



Heybridge Parish Council

Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on **THURSDAY 19th MAY 2016** in the Main Hall, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Michael Edwards

Vice-Chairman: Prof. Lew Schnurr

Councillors:

Dr. Michael Blyth	Richard Perry	Keith Lawson
Gary Young	Zofia Edwards	Simon Burwood
Keith Moodey	Tina Gentry	Stephen Jennings
Jan Rablin		

Officers: Laurie Wiebe

Members of Public: 4

District Councillors: None

Police: None

Other Representatives: None

In the Chair: Michael Edwards

The meeting started at 7:00pm.

16/1 **Election of Chairman**

Members considered electing a Chairman for the municipal year. Cllr. Prof Schnurr nominated Cllr. M Edwards which was seconded by Cllr Perry. There were no other nominations.

It was **RESOLVED** that Cllr. Edwards be elected Chairman for 2016-2017.

16/2 **Recordings of the Meeting**

It was noted that there would be no recordings of the meeting.

16/3 **Declaration of Acceptance of Office - Chairman**

Cllr M Edwards signed the declaration of acceptance of office.

16/4 **Election of Vice-Chairman**

Members considered electing a Vice-Chairman for the municipal year. Cllr. Perry nominated Cllr. Prof. Schnurr which was seconded by Cllr M Edwards. There were no other nominations.

It was **RESOLVED** that Cllr. Prof. Schnurr be elected Vice-Chairman.

Cllr Prof Schnurr signed the declaration of acceptance of office.

16/5 Members were reminded to update their Register of Interest forms either online or by hard copy.

16/6 **Apologies for Absence**

There were none.

16/7 **Chairman's Announcements**

The Chairman welcomed Cllr Rablin who was elected at the by-election held on the 5th May 2016.

It was noted that new policy folders had been distributed to each Member. The Chairman asked Members to note in particular the policies that relate to social media, Information and Communication Policy, and relationship with the press. It was noted that both of these policies were vital to avoid the work of the Parish Council, its Members and Officers, being compromised in any way.

It was noted that since the District Council has extended the deadline for Parish/Town Councils to submit comments, all planning applications will now be considered by the planning committee.

16/8 **Minutes**

The minutes of the Parish Council meeting held on 21st April 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 21st April 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 7th May 2016 were received.

The minutes of the Events Committee meeting held on 14th April 2016 and 12th May 2016 were received.

16/8.1 **Report from the Events Committee**

Cllr Young reported that stall bookings were going well for the Community Festival. Cllr Young asked for Members to volunteer to help out during the Festival. It was noted that Cllr Z Edwards, Cllr Gentry, Cllr Perry, Cllr M Edwards, Cllr Dr. Blyth, Cllr Burwood, Cllr Young and possibly Cllr Prof Schnurr would volunteer.

It was noted that a local real estate company have offered 20 advertising boards which need to be displayed on main routes throughout the Parish. Cllr Perry, Cllr Moodey, Cllr. Burwood, Cllr Young and Cllr Rablin offered to display the boards on their properties.

Cllr Young reminded Members that the next 'Meet your Councillors' event was to be held on 12th June 2016 between 2pm and 4pm. Cllr M Edwards, Cllr Z Edwards, Cllr Burwood, Cllr Young, Cllr Dr Blyth, Cllr Perry and Cllr Rablin volunteered to attend the event.

It was noted that Cllr Prof Schnurr and Cllr M Edwards would be attending the Armed Forces Day at Stow Maries Aerodrome.

It was noted that Parish Council blue polo shirts would be made available for any Member to wear during events. Members were asked to contact the Admin Assistant by the end of May 2016 should they wish to order a polo shirt.

16/9 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

None.

16/10 **Public Participation Session**

There were no comments.

16/11 **District Councillors' and Emergency Services Report**

No reports were received.

16/12 **Charity of the Year**

i) Members received nominations for the Charity of the Year.
Cllr M Edwards suggested Mind (Maldon) or Action for Family Carers.

Cllr Burwood suggested Heybridge School PTFA.

It was noted that further investigation of the above named charities was required before a decision was made by Members.

It was **RESOLVED** to defer making a decision on Charity of the Year pending further investigation; Cllr Dr Blyth to investigate Mind (Maldon) and Cllr Burwood to investigate Heybridge School PTFA.

16/13 **Report from the Clerk**

A report was received by Members.

Members considered:-

- i) Hosting a Christmas Drinks Reception in December 2016;
- ii) The quotation received to store Parish Council documents off-site. The cost to collect, barcode and store each archive box would be £4.30+ VAT.
- iii) Appointing Cllr Z Edwards as bank reconciliation verifier.

