



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 15th DECEMBER 2016** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Vice-Chairman: Prof. Lew Schnurr

Councillors: Simon Burwood Richard Perry Gary Young
Ashley Jones Trevor Cable Keith Lawson
Sofia Bishop

Officers: Laurie Wiebe

Members of Public: 2

Absent: Acacia Thurgood

District Councillors: None

Police: None

Other Representatives: None

In the Chair: Prof Schnurr

The meeting started at 7:00pm.

It was noted that the meeting would not be recorded or filmed.

16/332 Apologies for Absence

Apologies were received from Dist Cllr Ian Dobson, Dist Cllr Miriam Lewis and Dist Cllr Bryan Harker. Apologies were received from Cllr Edwards (prior engagement) and Cllr Gentry.

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

16/333 Chairman's Announcements

Cllr Prof Schnurr reminded Members of the proper procedure to submit apologies. All Members were reminded to make contributions to the community to improve the quality of life within the Parish.

Cllr Prof Schnurr reminded Members that they should undertake relevant training as agreed by Council [training policy.]

Cllr Prof Schnurr suggested that Members should make a prior appointment before visiting the office. There was a general discussion and it was agreed to discuss this item at the next full Council meeting.

16/334 Declaration of Acceptance of Office

Cllr Bishop read and signed the declaration of acceptance of office.

16/335 Minutes

The minutes of the Parish Council meeting held on 17 November 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 17th November 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 1st December 2016 were received.

The minutes of the Events Committee meeting held on 8th December 2016 were received.

The minutes of the Environment and Resources Committee held on 24th November 2016 were received.

16/336 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests

There were none.

16/337 Public Participation Session

There were no comments. Cllr Prof Schnurr thanked both Mr. Higham for taking photos for the Council and Mr Benson for the on-going support.

16/338 District Councillors' and Emergency Services Report

A report was received from Dist Cllr Harker:

- The street lights along Goldhanger Road have been reported to the Local Highways Panel;
- The North Heybridge Garden Suburb hybrid application has been approved;
- The next major planning application will be the relocation of the Swifts which is scheduled to be considered in February 2017;
- It was noted that there had been an increase in the number of planning applications being delegated to case officers due to limited responses being submitted by Parish Councils;
- The Environment Agency was cleaning Hall Road Ditch from 12th December 2016 for a period of one week. It was noted that the spoil would be removed from narrow areas of the ditch;
- The District Council audited accounts had been completed;
- The District Council had carried out a simulated cyber-attack on their computer system;
- Wished everyone a Happy Christmas.

Cllr Lawson noted further to the report received from Dist Cllr Harker that the street light at the corner of Goldhanger Road and Basin Road has not been working for several months. It was agreed that the Clerk would write to Essex Highways. There was a general discussion regarding the location of the street light. The Clerk reported that Essex Highways were aware of the street light problem along Goldhanger Road and that it was expected to be fixed by the end of December 2016.

Cllr Lawson took exception to the comment on Dist. Cllr Harker's report regarding the Parish Council submitting limited comments on planning applications. It was suggested that Dist Cllr Harker be asked to clarify if the comment referred to Heybridge Parish Council.

Cllr Prof Schnurr reminded Members of the process to submit requests to the Local Highways Panel and that the direct link was through Dist Cllr Miriam Lewis. It was suggested that the requests should be made directly to Essex Highways. It was noted that the Local Highways Panel was under the remit of the Environment and Resources Committee and that all items related to Highways would be considered by that Committee.

16/339 Report from the Clerk

A report was received by Members.

The Clerk reminded Members of the availability of Disclosure and Barring Service checks. Members were reminded to update their register of interests forms.

Members considered:

- i) Increasing the Community Protection Officers patrols on King George V Playing Field to help tackle the dog fouling problem. It was noted that there was a volunteer Park Watch Scheme operated by the Community Protection Officers;
- ii) Ratifying the expense of £562 + VAT for the planning consultant to submit the required documentation to Maldon District Council for the Hall extension;
- iii) Ratifying the expense of £562 + VAT for the planning consultant to submit the required documentation to Maldon District Council for the relocation of the listed Horse Trough;
- iv) Appointing two Members and the Clerk to open and review sealed tenders for Grounds Maintenance on 5th January 2017.

It was **RESOLVED** that:

- i) The Clerk contact the Community Protection Officers to arrange a presentation on the Park Watch Scheme at a future Council meeting;
- ii) The expense of £562 + VAT for the planning consultant to submit the required documentation to Maldon District Council for the Hall extension be ratified;
- iii) The expense of £562 + VAT (maximum) for the planning consultant to submit the required documentation to Maldon District Council for the relocation of the listed Horse Trough be ratified;

- iv) Cllr Burwood, Cllr Bishop and the Clerk be appointed to open and review the sealed grounds maintenance tenders on 5th January 2017.

