



# Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **WEDNESDAY 18<sup>th</sup> July 2018**  
in the Claydon Room, 7:30pm Plantation Hall, Colchester Road, Heybridge Maldon

## PRESENT

**Chairman:** Vice – Chairman Ashley Jones

**Councillors:** Bernard Hall                      Lesley Biggs  
Trevor Cable                              Tina Gentry  
Simon Burwood

**Officers:** Amanda Hilton – Clerk

## **Members of Public:** 8

District Councillors:     None

Police: None

Other Representatives: Mr Hiron – Stephenson's Bus Service

**In the Chair:** Ashley Jones

The meeting started at 7:30pm.

### **18/109     Apologies for Absence**

Apologies were also received from Cllr Perry (Annual Leave) Cllr Bullen (annual leave) Cllr Lawson (prior commitment)

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

### **18/110     Chairman's Announcements**

None

### **18/111     Minutes**

The Minutes of the Parish Council Meeting held on Wednesday 20<sup>th</sup> June 2018 were received.

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on Wednesday 20<sup>th</sup> June 2018 be approved and confirmed.

The Draft Minutes of the Planning Committee meeting held on Wednesday 6<sup>th</sup> July 2018 were received.

It was noted the Events Committee meeting due to be held on Wednesday 11<sup>th</sup> July 2018 was not quorate.

The Draft Minutes of the Environment and Resource Committee meeting held on Wednesday 27<sup>th</sup> June 2018 were received.

The Draft Minutes of the Personnel Meeting held on Tuesday 10<sup>th</sup> July 2018 were received.

**18/112 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

Cllr Biggs declared an interest Agenda item 10d – Cllr Biggs is a member of the Heybridge Residents Association.

**18/113 Public Participation Session**

Mr Harrison spoke with regard to the Agenda item 8. Mr Harrison gave a brief history of the bus service and asked Council to take into account the daily usage figures.

**18/114 To receive reports from District Councillors and Police.**

None received

**18/115 Co-Option**

Members considered Co-option of Mr J Harrison. It was **RESOLVED** to hold a secret ballot and to invoke Standing Order 15 to record the vote.

Cllr Burwood	Yes	Cllr Jones	No
Cllr Gentry	Yes	Cllr Cable	No
Cllr Hall	Yes	Cllr Biggs	No

By Casting Vote it was **RESOLVED** not to Co-opt Mr Harrison.

**18/116 Stephensons Bus Service**

a) Members received a report from Mr B Hiron, Managing Director of Stephensons. Mr Hiron confirmed the bus runs 7 times a day along Tesco, the Causeway, Holloway Road and Heybridge Approach in a one way loop.

Mr Hiron explained the monthly usage is reported to the Clerk.

Mr Hiron opened the matter up for discussion.

Cllr Burwood expressed that the service is of vital importance to the regular users of the bus.

Cllr Cable enquired if the monthly usage report could include the pick up points to show the stops that are most used.

Mr Hiron confirmed the monthly usage report can show the passengers by usage and journey.

Cllr Burwood PROPOSED Mr Hiron collect as much data as possible

to include, days, times and the types of passenger for the next month and report to the Clerk. Then the matter can be discussed again.  
**SECONDED** by Cllr Cable.

It was **RESOLVED** Mr Hiron would collect as much data as possible to include, days times and types of passenger for the next month and report to the Clerk.

**18/117 Clerks Report**

Members received a report from the Clerk

- a) Members considered hire request from Independent Wrestling Elite  
 It was **RESOLVED** to allow Independent Wrestling Elite to hire the hall.
- b) Members noted the first edition of Maldon and Heybridge Life Magazine featuring Heybridge Parish Councils news had been distributed.
- c) Members noted the liaison meeting with MDC had been cancelled.
- d) Members were updated the Administrative Assistant had successfully passed the 3 month probationary period.
- e) The Clerk updated members she was on track to complete her CILCA in the agreed time frame.

