on the public call for evidence and inquiry questions by Lords Select Committee on Citizenship and Civic Engagement (deadline 1st September 2017.)

Members considered submitting comments to National Association of Local Councils on the public consultation on a new broadband Universal Service Obligation: consultation on design (deadline 1st October 2017.)

Members considered adopting the Council's Asset Register Policy.

Members considered adopting the Council's Protocol for marking the death of a senior national figure or local holder of high office.

It was **RESOLVED** that:-

- i) Cllr Burwood would ask Cllr Prof Schnurr to clarify the report on the comments to be submitted to London Southend Airport;
- ii) No comments would be submitted to NALC on the public call for evidence and inquiry questions by Lords Select Committee on Citizenship and Civic Engagement;
- iii) Comments to NALC on the public consultation on a new broadband Universal Service Obligation be referred to the IT working group;
- iv) The Council's Asset Register Policy be adopted;
- v) The Council's Protocol for marking the death of a senior national figure or local holder of high office be adopted.

17/191 Appointments

Members considered appointing two Members onto the Town working group.

Members considered appointing a lead Councillor to liaise with Maldon District Council regarding proposed community facilities within the North Heybridge Garden Suburb.

Members considered appointing a lead Councillor for the Herald.

Members considered appointing a Member onto the Personnel Committee.

Members considered appointing a Member onto the Environment and Resources Committee.

Members considered appointing a Member onto the Events Committee.

Members considered appointing two Members onto the Community Achievement Award Panel.

Members considered appointing a Member onto the Plantation Hall Extension Working Group.

Members considered appointing a Member onto the Budget Committee.

Members considered appointing the Deputy Clerk as second administrator for the Council's social media accounts.

It was **RESOLVED** that:-

- i) appointing Members onto the Town Working Group be deferred;
- ii) appointing a lead Councillor to liaise with Maldon District Council regarding proposed community facilities be deferred;
- iii) appointing a lead Councillor for the Herald be deferred;
- iv) Cllr Hall be appointed onto the Personnel Committee;
- v) appointing a Member onto the Environment and Resources Committee be deferred;
- vi) appointing a Member onto the Events Committee be deferred;
- vii) appointing two Members onto the Community Achievement Award Panel be deferred;
- viii) appointing a Member onto the Plantation Hall Extension Working Group be deferred;
- ix) appointing a Member onto the Budget Committee be deferred;
- x) the Deputy Clerk be appointed as second administrator for the Council's social media accounts.

17/192 Dementia Friendly Council

Members considered appointing either a lead Councillor or form a working group to further investigate. Cllr Lewis supported the initiative however did not have the time. It was suggested that a presentation by Dementia Friends could be arranged.

It was **RESOLVED** that the Clerk would arrange a presentation to full Council by Dementia Friends.

17/193 Maldon and Heybridge Youth Council

Members received a report from Cllr Burwood.

Members considered the proposal from Cllr Burwood to form a Youth Council with Maldon Town Council. Cllr Lewis proposed forming a joint Youth Council which was seconded by Cllr Perry.

Members considered the continued appointment of Cllr Burwood, Cllr Jones and Cllr Lewis to work with Maldon Town Council.

It was **RESOLVED** that:-

- i) a joint Youth Council with Maldon Town Council be formed;
- ii) Cllr Burwood, Cllr Jones and Cllr Lewis work with Maldon Town Council.

17/194 Car Park in Heybridge Basin

Members considered investigating possibility of a second public car park in Heybridge Basin. There was a general discussion of various suggestions for Daisy Meadow Car Park.

It was **RESOLVED** to defer further discussion of the Car Park in Heybridge Basin to the Environment and Resources Committee.

17/195 Financial Matters

(a) Accounts for Payment

The Parish Council received the following accounts (inclusive of VAT) for payment as set out in the payments schedule circulated at the meeting –

3 August 2017

Mrs S Smith	£500.00	Hire Deposit refund re hiring 22/7/17	2301
123 Connect Ltd	£112.80	Domain Name	1202
The Big Soul SOUL	£50.00	Performance at Community Festival	4301
Chelmer Canal Trust	£20.00	Annual Membership Fee	3301
Hanovia Solutions Ltd	£314.40	CCTV repair and update	2401
Kempco Ltd	£547.38	Stationery and Supplies for PHall	2501/4601
Maldon District Council	£2304.18	Community Protection Service for quarter April-June 2017	1210
Pralet Heating Ltd	£90.00	Repair leak on Air Con Unit at PHall	2401
St John Ambulance	£173.88	Provision First Aid and Medical Cover at Community Festival	4301
Stephensons of	£676.00	Bus Service for month of June	1375

