



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 16th FEBRUARY 2017** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Michael Edwards

Vice-Chairman: Prof. Lew Schnurr

Councillors: Simon Burwood Richard Perry Ashley Jones
Trevor Cable Keith Lawson Tina Gentry
Gary Young

Officers: Laurie Wiebe – Clerk and RFO

Members of Public: 4

District Councillors: None

Police: None

Other Representatives: None

In the Chair: Cllr Edwards

Prior to the start of the meeting there was a presentation by Cllr Peter Davey (EALC) of the Local Council Award Scheme Foundation and Quality Awards.

The meeting started at 7:15pm.

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

16/440 Apologies for Absence

Apologies were received from Cllr Bishop (work commitment) and District Cllrs Harker, Dobson and Lewis.

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

16/441 Chairman's Announcements

The Chairman thanked Cllr Davey for joining Members and presenting the two awards.

The Chairman reminded Members that unless a written report was submitted, it was presumed that there was nothing to report therefore the item(s) would no longer be included on the agenda.

The Chairman reminded Members of the in-house training on planning would take place on Monday 27th February 2017 at 7pm.

The Chairman also reminded Members of the upcoming Vintage Dance being held on 25th February 2017.

16/442 Minutes

The minutes of the Parish Council meeting held on 19 January 2017 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 19th January 2017 be approved and confirmed.

The minutes of the Planning Committee meeting held on 2nd February 2017 were received.

The minutes of the Events Committee meeting held on 9th February 2017 were received.

The minutes of the Environment and Resources Committee held on 26th January 2017 were received.

16/443 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests

There were none.

16/444 Public Participation Session

There were no comments.

16/445 District Councillors' and Emergency Services Report

Members received a report from Dist Cllr Harker:-

- The street lights along Goldhanger Road are still not working. Cllr Harker has contacted the County Council highways portfolio holder, Eddie Johnson. Cllr Durham (MDC) has contacted the leader of the County Council;
- The Swifts planning application determination will be held on 23rd March 2017;
- MDC internal audit has identified 6 medium action points;
- Bus timetable to be fixed to the bus stop flag opposite Bentalls.

16/446 Co-option

It was noted that Mr. Bernard Hall continued to express interest in co-option to fill the one vacancy.

16/447 Report from the Clerk

A report was received by Members.

It was noted that UK Power Networks offers a free service for vulnerable people during power cuts. Vulnerable people who meet the UK Power Network requirements, are encouraged to register.

Members considered changing the start time of Council meetings to 7:30pm for the next municipal year.

Members received a letter from Superfast Essex. Cllr Prof Schnurr explained the current broadband situation.

Members received an update on the Land Registry Exercise.

It was **RESOLVED** that all Council meetings would start at 7.30pm in the next municipal year.

16/448 Policies and Consultations

Members considered submitting comments to Highways England on the A12 Chelmsford to A120 widening consultation (deadline 3rd March 2017.)

It was suggested that individuals can submit comments online. Cllr Prof Schnurr volunteered to compile a response on behalf of the Council.

It was **RESOLVED** that Cllr Prof Schnurr compile a response on behalf of the Council.

16/449 Action Plan Review

Members completed the quarterly review of the Action Plan.

Cllr Lawson reported that he had spoken to the resident neighbouring the entrance to Daisy Meadow Car Park to clarify the ownership of the laurel hedge. The resident has agreed that the laurel hedge belongs to the Parish Council. It was agreed that the Clerk would write to the resident to sign the agreement.

Cllr Prof Schnurr and Cllr Lawson agreed to investigate with Land Registry the legal issues regarding Daisy Meadow Car Park access road in regards to the amenity light.

16/450 Plantation Hall Scale of Charges

Members considered the draft Hall scale of charges for 2017/2018. It was proposed to increase the hourly rate by 50p per hour for the Main Hall and by £1.00 per hour Friday, Saturday and Sunday evenings for the Main Hall. The charges for the Claydon Room, Kitchen, Meeting Room, Changing Rooms and Playing Field remain unchanged.

There was a discussion regarding the £10 anti-social charge for hirings that occur/end between 10pm and 11pm.

It was **RESOLVED** that the draft Hall scale of charges for 2017/2018 be approved.

16/451 Plantation Hall Extension

- i) It was noted that the outline planning application has been approved by the District Council.
- ii) There was a discussion regarding the next steps including diversion of footpath number 56, finances, grants and Public Works Loan Board.
- iii) Cllr Edwards proposed forming a working group for the Hall Extension.

It was **RESOLVED** that a working group be formed.