It was **RESOLVED** that:-

- i) A Christmas Drinks Reception be approved;
- ii) The quotation to store Parish Council documents off-site be approved;
- iii) Cllr Z Edwards be appointed as bank reconciliation verifier.

16/14 Policies and Consultations

Members considered the following:

- i) Adopting the amended Code of Conduct;
- ii) Noted that all adopted Parish Council policies have been reviewed;
- iii) Agreeing the 2016-17 Action Plan;
- iv) Submitting comments on the London Southend Airport consultation on proposed route changes (deadline 27 May 2016.)

It was **RESOLVED** that:-

- i) The amended Code of Conduct be adopted;
- ii) The Parish Council Action Plan for 2016-17 be approved;
- iii) Cllr Z Edwards be appointed the bank reconciliation verifier.

16/15 Memberships

Members considered the annual renewal of memberships and appoint a lead Councillor as required:

- i) Essex Association of Local Councils (EALC) (Cllr M Edwards and Cllr Prof Schnurr)
- ii) National Association of Local Councils
- iii) Campaign to Protect Rural England (Essex) (Cllr Gentry)
- iv) Rural Community Council of Essex (RCCE) (Cllr Lawson)
- v) RCCE Village Halls Committee (Admin Assistant)
- vi) RCCE Community Led Planning Group (Cllr Prof Schnurr and Cllr Young)
- vii) Thames Estuary Partnership (Mr. Roger Lankester)
- viii) Society of Local Council Clerks (SLCC) – Clerk
- ix) Chelmer Canal Trust (Cllr Young).

It was **RESOLVED** to approve the annual renewal of memberships and appointment of lead Councillors as indicated.

16/16 General Power of Competence

It was noted that the resolution to adopt the General Power of Competence remains in place until the meeting following the next ordinary elections in 2019.

16/17 Appointment of committees and working groups

a) Planning Committee

Members considered appointing members onto the Planning Committee.

It was **RESOLVED** to appoint Cllr. Prof Schnurr, Cllr. M Edwards, Cllr. Young, Cllr. Burwood, Cllr Gentry, Cllr. Lawson and Cllr. Perry onto the Planning Committee.

b) Events Committee

Members considered appointing members onto the Events Committee.

It was **RESOLVED** to appoint Cllr. Prof. Schnurr, Cllr. M Edwards, Cllr. Young, Cllr. Dr. Blyth, Cllr. Z Edwards, Cllr Burwood and Cllr. Perry onto the Events Committee.

c) Environment and Resources Committee

Members considered appointing members onto the Environment and Resources Committee.

It was **RESOLVED** to appoint Cllr. Prof Schnurr, Cllr M Edwards, Cllr Burwood and Cllr Perry onto the committee. There were three vacancies.

d) Personnel Committee

Members considered appointing members onto the Personnel Committee.

It was **RESOLVED** to appoint Cllr. M Edwards, Cllr. Perry and Cllr. Dr. Blyth and Cllr Z Edwards (substitute) onto the Personnel Committee.

e) Budget Committee

Members considered appointing members onto the Budget Committee.

It was **RESOLVED** to appoint Cllr. M Edwards, Cllr. Prof Schnurr, Responsible Finance Officer, Cllr. Perry, Cllr Z Edwards (bank reconciliation verifier) and Internal Auditor onto the Budget Committee.

f) Neighbourhood Plan Working Group

Members considered appointing members onto the working group.

It was **RESOLVED** to appoint Cllr Lawson, Cllr Prof Schnurr, Cllr Young, Cllr Gentry, Cllr Perry, and Cllr Moodey to the working group.

g) Village of the Year Working Group

Members considered appointing members onto the working group.

It was **RESOLVED** to appoint Cllr Dr Blyth, Cllr Gentry and Cllr Z Edwards to the working group.

h) Members considered appointing **Lead Councillors** and **RESOLVED** the following:

- a. **Heybridge Herald** – Cllr M Edwards
- b. **Basin Matters** - Cllr. Prof Schnurr
- c. **Water Course Mapping**

Cllr Gentry left the meeting at 8:23pm.

Following a general discussion, it was agreed that water course mapping would be further investigated.

Cllr Gentry returned to the meeting at 8:25pm.

