



# Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 15<sup>th</sup> SEPTEMBER 2016** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

**Chairman:** Michael Edwards

**Vice-Chairman:** Prof. Lew Schnurr

**Councillors:** Simon Burwood Tina Gentry  
Stephen Jennings Keith Lawson

**Officers:** Laurie Wiebe

**Members of Public:** two

District Councillors: None

Police: None

Other Representatives: Cllr Jim Gregan, Chairman of Great Totham Parish Council

**In the Chair:** Michael Edwards

The meeting started at 7:00pm.

It was noted that the meeting would not be recorded.

**16/156 Apologies for Absence**

Apologies were received from Cllrs Perry, Thurgood and Rablin.  
Apologies were also received from Dist Cllr Bryan Harker.

It was **RESOLVED** to accept the apologies.

**16/157 Chairman's Announcements**

The Chairman welcomed Cllr Thurgood to the Parish Council. It was noted that Cllr Thurgood had already signed the Declaration of Acceptance of Office form.

The Chairman also welcomed the new relief caretaker, Mr Tony Powell.

The Chairman and Cllr Prof Schnurr attended the David Randall Foundation Day at Drapers Farm on 28<sup>th</sup> August 2016. It was reported that the event raised £12,000 for the charity.

**16/158**    **Minutes**

The minutes of the Parish Council meeting held on 18 August 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 18<sup>th</sup> August 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 18<sup>th</sup> August 2016 and 1<sup>st</sup> September 2016 were received.

The minutes of the Events Committee meeting held on 8<sup>th</sup> September 2016 were received.

The minutes of the Environment and Resources Committee held on 25<sup>th</sup> August 2016 were received.

The minutes of the Personnel Committee held on 30<sup>th</sup> August 2016 were received.

**16/159**    **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

Cllr Edwards declared an interest on the 1<sup>st</sup> September 2016 payment schedule.

**16/160**    **Public Participation Session**

Cllr Gregan reported that Great Totham Parish Council have submitted their Neighbourhood Plan boundary designation to Maldon District Council. It was noted that the boundary does not include the North Heybridge Garden Suburb. The RCCE will be meeting with Great Totham Parish Council on Monday 19<sup>th</sup> September 2016 at 7:00pm to discuss Neighbourhood Planning.

Cllr Prof Schnurr suggested it may be helpful if Heybridge and Great Totham work together at an appropriate time to ensure uniformity when considering the common boundary.

Mr. Higham reported that the street lights along Goldhanger Road between Basin Road and Wharf Road have not been working since March 2016.

**16/161**    **District Councillors' and Emergency Services Report**

Dist Cllr Harker reported that the street lights along Goldhanger Road were not working from Wharf Road to Osea Leisure Park. Dist Cllr Harker reported the lights to Essex County Council (ref # 20252413.) According to Highways there is a cable fault which was to have been dealt with by National grid on 28<sup>th</sup> August 2016.

**16/162 Report from the Clerk**

A report was received by Members.

It was noted that the street lights along Goldhanger Road past Basin Road were not working.

Members considered:

- i) Purchasing free-standing presentation boards for £290 + VAT;
- ii) Reviewing the risk management of the Council. There were no further issues raised. It was noted that the play areas had a separate risk assessment which formed part of the Council's adopted Play Policy.

It was **RESOLVED** that:

- i) Purchase of free-standing presentation boards for £290 + VAT be approved;
- ii) There were no further issues to be included in the risk management of the Council.

**16/163 Gardener Tender**

Members received a report from the Clerk. It was noted that three tenders had been sent to interested gardeners. According to Financial Regulations, a minimum of three tenders had to be distributed. Therefore the Council had fulfilled the obligation. The Council had received only one tender which was sealed appropriately.

Cllr Edwards, Cllr Prof Schnurr (who substituted for Cllr Perry) and the Clerk opened the tender on the 8<sup>th</sup> September 2016. The tender received covered all the gardener activities and met the statement of requirements. Members considered the recommendation to approve the submitted tender so that the gardener can begin 1<sup>st</sup> October 2016 for a 5 year period.

It was **RESOLVED** to approve the gardener tender and award the contract to Mr Hilton for a 5 year period starting 1<sup>st</sup> October 2016.

**16/164 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 September 2016

M Edwards	£25.00	Reimbursement re photos for Herald magazine	1202
Mr B Wilson	£50.00	Hire deposit refund re 21/8/16 hiring	2301
L Wiebe	£290.62	Reimbursement re electric timer for Hall and training courses	2501/4801
A&J Lighting Solutions	£498.00	Street Lighting costs	3601
Blackwater Printing	£108.00	Dog on Lead Signs	3001
Kempco Ltd	£312.38	Stationery and Supplies	4601
Royal Mail Group	£1.82	Response Services	4601

Ltd			
Secure Box Services Ltd	£50.16	Collection and Storage of Boxes	4601
STA Ltd	£159.60	Supply re-conditioned HP laptop	4501
Mr D Tutthill	£250.00	Supply music & dance lesson on 20 August 2016	2301
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	£58.00	Monthly payment re Water Supply at PHall	2201

### 15 September 2016

C Pirozzolo	£450.00	Completed internship – Neighbourhood Plan	3702
Montrose T C Ltd	£18.00	Cup engraving	4301
Blackwater Printing	£36.00	Public Exhibit Banner	2501
Came & Company	£3637.31	Insurance 1/10/16 to 30/9/17	3301
EALC	£85.00	Training 20/10/16	4801
Edgars Water	£63.86	Bottled Water and Quarterly Rental	2501
Kempco Ltd	£92.02	Stationery supplies for PHall	4601
K Locke	£224.89	Grounds Maintenance re month August 2016	3001
Mrs J M Martin	£1350.00	Support services quarter July-Sept 2016	4901
RCCE	£20.00	Conference 15/10/16	4801
The Window Cleaner	£45.00	Window Cleaning PHall on 5/9/16	2401
CPRE	£36.00	Membership renewal	3301
Green Recycling Ltd	£73.42	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£69.60	Monthly payment re Gas Supply at PHall	2201
Southern Electric	£106.00	Monthly payment re Street Lighting	3601

**RESOLVED** that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for September 2016;
- c) Members received the bank reconciliation for August 2016;
- d) It was noted that the completed Annual Return for 2015/2106 had yet to be received.

