



# Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 18<sup>th</sup> AUGUST 2016** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

**Chairman:** Michael Edwards

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

**Councillors:** Richard Perry                      Simon Burwood                      Jan Rablin  
Gary Young

**Absent:** Stephen Jennings

**Officers:** Laurie Wiebe

**Members of Public:** one

District Councillors: None

Police: None

Other Representatives: None

**In the Chair:** Michael Edwards

The meeting started at 7:00pm.

It was noted that the meeting would not be recorded.

**16/106      Apologies for Absence**

Apologies were received from Cllrs Lawson and Gentry. Apologies were received from Dist. Cllr Bryan Harker and Dist. Cllr Miriam Lewis.

**16/107      Chairman's Announcements**

Cllr Edwards reported that Cllr Dr. Blyth resigned due to other commitments and that Cllr Moodey also resigned. Cllr Edwards thanked both Cllr Dr. Blyth and Cllr Moodey for their contributions and wished them all the best for the future.

The Chairman thanked everyone who were involved to make the Community Festival a success.

Both Cllr Edwards and Cllr Prof Schnurr attended the Kwik Cricket Festival at Drapers Farm held on the 8<sup>th</sup> July 2016.

Cllr Edwards and Admin Assistant attended Heybridge Primary School on the 22<sup>nd</sup> July 2016 to present the certificates to the winners of the Art Competition.

Cllr Edwards attended the 25<sup>th</sup> Anniversary of Hazelwood Court in Heybridge celebration on the 11<sup>th</sup> August 2016.

**16/108 Minutes**

The minutes of the Parish Council meeting held on 29 June 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 29<sup>th</sup> June 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 29<sup>th</sup> June 2016 and 21<sup>st</sup> July 2016 were received.

The minutes of the Events Committee meeting held on 9<sup>th</sup> June 2016 and 14<sup>th</sup> July 2016 were received.

It was noted that the special Parish Council meeting and the Planning Committee meeting originally scheduled for Thursday 4<sup>th</sup> August 2016 could not legally be held as the agenda papers could not be prepared within the required time.

**16/109 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

Cllr Edwards declared an interest on agenda item 13(i) schedule of payments.

**16/110 Public Participation Session**

Mr. Patrick Higham offered to help take photos of each Member which could then be used on the website and noticeboards.

**16/111 District Councillors' and Emergency Services Report**

Dist Cllr Harker reported that:-

- Goldhanger Road drains were scheduled to be cleaned;
- There has been discussions about adding one or more sites in Heybridge Basin into the Local Development Plan rural allocations policy. Dist Cllr Harker is of the opinion that further investigation was necessary to determine the reasons as to why the Basin sites had been dismissed on appeal.
- MDC Central Planning Committee were recommending that the Lakes development application including fishing pontoons be refused;
- The Heybridge Swifts planning application may be considered by committee on the 22<sup>nd</sup> September 2016.

**16/112 Report from the Clerk**

A report was received by Members.

It was noted that letters of thanks had been received from Row 4 a Reason, Oars and Paws, and the Parochial Church Council for the donations.

Members considered:

- i) Nominating the current or past Chairman to attend the EALC Buckingham Palace Garden Party Award;
- ii) Submitting proposals for the Maldon District Conservation & Design Award Scheme 2016.

It was **RESOLVED** that:-

- i) Cllr Edwards be nominated to attend the Buckingham Palace Garden Party;
- ii) No submissions be made for the Maldon District Conservation & Design Award Scheme.

**16/113 Policies and Consultations**

Members considered the following:

- i) Submitting comments to Essex County Council on the Local Bus Network Review Consultation (deadline 28 September 2016);
- ii) Submitting comments to PRS for Music on the Local Authorities Tariff Customer Consultation (deadline 17 August 2016.)

It was **RESOLVED** that:

- i) All Members submit comments to Essex County Council on the Local Bus Review Consultation as individuals;
- ii) no comment be submitted to PRS for Music.

