



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 17th DECEMBER 2015** in the Main Hall, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Michael Edwards

Vice-Chairman: Prof. Lew Schnurr

Councillors: Stephen Jennings Gary Young Dr. Michael Blyth
Keith Lawson Mike Hall Zofia Edwards
Tina Gentry Richard Perry

Officers: Laurie Wiebe
Amanda Hilton (Assistant)
John Williams (Internal Auditor)

Members of Public: 2

District Councillors: none

Police: None

Other Representatives: none

In the Chair: Cllr.M Edwards

The meeting started at 7:00pm.

15/336 Recordings of the Meeting

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

15/337 Apologies for Absence

Apologies were received from Cllr Simon Burwood, Cllr Keith Moodey and Dist. Cllr Bryan Harker.

RESOLVED that the apologies be accepted.

15/338 Chairman's Announcements

The Chairman reminded Members that it had been agreed at last Council meeting that all reports presented to Council were to be written reports and that verbal reports will no longer be accepted. As this was the first meeting since the change was agreed, verbal reports would be accepted if there were important updates to report especially in regard to various meetings that have taken place since the agenda was distributed.

The Chairman wished everyone a Merry Christmas and Happy New Year.

15/339 Minutes

The minutes of the Parish Council meeting held on 19th November 2015 were received.

The minutes of the Budget Committee meeting held on 1st December 2015 were received.

The minutes of the Planning Committee meeting held on 3rd December 2015 were received.

The minutes of the Personnel Committee meeting held on 8th December 2015 were received.

The minutes of the Events Committee meetings held on the 10th December 2015 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 19th November 2015 be approved and confirmed.

15/340 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests

None.

15/341 Public Participation Session

No comments made.

15/342 District Councillors' and Emergency Services Report

There were no reports.

15/343 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 –

B Hall	£13.50	Mileage claim re Oct/Nov/Dec 2015	4201
A Hilton	£18.90	Mileage claim re Dec 2015	4201
L Wiebe	£9.00	Mileage claim re Nov 2015	4201
M R Findlay	£84.79	Reimbursement re Christmas Drinks Reception	4702
S Bishop	£10.00	Reimbursement re Christmas Drinks Reception	4702
HM Courts and Tribunals Service	£35.00	Court fee	3301
L Wiebe	£7.50	Clerks Networking Day	4801
CGC Maldon	£242.00	Hire refund re bookings July-Nov 2015	2301
J Moss	£52.00	Hire refund re hire 13/12/15	2301

L Wiebe	£862.35	Reimbursement re Christmas Drinks Reception and tree	4702
A Hall	£8.98	Christmas hats and stickers	2501
BG Appleton	£330.00	13 weeks car parks sweeping	3001
Edgars Water	£48.60	Quarterly rental water cooler	2501
Essex Supplies (UK) Ltd	£84.19	Washroom supplies	2501
Office Is Ltd	£722.08	Stationery	4601
Fibre Wifi Ltd.	£122.50	Renewal broadband service	4601
Hotel & Catering SuppliesLtd	£1740.00	Electric Oven Range	3401
K Locke	£152.38	Grounds maintenance re Nov 2015	3001
Maldon District Council	£251.58	Renew and refurbish noticeboard - Basin	3401
Maldon District Council	£5050.16	Grounds maintenance re qtr July-Sept 2015	3001
Marks Tey Radio	£510.00	Supply and fit radio microphone receiver	4401
Royal Mail Group Ltd	£112.80	Response service licence	3301
The Society of Local Council Clerks	£260.00	Annual membership	3301
Mrs J M Martin	£1260.00	Quarterly support service – Oct, Nov, Dec 2015	4901
EALC	£140.00	Adv Cllr Training Day 2 – 2 delegates	4801
SLCC	£118.80	ICLA online training course – Admin Asst	4801
Stephensons of Essex Ltd	£575.00	Bus service Nov 2015	1375
Southern Electric	£111.00	Monthly payment re Street Lightning	3601
Green Recycling Ltd	£43.52	Waste collection month Nov 2015	2201
Maldon District Council	£576.00	Monthly payment re Rates Daisy Meadow Car Park	3201
Maldon District Council	£389.00	Monthly payment re Rates Plantation Hall	2201
Anglian Water	£433.24	Half yearly sewerage charge	2201
Essex & Suffolk Water	£83.82	Monthly payment re water supply at P Hall	2201

