



## Heybridge Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting in The Main Hall, Plantation Hall, Colchester Road, Heybridge on **THURSDAY 18 FEBRUARY 2016** at 7.00pm for the purpose of transacting the following business.

### **Recording of meetings**

To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that the recording equipment or cameras will capture your image and this will result in the possibility that your image will become part of the broadcast. This may infringe your human and data protection rights and if you wish to avoid this you should move to the appropriate area of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Clerk before the meeting commences.

### **Public Participation**




This meeting is held in public. To note that under Local Government regulations, only persons registered on the electoral roll are permitted to speak. Visitors will be able to speak within the allotted ten minutes. If several visitors wish to express similar views it is suggested that a spokesperson should speak on behalf of the group. When visitors wishing to speak arrive at the meeting, they should give their names to the Clerk and say that they wish to speak. To avoid arguments and keep the length of meetings to a reasonable level, Councillors will not enter into discussion with visitors during the allocated public participation time. Apart from the initial participation session, the public are not allowed to speak in the meeting.

**Laurie Wiebe**  
**Clerk to Heybridge Parish Council.**

**12<sup>th</sup> FEBRUARY 2016**

*In order to reduce paper wastage, Members of the Press or Public who would like copies of the appended documents available during the meeting should make prior arrangements with the Clerk.*

## AGENDA

1.  Apologies for absence.
2. Chairman's Announcements.
3.  **Minutes**  
To receive and confirm the Minutes of the Parish Council meeting held on 21<sup>st</sup> January 2016 (Appendix 1.)  
  
To receive the Minutes of the Planning Committee of the Parish Council held on 4<sup>th</sup> February 2016 (Appendix 2.)  
  
To receive the Minutes of the Personnel Committee of the Parish Council held on 8<sup>th</sup> February 2016 (Appendix 3.)  
  
To receive the Minutes of the Events Committee of the Parish Council held on 10<sup>th</sup> February 2016 (to be circulated.)
4. **Interests**  
To receive member's declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests on items on the agenda. To note any dispensations granted.  
  
(Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the meeting.)
5. **Public Participation**  
Public participation session with respect to items on the agenda and other matters that are of mutual interest.
6. To receive reports from:
  - a) **District Councillors**
  - b) **Police and any other emergency services, if present.**
7.  **Planning**
  - a) To consider and make comments to the District Council on applications received:  
  
Application No: HOUSE/MAL/15/00961  
Proposal: Single storey extension.  
Location: Tolcraft, 104 Basin Road, Heybridge Basin  
  
Application No: HOUSE/MAL/16/00053  
Proposal: Single storey rear extension, single storey front extension, including relocation of garage.  
Location: 5 Fir Tree Walk, Heybridge

Application No: FUL/MAL/16/00081  
 Proposal: Erection of two separate industrial buildings (B1 Use).  
 Location: Old Maltings, Hall Road, Heybridge

Application No: HOUSE/MAL/16/00119  
 Proposal: Porch to the front  
 Location: 16 Coopers Avenue, Heybridge

Application No: EES/05/16/MAL  
 Proposal: Continuation of the construction of an agricultural reservoir by the extraction and removal from the site of sand, gravel, and surplus soils without compliance with Condition No.2 and No. 27 attached to planning reference ESS/34/14/MAL to allow an amended restoration layout incorporating an island and amended eastern boundary of the reservoir.  
 Location: Cobbs Farm, Maldon Road, Goldhanger, Maldon

Application No: EES/06/16/MAL  
 Proposal: Continuation of the construction of an agricultural reservoir by the extraction and removal from the site of sand, gravel and surplus soil without compliance with Condition No. 2 and No. 27 attached to planning reference ESS/35/14/MAL to allow an amended restoration layout incorporating an island and amended eastern boundary of the reservoir.  
 Location: Cobbs Farm, Maldon Road, Goldhanger, Maldon

Application No. FUL/MAL/15/00885  
 Proposal: Development for 145 residential dwellings with associated landscaping, open space, access, parking and ancillary infrastructure including pumping station.  
 Location: Land West of Broad Street Green Road, Heybridge  
 AMENDED

Any planning applications received will be circulated to Members;

b) To receive any update on the Local Development Plan.

8.



**Clerk's Report – including Property Matters**

- i) To receive a report from the Clerk (Appendix 4);
- ii) To consider establishing a budget to remove the hedge at the end of Plantation Hall Car Park and for planting a new hedge along Serpa Path;
- iii) To consider the quotations received for the Electricity and Gas Contracts for Plantation Hall;
- iv) To consider purchasing a projector screen for use at Plantation Hall;
- v) To consider establishing an IT working group;
- vi) To consider the principle of charging for car parking at Daisy Meadow Car Park;
- vii) To ratify the expense of £1030.20 + VAT for replacement padlocks;

- viii) To decide if the marquee should be disposed of and to hire a larger marquee for future events;
- ix) To consider further investigating establishing a Youth Council;
- x) To agree a date for the official unveiling of the Children's new play equipment at Plantation Hall;
- xi) To consider establishing either an Asset Management Working Group or an Environment and Resources Committee for the beginning of the next municipal year;
- xii) To consider purchasing a pay-as-you-go mobile for the Caretakers;
- xiii) To consider carrying out Disclosure and Barring Service (DBS) checks for Councillors and Staff;
- xiv) Following advice from the groundsmen, to consider if the football goal post should be installed at Elizabeth Way Amenity Area;
- xv) To consider updating the digital mapping software to include Land Registry information for a cost of £75.

9. 