**16/114 Gardener Tender**

Members considered the draft tender for a gardener and the tender timescale. Members considered appointing two Members and the Clerk to open and review the tenders received.

It was **RESOLVED** to agree the draft tender and timescale for a gardener. It was **RESOLVED** to appoint Cllr Edwards, Cllr Perry and the Clerk to open and review the tenders received.

**16//115 Action Plan 2016-2017 Review**

Members reviewed and updated the Action Plan.

**16/116 Plantation Hall Extension Public Exhibit – 2<sup>nd</sup> October 2016**

Members considered the arrangements for the public exhibit.

A general discussion took place. It was noted that the plans should be on display as well as the feasibility study results. It was also noted that comments should be invited and collected in a box.

Members considered inviting the architect to attend the exhibit.

Members considered appointing Councillors to oversee the organising of the exhibit as well as attending on the day.

It was **RESOLVED** that:-

- i) the architect be invited only if there was no additional charge;
- ii) Cllr Burwood and Cllr Edwards oversee the organising of the exhibit;
- iii) Cllr Young and Cllr Prof Schnurr would attend the exhibit on the day.

**16/117 Town Status (minimum 10 Members required to be present)**

Members considered agreeing in principle to adopting town council status. Pending the decision, Members considered if a public workshop should be planned after the summer holidays. Members received a report from Cllr Edwards supporting the change as well as a report from Cllr Prof Schnurr against the change.

Cllr Prof Schnurr expressed his concern that the initiative was not from grass root members of the community but from the Parish Council.

It was **RESOLVED** to defer this item until more Councillors were present.

**16/118 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 –

7 July 2016

N Percy	£19.17	Mileage claim re 30/6//16	4201
RCCE	£126.00	Membership Fee 1/7/16 to 30/6/17	3301
PCC	£100.00	Donation	1371
Row 4 a Reason	£200.00	Donation	1371
Darby & Joan Club	£600.00	Donation	1371
AGH Engraving	£30.00	Brass Plates	4601
Blackwater Printing	£650.40	Heybridge Herald/Polo Shirts	1202
Cadabra	£686.87	Stationery for Plantation Hall	4601
Essex Supplies (UK) Ltd	£50.94	Washroom supplies at Plantation Hall	2501
GR Hilton	£225.00	Grounds maintenance at PHall and Green Lane	3001
Maldon District Council	£3096.74	Grounds Maintenance Oct-Dec 2015	3001
Pear Technology	£687.60	Council Mapping System – Year 4 of 5	4501
Pralet Heating	£240.00	Service 4 Air Con Units	2401
STA Ltd	£216.00	Supply Windows 7 laptop computer	4501
The Window Cleaner	£45.00	Window Cleaning at PHall 21/6/16	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	£58.00	Monthly payment re Water Supply at PHall	2201

### 21 July 2016

D Cristofoli	£50.00	Hire deposit refund re 3/7/16	2301
D Morton	£50.00	Hire deposit refund re 10/7/16	2301
J Plumb	£50.00	Hire deposit refund re 10/7/16	2301
G Postmon	£50.00	Hire deposit refund re 17/7/16	2301
L Manning	£50.00	Hire deposit refund re 17/7/16	2301
Heybridge U3A	£20.00	Cancelled meeting 19/5/16 from Computer Group no longer hiring	2301
M Edwards	£33.98	Reimbursement re Caretakers Mobiles	4501
A Hilton	£15.75	Reimbursement re mileage 20/6 to 18/7/16	4201
Tony Percy	£252.00	Delivery of Heybridge Herald	1202
Danbury Electrical Services Ltd	£155.82	Repair fault on window key switch at PHall	2401
Edgars Water	£7.20	Bottled water	2501
Kempco Ltd	£95.78	Refreshment & Washroom Supplies	4601
K Locke	£222.50	Grounds Maintenance re month June 2016	3001
Office Is Ltd	£17.29	Stationery supplies for PHall	4601
Royal Mail Group Ltd	£33.74	Response services	4601
Cadabra	£192.00	Stationery supplies for PHall	4601
Blackwater Roofing Ltd.	£237.60	Roof repairs at Plantation Hall	2401
Maldon District Council	£2270.22	Grounds maintenance re quarter Jan-March 2016	3001
Maldon District Council	£2469.48	Park Ranger Services quarter April-June 2016	1210
Stephensons of Essex Ltd	£598.00	Bus service re month June 2016	1375
GR Hilton	£90.00	Footpath clearance Elizabeth Way	3001
Southern Electric	£102.75	Monthly payment re Street Lighting	3601
British Telecom	£111.96	Quarterly Telephone 01621852471	2201
Green Recycling Ltd	£57.25	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£19.56	Monthly payment re Gas Supply at PHall	2201
British Telecom	£207.99	Quarterly Telephone 01621855652	2201
Southern Electric	£425.95	Quarterly Electricity PHall	2201

