



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 19th JANUARY 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 Sofia Bishop
Tina Gentry

Officers: Laurie Wiebe – Clerk and RFO
Mr John Williams – Internal Auditor

Members of Public: 3

District Councillors: None
Police: None
Other Representatives: None

In the Chair: Cllr Edwards

The meeting started at 7:00pm.

It was noted that the meeting would not be recorded or filmed. The Chairman invoked standing order no.24 to vary the order of business so that setting the budget and precept for 2017/2018 be considered following public participation.

16/384 **Apologies for Absence**
Apologies were received from Cllr Young (prior commitment.)

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

16/385 **Chairman's Announcements**
The Chairman reminded Members of the proper procedure to request items for inclusion on Parish Council meeting agendas and arrangements to contact the Clerk.

It was noted that a by-election had not been called and therefore the Council would be co-opting to fill the vacancy.

The Chairman thanked Cllr Prof Schnurr and Cllr Lawson for attending the further hearings of the Examination of the Maldon District Council Local Development Plan at Cold Norton the past two weeks.

16/386 **Minutes**

The minutes of the Parish Council meeting held on 15 December 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 15th December 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 5th January 2017 were received.

The minutes of the Events Committee meeting held on 12th January 2017 were received.

The minutes of the Budget Committee held on 13th January 2017 were received.

16/387 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

There were none.

16/388 **Public Participation Session**

A resident expressed concern of the street lights not working along Goldhanger Road (reference no. 20257925) which had been reported on 21st September 2016. The resident expressed concern that the County Council may not fix the street lights. Cllr Prof Schnurr noted that Dist. Cllr Harker had also reported the streets lights not working along Goldhanger Road. Cllr Prof Schnurr offered to investigate and report back.

16/389 **Budget and Precept 2017/2018**

- i) Members considered setting the budget for 2017/2018. Mr. Williams explained the budget setting procedure. It was noted that the reserves should be 50% of the precept. It was noted that the proposed budget would not draw from the reserves and would include new play equipment at Plantation Hall as well as the unspent budget carried forward for the Neighbourhood Plan.

Expenses = £256,700

Income = £38,500

It was **RESOLVED** to approve the proposed budget for 2017/2018 financial year.

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

Expenses = £256,700
[minus Income = £38,500]
Precept = £218,200

It was **RESOLVED** to set the precept for 2017/2018 financial year at £218,200.

There was a general discussion regarding the budget and precept. There was concern that all Members needed to be prepared to deal with the public as the budget will be increased by 29.9%.

iii) **Press Release**

Members considered the draft press release explaining the decision to increase the precept. It was suggested to amend the press release to further explain the precept increase by maintaining high standard of service, the Council exercises due diligence in expense, and Members were volunteers.

It was **RESOLVED** to agree the press release as amended.

16/390 District Councillors' and Emergency Services Report

There were no reports.

16/391 Co-option

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

16/392 Report from the Clerk

A report was received by Members.

Members noted the arrangements for the main entrance door to Plantation Hall. There was a lengthy discussion. It was noted that the Environment and Resources Committee would look into different options regarding the entrance door.

Members received a letter from Maldon District Council regarding planning delegation to officers.

Members received an update on the submitted planning application for the extension of Plantation Hall.

Members considered:

- i) The request from Farleigh Hospice to use Daisy Meadow Car Park for their annual Walk for Life on Sunday 21st May 2017;
- ii) Hosting a community engagement event on Sunday 2nd April 2017. It was noted that as part of the Local Council Award Scheme, it was necessary to engage with the community to seek their views as to what they wish the Parish Council to be in 5 years time. It was suggested that the information could also be used for the Neighbourhood Plan;

- iii) Submitting a proposal to Essex County Council to relocate a small length of footpath number 56, which crosses the Hall car park, 5 metres North.

It was **RESOLVED** that:

- i) The request from Farleigh Hospice to use Daisy Meadow Car Park on 21st May 2017 be approved;
- ii) A community engagement event be held on 2nd April 2017;
- iii) An application be submitted to Essex County Council to relocate a small section of footpath no. 56 by 5 metres north.

16/393 Policies and Consultations

Members received the amended Freedom of Information Act publication scheme.

