



# Heybridge Parish Council

Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on **THURSDAY 18<sup>th</sup> MAY 2017** in the Main Hall, Plantation Hall, Colchester Road, Heybridge.

PRESENT

**Out-going Chairman:**

Michael Edwards

**Councillors:**

Richard Perry	Keith Lawson	Gary Young
Simon Burwood	Ashley Jones	Trevor Cable
Sofia Bishop	Natalie Lewis	
Tina Gentry (arrived late)		

**Officers:**

Laurie Wiebe

**Members of Public: 6**

District Councillors: None

Police: None

Other Representatives: Don Benson (Heybridge Residents Association)

**In the Chair: Michael Edwards**

The meeting started at 7:30pm.

Prior to the start of the meeting, Cllr Edwards announced that he would be stepping down as Chairman after 6 years. Cllr Edwards outlined the role of Chairman and Vice-Chairman. Cllr Edwards thanked all those who supported him over the years, including Cllr Prof Schnurr time spent dealing with the LDP/Masterplan and other issues. Cllr Edwards thanked the staff for their support.

**17/1 Election of Chairman**

Members considered electing a Chairman for the municipal year. Cllr Edwards nominated Cllr Burwood which was seconded by Cllr Perry. There were no other nominations.

It was **RESOLVED** that Cllr Burwood be elected Chairman for 2017-2018.

**17/2 Declaration of Acceptance of Office - Chairman**

Cllr Burwood signed the declaration of acceptance of office.

In the Chair: Simon Burwood

**17/3 Election of Vice-Chairman**

Members considered electing a Vice-Chairman for the municipal year. Cllr Edwards nominated Cllr Young which was seconded by Cllr Burwood. Cllr Jones nominated Cllr Perry which was seconded by Cllr Cable. There were no other nominations. Voting took place in order nominated.

A vote was held to elect Cllr Young as Vice-Chairman. There was majority vote in favour.

It was **RESOLVED** that Cllr Young be elected Vice-Chairman for 2017-2018.

Cllr Young signed the declaration of acceptance of office.

**17/4** Members were reminded to update their Register of Interest forms either online or by hard copy.

**17/5** **Apologies for Absence**

Apologies were received from Cllr Prof Schnurr (prior commitments) and Cllr Hall (prior commitments.) Apologies were also received from Dist. Cllr Bryan Harker and Dist. Cllr Miriam Lewis. Cllr Perry reported that Cllr Gentry would be late.

It was **RESOLVED** to approve the apologies and the reasons of absence.

**17/6** **Chairman's Announcements**

There were none.

**17/7** **Minutes**

The minutes of the Parish Council meeting held on 20<sup>th</sup> April 2017 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 20<sup>th</sup> April 2017 be approved and confirmed.

The minutes of the Planning Committee meeting held on 5<sup>th</sup> May 2017 were received.

The minutes of the Events Committee meeting held on 11<sup>th</sup> May 2017 were received.

The minutes of the Environment and Resources Committee meeting held on 27<sup>th</sup> April 2017 were received.

**17/8** **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

Cllr Edwards declared a non-pecuniary interest regarding agenda item 11 (Charity of the Year.)

Cllr Burwood declared a non-pecuniary interest regarding agenda item 11 (Charity of the Year.)

**17/9 Public Participation Session**

Mr Benson spoke as Chairman of HRA and congratulated both Cllr Burwood and Cllr Young for being elected Chairman and Vice-Chairman.

There were no further comments.

**17/10 District Councillors' and Emergency Services Report**

It was noted that there was a District Councillor Liaison Meeting held on 28<sup>th</sup> April 2017. The next Liaison Meeting will be held on 26<sup>th</sup> May 2017.