### 18 August 2016

M Edwards	£59.45	Reimbursement re balloons and other supplies	2401
Cash	£171.07	Top up Clerk and Finance Support Petty Cash	4601
L Wiebe	£5.40	Mileage costs re 12/5/16	4201
Chelmer Canal Trust	£20.00	Membership subscription 2016-17	3301
L Wiebe	£31.90	Book plus food allowance for "Herald"	4601
A Hilton	£9.00	Mileage costs re month	4201

C Burwood	£1050.00	Internship honorarium – Neighbourhood Plan	3702
Edgars Water	£15.00	Bottled water	2501
GR Hilton	£90.00	Hedge cutting at PHall	3001
Essex Supplies (UK) Ltd	£24.19	Washroom supplies	2501
GR Hilton	£90.00	Footpath clearance Elizabeth Way	3001
Kempco Ltd	£107.40	Stationery supplies for PHall	4601
K Locke	£221.38	Grounds Maintenance re mnth July 2016	3001
M&G Fire Protection (Essex) Ltd	£24.00	C size batteries	2501
Office Is Ltd	£63.62	Stationery supplies for PHall	4601
Pralet Heating Ltd	£33.54	Water filter for Kitchen urn	2401
St Johns Ambulance	£164.22	First aid cover on community festival	4301
The Window Cleaner	£45.00	Window cleaning at PHall on 19/7/16	2401
W Brierley	£150.00	Community Festival “Die Hards” performance	4301
Stephensons of Essex Ltd	£598.00	Bus service re mnth July 2016	1375
EALC	£63.50	Charles Arnold Baker Book	4601
Kempco Ltd	£62.98	Stationery Supplies for PHall	4601
Sovereign	£631.85	Supply of Replacement Hoops	3501
Maldon District Council	£392.00	Monthly payment re Rates PHall	2201
Maldon District Council	£581.00	Monthly payment re Rates Daisy Meadow Car Park	3201
Essex & Suffolk Water	£55.88	Monthly payment re water supply at PHall	2201
Green Recycling Ltd	£51.85	Monthly payment re waste collection PHall	2201
Crown Gas & Power	£70.43	Monthly payment re Gas Supply 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 July 2016 and August 2016;
- c) Members received the bank reconciliation for June and July 2016;

**16/119**

**Publicity**

i) **Heybridge Herald**

Cllr Edwards reported that work has started on the next edition, autumn 2016, slightly earlier than usual in order to include the Neighbourhood Plan Public Exhibit which will be held on the 23<sup>rd</sup> October 2016.

Cllr Young had a photo taken at the Community Festival which can be included in the Herald.

**16/120**      **Basin Matters**

- i) Members received a report from Cllr Prof Schnurr.
- ii) It was noted that the large refuse bins that were located near the steps to the Canal in Daisy Meadow Car Park have been removed. It was noted that the Environment and Resources Committee will be considering repurposing the area.
- iii) It was noted that the gully in Daisy Meadow Car Park required cleaning.
- iv) It was noted that Maldon District Council had yet to complete the stakeholder survey for need of public facilities in Daisy Meadow Car Park. The Maldon and Blackwater Community Coastal Team are to submit a grant next financial year for economical improvements in the Basin.