- d. **Community CPR Training** – Cllr Young
- e. **Tourism and Leisure Representative** – Cllr Perry
- f. **Health Matters** – Cllr Dr Blyth
- g. **School Liaison Representatives** – Cllr Dr Blyth and Cllr Z Edwards

16/18 Appointments and representation on outside bodies

Members formalised the Parish Council's appointments/representation on outside bodies as follows:

- i. Parish Passenger Transportation – Cllr Prof Schnurr
- ii. Elms Farm Park Conservation Group – Cllr Burwood
- iii. Maldon and Blackwater Estuary Coastal Community Team – Cllr M Edwards and Cllr Prof Schnurr.

16/19 Appointments of wardens and officers

Members formalised the Parish Council's continued appointment of:-

- i) Public Rights of Way Liaison Warden – Cllr Young;
- ii) Tree Warden – Mr Les Hammans
- iii) Parish Emergency Co-ordinator – Clerk.

16/20 Parish Council Members

Members considered if the number of Parish Councillor Seats be increased from 12 starting at the next ordinary elections in 2019.

Following a general discussion, it was **RESOLVED** that Cllr Prof Schnurr further investigate.

16/21 Reports from Outside Committees and Training

a) Parish Passenger Transport

Members noted the bus 288 numbers for March 2016 were 164 and April 2016 were 198.

b) Elms Farm Conservation Group

Members received the latest minutes.

16/22 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 –

5 May 2016

HM Courts & Tribunals Service	£70.00	Warrant Issue re outstanding hirer fees	3301
Heybridge & Maldon First	£234.40	Donation	1371

Responders			
A&J Lighting Solutions	£171.60	Repairs re Street Lighting 156 Woodfield Cottages	3601
Blackwater Roofing	£616.15	Repairs at PHall	2401
Cadabra	£81.00	Stationery for PHall	4601
EALC	£65.00	Course fees re 30/6/16	2501
Essex Supplies (UK) Ltd	£61.03	Washroom supplies at PHall	2501
M&G Fire (Essex) Protection	£333.60	Supply & install Dorguard X	2401
RCCE	£60.00	Annual Membership Fees	3301
Thames Estuary Partnership	£75.00	Annual Membership Fees	3301
The Window Cleaner	£45.00	Window clean 19/4/16	2401
Maldon District Council	£392.00	Monthly payment re Rates at PHall	2201
Maldon District Council	£581.00	Monthly payment re Rates at Daisy Meadow Car Park	3201
Essex & Suffolk Water	£55.88	Monthly payment re water supply at PHall	2201

19 May 2016

A Hilton	£18.00	Mileage claim 29/3 to 16/5/16	4201
Cadabra	£200.64	Stationery supplies for PHall	4601
OCS Group UK Ltd	£581.47	Medical and sanitary waste collection May 2016-April 2017	2201
Essex County Council	£108.80	CRB and DBS fee for 26/3 to 29/4/16	3301
K Locke	£190.32	Grounds maintenance re April 2016	3001
Stephensons of Essex Ltd	£598.00	Bus service for mnth April 2016	1375
The Window Cleaner	£45.00	Clean windows at PHall	2401
C Rae	£992.00	Installation of urinals and replacement cisternmiser	2401
Mr G R Hilton	£141.00	Planting hanging baskets, clear and remove general rubbish from PHall	2401
Southern Electric	£109.14	Monthly payment re Street Lighting	3601
Green Recycling Ltd.	£55.45	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£183.07	Monthly payment re Gas supply at PHall	2201

RESOLVED that the above accounts be approved for payment.

- b) Members received an updated statement of accounts;
- c) Members received the bank reconciliation for April 2016;
- d) Members considered appointing Mr John Williams as Internal Auditor for 2016/17.

It was **RESOLVED** to appoint Mr John Williams as Internal Auditor for 2016/17.

16/23 Annual Return 2015/16

- i) It was noted that the period of exercise of public rights will commence on Friday 3rd June 2016 and end on Thursday 14th July 2016;
- ii) Members approved the final Income and Expenditure Account for 2015/16;
- iii) Members approved and signed the Annual Governance Statement for 2015/16:
 - i. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements **AGREED**;*
 - ii. *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness **AGREED**;*
 - iii. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances **AGREED**;*
 - iv. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations **AGREED**;*
 - v. *We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required **AGREED**;*
 - vi. *We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems **AGREED**;*
 - vii. *We took appropriate action on all matters raised in reports from internal and external audit **AGREED**;*
 - viii. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements **AGREED**.*
- iv) Members approved the Annual Statements for 2015/16.

16/24 Training Notifications

Members received the latest training notifications.

16/25 Future meetings

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 2nd June 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 9th June 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 16th June 2016 at 7:00pm.

The meeting closed at 8:44pm.

Chairman
16 June 2016