A report was received from Dist. Cllr Harker:-

- The inspector will be addressing any issues raised from the recent consultation held on the Local Development Plan before decision to be made by the DCLG minister. Cllr Harker noted that a decision on the LDP may be delayed due to the general election and a cabinet re-shuffle;
- The Swifts relocation planning application was more than likely to be determined by District Council on 29<sup>th</sup> June 2017;
- The bus timetable had yet to be installed opposite Bentalls shopping centre;
- Meetings continue regarding a public toilet in the Basin;
- “[Heybridge] Lakes Nature Reserve is beginning to look like a section 106 non-runner.”

**17/11 Charity of the Year**

i) Members received nominations for the Charity of the Year. Cllr M Edwards suggested Heybridge Shed. Cllr Edwards reported Heybridge Blackwater Rotary Club were working with Maldon District Council to explore the option of establishing a Heybridge Shed in the Heybridge Chapel. Cllr Edwards noted that the Shed initiative were not a registered charity and therefore could not be nominated for charity of the year. Cllr Edwards suggested that in the future the Shed initiative could apply to the Council for a donation award.

Cllr Burwood suggested Heybridge Scouts and Guides.

There were no other suggestions.

ii) Members considered nominating Heybridge Scouts and Guides as the Charity of the Year.

It was **RESOLVED** that Heybridge Scouts and Guides were the Charity of the Year for 2017/2018.

**17/12 Christmas Drinks Reception**

Members considered holding a Christmas Drinks Reception in December 2017.

It was **RESOLVED** that a Christmas Drinks Reception be approved.

**17/13**     **Planning Records 2016/2017**

Members received the planning record for 2016/2017.

**17/14**     **EALC – Vaughton Council of the Year Award**

Members considered entering the Council of the Year award.

It was **RESOLVED** to not enter the Council of the Year award.

**17/15**     **Buckingham Palace Garden Party and EALC Chairman Service Award**

Members considered nominating the Chairman or ex-Chairman to attend the Garden Party and Service Award.

It was **RESOLVED** to nominate Cllr Edwards to attend the Garden Party and Service Award.

**17/16**     **Recommendation for Architect**

Members considered submitting a letter of recommendation to the Architect for their services in Plantation Hall extension planning application and relocation of the listed horse trough.

It was **RESOLVED** to submit a letter of recommendation to the Architect for their services.

**17/17**     **Maldon and Heybridge Youth Council**

Members considered appointing two Councillors and the Clerk to liaise with Maldon Town Council and local schools to set up a joint youth council.

It was **RESOLVED** that Cllr Jones and Cllr Burwood as Youth Council representatives with Cllr Lewis as substitute.

**17/18**     **Annual Governance Review**

Members received the annual governance review report from the Clerk. Cllr Burwood thanked the Clerk for the review.

i) Members received documents from the Information Commissioners Office on the General Data Protection Regulations which take effect on 25 May 2018.

ii) Members considered the proposed changes to the overview of the organisation:-

3. Change part-time Admin Assistant to part-time Deputy Clerk.

8. Remove 'A copy of the...' The sentence should read "The weekly list produced by District Council is open to the Parish Council to comment on any application in a neighbouring Parish which is felt might affect Heybridge." Remove 'on official noticeboards.' The sentence should read

“Notices of current applications are displayed at Plantation Hall noticeboard ...”

There was a discussion that reference to ‘part-time and full-time’ be removed from the document.

It was **RESOLVED** to agree the proposed changes and to remove ‘part-time’ and ‘full-time.’