RESOLVED that the above accounts be approved for payment.

b) Statement of Accounts

Members received an updated statement of accounts.

c) Bank Reconciliation

Members received the bank reconciliation for November 2015.

d) Budget 2016-2017

Members consider the draft budget for 2016-2017. John Williams explained the budget setting process. It was noted that Maldon District Council would not be passing on any Local Council Tax Scheme grant to parish/town councils for 2016-2017.

Expenditure = £219,950

Income = £34,000

From reserves = £17,950

Precept = £168,000
Reserves to be carried forward = £122,440

Uncommitted reserves = £90,440
Sinking fund – Plantation Hall = £6,000
Sinking fund – other Property = £6,000
Extension fund = £20,000

It was **RESOLVED** to approve the budget for 2016-2017 financial year.

e) Precept 2016-2017

Members considered setting the precept demand notice to Maldon District Council.

It was **RESOLVED** to set the precept to £168,000.

f) SLCC Membership

Members considered renewing the Clerk's SLCC Membership for £260.00.

It was **RESOLVED** to renew the SLCC membership for £260.00.

g) Audit changes

Members received a report on the changes to the audit regime. It was agreed to opt-in to the new regime.

h) Council's Internal Audit Programme 2015-2016

Members received the Council's Internal Audit Programme for 2015-2016.

i) RCCE Community Led Planning Network

Members considered joining the RCCE Community Led Planning Network for £40 + VAT.

It was **RESOLVED** to join the RCCE Community Led Planning Network for £40 + VAT.

15/344 Planning

(a) Planning applications

It was **RESOLVED** that the District Council be informed of the comments as set out below the following applications:-

Application No: HOUSE/MAL/15/01213
Proposal: Single storey front extension.
Location: 10 Stock Terrace, Stock Chase, Heybridge

SUPPORT

(b) LDP Update

The Chairman referred to the District Council Parish Council briefing note email which had been circulated to Members on the 16th December 2015.

(c) **Section 106**

Cllr Lawson reported that MDC wanted to move forward with CiL, however they are not able to proceed until a decision has been made regarding the LDP.

Cllr Lawson, Cllr Prof Schnurr and Cllr Edwards had attended an informal meeting with on 10th December 2015 with a representative from one of the North Heybridge Garden Suburb (NHGS) developers and MDC planning officer. The Parish Council have asked for a contribution towards Plantation Hall extension. MDC are expected to consider the three NHGS planning applications in January 2016. It was Cllr Lawson's opinion that the three planning applications would be approved. Therefore in order to meet the MDC officer report deadline for their meeting, a letter from HPC has been sent to MDC and the developer outlining the requirement for Plantation Hall extension and requesting a contribution.

There was a general discussion regarding the LDP, North Heybridge Garden Suburb.

15/345 Report from the Clerk

A report was received by Members.

Members received a report from the Clerk on efficiency of Parish Council meetings which will be considered at a future Council meeting.

Members considered webcasting. Essex County Council have supported a local Essex company to provide webcasting one-year free of charge. The cost for the service would be £150 per year following the first year. Cllr Prof Schnurr expressed concern that the current internet arrangements may not sustain what is required for webcasting. There was also a concern regarding cost of equipment. Cllr Hall suggested that technology and IT needs to be further investigated.

Members received and considered the update on the relocation of large refuse bins in Daisy Meadow Car Park as requested by MDC. MDC have reported that they have investigated providing the resident houseboats with a normal collection, however they have been advised that the distance that the rubbish collection crews would have to walk is too far. Cllr. Prof Schnurr met with MDC Waste Management officers and director of resources. There will be a meeting held between MDC officers and Canal Company board of directors to work out a possible solution.

