



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **WEDNESDAY 15th August 2018** in the Claydon Room, 7:30pm Plantation Hall, Colchester Road, Heybridge Maldon

PRESENT

Chairman: Richard Perry

Councillors: Bernard Hall Jenny Sjollema
Trevor Cable Tina Gentry
Simon Burwood

Officers: Amanda Hilton – Clerk

Members of Public: 5

District Councillors: B Harker

Police: None

Other Representatives: None

In the Chair: Richard Perry

The meeting started at 7:30pm.

18/158 Apologies for Absence

Apologies were also received from Cllr Biggs (Annual Leave) Cllr Bullen (Annual Leave) Cllr Lawson (Annual Leave) Cllr Jones (Annual Leave)

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

18/159 Chairman's Announcements

The Chairman welcomed Cllr Sjollema. The Chairman updated members he had been a guest at the Mayor of Maldon Carnival day celebrations at the Moot Hall on Saturday 4th August 2018 and he would like members to consider entering a Heybridge Parish Council Carnival Float in 2019.

The Chairman reminded all members the joint fund raising BBQ with Maldon Town Council would be taking place on Sunday 26th August from 2pm.

The Chairman reminded members the Party at the Planny would be taking place on Sunday 9th September 2018 and requested all Councillors attending let the Clerk know so jobs can be allocated.

The Chairman confirmed following advice from EALC (Essex Association of Local Councils) he would be requesting suspending Standing Orders to allow for the reconsideration of Co Option of Mr Harrison.

The Chairman also confirmed he would be wearing the Chain of Office at all Full Council meetings and reminded members that for best practice, all members would be requested to raise their hands when they wished to speak.

18/160 **Minutes**

The Minutes of the Parish Council Meeting held on Wednesday 18th July were received.

It was **RESOLVED** that the Minutes of the Parish Council Meeting held on Wednesday 18th July 2018 be approved and confirmed.

It was noted the Planning Committee meeting due to be held on Wednesday 1st August 2018 was not quorate.

The Draft minutes of the Events Committee meeting held on Wednesday 8th August 2018 were received.

The Draft Minutes of the Environment and Resource Committee meeting held on Wednesday 25th July 2018 were received.

18/161 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

None

18/162 **Public Participation Session**

Mrs Desouza a resident from Broad St Green Road spoke in relation to a noise complaint. Mrs Desouza mentioned noise that seemed to start around 12.30am coming from the housing building site opposite her home. Mrs Desouza explained it was interrupting her sleep and she felt she could no longer sleep in her house. District Cllr Harker confirmed he would speak with Mrs Desouza after the meeting to gather further information. Mr Brown, Mr Brock and Mr Higham asked to speak with regard to Agenda item 10.

18/163 **To receive reports from District Councillors, Police and Community Protection Team.**

Members received a report from District Cllr Harker. Cllr Harker confirmed there had been a tidy up at Heybridge Cemetery and the hope was to start a Friends of the Cemetery Group in the future. Cllr Harker confirmed amended plans had been submitted for the North Heybridge Garden Suburb.

Cllr Harker explained Heybridge Parish Council meetings being held on a Wednesday night was not helpful for the Dist. Cllrs to attend as Central Planning meetings are held on Wednesday. For Dist. Cllrs support the best evening would be a Monday evening.

Cllr Harker confirmed Lawling Avenue Grass had finally been cut and two extra dog bins had been installed in Heybridge Basin and one was due to be installed at Coopers Avenue within the next few weeks. Cllr Harker explained he hoped that the Lock Keeper at Heybridge Basin would be able to work with the Environment Agency to unlock and lock the sluice gate to ensure it will not be left open again.

Members received a report from the Clerk in the absence of a Community Protection Officer. Members were previously circulated the report.

18/164 **Co-Option**

Members considered Co-option of Ms Patricia Watling to fill one vacancy (East Ward) It was **RESOLVED** to hold a secret ballot and to invoke Standing Order 15 to record the vote.

Cllr Burwood	Yes	Cllr Cable	Yes
Cllr Gentry	Yes	Cllr Perry	Yes
Cllr Hall	Yes		
Cllr Sjollema	Yes		

It was **RESOLVED** to Co-opt Ms Patricia Watling as a member for East Ward.

Cllr Perry confirmed he would like to suspend Standing Orders to allow the reconsideration of Co-opting Mr J Harrison to fill a vacancy (West Ward)

Cllr Burwood PROPOSED suspending Standing Orders to allow the reconsideration of Co-opting Mr J Harrison to fill a vacancy (West Ward) SECONDED by Cllr Gentry.

It was **RESOLVED** to suspend Standing orders to allow the reconsideration of Co-opting Mr J Harrison to fill a Vacancy.

Members voted by Secret Ballot.

For 5 Against 1

It was **RESOLVED** to Co-opt Mr J Harrison as a member for West Ward.