- iii) To agree the proposed changes to the following adopted policies:-
  - a. System of Internal Control.
    - Under 2.2 – change ‘lead councillor for property matters’ to ‘Chairman of Environment and Resources Committee’
    - Under 2.3 – change ‘working group’ to ‘Committee’
    - Under 2.4 – change ‘agreed by the Council’ to ‘agreed by the Budget Committee’
    - Under 3.1.1 – change ‘£100’ to ‘£250’
    - Under 3.2.1 – The current cheque signatories are Cllr Michael Edwards, Cllr Prof Lew Schnurr and Cllr Richard Perry. The Council should have 4 signatories on file, Members will need to appoint 1 further signatory.
    - Under 5.0 – reviewed March 2017
  - b. FOI model publication scheme;
    - Under Class 3 – change ‘quality status’ to ‘Local Council Award Scheme’. The information can be obtained by hard copy/electronic (from Clerk) website. The cost is for hard copy.
    - Under Class 5 – change ‘delegated authority in respect of officers’ to be obtained by hard copy/electronic (from Clerk) website. The cost is for hard copy.
    - Under Class 5 – change ‘records management policies (records retention, destruction and archive)’ to be obtained by hard copy/electronic (from Clerk) website. The cost is for hard copy.
  - c. Annual Parish Meeting Guidelines;
    - Under 5.1 – change sentence to read ‘...meaning those who are not local government...’
    - Under 5.2 – change sentence to read ‘...important to note the following restrictions...’
  - d. Relationship with the Press;
    - Under 3 – Members will need to consider if synopsis of meetings should be sent to the local newspapers as they have not been published since before 2012. Consequently, the Clerk stopped sending them in 2015.
    - Under 5 – remove the double period.

- e. Heybridge Herald Publication Guidelines and Principles;  
Under the reasons 4 – change fete to festival  
Under the reasons 5 – change to read ‘To comply with requirements of the Local Council Award Scheme.’  
Under the criteria 2 – change office number to ‘office numbers’
- f. Code of Practice for handling Complaints;  
Under 4 – change sentence to read ‘you may do this by writing to the Council in advance of the meeting ...’
- g. Staff Grievance Procedure Policy;  
Under 3.1 – change sentence to read ‘...Chairman of the Council in which case another Member...’
- h. Disciplinary Procedure;  
Under 3.1 – change last bullet point to read ‘...Procedure or Policy’  
Under 3.1.2 – change bullet point number 12 to read ‘...that is likely to ...’  
Under 3.2 – change ‘People & Performance Committee’ to ‘Personnel Committee’  
Under 3.10 – change ‘People & Performance Committee’ to ‘Personnel Committee’
- i. Statement of Public Task;  
Add bullet point – Environment and Resources Committee
- j. Events Committee Terms of Reference;  
Under record of proceedings – change sentence to read ‘The Deputy Clerk will be responsible...’
- k. Budget Committee Terms of Reference;  
Under 2 – add bank reconciliation verifier. Change sentence to read ‘a third member shall be appointed by Council.’
- l. Personnel Committee Terms of Reference;  
Under 1 – remove ‘in general in’. Change sentence to read ‘...recommendations generally in respect...’  
Under 2 – change sentence to read ‘and two further Councillors to be appointed by Council.’ Change last sentence to read ‘...from amongst their membership.’  
Under 3b – change sentence to read ‘...conditions, including hours, duties...’
- m. Planning Committee Terms of Reference;  
Under 2.1 – change ‘elected’ to ‘appointed’  
Under 6.2 – change ‘elect’ to ‘appoint’

n. Data Protection Policy

It was noted that the policy was to be reviewed in regards to the upcoming changes in Data Protection Legislation

Under 5.1 – last bullet point change ‘committee’ to ‘committed’

o. Lone Worker Policy

Under 7.2 – change sentence to read ‘when the Clerk or Deputy Clerk is away...’

Add 7.4 – ‘The Deputy Clerk working whilst the Hall is vacant is classed as a lone-worker.’

In reference to 5.2 – the Clerk has set up a telephone buddy system to ensure lone workers have returned to their home.

p. Whistleblowing Policy

Under 2.1 – change sentence to read ‘...Procedure is intended...’

q. Paternity Leave Policy

The monetary amounts were current from 2014 and therefore a clause to that effect needs to be included in the policy;

r. Adoption Leave Policy

The monetary amounts were current from 2014 and therefore a clause to that effect needs to be included in the policy;

s. Gifts and Hospitality Policy

Replace ‘your Parish Council’ with ‘the Parish Council’ in 2.2, 3.1, 4.1, 5.2,6.1.5, 6.1.6

t. Tree Policy

The Clerk previously advised that recent case law advised that parish/town councils should have an independent tree survey conducted annually on trees that are located near roads or where pedestrians access frequently. Currently, the Parish Council contracts an arborologist to carry out a three-year tree survey.

u. Appraisals Policy

Under 9.2 – change sentence to read ‘then proceed to...’