16/340 Action Plan 2016-17

Members completed a quarterly review of the Action Plan.

- i) Cllr Burwood would contact Heybridge Primary School regarding signing the lease;
- ii) An apology had been received from the Land Registry regarding the delay in processing the applications;
- iii) The planning application for the Horse Trough would be submitted to the District Council beginning of January 2017;
- iv) Cllr Lawson would contact the neighbouring resident next to the entrance of Daisy Meadow Car Park to seek clarification as to the boundary of the laurel hedge as well as the possibility of installing an amenity light;
- v) The Council had to approve one further policy before being awarded Quality status under the Local Council Award Scheme. Cllr Lawson thanked the Clerk and office staff;
- vi) The outline planning application for the Hall extension had been submitted to the District Council;
- vii) Quotations were being sought to replace the noticeboards;
- viii) Town council status would be considered at either January or February 2017 full Council meeting;
- ix) The Parish Council was currently out to tender for grounds maintenance.

16/341 Policies and Consultations

Members considered adopting the following policies:-

- i) Staff IT Policy. It was suggested to amend point 4 to clarify that permission was required from the Chairman of the Council (or appointed Member) and the Clerk;
- ii) Safeguarding Policy;
- iii) Football pitch use policy. Cllr Perry put forward a suggested amendment to the policy to remove Pitch Use no. 2 and no. 5 and requested a recorded vote. There was a general discussion. It was suggested to remove the last sentence on Pitch Use no. 2. It was also suggested to amend Pitch Use no. 5 to clarify that hirers were bound to their terms and conditions as set out in the hirers contract.

A vote was held regarding no. 2 (last sentence be removed) – all agreed.

A vote was held regarding no. 5 (change of wording) – all agreed.

- iv) Environmental Policy. Cllr Lawson suggested that Councillors could opt-out of receiving Council papers and make use of e-mails for a trial period. Cllr Burwood and Cllr Young volunteered;
- v) Conflict of Interest Policy. Cllr Perry put forward a suggested amendment to the policy and requested a recorded vote. The proposed amendment referred to staff registering their interests in

respect of any affiliations with Members including election campaigning. There was a general discussion and it was noted that Members already declare their register of interests according to the Code of Conduct. It was noted that there was a separate gifts policy. It was suggested that Cllr Prof Schnurr and Cllr Perry review the policy to be further considered at the full Council meeting to be held in February 2017.

A vote was held regarding the proposed amendments but forward by Cllr Perry.

FOR = Cllr Perry, Cllr Jones, and Cllr Cable

AGAINST = Cllr Young, Cllr Burwood, Cllr Bishop and Cllr Lawson.

Therefore the amendments were not accepted.

- vi) Premise Smoking Policy. Cllr Young suggested removing the explanation from no. 3 regarding electronic cigarettes;

Members considered submitting comments to Maldon District Council on the BT proposal to remove payphones. There was one payphone within the Parish (along Colchester Road) which was scheduled to be removed

It was agreed to defer submitting comments to Maldon District Council on the 2016 Post Office Network Consultation.

It was **RESOLVED** that:-

- i) The Parish Council's Staff IT Policy be adopted as amended;
- ii) The Parish Council's Safeguarding Policy be adopted;
- iii) The Parish Council's Football Pitch Use Policy be adopted as amended;
- iv) The Parish Council's Environmental Policy be adopted;
- v) The Parish Council's Conflict of Interest Policy be reviewed by Cllr Perry and Cllr Prof Schnurr and considered at February full Council meeting;
- vi) The Parish Council's Premise Smoking Policy be adopted as amended;
- vii) The Parish Council support the proposal from BT to remove the payphone located along Goldhanger Road;
- viii) Defer submitting comments to Maldon District Council on the 2016 Post Office Network Consultation.

16/342 Definitive Map

It was agreed to defer this item.

16/343 Dementia Friendly Environment

It was agreed to defer this item.

As the meeting reached the 2 hour time limit, all Members agreed to proceed.

16/344 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 November 2016

Mandy Hilton	£30.15	Mileage claim for October 2016	4201
G Young	£21.60	Mileage claim for training course 30/10/16	4201
GR Hilton	£112.50	Grounds Maintenance 5-26 Oct 2016	3001
The Window Cleaner	£45.00	Window Cleaning at PHall 18 Oct 2016	2401
Xerox (UK) Ltd	£234.00	Repairs to Phaser printer	4501
J Rablin	£25.00	Repairs to urinals in PHall	4501
Maldon District Council	£392.00	Monthly payment re rates at Plantation Hall	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