16/452 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 –

2 February 2017

T Powell	£4.05	Mileage claim for January 2017	4201
Mr & Mrs Farrow	£100.00	Hire deposit refund re 22/1/17 hiring	2301
S Windos-Harris	£17.00	Hire refund re 5/11/16, changed to 22/1/17, then cancelled.	2301
L Wiebe	£75.00	Two white shelving units for changing rooms	2501
Blackwater Printing	£510.00	Heybridge Herald	1202
Mr G R Hilton	£280.00	Grounds Maintenance 17/12/16 – 2/1/17	3001
Maldon District Council	£2320.98	Park Ranger Service 1/10/16-31/12/16	1210
The Window Cleaner	£45.00	Window Cleaning at Plantation Hall 19/1/17	2401
EALC	£80.00	Local Council Award Scheme	4801
Essex Supplies (UK) Ltd	£24.19	Washroom Supplies at PHall	2501
Mr G R Hilton	£100.00	Grounds Maintenance 13/1/17 – 21/1/17	3001
TCV	£240.00	Hedge Planting at Plantation Hall	3001
Essex & Suffolk Water	£42.91	Monthly payment re Water Supply at Plantation Hall	2201

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S Burwood	£20.20	Mileage claim for 7/2/17 training	4201
Cash	£238.02	Clerk petty cash top-up	4601/4701/4301
Heybridge & Langford Parish Magazine	£100.00	Donation	1371
1 st Choice Drainage	£145.00	Attend Ladies Washroom at PHall	2401
Cliveden Conservation	£932.40	2 year maintenance War Memorial	3401
Danbury Electrical Services Ltd	£171.96	Repairs to Lighting outside PHall	2401
EALC	£18.00	Publication – Good Councillor Guide	4601

Edgar's Water	£7.80	Bottled Water	2501
Inkpen Downie Architecture & Design Ltd	£675.00	Planning application re Heybridge Horse Trough	3701
Kempco Ltd	£124.78	Stationery & Washroom Supplies at PHall	4601
Maldon District Council	£7672.28	Grounds Maintenance for 2 quarters to 31/12/16	3001
Stephensons of Essex Ltd	£575.00	Bus Service for Month January 2017	1375
SLCC Enterprises Ltd	£327.40	Practitioners Conference – A Hilton	4801
T Percy	£252.00	Delivery of Heralds	1202
Green Recycling Ltd	£60.82	Monthly payment re waste collection PHall	2201
Southern Electric	£99.48	Monthly payment re street lighting	3601
Crown Gas & Power	£261.12	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 for February 2017;
- c) Members received the bank reconciliation for January 2017.

16/453 Definitive Map

- i) It was noted that the Definitive Map will be closing January 2026;
- ii) Cllr Young distributed a booklet regarding the Definitive Map to Members by email. It was noted that there was a requirement to provide evidence that the footpath had been used for at least 20 years;
- iii) Members considered submitting additional footpaths to be included on the Definitive Map. Cllr Prof Schnurr suggested the footpath located in Heybridge Basin between Basin Road and the Canal;
- iv) It was suggested that an article be placed in the Herald regarding submitting additional footpaths within the Parish;
- v) It was agreed that the local Ramblers Association be contacted.

16/454 Dementia Friendly Community

Members considered further investigating becoming a dementia friendly Council.

It was **RESOLVED** to further investigate becoming a dementia friendly Council.

16/455 Town Council (minimum 10 Members to be present)

As there were 9 Members present, this item was deferred.

16/456 Reports from Committees and Working Groups

- i) Neighbourhood Planning Task and Finish Working Group

Members considered employing a Neighbourhood Plan Coordinator for 12 hours per week. The Personnel Committee would consider the details at their next meeting.

It was **RESOLVED** to employ a Neighbourhood Plan Coordinator for 12 hours per week.

16/457 Reports from Outside Committees, Representatives and Training

- i) It was noted that the bus service 288 numbers for January 2017 were 124.
- ii) Elms Farm Park Conservation Group – Cllr Burwood
It was noted that Cllr Prof Schnurr would be attending the next meeting to be held on 29th March 2017;
- iii) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr.
Members received the latest minutes and project list. It was noted the next meeting would be held on the 5th May 2017.
- iv) EALC rep – Cllr Edwards and Cllr Prof Schnurr
Cllr Edwards and Cllr Prof Schnurr would be attending the next meeting of the Local Council

16/458 Training Notifications

- i) Members received the latest training notifications.
It was **RESOLVED** that:-
Cllr Young attend Chairman Day 1;
Cllr Jones and Cllr Cable attend Councillor Day 1.
- ii) In-house training on planning will be held on Monday 27th February 2017.

16/459 Future meetings

The next meeting of the Planning Committee of the Parish Council will be Thursday 2nd March 2017 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 9th March 2017 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 16th March 2017 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 23rd February 2017.

The meeting closed at 8:11pm.

Chairman
16 March 2017