Under 9.3 – change last word to ‘file’

v. Community Inclusion and Engagement Strategy

Under 3 – sentence should read ‘...impaired hearing or a speech impediment.’

w. Training Policy

There were no suggestions received from Members to change/alter the training policy

- x. Plantation Hall Car Park Policy  
Under 2- change 'park rangers' to 'community protection officers'
- y. Environmental Policy  
Under 3.3 – sentence should read 'consumption of paper and printer use'

It was **RESOLVED** to approve the proposed changes as above.

iv) Corporate Strategy 2015 to 2020

Members were asked to review the Corporate Strategy with particular emphasis on the identified strategies.

1. Localism Act 2011. The Council has successfully met the requirements of the General Power of Competence.
2. Developing a Neighbourhood Plan. The Council has started the plan.
3. Communication Strategy. The Council continues to increase use of the internet and two Councillors have agreed to trial paperless meetings.
4. Police and Voluntary Organisations. The Council continues to work with MDC Community Protection Officers.
5. Staff and Councillors 'fit for purpose'. Councillors have committed to the code of conduct as well as undertaking relevant training and networking with other town/parish councils.
6. Facilities. The Hall extension outline planning application has been approved. Council agreed to set up a working group to further the project.
7. Good Governance. The Council has been awarded quality status which is a mark of good governance.
8. Allotments. Both the Parish Council and the District Council do not have any suitable land available within the Parish. Two allotment sites have been identified within the North Heybridge Garden Suburb, however it is unknown as to when they would be available.
9. Donation Awarding Grant. The Council continues to consider donation requests received on a quarterly basis.
10. Community Emergency Planning. The Council has an appointed Parish Emergency Coordinator who works with the Resilience Team.

It was **RESOLVED** to agree the above strategy statements.

**17/19**     **Consultations and Policies**

- i) Members considered submitting comments to DCLG on the public consultation on running free.

It was **RESOLVED** that Cllr Young would draft comments to be submitted to DCLG on the public consultation on running free.

- ii) Members considered submitting comments to Essex Pension Fund on the draft investment policy.

It was **RESOLVED** to ask the Council's Internal Auditor if interested in completing the policy.

**17/20 Action Plan 2017/2018**

Members agreed the action plan for 2017-2018 municipal year.  
Cllr Burwood noted that he was still talking to Heybridge Primary School regarding the outstanding lease.

It was **RESOLVED** to agree the action plan for 2017/2018.

**17/21 Memberships**

Members considered the annual renewal of memberships and appoint a lead Councillor as required:

- i) Essex Association of Local Councils (EALC) (Cllr Edwards and Cllr Prof Schnurr )
- ii) National Association of Local Councils
- iii) Campaign to Protect Rural England (Essex) (Cllr Gentry and Cllr Burwood)
- iv) Rural Community Council of Essex (RCCE) (Cllr Lawson)
- v) RCCE Village Halls Committee (Deputy Clerk)
- vi) RCCE Community Led Planning Group (Cllr Young and Cllr Prof Schnurr)
- vii) Thames Estuary Partnership (Mr. Roger Lankester). To be reviewed later in the year in order to appoint a Member along with Mr Lankester pending the development of the new Thames Crossing.
- viii) Society of Local Council Clerks (SLCC) – Clerk and Deputy Clerk
- ix) Chelmer Canal Trust (Cllr Young)

It was **RESOLVED** to approve the annual renewal of memberships and appointment of lead Councillors as indicated.