Members considered:-

- i) Adopting the amended Equal Opportunities Policy;
- ii) Submitting comments to DCLG on the amended environmental impact assessment regulations consultation;
- iii) Submitting comments to Essex County Council on the proposed modifications of the Essex and Southend-on-Sea Replacement Waste Local Plan consultation.

It was **RESOLVED** that:-

- i) The amended Equal Opportunities Policy be adopted;
- ii) Cllr Prof Schnurr to submit comments on behalf of the Parish Council to DCLG on the amended environmental impact assessment regulations consultation;
- iii) Cllr Prof Schnurr to review the proposed modifications of the Essex and Southend-on-Sea Replacement Waste Local Plan consultation.

16/394 Grounds Maintenance Tender

Members received a report from the tender exercise. Cllr Burwood spoke regarding the seven tenders that had been received.

It was **RESOLVED** to award the grounds maintenance tender to Skippers Grounds Maintenance for a five year period.

16/395 Local Council Award Scheme – Quality Status

It was noted that following the adoption of the amended Equal Opportunities Policy, the Council would be awarded Quality status.

It was noted that there will be a celebration event to mark the occasion on the 16th February 2017 prior to the start of the Council meeting.

16/396 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 –

5 January 2017

Mandy Hilton	£19.80	Mileage claim for December 2016	4201
D Winter	£50.00	Hire deposit refund re 17/12/16 hiring	2301
C Wells	£50.00	Hire deposit refund re 18/12/16 hiring	2301

AGH Engraving	£60.00	Door Signs	4501
EALC	£150.00	Training Social Media	4801
Essex Supplies (UK) Ltd	£28.77	Washroom supplies at PHall	2501
Mr G R Hilton	£150.00	Grounds Maintenance 10/11/16 and 1/12/16	3001
Kempco Ltd	£159.08	Stationery supplies at PHall	4601
Viking	£227.03	Books 2 nd Class Postage Stamps	4601
Parker Bell (Instruments) Ltd	£75.00	PAT Machine calibration	2501
Maldon District Council	£392.00	Monthly payment re rates at Plantation Hall	2201
Maldon District Council	£581.00	Monthly payment re rates at Daisy Meadow Car Park	3201
Essex & Suffolk Water	£42.91	Monthly payment re Water Supply at PHall	2201

19 January 2017

T Powell	£63.90	Mileage claim for December 2016	4201
L Ives	£50.00	Hire deposit refund re hire 15/1/17	2301
B G Appleton (Contracts)	£330.00	Plantation Hall & Daisy Meadow Car Park Sweep	3001
Carpet Flooring Direct Ltd	£10082.00	Supply & Fit new flooring	2401
Inkpen Downie Architecture & Design Ltd	£937.88	Feasibility study professional fees	3701
Kempco Ltd	£356.45	Stationery & washroom supplies for PHall	4601
Maldon Cricket Club	£105.00	Donation - advert	1371
Stephensons of Essex Ltd	£575.00	Bus service for month December 2016	1375
Green Recycling Ltd	£37.49	Monthly payment re Waste Collection PHall	2201
British Telecom	£127.20	Quarterly bill re 01621 852471	2201
British Telecom	£217.02	Quarterly bill re 01621 855652	2201
Crown Gas & Power	£189.50	Monthly payment re Gas Supply at PHall	2201
Southern Electric	£112.40	Monthly payment re Street Lighting	3601

RESOLVED that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for January 2017
- c) Members received the bank reconciliation for December 2016;
- d) Members considered continuing the full page advert and matchball sponsorship for Maldon Cricket Club 2017 club handbook for £105.00

It was **RESOLVED** to continue the full page advert and matchball sponsorship for Maldon Cricket Club 2017 club handbook for £105.00.

16/397 Publicity

- i) Heybridge Herald
Cllr Edwards reported that the winter edition of the Herald was near completion.
- ii) Press Releases
Members considered earlier the press release regarding budget expenditure.

16/398 Basin Matters

Members received a report from Cllr Prof Schnurr regarding Maldon Blackwater Coastal Team proposed information hub in the Basin and Highways has reinstated the line along Basin Road at Daisy Meadow Car Park.

Cllr Perry asked that Basin Matters be removed from future agendas unless there was a need for particular items to be discussed. It was agreed.