**18/118 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 –

4 July 2018

Essex Supplies	£265.53	Washroom and Cleaning Supplies	2501
MDR Electrical	£744.42	Electrical Work P Hall	2401
M & G Fire	£256.80	Maintenance P Hall	2401
Pear Technology	£300.00	Technical Support & Software	4501
Stephensons of Essex	£675.00	Bus service for the month of may	1375
The Window Cleaner	£45.00	Window Cleaning 26/6/18 P Hall	2401
Pralet Heating	£442.03	Maintenance P Hall	2401
MDC	£389.00	Non Domestic Rate P Hall	2201
MDC	£689.00	Non Domestic Rate Daisy Meadow	3201
BNP Paribas	£222.89	Copier rental 7/7/18 – 6/10/18	2201

18 July 2018

J Plumb	£100.00	Hire Deposit refund 8/7/18	2301
M Cortizo	£100.00	Hire Deposit refund 15/7/18	2301
EALC	£170.00	Chairman's Training x2	4801
Edgars Water	£30.17	Rental less returned bottles	2501
Mr G R Hilton	£562.25	Grounds Maintenance June 18	3001
Kempco	£262.20	Cleaning Supplies P Hall	2501/4601
MDC	£2409.37	Quarterly CPO Charge	1210

Secure Box Solutions	£13.68	Box storage June 18	4601
Skippers Ground Maintenance	£10,105.20	Grounds Maintenance, Fencing and Brick Work	3001
Stephensons of Essex	£702.00	Bus Service June 2018	1375
RCCE	£138.60	Membership 2018-2019	
Digital Copier Systems	£182.64	Quarterly Copier charge – April-June 2018	4601
Green Recycling	£63.22	Monthly refuse collection P Hall	2201
Crown Gas & Power	£36.23	Monthly Gas charge P Hall	2201
British Telecom	£132.28	Quarterly charge 01621 852471	2201
Southern Electric	£106.00	Monthly Street Light Charge	3601
British Telecom	£333.20	Quarterly charge 01621 855652	2201
Southern Electric	£346.13	Quarterly Electricity charge P Hall	2201

- b) Members received an updated statement of accounts
- c) Members received the bank reconciliation for June 2018
- d) Members considered a Donation Award Request from Heybridge Residents Association. (HRA) for the use of the Meeting Room Free of Charge for one Year. Once a month equating to £192.00

Cllr Jones informed members that this was the 5<sup>th</sup> year HRA had requested the use of a room for free and Council had always supported the request. However, no other organisation receive this level of support and asked members to consider the impact any decision made would have on other requests from local groups.

Cllr Burwood agreed with Cllr Jones and did not want to set a precedent.

Cllr Burwood suggested setting a time limit on the support.

Cllr Jones invited Mr Benson to address members. Mr Benson confirmed HRA finances are extremely low. Mr Benson confirmed the group do not charge a membership and their aim was to provide a service for the community of the village to come together to discuss Heybridge related matters.

Cllr Gentry expressed her concern that HRA is inclusive for all of Heybridge to talk and raise concerns and is highly used for by the community.

Cllr Jones PROPOSED donating the use of the Meeting Room Free of Charge to Heybridge Residents Association.

SECONDED by Cllr Gentry.

The vote was recorded. 2 No                      3 Yes

It was **RESOLVED** to donate the use of the Meeting Room Free of Charge to Heybridge Resident Association for one Year – once a month equating to £192.00.

- e) Members considered a donation request from Oars and Paws for £126.00 to cover the cost of a Portaloos at their annual dog show on 15<sup>th</sup> September 2018.

Cllr Burwood PROPOSED the Oars and Paws complete a Donation Award request form for members consideration.

SECONDED by Cllr Jones.

It was **RESOLVED** Oars and Paws complete a Donation Award request form for members consideration.

**18/119 Policies and Procedures**

a) Members considered approval of the Unacceptable Behaviour Policy previously reviewed by the Personnel Committee at a meeting held on Tuesday 10<sup>th</sup> July 2018.

It was **RESOLVED** to approve the Unacceptable Behaviour Policy previously reviewed by the Personnel Committee at a meeting held on Tuesday 10<sup>th</sup> July 2018.

b) Members received an updated Action Plan for 2018-2019.

c) Members received an updated Corporate Strategy Plan for 2015-2020.

**18/120 Training Requests.**

None received.

**18/121 Correspondence**

Members noted Cllr Gentry had received a response from the PA to the Director of Planning and Regulatory Services, Paul Dodson to confirm a full response would be received regarding the Flood Alleviation Scheme.

**18/122 Future meetings**

The next meeting of the Planning Committee of the Parish Council will be Wednesday 1<sup>st</sup> August 2018 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Wednesday 8<sup>th</sup> August 2018 at 7.30pm.

The next Parish Council Meeting will be held on Wednesday 18<sup>th</sup> August 2018 at 7.30pm

The next meeting of Environment and Resource Committee of the Parish Council will be held on Wednesday 25<sup>th</sup> July 2018.

The meeting closed at 9:00pm

Signed by Chairman  
Dated