18/165 **Appointments and Representatives**

- a) Members considered appointing 2 members to serve on the Planning Committee.
- b) Members considered appointing 2 members to serve on the Events Committee
- c) Members considered appointing 1 member to serve on the Environment and Resource Committee
- d) Members considered appointing 1 member to represent Council at Heybridge Resident Association meetings

It was **RESOLVED** to appoint Cllr Sjollema and Cllr Harrison to serve on the Planning Committee

It was **RESOLVED** to appoint Cllr Sjollema and Cllr Watling to serve on the Events Committee

It was **RESOLVED** to appoint Cllr Perry to represent the Council at Heybridge Residents Association meetings.

18/166

Daisy Meadow Car Park

Cllr Perry updated members on recent developments with Daisy Meadow. Cllr Perry reminded members that an original resolution made in January 2018 was to make Daisy Meadow Car Park Chargeable and the then, Cllr Benson to act as Lead Councillor on the task.

Cllr Perry confirmed the Clerk had received confirmation from both Maldon District Council and the Heybridge Basin Referendum Team, that the Basin Ward had undertaken a public referendum to form an independent Parish and Parish Council. Heybridge Parish Council would be consulted on the review and only the residents of the review area would be consulted for comments. The Clerk has confirmation that the review will be publicised, and other Heybridge Residents will be able to comment.

Cllr Perry explained it was believed that Daisy Meadow would be an automatic asset transfer and therefore members needed to consider putting on hold any plans to make Daisy Meadow chargeable pending the result of the review.

Cllr Perry opened the matter up for discussion.

Mr Brown confirmed the questions he had, had been covered in the report by Cllr Perry but added a business case for charging at Daisy Meadow was needed and should have been publicised before the decision was made.

Mr Brock confirmed that he belonged to the steering group backing the Heybridge Basin Referendum Team and that residents felt let down by the Parish Council for the way in which a decision was made about the car park being chargeable. Mr Brock confirmed Heybridge Basin residents had not been consulted over charging at Daisy Meadow and it had been tried before and was not successful. Mr Brock confirmed a large percentage of Heybridge Basin wanted to remain a village with a village identity.

Mr Higham addressed the Chairman and expressed his concern about the possibility of Daisy Meadow Car Park becoming a chargeable car park. Mr Higham noted the process was on hold for the moment but added the business case from Ex Cllr Benson referred to the Community Protection Team saying they could get £30,000 from the car park which would be £600 per week. Mr Higham said this was not on for the reason many years ago Beryl Claydon and other members of the Council had made Daisy Meadow chargeable and residents made sure it never worked through acts of criminality for the want of a better word. Mr Higham stressed he agreed that there had been no consultation, no mandate made to the residents of Heybridge Basin for the Parish Council to do that. Mr Higham confirmed that if one day the

process would proceed without a mandate, he believed it be an act of mal administration and as a member of public he would refer the matter to the local government ombudsman for his opinion.

Cllr Perry thanked members of the public for their comments. Cllr Perry pointed out that Heybridge Basin is subsidised by east and west so to balance the books the new Basin Council would have to charge in Daisy Meadow to balance the books and he doubted that people who had signed the referendum document would have been told that. Cllr Perry asked Cllr Sjollema for her opinion due as a resident in Heybridge Basin. Cllr Sjollema expressed making the car park chargeable would be detriment to the rest of the village.

Cllr Gentry updated members that this matter had been passed back to Full Council by the Environment and Resource Committee following the information received regarding the possibility of Heybridge Basin becoming its own Parish.

Cllr Perry PROPOSED to set aside and put on hold any decision made regarding Daisy Meadow whilst the Heybridge Basin Governance Review is ongoing.

SECONDED by Cllr Harrison.

It was **RESOLVED** to set aside and put on hold any decision made regarding Daisy Meadow whilst the Heybridge Basin Governance Review is ongoing.

18/167 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 –

1 August 2018

S Burwood	£14.70	Mileage Claim Month July 2018	4201
A Hilton	£20.25	Mileage Claim Month July 2018	4201
N Walton	£100.00	Hire Deposit refund	2301
Pear Technology	£300.00	Technical Support & Software	4501
EOL IT Service	£474.00	Onsite Risk Assessment IT	4601
Essex Supplies	£206.00	Washroom /Cleaning Supplies	2501
Glasdon Uk	£570.20	Maintenance Phall	2401
Ideal Builders	£35.00	Repairs to washroom Phall	2401
Kempco	£175.26	Vacuum Cleaner	2501
Pralet	£198.00	Legionella Water Tests	2401
EALC	£120.00	Standing Orders	4601
Maldon District Council	£389.00	Monthly payment non-domestic rates P Hall	2201
Maldon District Council	£689.00	Monthly payment non-domestic rates Daisy Meadow	4601

15th August 2018

Mayor of Maldon Charity	£100.00	Donation from Chairman's Allowance	4701/1371
-------------------------	---------	------------------------------------	-----------