Essex Ltd		2017	
The Window Cleaner	£45.00	Windows cleaned at PHall on 21/7/17	2401
NWG Business	£42.91	Monthly payment re Water supply at PHall	2201
Maldon District Council	£377.00	Monthly non-domestic rates re PHall	2201
Maldon District Council	£622.00	Monthly non-domestic rates re Daisy Meadow Car Park	3201
Southern Electric	£322.10	Quarterly Electricity re PHall	2201

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T Powell	£19.99	Reimbursement re Drain & Gutter Cleaning	2401
G Young	£77.20	Reimbursement re Lock & Gifts	2401/4301
S Rees	£150.00	Hire deposit refund re 11/8/17	2301
K Harvey	£104.50	Hire deposit refund re 13/8/17	2301
Came & Company	£3646.14	Annual Insurance	3301
Mr GR Hilton	£767.50	Grounds Maintenance July and 12 August 2017	3001
NALC	£17.00	Annual Subscription	3301
Stephensons of Essex Ltd	£676.00	Bus Service Month of July 2017	1375
PKF Littlejohn LLP	£720.00	External Auditor	3701
Green Recycling Ltd	£73.96	Monthly payment re waste collection PHall	2201
Crown Gas & Power Ltd	£43.80	Monthly payment re gas supply at PHall	2201
Southern Electric	£99.48	Monthly payment re street lighting	3601
Information Commissioner's Office	£35.00	Data Protection Annual Fee	3301

It was **RESOLVED** that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for August 2017
- c) Members received the bank reconciliation for July 2017.
- d) Members considered the donation request from Heybridge Blackwater Rotary Club for use of the Claydon Room three times per month for annual cost of £612. Cllr Perry proposed a donation of £153 (a quarter of the request.)

It was **RESOLVED** to approve the donation request from Heybridge Blackwater Rotary Club for £153.00.

Members considered completing the quarterly review of the Action Plan. It was noted that:-

- Neighbourhood Plan was on hold
- Plantation Hall extension working group had been formed
- Town Council status had been agreed on 15th June 2017 to be changed to Town Council by 1st April 2018.

It was **RESOLVED** to update the quarterly review of the Action Plan.

Members received an action plan from Cllr Lewis (Tourism and Leisure Representative) on increasing tourism. Cllr Lewis suggested the following actions be included on the Action Plan:-

- Quarterly meeting with Tourist Information Centre to discuss upcoming events
- Publish links on new Parish Council website to local places
- Meet with local companies and clubs to see how to gain more exposure
- All events to be advertised at the Tourist Information Centre
- Re-advertise the industrial trail parish walk and saltmarsh trail
- Advertise parish events on Visit Maldon website
- Heybridge Open Gardens (Cllr Lewis to report to Environment and Resources Committee.)

It was **RESOLVED** to add the above actions to the Action Plan.

17/197

Planning Applications

Members considered to make comments to the District Council on the following planning applications.

Application No: HOUSE/MAL/17/00834
Proposal: Proposed part two storey and part first floor front extensions with associated alterations.
Location: 24 Scraley Road, Heybridge
Recommended granting planning permission.

Application No: WTPO/MAL/17/00836
Proposal: T1 Cedar – north side of tree – reduce lower crown over No61 by up to 5m. West side of tree – reduce up to 3m. South side of tree – crown lift to main dog-leg limb. Prune back 1.5-2m and remove dead/damaged. East side of tree – crown lift to apex of adjacent roof and prune overhanging to roof back to original unions (sub laterals.)
Location: 63 Cedar Chase, Heybridge
Recommended granting planning permission.

17/198

Elms Farm Park

Members received the latest minutes. Cllr Burwood encouraged Members to follow Elms Farm Park Facebook page.

17/199 **Training Notifications**

Members received the latest training notifications.

As requested by Cllr Jones, Members considered the costs for First Aid at Work training of £258.24 + VAT or £295 + VAT.

It was **RESOLVED** not to pursue First Aid at Work training for Members at this time.

17/200 **Future meetings**

The next meeting of the Planning Committee of the Parish Council will be Thursday 7th September 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 14th September 2017 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 21st September 2017 at 7:30pm.

The next meeting of the Environment and Resources Committee will be held on 24th August 2017 at 7:30pm.

The meeting closed at 8:45pm.

Chairman
21 September 2017