**16/121**      **Reports from Committees and Working Groups**

- i) Planning Committee – there were no recommendations;
- ii) Events Committee  
Members received a report from Cllr Young.
  - The Community Festival was a success. There were 35 stall holders. General feedback had been very positive with many stall holders wanting to return next year.
  - Cllr Young thanked all Councillors and their families who helped in the planning, setting up and running of the Festival; Saint FM; all stall holders; all entertainment acts; Die Hard; Heybridge Neighbourhood Group; caretaking staff and their families; and Mandy Hilton.
  - Vintage Dance to take place on Saturday 20<sup>th</sup> August 2016;
  - Meet your Councillors to be held on Sunday 9<sup>th</sup> October 2016.
- iii) Neighbourhood Planning Task and Finish Working Group
  - a) Members received notes from the meeting held on 9<sup>th</sup> August 2016.
  - b) Members considered the recommendation to agree extending the appointment of the intern to carry out analysis of the completed data entry.
  - c) Members considered the appointment of a second intern to summarise the history of Heybridge.

It was **RESOLVED** that:-

- i) The appointment of the intern be extended.
  - ii) The appointment of a second intern to summarise the history of Heybridge be approved.
- iv) Village of the Year Working Group – there was no report.

**16/122**      **Reports from Outside Committees, Representatives and Training**

- i) Transport Representatives Meeting – Cllr Prof Schnurr  
It was noted that the bus service 288 numbers for June 2016 were 198 and July 2016 were 193.

- ii) Elms Farm Park Conservation Group – Cllr Burwood  
Members received the minutes from the AGM held on 6<sup>th</sup> July 2016;
- iii) Health Matters – Cllr Prof Schnurr
  - a. It was noted that both Longfields and Blackwater Medical Centres were now closed to new patients;
  - b. It was **RESOLVED** that Cllr Prof Schnurr write a report to the Clinical Commissioning Group regarding the lack of Heybridge GP's. It was agreed that should there be no response from the CCG, then it would be necessary to go to the press.
- iv) Tourism and Leisure Representative – Cllr Perry  
There was no report. Cllr Edwards noted that there was a new Visit Maldon website which includes Heybridge.
- v) School Liaison Representative – vacancy
- vi) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr. Members received a report from Cllr Edwards as well as the latest England Coastal Path update;
- vii) EALC rep – Cllr Edwards and Cllr Prof Schnurr  
It was noted that Cllr Prof Schnurr will 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 CPR training will begin 25<sup>th</sup> September 2016. Cllr Young reported that he had received a letter from the Police recommending that the defibrillator cabinet be locked. The letter has been sent to British Heart Foundation whom will be reviewing the situation to supply a new lockable door;
- x) Parish Emergency Coordinator – Clerk  
It was noted that there will be an emergency training day on Sunday 16<sup>th</sup> October 2016 based at Plantation Hall.
- xi) RCCE – Cllr Lawson (general); Admin Assistant (village halls); Cllr Prof Schnurr and Cllr Young (planning).  
It was noted that Cllr Edwards and Cllr Prof Schnurr attended a Neighbourhood Plan Workshop held on 17<sup>th</sup> August 2016.

Cllr Perry left the meeting at 8:28pm.

- xii) Chelmer Canal Trust – Cllr Young



Cllr Young will be attending the AGM being held on 20<sup>th</sup> September 2016.

**16/123 Training Notifications**

Members received the latest training notifications.

**16/124 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 8<sup>th</sup> September 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 15<sup>th</sup> September 2016 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 25<sup>th</sup> August 2016.

The meeting closed at 8:30pm.

Chairman  
15 September 2016