**Plantation Hall Scale of Charges 2016-2017**

- i) To consider the draft scale of charges for 2016-2017 (Appendix 5);
- ii) To receive a report from the Admin Assistant (Appendix 6);
- iii) To consider limiting the storage space available to hirers;
- iv) To agree the caretakers are responsible for setting up tables and chairs only.

10. 

**Consultations and Policies**

- i) To adopt the Annual Parish Meeting guidelines (Appendix 7);
- ii) To adopt the Parish Council's Procurement Procedure (Appendix 8);
- iii) To adopt the Parish Council's Charity of the Year Policy (Appendix 9);
- iv) To adopt the Parish Council's Petition Procedure Policy (Appendix 10);
- v) To review the Parish Council's Action Plan (Appendix 11);
- vi) To consider submitting comments on the Lower Thames Crossing Route Consultation (Appendix 12);
- vii) To consider submitting comments to Natural England on the Outer Thames Estuary pSPA consultation (Appendix 13);
- viii) To consider submitting comments to Essex County Council on the Replacement Waste Local Plan (Appendix 14);
- ix) To consider submitting the draft comments to the Department of Communities and Local Government (DCLG) on the National Planning Policy Framework Consultation (Appendix 15.)

11. 



**Police Partnership Conference**

- i) To ratify Cllr Dr Blyth to attend the conference;
- ii) To suggest questions for Cllr Dr Blyth to ask at the conference.

12. 

**Financial Matters**

- a) To receive and consider the schedule of payments including invoices and accounts for payment (to be circulated at the meeting);
- b) To receive an updated statement of accounts (to be circulated at the meeting);
- c) To receive the monthly bank reconciliation (to be circulated at the meeting).

13. **Parish Council Assets/Projects**
- a) **Heybridge Herald** (Lead Councillor – Cllr. Michael Edwards)
    - i) To receive a report from the leading Councillor.
  - b) **Basin Matters** (Lead Councillor – Cllr Prof Schnurr)
    - i) To receive a report from the leading Councillor.
  - c) **Projects (including 5 year project plan) and Grants Working Group**
    - i) To note that the Plantation Hall extension workshop will take place on Monday 15<sup>th</sup> February 2016.
  -  d) **Neighbourhood Planning Task and Finish Working Group**
    - i) To consider writing to Essex County Council requesting further information on the Landscape Flood Management Plan for Heybridge;
    - ii) To note the first meeting of the working group will be held on Tuesday 23<sup>rd</sup> February 2016 and will continue fortnightly;
    - iii) To receive a report from the RCCE Neighbourhood Planning Coffee Morning attended by Cllr Prof Schnurr and Cllr Young (Appendix 16.)
14. **Highways and Environment Matters**
- a) To receive a report from the Tree Warden (Mr. Hammans);
  - b) To receive a report from the Public Rights of Way Liaison Warden (Cllr Young);
  - c) To receive a report from the Parish Emergency Co-ordinator (Clerk).  
Nothing to report.
15.  **Reports from Committees**
- a) **Planning Committee**
    - i. To consider any recommendations.
  - b) **Events Committee**
    - i. To receive a report from the Chair of the Committee;
    - ii. To consider any recommendations.
    - iii. To consider having a community achievement award.
  - c) **Personnel Committee**
    - i. To receive a report from the Chair of the Committee (Appendix 17.)
16. **Reports from Outside Committees, Representatives and Training**
- a) **Transport Representatives Meeting – Cllr. Prof Schnurr**
    - i) To receive a report from Cllr. Prof. Schnurr;
    - ii) To note the bus 288 passenger numbers for January 2016 were 130.
  - b) **Elms Farm Park Conservation Group – Cllr. Burwood**
    - i) To receive a report from Cllr. Burwood
  - c) **Health Matters – Cllr. Dr. Blyth**
    - i. To receive a report from Cllr. Dr. Blyth.

ii. To receive the press release from Mid-Essex CCG  
(Appendix 18.)

**d) Tourism and Leisure Representative – Cllr. Perry**

i. No report received.

**e) School Liaison Representative – Cllr. Dr. Blyth and Cllr Z Edwards**

**f) Maldon and Blackwater Estuary Coastal Communities Team – Cllr Prof Schnurr and Cllr M Edwards**

i) To receive a report from Cllr M Edwards (Appendix 19.)

**17. Training Notifications**

a) To approve any EALC training requests received:

Health and Safety Level 2 – 8 March 2016 - £80 per delegate;

Police Partnership Conference – 15 March 2016 - £20 per delegate (Cllr Dr Blyth attending);

Chairman's Day 1 – 23 March 2015 - £70 per delegate (Cllr Hall attending)

Vine HR – 12 April 2016 - £50 per delegate;

New Clerks Briefing – 20 April 2016 - £50 per delegate;

Chairman's Day 2- 21 April 2016 - £75 per delegate;

Chairman's Day 3 – 28 April 2016 - £75 per delegate;

Routine Playground Inspectors Course – 26 May 2016 - £100 per delegate

Volunteer Playground Inspectors Course – 30 June 2016 - £65 per delegate

(Relief Caretaker would like to attend.)

**18. Future meetings**

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 4<sup>th</sup> March 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 10<sup>th</sup> March 2016 at 7.30pm.

The next meeting of the Parish Council Meeting will be held on Thursday 17<sup>th</sup> March 2016 at 7:00pm.

The next meeting of the Personnel Committee Meeting will be held on Monday 21<sup>st</sup> March 2016 at 11:00am.

For Information Only:

Items for next Parish Council Meeting agenda:

Update on various works

Donation Requests

Arrangements for the Annual Parish Meeting

Horse Trough