A & J Lighting Solutions	£129.60	Tree Trimming re Lights Stock Chase	3601
Essex Commercial Heating	£204.00	Maintenance Ai Con P Hall	2401
Mr G R Hilton	£641.99	Grounds Maintenance July 2018	3001
Kempco	£200.99	Stationery Supplies P Hall	4601
MDC	£240.00	Data Protection Advisor Fee	3701
Secure Box Solutions	£13.68	Box storage July 18	4601
Stephensons of Essex	£702.00	Bus Service July 2018	1375
The Window Cleaner	£45.00	Window Cleaning P Hall	2401
Essex Supplies	£265.53	Cleaning Washroom Supplies P Hall	2501
Green Recycling	£77.56	Monthly refuse collection P	2201
Crown Gas & Power	£37.43	Monthly Gas charge P Hall	2201
Southern Electric	£102.75	Monthly Street Light Charge	3601

- b) Members received an updated statement of accounts
- c) Members received the bank reconciliation for July 2018
- d) Members considered a donation request from Oars and Paws for £126.00 to cover the cost of a Portaloo at their annual dog show on 15th September 2018.
Cllr Burwood PROPOSED to donate £126.00 to Oars and Paws to cover the cost of a Portaloo at their annual dog show on 15th September 2018. SECONDED by Cllr Richard Perry.
It was **RESOLVED** to donate £126.00 to cover the cost of a Portaloo at their annual dog show on 15th September 2018.

18/168 Financial Contractor

- a) Members noted the Financial Contractor would be retiring on 31st January 2019.
- b) Members considered if a Financial Contractor should be retained from 1st February 2019. Cllr Gentry expressed the need for a Financial Contractor. Cllr Harrison confirmed the role of the Financial Contractor was one of a proven higher skill set.
- c) Cllr Burwood PROPOSED the tender process be dealt with by the Personnel Committee. SECONDED by Cllr Perry.
It was **RESOLVED** the tender process for a Financial Contractor be dealt with by the Personnel Committee.

18/169 Community Special Constables

Members received a report from the Clerk regarding the Community Special Constable Scheme.
Special Constables are volunteer police officers, holding the same office and the same powers as regular officers. They are not paid but claim mileage and expenses known as Duty Allowance. A Special Constable agrees to volunteer at least 16 hours per month.
The Clerk's report explained the recruitment process, training process and the Duty Allowance.

The Duty Allowance would be estimated at £1000 per year per constable based on an officer working roughly 500 hours per year. The Clerk asked Members to consider the report and supporting the scheme.

Cllr Perry explained he felt the Parish Council should support the scheme. A discussion was held between members regarding how many Special Constables they felt the Parish needed and taking into consideration if Heybridge Basin separated from Heybridge there would not be a need for as many Constables.

Cllr Hall asked Mr Benson a member of the public who used to be in the Police Force for his opinion.

Mr Benson confirmed that Special Constables have the powers of arrest and warrants, and the main essence of a Special Constable was “showing the flag” Seeing a uniformed officer could act as a deterrent and the money mentioned for the officers would be peanuts for the security of the village. Cllr Cable agreed and said that people need to see a police presence in the areas that are known to have petty crimes.

Cllr Perry suggested the Parish Council look to have 9 Special Constables for a trial period.

Cllr Burwood suggested 3 Special Constables with a regular review period. Cllr Harrison PROPOSED the Parish Council have 5 Special Constables and review on a regular basis.

SECONDED by Cllr Perry.

It was **PROPOSED** to have 5 Special Constables and review on a regular basis.

18/170 Training Requests

Members considered training requests from Cllr Perry and the Clerk to attend the EALC Election Day training at a cost of £85.00 per delegate.

Members considered training request from Cllr Hall to attend EALC Advanced Cllr Training Day 1 and EALC Advanced Cllr Training Day 2 at a cost of £85.00 per day.

It was RESOLVED to approve training requests from Cllr Perry and the Clerk to attend the EALC Election day training at a cost of £85.00 per delegate and Cllr Hall to attend Advanced Cllr Training Day 1 and EALC Advanced Cllr Training Day 2 at a cost of £85.00 per day.

18/172 Correspondence

Members noted correspondence received from the Heybridge Basin Referendum Team.

Members were asked to let the Clerk know if they could attend a quiz night being held by the Town Mayor of Witham, Councillor Tom Pleasance on Saturday 22nd September 2018.

18/173 Heybridge in Bloom Competition

Members received a report from Cllr Perry. Cllr Perry confirmed that the Heybridge in Bloom competition had been late starting and with the weather conditions had not been successful. Cllr Perry PROPOSED as a gesture of good will, awarding a £10 gardening gift voucher to the entrants.

SECONDED by Cllr Sjollema.

It was RESOLVED as a gesture of good will awarding a £10 gardening gift voucher to the entrants.

18/174 Future meetings

The next meeting of the Planning Committee of the Parish Council will be Wednesday 5th September 2018 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Wednesday 12th September 2018 at 7.30pm.

The next Parish Council Meeting will be held on Wednesday 19th September 2018 at 7.30pm

The next meeting of Environment and Resource Committee of the Parish Council will be held on Wednesday 26th August 2018.

The meeting closed at 9:15pm

Signed by Chairman
Dated