16/399 Reports from Committees and Working Groups

- i) Planning Committee
Members received an update on the Local Development Plan Examination in Public from Cllr Prof Schnurr and Cllr Lawson. It was noted that the Examination concluded on 19th January 2017 at 5pm. The Examiner will be summarising all information received. The report will then go to Secretary of State for determination.
- ii) Events Committee
Cllr Edwards reported that:-
 - Quiz Night will be held on 20th January 2017;
 - Vintage Dance will be held on 25th February 2017;
 - Heybridge Blackwater Rotary Club will be hosting a fish and chip bingo event on 29th April 2017.
- iii) Neighbourhood Planning Task and Finish Working Group
Members received the notes from the working group meeting held on 10th January 2017.
- iv) Environment and Resources Committee
Members considered appointing two Members onto the Committee.

Cllr Bishop and Cllr Cable volunteered.

It was **RESOLVED** to appoint Cllr Bishop and Cllr Cable onto the Committee.
- v) Village of the Year Working Group
Cllr Gentry was the only member of the working group. It was noted that Cllr Gentry would further investigate what is required to apply to RCCE Village of the Year and would report back to Council if it was worthwhile continuing with the working group.

16/400 Reports from Outside Committees, Representatives and Training

i) **Transport Representatives Meeting – Cllr Prof Schnurr**

It was noted that the bus service 288 numbers for December 2016 were 152.

There was a discussion whether the budget for bus service 288 would be considered at a future meeting. It was noted that funding the bus service 288 would be discussed at the Annual Parish Council Meeting and that Cllr Prof Schnurr would investigate the details of the bus passenger numbers.

ii) **Elms Farm Park Conservation Group – Cllr Burwood**

Nothing to report. Cllr Burwood reported that the Group normally meet quarterly on a Wednesday evening and would not be able to attend any meetings until July 2017. It was noted that a substitute Councillor would attend the next meeting.

iii) **Health Matters – Cllr Prof Schnurr**

Members received an update from Cllr Prof Schnurr. It was noted that CCG had yet to submit their project plan regarding local health facilities following the request made in November 2016.

iv) **Tourism and Leisure Representative – Cllr Perry**

Cllr Perry reported that there had been short films made within the District.

Cllr Edwards asked Cllr Perry to put together a strategic action plan to help increase tourism and leisure activities within the Parish which would then be incorporated into the Council's Action Plan.

Cllr Jones left the meeting at 8:53pm.

Cllr Lawson suggested that the tourism and leisure strategic action plan could also be incorporated into the Neighbourhood Plan.

Cllr Jones returned to the meeting at 8:54pm.

Cllr Perry agreed to start a strategic action plan for tourism.

v) **School Liaison Representative – Cllr Burwood.**

Cllr Burwood reported that he was organising the multiculturalism competition between the schools within the District as part of the Festival.

It was noted that Cllr Burwood would be introducing Heybridge Blackwater Rotary Club to Heybridge Primary School as they wish to make a donation to the school.

- vi) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr.
Members received a report. Cllr Edwards noted that toilets at Daisy Meadow Car Park had been added to the Community Group project list.
- vii) EALC rep – Cllr Edwards and Cllr Prof Schnurr
No report.
- viii) CPRE – Cllr Gentry – no report;
- ix) Community CPR Training – Cllr Young
It was noted that a report could be found in the minutes of the Events Committee.
- x) Parish Emergency Coordinator – Clerk
There was no further report.
- xi) RCCE – Cllr Lawson (general); Admin Assistant (village halls); Cllr Prof Schnurr and Cllr Young (planning).
There was no report.
- xii) Chelmer Canal Trust – Cllr Young
It was noted that a report could be found in the minutes of the Events Committee.

16/401 Training Notifications

i) Members received the latest training notifications.

It was **RESOLVED** that:-

Cllr Burwood attend the Budget and Precept Course;

Cllr Burwood attend the Procurement Regulations Course.

ii) Members received a report regarding Equality training.

It was **RESOLVED** that all Members and Staff complete the on-line training courses for Equality and Diversity, The Prevent Duty, and Safeguarding Vulnerable People.

iii) Members considered the EALC conducting in-house training on Planning.

It was **RESOLVED** that in-housing training on Planning be approved.

16/402 Future meetings

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

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

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

The next meeting of the Environment and Resources Committee will be held on 26th January 2017.

The meeting closed at 9.08pm.

Chairman
16 February 2017