17 November 2016

M Macarayr	£100.00	Hire deposit refund re hire 11/11/16	2301
M Willis	£100.00	Hire deposit refund re hire 6/11/16	2301
EALC	£80.00	Foundation award	4601
Essex Supplies (UK) Ltd	£48.39	Supplies for washroom at PHall	2501
G R Hilton	£900.00	Replacement fence Elizabeth Way 8/11/16	3001
Kempco Ltd	£197.14	Stationery and cleaning supplies for PHall	4601
M&G Fire Protection (UK) Ltd	£72.00	Service of fire alarm	2401
Royal Mail Group Ltd.	£112.80	Response service	4601
SLCC Enterprises Ltd	£67.59	Publications	4601
Stephensons of Essex Ltd.	£598.00	Bus Services for Month October 2016	1375
Green Recycling Ltd	£59.02	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£110.01	Monthly payment re Gas Supply at PHall	2201
Southern Electric	£99.48	Monthly payment re Street Lighting	3601

1 December 2016

T Powell	£5.40	Mileage claim for November 2016	4201
Cash	£210.11	Petty cash top-up for Clerk and Finance Support	4601
A&J Lighting Solutions	£584.94	Street lighting Annual Maintenance visit	3601
FibreWifi Ltd	£122.50	Renewal broadband service	3301
D Kemp	£30.00	Food provision on 23 Oct 2016	4601
Kempco Ltd	£295.10	Stationery, Equipment and Supplies	4601
Maldon District Council	£5531.58	Grounds Maintenance for quarter April- June 2016	3001
NALC	£48.00	Awards scheme registration	3301
SLCC	£275.00	Subscription re Society Local Council Clerks	3301
The Window Cleaner	£45.00	Window cleaning at PHall 18 Nov 2016	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	£42.91	Monthly payment re Water supply at PHall	2201
Anglian Water	£341.29	Sewerage charge 14/4/16-11/10/16	2201

15 December 2016

L Wiebe	£4.50	Mileage claim for Nov 2016	4201
P Cook	£100.00	Hire deposit refund re 11/12/16 hiring	2301
Mrs C Pye	£980.00	Catering re 2/12/16	4701
Edgar's Water	£50.06	Quarterly rental water cooler and water supplied	2501
Essex Supplies (UK) Ltd	£16.67	Safety signs for PHall	2501
G R Hilton	£750.00	Clearing ground around PHall playing field railings for 26/11/16	3001
Kempco Ltd	£167.54	Stationery & washroom supplies for PHall	2501
Mrs J M Martin	£1350.00	Support services for qtr Oct-Dec 2016	4901
Green Recycling Ltd	£48.25	Monthly payment re waste collection PHall	2201
Southern Electric	£102.75	Monthly payment re street lighting	3601
Crown Gas & Power	£69.75	Monthly payment re gas supply at PHall	2201
Stephensons of Essex Ltd	£598.00	Bus Service for November 2016	1375

RESOLVED that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for December 2016;
- c) Members received the bank reconciliation for October and November 2016;
- d) Members considered appointing a bank reconciliation verifier. Cllr Young volunteered.

It was **RESOLVED** to appoint Cllr Young as bank reconciliation verifier.

- e) Members agreed the RFO setting a *de minimus* rule for capital asset register to be incorporated in the Financial Regulations;
- f) Members considered setting the budget and precept for 2017/2018. Members received a report explaining the proposed balanced budget. It was noted that the main items were the grass cutting and grounds maintenance which was currently out to tender therefore a contingency budget of £40,000. It was noted that quotes were being sought to install new play equipment at Plantation Hall play area in the region of £20,000.

The total expenses were £256, 200.

Expected income was £38,500.
Total proposed precept was £217,700 which was an increase of 29.6%. Band D equivalent £76.17 (an increase of £16.96).

There was a general discussion of which included the cost of elections and bus service.

It was **RESOLVED** to submit to Maldon District Council the provisional precept of £217,700 and that Members would further consider the 2017/2018 Budget and agree the final Precept at the next Parish Council meeting.

16/345 Publicity

- i) Heybridge Herald
It was agreed to defer this item.

16/346 Basin Matters

There was nothing new to report.

16/347 Reports from Committees and Working Groups

- i) Planning Committee
It was agreed to defer this item.
- ii) Events Committee
Members received a report from Cllr Young.

Cllr Young noted that Cllr Thurgood had yet to attend an Events Committee.

Cllr Jones volunteered to join the Events Committee.
It was **RESOLVED** that Cllr Jones be appointed onto the Committee.

- iii) Neighbourhood Planning Task and Finish Working Group
It was agreed to defer this item.
- iv) Environment and Resources Committee
It was agreed to defer this item.
- v) Village of the Year Working Group
It was agreed to defer this item.

16/348 Reports from Outside Committees, Representatives and Training

It was agreed to defer this item.

16/349 Training Notifications

It was agreed to defer this item.

16/350 Future meetings

The next meeting of the Planning Committee of the Parish Council will be Thursday 5th January 2017 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 12th January 2017 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 19th January 2017 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 26th January 2017.

The meeting closed at 9:29pm.

Chairman
19 January 2017