**17/22 General Power of Competence**

It was noted that the resolution to adopt the General Power of Competence remains in place until the meeting following the next ordinary elections in 2019.

**17/23 Appointment of committees and working groups**

**a) Planning Committee**

Members considered appointing members onto the Planning Committee (five Members plus Chairman and Vice-Chairman)

It was **RESOLVED** to appoint Cllrs Perry, Gentry, Young, Prof Lew Schnurr, Cable, Lawson and Burwood onto the Planning Committee.

**b) Events Committee**

Members considered appointing members onto the Events Committee (five Members plus Chairman and Vice-Chairman)

It was **RESOLVED** to appoint Cllrs Lewis, Young, Cable, Edwards, Burwood, Jones, and Prof Schnurr onto the Events Committee.

**c) Environment and Resources Committee**

Members considered appointing members onto the Environment and Resources Committee (five Members plus Chairman and Vice-Chairman)

It was **RESOLVED** to appoint Cllrs Hall, Edwards, Burwood, Young, Bishop, Lewis and Prof Schnurr onto the Environment and Resources Committee.

**d) Personnel Committee**

Members considered appointing members onto the Personnel Committee (Clerk, Chairman and two Members and a substitute)

It was **RESOLVED** to appoint Cllrs Burwood, Edwards, Lawson onto the Personnel Committee. It was **RESOLVED** to ask Cllr Hall and Cllr Prof Schnurr if they would be interested as substitute.

**e) Budget Committee**

Members considered appointing members onto the Budget Committee (RFO, Internal Auditor, Chairman, Vice-Chairman, one Member, bank reconciliation verifier.)

It was **RESOLVED** to appoint Cllrs Burwood, Young, and Edwards onto the Budget Committee. It was **RESOLVED** to ask Cllr Hall and Cllr Prof Schnurr if they would be interested in being appointed bank reconciliation verifier.

**f) Neighbourhood Plan Working Group**

Members considered appointing members onto the working group (minimum 4 Members.)

It was **RESOLVED** to appoint Cllr Prof Schnurr and Cllr Gentry to the working group. It was **RESOLVED** that the working group be reconsidered at the next meeting.

**g) Plantation Hall Extension Working Group**

Members considered appointing members onto the working group.

It was **RESOLVED** to appoint Cllrs Edwards, Burwood, Lawson and Lewis onto the working group.

**h) Community Achievement Award Panel**

Members considered appointing five Members onto the Panel.

It was **RESOLVED** to appoint Cllrs Burwood, Cable, Bishop and Edwards. It was **RESOLVED** to ask Cllr Hall and Cllr Prof Schnurr if they were interested in joining the panel.

- i) Members considered appointing **Lead Councillors** and **RESOLVED** the following:
- a. **Heybridge Herald** – Cllr M Edwards
  - b. **Basin Matters** - deferred
  - c. **Community CPR Training** – Cllr Young
  - d. **Tourism and Leisure Representative** – Cllr Lewis
  - e. **Health Matters** – deferred
  - f. **School Liaison Representatives** – Cllr Burwood and Cllr Jones.

**17/24 Appointments and representation on outside bodies**

Members formalised and **RESOLVED** the Parish Council's appointments/representation on outside bodies as follows:

- i. Parish Passenger Transportation – Cllr Bishop
- ii. Elms Farm Park Conservation Group – Cllr Cable
- iii. Maldon and Blackwater Estuary Coastal Community Team – Cllr M Edwards and Cllr Prof Schnurr (to be asked.)

There were no other group suggestions.