#### 16/165 **Publicity**

##### i) **Heybridge Herald**

Members received a report from Cllr Edwards. It was noted that the autumn edition of the Herald would be going to print in the next fortnight.

#### 16/166 **Basin Matters**

- i) Members received a report from Cllr Prof Schnurr.
- ii) It was noted that an MDC officer would be meeting with a sanitary supplies company to assess Daisy Meadow Car Park for suitability of installing toilet facilities.

- iii) It was noted that there continues to be car parking problems in Daisy Meadow Car Park. A resident suggested it may be helpful to install 'pay and display'. Cllr Lawson reported that the car park was now full during summer period. Cllr Prof Schnurr suggested that the Neighbourhood Plan could incorporate a policy for the Council to acquire additional land to increase car parking.

16/167

**Heybridge Lakes**

Members considered supporting Cllr Perry investigating the designation of Heybridge Lakes as a nature reserve (Minute 16/134.) A general discussion took place.

It was **RESOLVED** to support Cllr Perry continuing to investigate the designation of Heybridge Lakes as a nature reserve.

16/168

**Reports from Committees and Working Groups**

- i) Planning Committee – there were no recommendations;
- ii) Events Committee  
Members received a report from Cllr Edwards.
  - a) Remembrance Sunday 13<sup>th</sup> November 2016 – arrangements are nearly completed. It was noted that all Members should attend if at all possible;
  - b) Essex County Council will be hosting a free Family Learning activity day on Friday 28<sup>th</sup> October 2016 at Plantation Hall;
  - c) Vintage Dance event provisionally booked for February 2017;
  - d) Clarks Farm Show on 18<sup>th</sup> September 2016 at the Hall;
  - e) Plantation Hall Extension Exhibit on 2<sup>nd</sup> October 2016;
  - f) Meet your Councillor Day on 9<sup>th</sup> October 2016;
  - g) Neighbourhood Plan Public Workshop on 23<sup>rd</sup> October 2016.
  - h) Members considered appointing two members onto the Committee. It was **RESOLVED** to defer this item until more Members were present.
- iii) Neighbourhood Planning Task and Finish Working Group
  - a. Members received the notes from the meeting held on the 30<sup>th</sup> August 2016;
- iv) Environment and Resources Committee  
Members considered appointing three Members onto the Committee. It was **RESOLVED** Cllr Gentry be appointed onto the Committee;
- v) Personnel Committee  
Members considered appointing one Member and one substitute Members onto the Committee.  
It was **RESOLVED** to appoint Cllr Prof Schnurr onto the Committee and Cllr Lawson as substitute.
- vi) Village of the Year Working Group  
Members considered appointing one Member onto the working group. It was suggested that Cllr Rablin may be interested in joining the Working Group. It was **RESOLVED** that Cllr Edwards would telephone Cllr Rablin.

16/169

**Reports from Outside Committees, Representatives and Training**

- i) Transport Representatives Meeting – Cllr Prof Schnurr  
The next meeting will be held in October 2016 at Maldon Town Hall to discuss bus services affecting Heybridge.  
  
It was noted that the bus service 288 numbers for August 2016 were 222.
- ii) Elms Farm Park Conservation Group – Cllr Burwood  
Nothing to report.
- iii) Health Matters – Cllr Prof Schnurr  
Cllr Prof Schnurr was willing to continue to represent health matters. Cllr Prof Schnurr believed that mid-Essex CCG was acting unlawfully by not providing designated GP surgeries for the residents of Heybridge since both Maldon medical practices had closed their books and were not registering any new patients.
- iv) Tourism and Leisure Representative – Cllr Perry  
There was no report.
- v) School Liaison Representative – vacancy  
Members considered appointing one or two representatives. There was a suggestion that Cllr Thurgood may be interested.  
  
It was **RESOLVED** to appoint Cllr Burwood as School Liaison Representative.
- vi) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr.  
Nothing to report.
- vii) EALC rep – Cllr Edwards and Cllr Prof Schnurr  
Cllr Prof Schnurr would be attending the AGM on the 22<sup>nd</sup> September 2016.
- viii) CPRE – Cllr Gentry – no report;
- ix) Community CPR Training – Cllr Young  
The next training will take place on Sunday 25<sup>th</sup> September 2016;
- x) Parish Emergency Coordinator – Clerk  
There will be an emergency training day throughout the Parish on 16<sup>th</sup> October 2016;
- xi) RCCE – Cllr Lawson (general); Admin Assistant (village halls); Cllr Prof Schnurr and Cllr Young (planning).  
Nothing to report.

- xii) Chelmer Canal Trust – Cllr Young  
No report.

**16/170 Training Notifications**

Members received the latest training notifications.

**16/171 Future meetings**

The next meeting of the Planning Committee of the Parish Council will be held following this meeting.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 13 October 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 20<sup>th</sup> October 2016 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 22<sup>nd</sup> September 2016.

The meeting closed at 7:59pm.

Chairman  
20 October 2016