It was noted that there had been a request from a hirer for the Council to consider a reduced hiring fee for their one off annual hiring. It was agreed that the hirer complete the donation awarding policy.

It was **RESOLVED** that:

- i) Webcasting would be further investigated;

- ii) Cllr Prof Schnurr continue investigating the large refuse bins at Daisy Meadow Car Park.

15/346 Policies and Consultations

Members considered adopting:-

- i) The Parish Council's Travel and Subsistence Policy;
- ii) The Parish Council's General Office Expense Policy;
- iii) The Parish Council's Charity of the Year Policy. It was noted that the policy needed to be amended;
- iv) The Parish Council's Petition Procedure. It was noted that there should be minimum age in section 2.1;
- v) The Parish Council's Procedure for Co-option;
- vi) The Parish Council's Policy on Recording of Decisions Made by Officers;
- vii) The Parish Council's Scheme of Delegation.

Members considered submitting comments to MDC on the Coastal Communities Team consultation. It was noted that the deadline was 18th December 2015. Cllr Prof Schnurr noted that MDC will be applying for European Union funding to invest in the Basin generally. Cllr. Dr. Blyth noted that Swifts development could have negative impact on the Basin.

Members considered submitting comments to DCLG on the consultation on proposed changes to National Planning Policy. It was noted that the deadline to submit comments was 25th January 2016.

It was **RESOLVED** that:-

- i) The Parish Council's Travel and Subsistence Policy be adopted;
- ii) The Parish Council's General Office Expense Policy be adopted;
- iii) The Parish Council's Charity of the Year Policy be deferred to the next meeting;
- iv) The Parish Council's Petition Procedure be deferred to the next meeting;
- v) The Parish Council's Procedure for Co-option be adopted;
- vi) The Parish Council's Policy on Recording of Decisions Made by Officers be adopted;
- vii) The Parish Council's Scheme of Delegation be adopted;
- viii) Cllr Prof Schnurr would submit a response on behalf of Council to MDC on the Coastal Communities Team consultation;
- ix) The Planning Committee draft a response to the DCLG consultation on proposed changes to the National Planning Policy which will be presented at the next full Parish Council meeting.

15/347 Policing in Heybridge

Cllr. Dr Blyth reported that two years ago Maldon was pronounced safest area to live. However, there has been a steady decline ever since. Cllr. Dr Blyth was aware that there are issues of drugs within the village. It was noted that Tiptree Parish Council have employed a private security firm to patrol the streets of Tiptree.

Although Cllr Dr. Blyth did not believe it was necessary to resort to hiring a private company at this time, it was important to plan for community resilience in the future.

Cllr Gentry reminded Members of the incidents that took place at the Co-op in Lawling Avenue and the local betting shop.

Cllr Prof Schnurr noted that the Parish Council already contract MDC Park Rangers to regularly patrol Council property.

15/348 Council Award Scheme

Members considered adopting the Council's Action Plan.

It was **RESOLVED** to adopt the Parish Council's Action Plan.

15/349 Parish Council assets/publications/projects

a) Heybridge Herald – Cllr. Edwards

It was noted that the winter edition (number 22) of the Herald will be delayed until end of January 2016 or beginning of February 2016. There will be articles regarding the precept as well as the Neighbourhood Plan. The deadline to submit articles for the Herald was mid-January 2016.

b) Basin Matters – Cllr. Prof Schnurr

Members received a report from Cllr Prof Schnurr.

Cllr Prof Schnurr reported that MDC are working through an action plan regarding providing public toilet in Daisy Meadow Car Park. It was hoped that the action plan will be completed by end of April 2016. MDC are currently looking into demonstrating a need for the public toilet.

c) Project (including 5 year project plan) and Grants Working Group

Members received a report from Cllr. Edwards.