**17/25 Appointments of wardens and officers**

Members formalised and **RESOLVED** the Parish Council's continued appointment of:-

- i) Tree Warden – Mr Les Hammans
- ii) Parish Emergency Co-ordinator – Deputy Clerk

**17/26 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 –

4 May 2017

Mr P Alford	£96.00	Hire deposit refund re 22/4/17	2301
Brady Corp Ltd	£44.39	Door Closer	2401
OCS Group UK Ltd	£619.63	Medical & Sanitary Waste Service May 2017-April 2018	2201
EALC	£320.00	Training Days 13 & 19/6/17	4801
Essex Supplies (UK) Ltd	£29.85	Washroom Supplies at PHall	2501
Mr G R Hilton	£391.49	Grounds Maintenance Month April 2017	3001
Kempco Ltd	£13.44	Stationery supplies	4601
The Window Cleaner	£45.00	Window Cleaning at PHall 25/4/17	2401
1 <sup>st</sup> Choice Drainage – paid	£145.00	Drains clearance at PHall	2401

by bacs 3/5/17			
Gopak – paid by bacs 21/4/17	£221.42	2 folding tables for PHall	4501
The Window Cleaner	£45.00	Window clean 19/4/16	2401
Maldon District Council	£377.00	Monthly payment re Rates at PHall	2201
Maldon District Council	£622.00	Monthly payment re Rates at Daisy Meadow Car Park	3201
Essex & Suffolk Water	£42.91	Monthly payment re water supply at PHall	2201

18 May 2017

A Hilton	£32.20	Mileage claim 3/4/17 to 3/5/17	4201
L Wiebe	£25.20	Mileage claim 27 April 2017	4201
Chandler Williams Ltd	£1200.00	Audit fee for the year to 31/3/17	4901
Kempco Ltd	£228.69	Stationery/Washroom supplies at PHall	2501/4601
M&G Fire Protection (Essex) Ltd	£111.60	Service extinguishers	2401
Montrose TC Ltd	£18.00	Cup Engraving	4601
PRS for Music	£475.12	Music use 27/5/17 to 26/5/18	3301
Stephensons of Essex Ltd	£598.00	Bus service for month April 2017	1375
Viking	£231.03	4 books second class stamps	4601
Southern Electric	£99.48	Monthly payment re Street Lighting	3601
Green Recycling Ltd.	£53.00	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£100.46	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;
- c) Members received the bank reconciliation for April 2017;
- d) Members considered writing off an invoice to a hirer for damage caused to Plantation Hall on 14<sup>th</sup> February 2016 for £616.15.

It was **RESOLVED** to refer the matter to small claims court.

- e) Members considered appointing Mr John Williams as Internal Auditor for 2017-2018.

It was **RESOLVED** that Mr John Williams be appointed internal auditor for 2017-2018.

f) Members considered opening additional accounts with other banks. It was **RESOLVED** that the Clerk further investigate opening an account with Aldermore Bank.

g) Members considered appointing an additional bank signatory.

It was **RESOLVED** Cllr Jones and Cllr Burwood be appointed additional bank signatories.

### **17/27 Annual Return 2016/17**

- i) It was noted that the period of exercise of public rights will commence on Tuesday 6<sup>th</sup> June 2017 and end on Monday 17<sup>th</sup> July 2017;
- ii) Members approved the final Income and Expenditure Account for 2016/17;
- iii) Members approved and signed the Annual Governance Statement for 2016/17:
  - i. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements **AGREED**;*
  - ii. *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness **AGREED**;*
  - iii. *We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances **AGREED**;*
  - iv. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations **AGREED**;*
  - v. *We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required **AGREED**;*
  - vi. *We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems **AGREED**;*
  - vii. *We took appropriate action on all matters raised in reports from internal and external audit **AGREED**;*
  - viii. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements **AGREED**.*
- iv) Members approved the Annual Statements for 2017/18.

**17/28**

**Training Notifications**

Members received the latest training notifications.  
There were no training requests.

**17/29**

**Future meetings**

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 1<sup>st</sup> June 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 8<sup>th</sup> June 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 15<sup>th</sup> June 2017 at 7:30pm.

The next meeting of the Environment and Resources Committee will be held on Thursday 25<sup>th</sup> May 2017 at 7.30pm.

The meeting closed at 9:05pm.

Chairman  
15 June 2017