It was noted that the Community Initiatives Fund bid had been successful. The Parish Council had been awarded £5,000 towards the cost of replacing the Children's play equipment multipurpose unit. The project cost will be approximately £18,000. Members were asked to agree to continue with the project.

It was **RESOLVED** that play equipment project be approved.

It was noted that the bid to British Heart Foundation for a community defibrillator had been successful. Members considered holding community training events once every other month.

It was **RESOLVED** that Cllr Young would be organising the community training sessions.

d) Neighbourhood Planning Task and Finish Working Group

Members received a report from Cllr. Prof Schnurr.

Cllr Lawson, Cllr Prof Schnurr and Cllr Edwards had attended a meeting with MDC officers and Great Totham Parish Council. Cllr Lawson reported that Essex County Council had raised concerns that the proposed boundary included only a small part of the proposed NHGS development. MDC gave a number of options as to how to proceed. Great Totham Parish Council had objected to the Heybridge Neighbourhood Plan boundary and suggested the Parish Council submit a new boundary which excluding any part of the NHGS.

It was noted that both Heybridge and Great Totham Parish Council would be consulted regarding any planning applications of the NHGS.

Should the Parish Council continue with the proposed boundary, then MDC would object. The Parish Council would then have to either go to judicial review or submit an alternative boundary.

Members considered the proposal from MDC to amend the boundary map to not include the NHGS development. Should the Parish Council agree, then it would be put forward to the MDC Committee meeting to be held in January 2016.

General discussion took place.

Cllr Hall proposed to accept the MDC proposal to amend the Neighbourhood Plan map to exclude NHGS development.

Cllr. Jennings requested a recorded vote.

FOR: Cllr Young, Cllr Dr Blyth, Cllr Lawson, Cllr M Edwards, Cllr Prof Schnurr, Cllr Hall, Cllr Z Edwards.

AGAINST: Cllr Perry, Cllr Jennings, Cllr Gentry.

It was **RESOLVED** to agree the MDC proposal that the Neighbourhood Plan map be amended to exclude NHGS development.

15/350

Highways and Environment Matters

- a) Tree Warden – Les Hammans.
Nothing to report.
- b) Public Rights of Way Liaison Warden – Cllr. Young
Nothing to report.
- c) Parish Emergency Co-ordinator – Clerk
Nothing to report.
- d) Local Highways Panel

Members received the latest minutes from the Panel.

15/351 **Reports from Committees**

a) Planning Committee

There was no further report.

Members considered appointing one Member onto the Committee.

It was **RESOLVED** to appoint Cllr Gentry onto the Committee.

b) Events Committee

Members received a report from Cllr. Dr. Blyth.

It was noted that the Parish Council Quiz Night will be held on Saturday 19th March 2016. The Maldon Mayor will be the quiz master.

c) Budget Committee

There was no further report.

15/352 **Reports from Outside Committees and Training**

- a) **Transport Representatives Meeting** – Cllr. Prof Schnurr
Members received a report from Cllr. Prof Schnurr. The next meeting will be held in March 2016.

It was noted that the Bus 288 passenger numbers for November 2015 were 160.

- b) **Elms Farm Park Conservation Group** – Cllr. Burwood.
Members received a report from Cllr. Burwood.

Members received the latest minutes from the group.

- c) **Health Matters** – Cllr. Dr. Blyth (sub Cllr. Prof. Schnurr)
There was no report.

- d) **Tourism and Leisure Representative** – Cllr Perry
Members received a report from Cllr Perry.

15/353 **Training Notifications**

Members received latest training notifications from EALC.

It was **RESOLVED** that Cllr Z Edwards would attend End of Year Accounting/Getting through Audit Requirements on 25th February 2016 for £80 per delegate.

15/354 **Future meetings**

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 7th January 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 14th January 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 21st January 2016 at 7:00pm.

The meeting closed at 8:54pm.

Chairman
21 January 2016